GREATER AUSTIN AREA TELECOMMUNICATIONS NETWORK (GAATN) INTERLOCAL AGENCY

GAATN TECHNICAL SUBCOMMITTEE MEETING

MEETING HELD February 20, 2018 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 (Including a roll call)**
   Technical Subcommittee chairperson Jaime Guerra called the meeting to order at 1:30 p.m.
   The following announced as present at the start of the meeting:
   Jaime Guerra, on behalf of the University of Texas
   Mace Royston, on behalf of Lower Colorado River Authority
   Steve Pyle, on behalf of State of Texas DIR
   Gary Weseman, on behalf of Austin Community College
   John Kohlmorgan, on behalf of Austin ISD
   Frank Ammons, on behalf of GAATN
   Sarah Eichelberger, on behalf of GAATN
   Carlos DeMatos, on behalf of GAATN
   Chris Gonzales, on behalf of BryComm LLC
   Harold Nall, on behalf of the University of Texas
   A quorum was established at roll call.

2. **Citizen Communications**
   There were no citizen communications.

3. **Review and approve minutes from the regular Technical Subcommittee meeting of January 23, 2018**
   Jaime Guerra asked members to review the draft minutes from the January 23, 2018 Technical Subcommittee meeting. Gary Weseman moved to approve the draft minutes as presented; Steve Pyle seconded the motion and it passed unanimously.

4. **Maintenance Contractor's Report**
   A. **Maintenance updates**
      Chris Gonzales stated that the maintenance contractor completed inspections on B1S and B2S; they corrected 23 deficiencies. Chris stated that, at management's request, two items were added to inspection report – repair/replace riser guards and remove items off lines.
   B. **Material Inventory status**
      Chris noted that on April 6, 2,846 ft of fiber was used for the B2S permanent repair at Hwy 71 and Montopolis.

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5. **Project and Budget Review**
   A. **GAATN Project Status report**
      Frank notified members about a network outage that occurred during a splice today which affected Austin ISD and City of Austin. John Kohlmorgan requested that management send out a notification to all members. Steve requested that a reason for outage be sent out to members. Dain Herbat said a method of procedure should identify the specific procedure that was broken during the outage. Frank said that there is a general MOP that is given to the contractors. Steve Pyle suggested that network management meet with the contractor to do a post mortem meeting on the outage event and establish a procedure to prevent future outages from such mistakes.
   B. **Job Budget Tracking review**
      Sarah reported that management is tracking 27 jobs in the FY18 MAC budget totaling $675k, leaving $120k for additional FY18 jobs.
   C. **GAATN Utility Notification RFP (AISD RFP18-042) Update**
      Sarah reported that this RFP closes today at 2:00 p.m. and there is an evaluation subcommittee already established of Mike Gibbons, Frank Ammons, and Carlos DeMatos. She said a recommendation for award will be brought to the March 6 Board meeting.
   D. **GAATN Bentley Management RFP (AISD RFP18-104) Update**
      Sarah stated that this RFP was posted to AISD's website today and will close on March 22. Sarah said that she informed the Board at the February 6 meeting that this RFP would be posted today and was available to review upon request, but that there were no substantive changes since the previous RFP was issued in 2014.
   E. **GAATN Legal Services RFQ (AISD RFQ18-097) Update**
      Sarah stated that this RFQ was posted to AISD's website today and will close on March 20. Sarah said that she informed the Board at the February 6 meeting that this RFQ would be posted today and was available to review upon request, but that there were no substantive changes since the previous RFP was issued in 2014.
   F. **GAATN Moves, Adds, and Changes RFP Update**
      Sarah notified the Technical Subcommittee that management is currently finishing up a final draft of the MAC RFP and the draft with substantive changes highlighted would be sent out to the Board and Technical Subcommittee by Friday, February 23. Gary Weseman said the Technical Subcommittee should review this RFP at the March meeting before it is issued. Frank said management will include a final review of the RFP on the March 20 Technical Subcommittee meeting agenda. Dain Herbat asked if management kept a log of the changes or ideas about contracts that come up in meetings; Frank said that management does take note of the requested changes. Jaime Guerra asked management to note such requested changes when they send out the draft MAC RFP/contract.
   G. **PEC Pole Attachment Audit Kickoff Meeting March 1st, 2018**
      Frank said that he received notification that Pedernales Electric Coop will be conducting an audit of their poles and there will be a kickoff meeting on March 1st at PEC offices.

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6. **Committee Chair's Update and Report – discussion and possible action on:**
   A. **Appointment of new University of Texas Technical Subcommittee member**
      GAATN Board Chairperson Dain Herbat appointed Harold Nall of the University of Texas to the GAATN Technical Subcommittee.
   B. **Review of B1N Permanent Repair at Cedar Bend & MOPAC**
      This item was discussed in executive session for critical infrastructure design review. Upon reconvening in open session, the Technical Subcommittee agreed that management should move forward with the permanent repair.
   C. **Seeking recommendation for new A2N and SRN UT site at UT System Building**
      This item was discussed in executive session for critical infrastructure design review. Upon reconvening in open session, the Technical Subcommittee requested that management proceed with an audit of the manholes in that area under the network manager's spending authority.
   D. **Seeking recommendation for awarding of AISD RFP P18-003 GAATN Fiber Optic Cable Purchasing**
      This item was discussed in executive session. Upon reconvening in open session, Dain Herbat moved to accept the evaluation subcommittee's recommendation for awarding agreements for AISD RFP18-003 GAATN Fiber Optic Cable Purchasing; Mace Royston seconded the motion and it passed unanimously.
   E. **Seeking recommendation for revision to GAATN Technical Guidelines Sections on Dark Fiber Testing Procedures and Pole Profile and Tagging**
      Frank requested that this item be deferred to the next Technical Subcommittee meeting.

7. **Executive Session:** At 2:11 p.m., Technical Subcommittee Chairperson Jaime Guerra announced the GAATN Technical Subcommittee was adjourning for closed session under Tex. Gov't Code section 418.181 ("H.B. 9"), to preserve confidentiality as permitted by law regarding Agenda Items 6B and 6C.

   At 2:46p.m., Jaime Guerra announced that the GAATN Technical Subcommittee was reconvening in open session for discussion and actions, if any, on matters considered in closed session. Agenda items 6B and 6C were the only items discussed.

   At 2:49 p.m., Jaime Guerra announced that the GAATN Technical Subcommittee was adjourning for closed session under Tex. Gov't Code section 418.181 ("H.B. 9"), to preserve confidentiality as permitted by law regarding Agenda Item 6D.

   At 3:03 pm, Jaime Guerra announced that the GAATN Technical Subcommittee was reconvening in open session for discussion and actions, if any, on matters considered in closed session. Agenda item 6D was the only item discussed.

8. **Confirm date, time, and location for the next Technical Subcommittee meeting as March 20, 2018 at 1:30 p.m. at the LCRA Service Center, 3505 Montopolis Blvd., Room A504, Austin, TX.**
   The date, time, and location for the next regular Technical Subcommittee were confirmed; the meeting adjourned at 3:04 p.m.