MINUTES OF THE CC COMMUNICATIONS MANAGEMENT

155 N. Taylor St., Fallon, NV 89406
July 1, 2021

Call to Order:

The regular meeting of the CC Communications was called to order at 2:00 PM on July 1, 2021.

PRESENT: Commissioner H. Peter Olsen, Jr.
Commissioner Justin Heath
Commissioner Gregory Koenig
General Manager Mark Feest
Chief Financial Officer Jamie Hyde
Billing & Collection/Customer Service Supervisor Shonda Standen
Administrative Assistant Shelly Bunyard

Public Comment:

Chairman Gregory Koenig asked if there was any public comment but there was none.

Verification of Posting of Agenda:

It was verified by Shelly Bunyard, Administrative Assistant, that the Agenda for this meeting was posted on the 25th day of June, 2021 between the hours of 1 pm and 5 pm at all of the locations listed on the Agenda, in accordance with NRS 241.

Consideration and possible action re: Approval of Agenda as submitted or revised:

Commissioner Justin Heath made a motion to approve the adoption of the agenda as submitted. Commissioner H. Peter Olsen, Jr. seconded the motion, which carried by unanimous vote.

Consideration and possible action re: Approval of Minutes of the meeting held on:

A- May 6, 2021

Commissioner H. Peter Olsen, Jr. made a motion to approve the Minutes of the meeting held on May 6, 2021 as submitted. Commissioner Justin Heath seconded the motion, which carried by unanimous vote.

New Business:

A- Consideration and possible action re: CC Communications 1st Quarter Write Offs for FY 2020/2021.

Shonda Standen, CC Communications. There is a typo on this item. This is not our 1st Quarter Write Offs, it's our 3rd Quart Write Offs. I am requesting approval for our 3rd Quarter Write Offs in the amount of $4,959.10. Are there any questions that I may answer for you?

Commissioner Justin Heath made a motion to approve the CC Communications 3rd Quarter Write Offs for FY 2020/2021 in the amount of $4,959.10. Commissioner H. Peter Olsen, Jr. seconded the motion, which carried by unanimous vote.

B- Consideration and possible action re: disposition of building 859 South Maine Street, Fallon.

Mark Feest, CC Communications. This issue does not have to be resolved right now, however the lay out of the fencing on the north side of the new building will be impacted by a decision to either demo the old shop or allow it to remain. The cost to demolish the building is estimated at $65,000.00 with dump fees. Thereafter there will be a cost to fence a slightly larger perimeter as compared to just fencing from the building to the building that would be demolished as well as some additional landscaping. At this time, we would propose to just place landscaping rocks down between the pavement and where that building had stood.

Initially when we went to do build the new building, we found out that our buildings were all sitting on three different lots. Two of the lots were in city jurisdiction and one lot was in the county jurisdiction. We were actually taking in city utilities on the city lot and distributing it to the county lot. We completed a lot line adjustment as well as having all of our lots annexed into the city.

We left the drum building "old shop" as one lot and then made the rest of the parcel its own lot. It is separated, for in the future if it was demolished or if the building remained, we could sell that lot, if someone had the desire to purchase it.

As I have noted previously, the mayor had stated an interest in preserving that building. He views the building as historical. There is a plaque on it, but it is not historical with the state or a federal agency, but it is my understanding that the city has designated some building as historical. There is a historical building walking tour, and this building is on that tour. Previously, I have spoken with Brian Byrd, Robert Erquiaga, and the mayor regarding that building. I had told them that they would need to come up with a plan and a budget to rehab the building or I would be opposed to the building remaining. The building is currently and eyesore, blocks the view of the new building and is inconsistent with the construction. The city has not come up with anything to this date. We can fence up our property with that building remaining for a few more month. We are on schedule for our new building and the remodel to be completed and hopefully be moving into the new building in December. We have a little bit of time. I would like to either get a motion from the board to move ahead to demo the building or direct me to try to re-engage with the city and report back next month as an agenda item on the progress and could receive a motion to demo the building.

Commissioner Gregory Koenig. I would say to give the city one more final chance and advise them that we are inclined to tear down the building if they do not come back with a proposal to renovate the building by the next meeting, then we will vote to tear it down.

Commissioner Justin Heath. I think we will just vote to go a head and tear down the building. They can always come back and change it later.

Commissioner Peter H. Olsen Jr., I agree with the Chair, this board has taken action to tear down the building. You have days to come up with a plan, but we want to let you know we have made our decision. This is what is best for CC Communications, is to have that building torn down.

Commissioner Justin Heath made a motion for disposition of the building located at 859 South Maine Street. Commissioner H. Peter Olsen, Jr. seconded the motion, which carried by unanimous vote.

Consent Items:

A- Consideration and possible action re: PO#18297 Calix, Inc., $58,000.00, for purchase of 2,000 corning enclosures for installations in Elko. NRS 332.115(1)(A)

Commissioner H. Peter Olsen, Jr. made a motion to approve consent item as submitted Commissioner Justin Heath seconded the motion, which carried by unanimous vote.

B- Consideration and possible action re: PO# 18298 Calix, Inc., $114,280.00 for purchase of ONT's for Elko internet installation. NRS 332.115(1)(A)

Commissioner H. Peter Olsen, Jr. made a motion to approve consent item as submitted Commissioner Justin Heath seconded the motion, which carried by unanimous vote.

C- Consideration and possible action re: PO#18300 Calix, Inc., $128,920.00 purchase of ONT's for Elko internet installation. NRS 332.115(1)(A)

Commissioner H. Peter Olsen, Jr. made a motion to approve consent item as submitted Commissioner Justin Heath seconded the motion, which carried by unanimous vote.

