

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

MEETING OF THE BOARD OF DIRECTORS

MEETING HELD July 9, 2019 at 1:30 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

GAATN Technical Subcommittee Chairman Jaime Guerra called the meeting to order at 1:30 p.m.

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

Dain Herbat, on behalf of Travis County

Carlos DeMatos, on behalf of GAATN

Sarah Eichelberger, on behalf of GAATN

Syd Falk, GAATN attorney

Frank Ammons, on behalf of GAATN

Jaime Guerra, on behalf of the University of Texas

Steve Pyle, on behalf of State of Texas DIR

Bobby Saddler, on behalf of Lower Colorado River Authority

John Kohlmorgan, on behalf of Austin ISD

Bruce Hermes, on behalf of City of Austin

A quorum was established at roll call.

Members of the public:

Doug Wilson, on behalf of JC Communications

Wayne Wedemeyer, on behalf of the University of Texas

Chris Gonzales, on behalf of BryComm

Cory Brymer, on behalf of BryComm

2. Citizen Communications

There were no citizen communications.

3. Review and Approve the minutes for the regular Board Meeting of June 4, 2019

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

4. Consent Agenda Items from Technical Subcommittee Meeting of June 18, 2019

Jaime Guerra moved to approve Consent Agenda Items 4A and 4B 1-4; Bruce Hermes seconded the motion and it passed unanimously.

A. Seeking approval for ACC EUFAP request to purchase 12 strands on B1S in the brown buffer tube in the amount of \$52,766.88

B. Re-design of node cables for the following AISD campuses:

1) Doss elementary school 7005 Northledge Dr, Austin, TX 78731 – Ring B1N Full Campus Replacement

2) Govalle elementary school 3601 Govalle Ave, Austin, TX 78702 – Ring D1N Dual Campus Migration

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- 3) **Manchaca elementary school 1218 W. FM 1626, Austin, TX 78748 - Ring C1S Dual Campus Migration**
- 4) **TA Brown elementary school 7801 Guadalupe St, Austin, Texas 78752 – Ring B1N Full Campus Replacement**

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

A. GAATN Board and Technical Subcommittee Chair and Vice-Chair Annual Elections

- **Board Chairman – Dain Herbat**
 - Jaime Guerra moved to nominate Dain Herbat as GAATN Board Chairman; Bruce Hermes seconded the nomination.
 - Bruce Hermes moved to close nominations for the Board Chairman; Jaime Guerra seconded the motion and it passed unanimously.
 - Bruce Hermes moved to elect Dain Herbat as GAATN Board Chairman; Jaime Guerra seconded the motion and it passed unanimously.
- **Board Vice-Chairman – Gary Weseman**
 - Dain Herbat moved to nominate Gary Weseman as GAATN Board Vice-Chairman; Jaime Guerra seconded the nomination.
 - John Kohlmorgan moved to close nominations for the Board Vice-Chairman; Bruce Hermes seconded the motion and it passed unanimously.
 - Jaime Guerra moved to elect Gary Weseman as GAATN Board Vice-Chairman; Dain Herbat seconded the motion and it passed unanimously.
- **Technical Subcommittee Chairman – Jaime Guerra**
 - Dain Herbat moved to nominate Jaime Guerra as Technical Subcommittee Chairman; Bruce Hermes seconded the nomination.
 - Bruce Hermes moved to close nominations for the Technical Subcommittee Chairman; Dain Herbat seconded the motion and it passed unanimously.
 - Dain Herbat moved to elect Jaime Guerra as Technical Subcommittee Chairman; Steve Pyle seconded the motion and it passed unanimously.
- **Technical Subcommittee Vice-Chairman – Steve Pyle**
 - Jaime Guerra moved to nominate Steve Pyle as Technical Subcommittee Vice-Chairman; Bruce Hermes seconded the nomination.
 - Dain Herbat moved to close nominations for the Technical Subcommittee Vice-Chairman; Jaime Guerra seconded the motion and it passed unanimously.
 - Jaime Guerra moved to elect Steve Pyle as Technical Subcommittee Vice-Chairman; Dain Herbat seconded the motion and it passed unanimously.

