

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

SPECIAL CALLED MEETING OF THE BOARD OF DIRECTORS

MEETING HELD March 24, 2020 at 1:30 p.m.

Via Teleconference

MINUTES

1. Call to Order and Roll Call

GAATN Board Chairman Dain Herbat called the meeting to order at 1:30 p.m.

The following announced as present at the roll call:

Dain Herbat, on behalf of Travis County

Gary Weseman, on behalf of Austin Community College

John Kohlmorgan, on behalf of Austin ISD

Jaime Guerra, on behalf of UT-Austin

Harold Nall, on behalf of UT-Austin

Syd Falk, GAATN attorney

Frank Ammons, on behalf of GAATN

Sarah Eichelberger, on behalf of GAATN

Carlos DeMatos, on behalf of GAATN

Alison Von Stein, on behalf of City of Austin

Chris Gonzales, on behalf of BryComm

Cory Brymer, on behalf of BryComm

A quorum was established at roll call.

Joining the meeting after roll call:

Bruce Hermes, on behalf of City of Austin, joined at 1:33 p.m.

Bobby Saddler, on behalf of LCRA, joined at 1:34 p.m.

Steve Pyle, on behalf of State of Texas DIR, joined at 1:33 p.m.

Wayne Wedemeyer, on behalf of UT-Austin, joined at 1:35 p.m.

2. Protocol for Teleconference Meetings

Sarah reminded everyone that the meeting recording would be posted online as per the requirements for teleconference meetings in the Texas Open Meetings Act. She asked everyone to state their name prior to speaking.

3. Citizen Communications There were no citizen communications.

4. Review and Approve the minutes for the regular Board Meeting of March 3, 2020

Gary Weseman moved to approve the draft minutes as presented; Steve Pyle seconded the motion and it passed unanimously.

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

A. Teleconference meetings during COVID-19 pandemic

Dain said this was a notice to members that GAATN's meetings will be held via teleconference during the COVID-19 pandemic restrictions.

B. GAATN Backup NOCC buildout procurement

Board members expressed their concern with the proposed construction solicitation process and the lowest bidder approach. Syd Falk said the preference would be to go with a best value approach. Syd said that the lowest bid approach does not give flexibility like the best value approach does. Steve said he would prefer the bidders specify the brand of material and

GREATER AUSTIN AREA TELECOMMUNICATIONS NETWORK (GAATN) INTERLOCAL AGENCY

equipment they would provide, so the Board can ensure they will not be using subpar material. Syd said it is appropriate to include the technical specifications but not to specify brand of materials. Gary said the main part of this bid will be the material/equipment, and GAATN should make certain it is quality. Syd said GAATN will need to make sure they have identified all of the specifications for the equipment; Frank said those are already called out in the design and project manual. Frank said the project manual does not require the bidder to specify the manufacturer, only the type of product that will be used. Syd said it will need to be specified in the project manual that the bidder must identify manufacturer and part number to be used. Frank noted that the engineering consultant IMEG did not recommend specifying the manufacturer for materials, just the specifications. Alison said it would be helpful to have a list of the components that GAATN would like to scrutinize. Frank said he would send a sample bid sheet template for a data center to the members today and asked for members to let him know of any items of importance to the GAATN NOCC bid process. Jaime said he agrees with the best value bid approach so GAATN can confirm that the proposed material/equipment meets all of the specifications and requirements. Syd asked Alison if GAATN will have to opportunity to review all of bids and whether it would have the ultimate approval to award; Alison said yes the intention is that GAATN would review the bids and have the power to approve an award or choose not to move forward with any of the bids. Bruce asked how much more time will be needed before the solicitation can be sent out; Alison said she will need to find out what is needed to change to the best value approach. She said the solicitation documents will also need to be changed and go back to the GAATN Board for review/approval before the solicitation can be sent to the list of vendors. Dain said the Board has the ability to meet every two weeks if necessary to expedite approval; Syd said the Board can also call a special meeting if needed.