D- Consideration and possible action re: PO#18301 Fiber Optic Supply, Inc., $72,152.00 Futurepath microduct purchase for Elko internet installation. NRS 332.115(1)(A)

Commissioner H. Peter Olsen, Jr. made a motion to approve consent item as submitted Commissioner Justin Heath seconded the motion, which carried by unanimous vote.

E- Consideration and possible action re: PO#18302 Calix, Inc., $71,958.90 purchase of blades for Elko internet installation. NRS 332.115(1)(A)

Commissioner H. Peter Olsen, Jr. made a motion to approve consent item as submitted. Commissioner Justin Heath seconded the motion, which carried by unanimous vote.

F- Consideration and possible action re: PO#18305 Power & Telephone, Co., $53,611.70 purchase of enclosures for Elko internet installation. NRS 332.115(1)(A)

Commissioner H. Peter Olsen, Jr. made a motion to approve consent item as submitted. Commissioner Justin Heath seconded the motion, which carried by unanimous vote.

G- Consideration and possible action re: PO#18315 IT Dynamix, LTD., $64,686.94 for Forcepoint maintenance agreements for IT and ISPO Firewalls. NRS 332.115(1)(A)

Commissioner H. Peter Olsen, Jr. made a motion to approve consent item as submitted. Commissioner Justin Heath seconded the motion, which carried by unanimous vote.

H- Consideration and possible action re: PO#18333 Power & Telephone Co., $92,936.40 purchase of enclosures for Elko internet installation. NRS 332.115(1)(A)

Commissioner H. Peter Olsen, Jr. made a motion to approve consent item as submitted Commissioner Justin Heath seconded the motion, which carried by unanimous vote.

Reports: General Manager Report.:

1. COVID – 19 Update

   Lobby Closure and TT/Install

   - No changes

   Peak Internet Usage

   - Average, 95%, and Peak are all up slightly in April 2021.

   - Third link has been added into the firewall; thus, we again have the ability to completely failover even during peak hours.

2. **HR/Employees**
   a. We have several positions open and actively seeking both internal and external applicants.
      i. IT Technician I, II, **or** III will now need to be filled.
         1. One position filled
         2. One position is open. Two candidates are scheduled to be interviewed.
      ii. Our IT Supervisor will be retiring.
         1. Recruitment ongoing.

3. **New Building**
   a. Main
      i. Exterior windows 95%
      ii. Double sided sheet rock 90%
      iii. Taping 60%
      iv. Interior wall Insulation 100%
      v. Single ply roofing 95%
      vi. Site Grading and base prep 10%
      vii. Site utilities:
         1. Elect-80%
         2. Water 100%
         3. Data 80%
         4. Gas 100%
         5. Storm drain 20%
   b. Training
      i. Insulation 100%
      ii. Sheet rock 30%
      iii. Rough HVAC 0%
      iv. Site utilities:
      v. Elect-80%
      vi. Water 90%
      vii. Data 80%

4. **Spring Creek**
   a. Central Office is complete
   b. Both backhaul links are up at our CO
   c. Downtown customers adjacent to Silver Street Alley (our backhaul route to SCA) are lit
   d. Dig back from box on Lamoille to Summit Estates ¾ mile complete. Lamoille Boxes are set to Summit Estates
   e. Fiber is being blown to Summit Estates.
      i. ETA on completion of splicing at Summit Estates: 7/6
         1. Pre-installed customers will come up immediately
         2. Remaining location would be available for immediate install
   f. Pinion bore complete
   g. Conduit is being placed along Lamoille Highway between Summit Estates and Tract 400 of the SCA (Thus passing tract 200, 100, 300, 400).
   i. Permitting for the first section of Tracts 200 complete
   h. The micro-trencher is working W. Main to reach the City of Elko Water Reclamation Facility.
   i. ETA 7/21
   i. Drop fiber for micro-duct remains on backorder.
   j. In process of permitting SCA Tract 200 and 400
   i. SCA President has asked to have a ground-breaking.
   ii. We will be at the SCA's July 3rd "Freedom Festival"
   k. Fiber continues to be placed along all routes.
   l. Construction labor and micro-trencher availability is the bottleneck at this time.

5. **Business Development**

   i. Yerington RFP awarded to CC Communications for construction of fiber from our Point of Presence to the tribal offices.

   ii. Bid to provide dark fiber services to Washoe County:

      1. Washoe County Technology Services (1001 E 9th Street)

      2. Washoe County Sheriff's Office ((11 E Parr BLVD)

      3. Washoe County DA (1 S. Sierra Street)

6. **Boards and community outreach**

   a. CEDA Bd. Meeting

   b. CEDA business council board meeting

   c. NTA board meeting

   d. Zoom meeting with Senator Rosen's office re: federal infrastructure money for broadband

e. Zoom meeting with NNDA/OSIT re: federal infrastructure funding for broadband

f. Zoom meeting with the Inter-Tribal Council of Nevada re: federal infrastructure money specifically for tribes

g. Call with State of Nevada CIO re: federal infrastructure funding for broadband

h. Oasis Bd. Meeting.

Public Comment:
Chairman Gregory Koenig asked if there was any public comment but there was none.

Adjournment:
The meeting was adjourned at 2:35 P.M.

APPROVED: ______________________
Greg Koenig, Chairman

APPROVED: ______________________
H. Peter Olsen, Jr., Vice, Chairman

APPROVED: ______________________
Justin Heath, Commissioner

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Shelly Bunyard, Administrative Assistant

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Mark Feest, General Manager/CEO