B. Revised stamped design for GAATN Backup NOCC Equipment Room at the Austin Convention Center

Carlos sent an email to members with the link to the design after the last Technical meeting. He said management is moving forward with the design as is. Steve asked for a design that included dimensions to ensure there is enough space for racks and equipment; Carlos said he will create one. Jaime said he doesn't think the Board needs to approve the plans; Carlos said that management wanted to notify the Board of the revisions regarding the generator size and placement. Dain asked if Carlos sent the design to the Convention Center; Carlos said yes and they don't seem to have an issue with it.

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C. Amendment of GAATN By-Laws to account for sale of AISD’s Treaty Oak property, and any future property, in the provision regarding posting of meetings under the Open Meetings Act

Sarah asked members to review the redlined draft of the revisions to the By-Laws which removes to words “Treaty Oak” and replaces them with “Administrative Offices.” Jaime asked Syd if he reviewed the changes and were comfortable with them; Syd confirmed he was good with them. Frank asked if GAATN is required to post with AISD since they post with Travis County and on GAATN’s website. Syd said the interlocal states that GAATN must follow school law and therefore should post meeting notices with AISD. Syd also pointed out the revision date in the title; Bruce pointed out a misspelling in the title. Jaime Guerra moved to approve the presented redlines to the GAATN By-Laws as well as the revision date and correction of the title spelling; Bruce Hermes seconded the motion and it passed unanimously.

D. GAATN Network Management Service Level Agreement

Frank reported that the current SLA between GAATN and the City of Austin (COA) for network management services will expire on August 31 with no extensions remaining. Management is working with the COA Finance to identify costs associated with the new SLA. Frank said the new SLA will be sent out prior to the August Board meeting for members to review and raise any concerns to network management and COA. Frank asked members to review the services currently spelled out in the SLA. Dain asked if COA is proposing any changes to the services provided; Frank said there’s been some discussion about an additional resource down the road and he will work with CTM finance and Syd to determine if language for future flexibility needs to be added or if it is already in there. John asked if the Board has considered any opportunities to make changes from its perspective. Bruce said there have been discussions about managing members utilization of Right-of-Way as a matter of policy, but since there have not been any policy changes to that end, it is premature to include those duties. Bruce said he would like to make sure there is language that allows for future flexibility to add such duties if the Board decides to make that policy down the road. Frank said he will send the draft SLA out to members as soon as CTM finance makes their suggested changes. Jaime asked for this to be added as an agenda item to the next Technical Subcommittee meeting. Syd asked if it needs to be approved by City Council; Sarah said the current one was approved by City Council. Frank and Bruce were not sure if these types of agreements still go to City Council for approval but will find out; Syd said that point is important in determining whether it is possible for GAATN to grant an extension on the current SLA.

E. One Call Concepts voluntary withdraw from Texas and Lone Star 811 to Texas 811 migration

Sarah reported that management was notified that Lone Star 811, GAATN’s current locate request notification contractor, will be pulling out of Texas at the end of July and all of their customers are having to migrate to Texas 811. Sarah said management has worked with Texas 811 and the migration is complete and GAATN is live in their system as of today. She noted that Texas 811 is now the sole provider of this service and GAATN’s cost will increase by \$0.10 per call, for an expected annual increased cost of \$500. She said she is working with Texas 811 to get the necessary documentation to set them up as a sole source vendor with AISD. Frank said that if any members use Lone Star 811 and need assistance with migrating to Texas 811, they may contact management for assistance.

F. Update on UT temporary use of two A1N strands from Austin ISD

Jaime reported that UT did not end up borrowing the two AISD A1N strands as it was recorded they would in the April 2019 Board meeting minutes. John said he agreed that UT did not borrow the fibers.

