

GREATER AUSTIN AREA TELECOMMUNICATIONS NETWORK (GAATN) INTERLOCAL AGENCY

MEETING OF THE BOARD OF DIRECTORS

MEETING HELD November 6, 2018 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 Board Vice-Chairman Gary Weseman called the meeting to order at 1:30 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

Mike Gibbons, on behalf of Lower Colorado River Authority

Jaime Guerra, on behalf of the University of Texas

Bo Kinsey, on behalf of Travis County

Frank Ammons, on behalf of GAATN

Carlos DeMatos, on behalf of GAATN

Sarah Eichelberger, on behalf of GAATN

Syd Falk, GAATN attorney

Bruce Hermes, on behalf of City of Austin

A quorum was established at roll call.

Steve Pyle, on behalf of State of Texas DIR joined the meeting at 1:39 pm.

Members of the public:

Joshua Wiggins, on behalf of Private Solutions

Charles Ross, on behalf of JC Communications

Chris Gonzales, on behalf of BryComm LLC

Cory Brymer, on behalf of BryComm LLC

2. Citizen Communications

There were no citizen communications.

3. Review and Approve the minutes for the special called Board Meeting of October 16, 2018

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

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

A. Seeking approval for New UT tie-in cable site for CPC building

Jaime Guerra noted that the Technical Subcommittee reviewed this request at the October 16 meeting and voted to recommend it to the Board. Jaime Guerra moved to approve the new UT tie-in cable site for CPC building; Bo Kinsey seconded the motion and it passed unanimously.

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

A. Seeking approval for FY20 GAATN Site List and Network Rights Percentages

Sarah reported that management received responses from all entities by the requested deadline and that all requested changes had been made. She said that 12 strands were acquired on C15, eight sites were added and 17 sites were deleted. Gary Weseman said they

GREATER AUSTIN AREA TELECOMMUNICATIONS NETWORK (GAATN) INTERLOCAL AGENCY

would need to vote for the site list separate from the network right percentages; he asked when the Treaty Oak sites would be removed for the entities. Frank said that since the decommissioning has yet to be completed, the sites will be removed on the FY21 Site List. Jaime Guerra moved to approve the FY20 GAATN Proposed Site List as presented; Bruce Hermes seconded the motion and it passed unanimously. John Kohlmorgan said the network rights percentages added up to 99.98% and that needed to be corrected. Sarah said that was a rounding issue and she will correct it. The Board directed management to bring the corrected network rights percentages to the next meeting for approval.

B. Seeking approval for fourth and final renewal for the GAATN Property Insurance (AISD RFP P16-066) through Alamo Insurance Group for a period of November 1, 2018 through October 31, 2019

Sarah stated that the carrier has extended the same rate for the final renewal period of \$49,419 and that all coverages would remain the same. John Kohlmorgan moved to approve the final renewal of the GAATN Property Insurance (AISD RFP P16-066) through Alamo Insurance Group at a rate of \$49,419 for a period of November 1, 2018 through October 31, 2019; Steve Pyle seconded the motion and it passed unanimously.

C. Seeking approval for fourth and final renewal for the GAATN Directors & Officers Insurance (AISD RFP B15-024) through Higginbotham Insurance Group for a period of March 1, 2019 through February 28, 2020

Sarah said that the carrier has not yet issued a quote for the renewal but that last year's cost was \$3,200 and she does not expect the renewal to exceed the budgeted amount of \$5k. The Board directed management to bring this back for approval once a quote is obtained.

D. Seeking approval for selection of contractor and to award AISD 19RFP031 for GAATN Utility Locate Services for an initial term January 27, 2019 through January 26, 2020 with four (4) possible one-year renewals

Sarah reported that the RFP for utility locates was issued through AISD on September 25 and closed on October 16; two companies responded to the RFP – USIC and Private Solutions. She stated that an evaluation subcommittee of Harold Nall, Frank Ammons, and Carlos DeMatos independently reviewed and scored the submissions. She asked members to review the evaluation scores in their packets. Frank said that the evaluation subcommittee recommended awarding the RFP to the company that had the highest overall evaluation scores. Bruce Hermes moved to select and award AISD 19RFP031 for GAATN Utility Locate Services to USIC LLC for an initial term of January 27, 2019 through January 26, 2020 with four (4) possible one-year renewals at a rate of \$25 per locate; Jaime Guerra seconded the motion and it passed unanimously.

E. GAATN backup NOCC update

Frank stated that GAATN ILA and the License Agreement have both been executed. He said that he, Jaime, and Carlos met with COA Public Works to discuss the process of the buildout. Public Works will look into the use of the GAATN engineering firm (IMEG).

