MINUTES OF THE CC COMMUNICATIONS MANAGEMENT

155 N. Taylor St., Fallon, NV 89406
December 2, 2021

Call to Order:

The regular meeting of the CC Communications was called to order at 1:45 PM on December 2, 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

ABSENT:

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 24th day of November, 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 H. Peter Olsen, Jr. made a motion to approve the Agenda as submitted. Commissioner Justin Heath seconded the motion, which carried by unanimous vote.

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

A- November 4, 2021

Commissioner Justin Heath made a motion to approve the Minutes of the meeting held on November 4, 2021 as submitted. Commissioner H. Peter Olsen, Jr. seconded the motion, which carried by unanimous vote.

New Business:

A- Consideration and possible action re: CC Communications First Quarter Write Offs for FY 2021/2022 in the amount of 6,044.57.

Shonda Standen, CC Communications. We are asking for approval of the 1st Quarter Write Offs in the amount of $6,044.57 for FY 2021/2022. Are there any questions I can answer for you?

Commissioner H. Peter Olsen, Jr. made a motion to approve the CC Communications 1st Quarter Write Offs for FY 2021/2022 in the amount of $6,044.57. Commissioner Justin Heath seconded the motion, which carried by unanimous vote.

B- Consideration and possible action re: General Manager annual performance evaluation for 2021 conducted pursuant to NRS 241.031.

Jamie Hyde, CC Communications. The General Manager is due for an annual performance evaluation by the Board. Pursuant to NRS 241.031, together with the AG Opinions, the Open Meeting Manual, and interpretation of these sources, the evaluation must be conducted in an open meeting. Individual Board members have previously completed rating forms and the HR Manager has compiled those forms into a matrix that shows the aggregate ratings and comments. At this time the Board, as a public body, must review this document and produce an evaluation attributable to the Board as a whole. The Board may choose to discuss and refine any aspect of the aggregate ratings and comments. Thereafter, in order to finalize the evaluation process, the HR Manager will need a motion to approve the evaluation with the content and form acceptable to the Board. Scores indicate the General Manager/CEO has been awarded a 5% increase.

Commissioner Justin Heath made a motion to approve the General Manager/CEO aggregate performance evaluation as compiled and presented. Commissioner H. Peter Olsen, Jr. seconded the motion, which carried by unanimous vote.

C- Informational only discussion: regarding out-of-county projects and cash management as it pertains to Enterprise Fund.

Mark Feest, CC Communications. The agenda was updated on the website with a one-page overview. I'm happy to take any questions if you had any on that one-page overview.

Commissioner H. Peter Olsen, Jr. Would you repeat that please? Where are you looking at?

Mark Feest, CC Communications. In that item, if you printed it or had it printed prior to the update. There was an update attachment, which at the very top says Elko/Spring Creek locations passed. I was going to read through this but if you have read it and had any questions, I would take questions.

Commissioner H. Peter Olsen, Jr. Ok, I got it.

Commissioner Gregory Koenig. Do we have any questions? Are you still reading through it?

Commissioner H. Peter Olsen, Jr. Yes. Are those all labeled correctly, like customer counts says 143% in December 2021? Is that right?

Mark Feest, CC Communications. That is correct. We had a target when the project was approved for December 2021. We are at 143% of that previous target. The reason that is pointed out is because we are ahead with that capital expenditure as well as the locations passed.

Commissioner H. Peter Olsen, Jr. Ok.

Informational Only.

D- Consideration and possible action re: disposition of the CC Communications real property located at 859 South Maine Street, including consideration of realtor valuation or appraisal and transfer options.

Mark Feest, CC Communications. The only comment I have, is this is a fairly detailed written discussion. At the bottom of the discussion, it does say this item has been placed on the agenda in a manner that allows the Board to take various actions. There are two choices there. I will strike at the first motion at the end where it says CC Communications' preferred outcome. You can strike that. If you didn't have any questions, you can have a motion or questions for clarification if you need that.

Commissioner H. Peter Olsen, Jr. made a motion to have CC Communications vacate the property at 859 South Maine Street and direct the general County to take physical control and responsibility for the property. Commissioner Justin Heath seconded the motion, which carried by unanimous vote.

Mark Feest, CC Communications. Because construction is behind on our new building, we are not entirely moved in. We are using that other for storage. We will need to work with the County Manager on a reasonable timeline for getting our stuff out of there.