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6. Network Manager's Update (COA, 10 minutes) – Discussion and possible action regarding:

A. Treaty Oak Decommission project status update

Carlos said that, as of today, this project is 75% complete, with only SRN remaining to be decommissioned at Treaty Oak which is scheduled for 7/22-7/23. Carlos said that permits have been approved for SRN and he doesn't foresee any issues with completing the project on those dates. He noted that all of the equipment has been removed. Bruce asked if the decommissioning has resulted in fewer splices; Carlos said yes, but it's so minor that it's not making a noticeable difference on dB losses.

B. Convention Center NOCC status

Frank said management is continually working with Public Works (PW) to move this project along. Carlos had a meeting with PW yesterday and they are finalizing IMEG as a design consultant on the project. PW also stated it will take about four months to get pricing for the buildout, however they will not be issuing a RFP, because they have approved contractors on rotation. Bruce requested a detailed project timeline in table format at the next Board meeting. Carlos said one roadblock is that the people from the IMEG team that worked on the original design are no longer available to work on this project. Jaime asked what is preventing PW from walking the job with their contractor(s) next week and getting pricing since they already have stamped designs and this has been deemed an emergency to the City Manager; Carlos said he will talk to them. Frank said PW is not willing to give management firm dates; Bruce said this matter will need to be escalated and suggested refreshing the emergency declaration letter to the City Manager since a new one has come into office since the letter was issued in February 2018.

C. Project Status Report

Carlos reported that the only project left for FY19 is the SRN decommissioning, scheduled for 7/22-7/23. Jaime asked Carlos to add the new UT site on B1N John Chase Building on Navasota. Carlos discussed the following completed projects:

- A2N and SRS Treaty Oak Decommissioning – completed 6/17-6/20
- AISD Ridgeway A1N node replacements – completed 6/5
- AISD Mathews ES A1N node replacements – completed 6/25
- AISD Construction Management A2N decommission – completed 6/26
- AISD Southfield B2S new node PH-2 – completed 6/27
- AISD Joslin ES C1S Input node repair – completed 7/2
- COA FS#19 A1N node relocation – completed 6/20

D. Job Budget Tracking Report

Sarah reported that there were 24 jobs totaling \$725k approved in FY19, however only 20 of those jobs totaling \$472k were completed and paid out in FY19. Four jobs totaling \$253k will move from FY19 to FY20, including the Fiberlight joint duct bank, which will come out of the GAATN Fund Balance in FY20. Of the \$472k spent in FY19, 77% was spent on projects – namely Treaty Oak Decommissioning and City Hall Reconnectorization – and 21% was spent on repairs.

E. GAATN FY20 Cost Avoidance Report Update

Sarah noted that she emailed members their entity's cost avoidance report earlier in the morning and will need each member to update their number of circuits and resend to her by Tuesday, July 30. She is working with UT to get updated pricing for the circuits. If all entities respond by the deadline, the report will be presented at the August Board meeting.

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F. GAATN Property Insurance RFP Update

Sarah notified the Board that a RFP will be issued through AISD for GAATN Property Insurance in August. A recommendation for award will be brought to either the September or October Board meeting.

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)

A. Financial Report

John reported that GAATN came close to spending the budgeted amount and there shouldn't be much money that moves into the fund balance at the end of the year.

9. Meeting & Action Items Summary:

Frank reviewed the following action items from this meeting:

- Send out draft of the new management SLA to all members for comment
- Add SLA discussion to July Technical Subcommittee agenda
- Add dimensions to the Backup NOCC Design to ensure adequate space
- Present full Backup NOCC Timeline at the next Board meeting
- Refresh letter to City Manager for emergency declaration of Backup NOCC

10. Confirm date, time, and location for the next regular Board meeting on August 6, 2019 at 12:30 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 2:26 p.m.