F. Funding of NOCC buildout

Frank said that management has received an estimate for the cost of the buildout and the PW project management fee. Carlos displayed the quote based on the value engineering estimate that management put together for the buildout. Frank noted the total project budget estimate including the \$175k PW management/construction fee and 10% contingency is \$1,281,000; this estimate does not include the terminations or the A1N into Convention Center, which management estimates to be \$100k and \$200k respectively. Frank said he would send the estimate to members via email and compile their questions for Public Works. Jaime noted that PW stated their technical review could take four to six weeks to complete. Gary asked if the quote included the generator, racks and UPSes; Carlos said that it does include those items under the new construction line item. Gary asked for management to

GREATER AUSTIN AREA TELECOMMUNICATIONS NETWORK (GAATN) INTERLOCAL AGENCY

delineate the equipment included in the estimate under the equipment line item. Jaime asked the Board what was needed for them to approve the total project funding. John Kohlmorgan asked what the payment schedule would be; Frank said he is working with COA purchasing and PW to determine this. John said he would hope that GAATN could pay the city for this project in the same manner that it pays for the annual network management cost. Bruce said he would assist management with this process. Jaime asked Bruce if there is anything he can do to speed up the PW technical review process since this project has been deemed an emergency by GAATN.

G. Discussion of A1N buildout, design, and pathway options

Frank reported that A1N routing into the Austin Convention Center GAATN NOCC has previously been brought to the board/tech committee meetings for approval. He said that management will bring the A1N design to the next GAATN Tech Meeting for recommendation of approval. John said he thinks the Convention Center project should be approved before A1N is approved. Jaime said he thought they could be approved at the same time. Gary said management should go ahead and bring the design and let the tech committee review and make a recommendation.

H. Property damage claim resulting from tear down at D1N Webberville Road/Delores Ave

This item was discussed in executive session for attorney consultation. Upon reconvening in open session, no action was taken and no further discussion had.

I. Development of guidelines on acceptable use of GAATN by non-GAATN participants

Jaime said that he requested this item because entities may be approached by third parties from time and time and he thought some official guidelines would be helpful to the entities.

This item was discussed in executive session for attorney consultation. Upon reconvening in open session, no action was taken and no further discussion had.

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. Treaty Oak Decommission project status update

Frank reported that DIR is now complete and the only entities pending completion are UT and AISD. Frank said that an entity recently requested a drop dead deadline and that will be difficult to give, but everyone should be working to be completed as soon as possible. Gary asked if there are some rings that can be fully decommissioned; Frank said SRS is the only ring that can be completed at this time. Jaime said he will keep management updated on their progress. John said that AISD will need to remain on A2N until all staff is vacated from the building.

2. Pending projects

Frank reviewed the following pending projects:

- A1N Input City Hall re-termination – scheduled to complete 11/20
- A1N Output City Hall re-termination – scheduled to complete 11/27
- A2N Input City Hall re-termination – scheduled to complete 12/4
- A2N Input City Hall re-termination – scheduled to complete 12/11
- B2S IH-35 & Oltorf cable replacement – scheduled to complete 11/29
- SRN Permanent repair at Comal and 13th – scheduled to complete 11/13
- TC A1N input temp re-route @ 11th & San Antonio – scheduled to complete 11/15
- TC A1N output temp re-route @ 11th & San Antonio – scheduled to complete 11/14

3. Job Budget Tracking review

Sarah reported that management is tracking 10 jobs totaling \$314k, leaving \$411k remaining for additional FY19 jobs.

4. Network Management Resource request and discussion

GREATER AUSTIN AREA TELECOMMUNICATIONS NETWORK (GAATN) INTERLOCAL AGENCY

Frank said that management is in need of an additional resource for the management team due to the increase in construction projects in and around the City of Austin. He said that management is reviewing some options that will be presented to the Board during the December Board meeting during the budget discussion.

7. **Executive Session:** Adjourn for closed session at 2:27 p.m., under Texas Government Code sections 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 5H and 5I.

At 3:02 p.m., Gary Weseman announced that the GAATN Board was reconvening in Open Session for discussion and actions, if any, on matters considered in closed session. Agenda Items 5H and 5I were the only items discussed.

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

- A. Financial Report**

John reviewed the final FY18 report and that GAATN spent \$1.668 million of the \$1.7 million budget and that GAATN did a good job operating within the budget set.

9. **Meeting & Action Items Summary:**

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

- Agenda item for Tech: Tie-cable audit and GAATN database
- Frank would like to do a full audit of the GAATN conduit system downtown
- Find out how to assist COA PW for the task order they require
- Have PW breakout equipment
- See if GAATN can pay COA in the same manner as the network management fee and find out the payment schedule
- Get SRS scheduled to decommission, bring to next Tech committee meeting

10. **Confirm date, time, and location for the next regular Board meeting on December 4, 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 3:04 p.m.