C. GAATN FY2020 Budget line item proposed adjustments

Sarah reviewed the proposed FY2020 GAATN budget line item adjustments; she said these adjustments are proposed in order to accommodate changes to vendor purchase orders for projected expenditures. The largest change was decreasing the maintenance budget by \$52,500 in order to add funds to the Utility Locates and Notifications budget due to a large uptick in the average number of locates over the past few months. Also proposed was decreasing the legal budget by \$22,000 in order to increase the cable budget to accommodate purchasing a reel of 192-count fiber for emergency stock. Gary Weseman moved to approve the FY2020 GAATN budget line item adjustments as proposed; Jaime Guerra seconded the motion and it passed unanimously.

D. GAATN Maintenance, operations, and projects during COVID-19 pandemic

Frank said network management is looking for guidance from the Board on how to proceed with active projects during the COVID-19 pandemic. He said management has already received communications from BryComm as to their resource capacity during this time and has also reached out to other GAATN vendors to find out their status. Frank said that, as of yesterday, all GAATN vendors were operating as normal as they are considered essential businesses. Dain said his opinion is that, unless anything changes with the mandates, that GAATN continue operating within those guidelines as long as the contractors are comfortable with fulfilling their obligations. Syd spoke about the upcoming Travis County shelter in place, and noted a couple of exemptions that would apply to GAATN are critical infrastructure and governmental functions. His opinion is these exemptions apply to GAATN management and GAATN contractors. Frank said he and Syd spoke about giving the contractors and management team a letter that explains their essential functions that Dain would sign. Dain and John said they agreed with issuing the letter. Bobby said that LCRA is in a tools down mode since everyone is working from home and they would prefer not to continue with

GREATER AUSTIN AREA TELECOMMUNICATIONS NETWORK (GAATN) INTERLOCAL AGENCY

business as usual while there is a shelter in place in order; he is concerned with unnecessarily putting the network at risk and thinks GAATN should be in a repair only mode if needed. Steve said each entity will need to dictate what projects are critical to them; he agrees with putting off non-critical projects and maintenance. Frank said he will send out the projects list for entities to identify their critical projects and send back to him. Jaime asked BryComm to speak about their concerns with operating during the pandemic and whether maintenance activities could be safely completed with social distancing. Cory said things are changing daily, but at this time, they are maintaining most all of the work they have on their plate. He noted some job sites are shutting down, so they have people freed up from some jobs, but they also have employees that are impacted and having to stay home because of quarantine or childcare. He said they are minding the guidelines from the CDC with social distancing and sanitization and he agrees that the letter would be helpful. Carlos said there are some jobs that can be shut down and there are other jobs, such as developer relocations, that cannot be shut down. He said management will prioritize the jobs that the contractors need to work on for GAATN. John asked if management has heard from JC Communications as to their status and also asked Syd if GAATN should post something on its website that identifies it as providing an essential governmental function. Syd said he would work with management to draft something for the website. Frank said he has been in contact with JC Communications and their response was in line with what Cory from BryComm said. John Kohlmorgan moved that the Board define GAATN as an essential governmental function and the Board allow GAATN to perform work in three main categories: maintenance activities, emergency responses, and work on critical projects as needed to maintain the critical infrastructure; Jaime Guerra seconded the motion and it passed with all members voting in favor except Bobby Saddler from LCRA.

E. Consideration of Amendment of GAATN Bylaws

Members reviewed the proposed additional subsections to the GAATN Bylaws which would give more latitude to the GAATN Chair to reschedule or cancel meetings as well as change the order of a posted agenda without a Board vote. Dain Herbat moved to approve the proposed changes to the GAATN Bylaws for articles 3 and 7; Bruce Hermes seconded the motion and it passed unanimously.

F. Consideration of GAATN license agreement with Cap Metro

Dain said this agenda item is concerning a potential license agreement with Cap Metro for a railroad crossing for a Travis County entity-specific project. He directed Syd Falk to negotiate with Cap Metro on a license agreement for GAATN.

6. Executive Session There was no executive session.

7. Confirm date, time, and location for the next regular Board meeting on April 7, 2020 via teleconference

Dain confirmed the date and time for the next regular Board meeting but said the meeting will be held via teleconference.