Commissioner H. Peter Olsen, Jr. That's not going to be a problem.

E- Consideration and possible action re: Authorizing a realtor valuation or appraisal of the CC Communications real property located at 50 West Williams Avenue, Fallon, NV 89406.

Mark Feest, CC Communications. I sent an email only to one commissioner this morning regarding this item. It stated, if so inclined, this item can be removed or tabled pending further discussion between the County Manager and myself. If you want to get into making a motion on this item, then I'll take questions on that. That's what was suggested in my email this morning.

Commissioner Gregory Koenig. What does the County Manager think of that?

Jim Barbee, County Manager. Good.

Commissioner H. Peter Olsen, Jr., made a motion to table this Consideration and possible action re: Authorizing a realtor valuation or appraisal of the CC Communications real property located at 50 West Williams Avenue, Fallon, NV 89406 to the January 6, 2022, CC Communications Management meeting. Commissioner Justin Heath seconded, which carried by unanimous vote.

F- Consideration and possible action regarding the adoption of Resolution 21-2021 pursuant to NRS 710.151(b), and relating to certain systems and assets outside Churchill County.

Mark Feest CC Communications. I'll make a brief comment on this. Some systems and assets outside Churchill County may not align with overall long-term strategy. Partnership opportunities for upcoming grants may require the sale or lease of certain systems located outside the county to another party, so we can create a joint grant or a grant that serves purposes of two different companies that serve different markets. For that reason, I have asked for this resolution. This resolution allows us to have a meeting that is not public to discuss the goals of any sale or lease. The record of that meeting does not become public unless a sale or lease is eventually entered into. The Deputy District Attorney is present and can inform you of the legalities of this resolution.

Joseph Sanford, Deputy District Attorney. If you have any questions, I am happy to answer them. The essential pieces are that if you do adopt this resolution, there's no requirement that any actual piece be sold. It does give the authorization to the General Manager to go out and seek valuations and proposals and then come back to the board to discuss strategies and valuations in a non-public manner. The General Manager can outline CC Communications long term goals and how they relate to certain systems and proposals of those valuations and who would buy them. This board can then decide if they want to sell or not sell. The final part will have to be agendized and put on the public meeting. The negotiation and discussion of the strategy does not.

Commissioner Gregory Koenig. So, adopting this resolution doesn't commit us to actually having to sell anything.

Joseph Sanford, Deputy District Attorney. No, it does not.
Commissioner Justin Heath made a motion to approve Resolution No. 21-2021, a resolution to evaluate the propriety of receiving offers for the sale or lease of certain telecommunications systems and assets located outside of Churchill County. Commissioner H. Peter Olsen, Jr. seconded the motion, which carried by unanimous vote.

Reports: General Manager Report:

1. Ongoing review of non – core services and whether they align with future plans for CC Communications.
2. Switch Update evaluation:
   a. Engaged VP Solutions: Currently conducting an audit of functionality and SS7 services
      i. Cloud Switch
      ii. New Soft Switch
      iii. Switch as a service
3. Evaluating OTT options, including DirecTV Stream product
   a. In final review of contractual relationship and options
4. HR
   a. COO search has been rebooted. 1st round zoom interviews are being set up for three candidates.
      i. 1st round zoom interviews completed
      ii. 2 of 3 zoom interviewees invited to live interview next week

5. New BLDG
   a. ETA on Certificate of Occupancy – November 18, 2021
      i. Employees that occupy 1750 W. Williams have moved
      ii. Customer service, NOC, and Business Development are operating from new building on Monday November 22, 2021.
      iii. Significant delays in final completion. We have on-site meeting architect tomorrow to determine punch list and final payment withholding.
6. Cash Flow
   a. Actively reviewing maintenance contracts for savings
      i. Commsoft
      ii. Juniper
   b. Actively reviewing software systems contracts for savings
      i. Connectwise Ticketing
      ii. Syniverse SS7 services (incorporated into Switch review)
   c. Scrutinizing donations requests for savings

Public Comment:

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

Adjournment:

The meeting was adjourned at 2:06 PM.

APPROVED: ______________________
Greg Koenig, Chairman

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

APPROVED: ______________________
Justin Heath, Commissioner

Shelly Bunyard

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Shelly Bunyard, Administrative Assistant

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Mark Feest, General Manager/CEO