

# Community Connectivity Consortium

## Board Meeting Minutes

**Date: September 20, 2018**

Time: 11:00 a.m. – 1:30 p.m.

Location 1: **Renton School District Administration Center**  
300 SW 7th St  
Renton, WA 98057

Location 2: Via Skype (See Call In/Sign In Information Below):

Call In: 425-452-2025 - Meeting ID: 14705

Skype Meeting URL: <https://meet.bellevuewa.gov/pdunn/8X8ZEORH>



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### Board Members:

Bob Potts-King County, Brenda Cooper-City of Kirkland, Chelo Picardal-City of Bellevue, Jan Eveleth -University of Washington, Lora Ueland – ValleyCom, Mehdi Sadri-City of Renton, Ashley Riggs -City of Auburn, Randall Wood-Lake Washington School District, Tom Howley, Renton School District

### In Attendance:

Darry Hunt, Tommy Lee (Via Skype)-King County, Brenda Cooper-City of Kirkland, Chelo Picardal-City of Bellevue, Jan Eveleth -University of Washington, Mehdi Sadri-City of Renton, Randall Wood-Lake Washington School District, Tom Howley, Renton School District, Mark Strand – UW, Tim Hannah – South Sound 911, Donna Gaw – City of Kirkland, George McBride – C3, Paul Dunn – C3, Ellen Dore – Renton Schools, Doug Mah – PNW GigaPop

### Excused:

Lora Ueland - ValleyCom

### Other Invitees:

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### Introductions

*Tom Howley called the **meeting to order at 11:12 AM***

*Tom introduced Ellen Dore, Chief Technology Officer for Renton Schools. Ellen welcomed the Board and spoke about the district's biggest technology goals and the challenges presented; 1:1 computing (student:computer ratio) to provide powerful learning and engagement opportunities. Ellen and Tom both noted that the high number of devices presents challenges in tracking and managing the systems. Ellen noted that finding ways to provide connectivity for students while off-campus is a challenge, and one that presents opportunities for partnering to deliver. Jan Eveleth noted that the UW strongly supports the efforts of the K-12 community in preparing students with technology skills that are so needed in their secondary education. Chelo Picardal noted that meeting the infrastructure needs to provide connectivity is an ongoing strategic mission.*

*Tom Howley/Ellen  
Dore*

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### 1. Establish Quorum – Approve Minutes from May 10, 2018 Board Meeting

- Quorum: **A quorum was established.**
- Approve Minutes from May 10, 2018 Board Meeting  
Motion: *Move to approve May 10, 2018 Board Meeting Minutes*  
Moved By: **Jan Eveleth**
- Seconded: **Chelo Picardal**  
Approved: **Yes**

*Board Action Required*

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### 2. Fiscal Report

- 2018 Year to Date Report – reflects budget as of end of August 2018.
- Re-establish work group to report on establishing Capital Improvement Plan and/or Capital Opportunity Fund, 5-year financial plan, determine future of C3 service offerings, legal reviews, and membership and potential costs vs needs of full-time staff.
- *Chelo delivered the 2018 C3 to-date financial report. All budget categories are performing under-budget to date. Our operating reserves are above forecast.*

*Chelo*

*Chelo discussed re-establishing a working group to report on and investigate Capital Improvement Plans and/or Capital Opportunity Funds, 5-year financial plans,*

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*determine future of C3 service offerings, legal reviews, and membership and potential costs vs needs of full-time staff. Since Paul Haugan has left the City of Auburn, this effort is being restarted. Mark Strand, Jan Eveleth, Mehdi Sadri and Chelo Picardal agreed to serve as the core of this working group.*

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### **3. Ring Activity/Operations Committee Report**

- Ring Activity Operations Report

*Mark Strand delivered the Ring Activity and Operations report.*

*Mark noted that recent ring outages have been caused by outside contractors working in protected areas, and noted that the City of Kent's recent experience with contractors for Comcast is an example.*

*Mark and Chelo both emphasized that strand "owners" have distinct responsibilities as defined in Project Agreements, and that these members are contractually responsible to manage these situations.*

*Jan Eveleth noted that it would be worthwhile to perform an annual review of contacts and contracts with the members.*

*Mark and Randall discussed standards for fiber strand/ cable labeling containing contact information for critical infrastructures. Chelo noted that there are many "players", and many different methods employed in managing the assets in their domains, and that it is individually up to each contributor to meet this responsibility. Mark Strand mentioned that when the UW worked to install the ring, the UW tagged everything they own, and that C3 members are individually responsible to do the same.*

*Jan Eveleth suggested that there should be documented circuit diagrams and splice point documentation. Mark Strand noted that Brenda Jones at the UW maintains some of this information in a Google Maps file. Brenda Cooper suggested that there should be some documentation on cable/strand usage and either map it or document it to the strand level. Chelo noted that documentation of C3 strand "hand-off's" is appropriate, but that documenting critical infrastructure within a member's domain is not necessarily something that should be exposed throughout the C3 membership. Mehdi Sadri noted that as part of the UASI grant, Renton has good documentation of cable and strand assignments within Renton.*

*Mark Strand  
Board Action Required*

*It was suggested that this topic be added to future Operations Committee agendas for discussion.*

- Operations Committee Recommendation to C3 Board Regarding Westin Node Infrastructure Changes to Support Growth and Expansion.  
Following review and discussion, the Operations Committee agreed by acclamation in their August 15, 2018 Meeting to approve and send the following recommendations to the Board:

*Mark Strand provided an overview of recommendations A-C from the Operations Committee for the board. Tom Howley suggested that if there were no objections, a single vote on all three recommendations as one slate be taken. There were no objections to this. All three recommendations are noted identically as voted (as a single slate) in the minutes below.*

- A) The Operations Committee recommends to the C3 Board that the current installed node configuration (See Attachment 1 to the agenda) at the Westin Node be
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accepted as an approved C3 configuration.

- B) The Operations Committee recommends to the C3 Board that 10 GB aggregation links to C3 member-vendor provided services be approved. (See Attachment 1 to the agenda, which portrays the existing 10 GB aggregation link to PNWGP)
- C) The Operations Committee recommends to the C3 Board that the Board approve expenditures to upgrade hardware at the Westin Node if a "Capacity Threshold" of 2 remaining 1 GB ports at the Westin Node is reached. Should the threshold be reached, the Board authorizes expenditures no to exceed \$6,500 (NRC) and \$400 (ARC) to implement hardware additions to support growth. (See Attachment 2 for an illustration of proposed expansion to support growth.)

D) Information – Implementation of VCC to RCECC 10 GB Connection for ValleyCom

- Recommendation **A** from August 15, 2018 Operations Committee Meeting  
Motion: *Move to approve Recommendation A from the August 15, 2018 Operations Committee Meeting.*  
Moved By: **Chelo Picardal**  
Discussion:  
Seconded: **Randall Wood**  
Approved: **YES**
- Recommendation **B** from August 15, 2018 Operations Committee Meeting  
Motion: *Move to approve Recommendation B from the August 15, 2018 Operations Committee Meeting.*  
Moved By: **Chelo Picardal**  
Discussion:  
Seconded: **Randall Wood**  
Approved: **YES**
- Recommendation **C** from August 15, 2018 Operations Committee Meeting  
Motion: *Move to approve Recommendation C from the August 15, 2018 Operations Committee Meeting.*  
Moved By: **Chelo Picardal**  
Discussion: *Mehdi Sadri asked for clarification on the funding. Chelo explained that the recommendation is to approve potential spending as recommended, and that there is no current request for expenditure as part of this recommendation.*  
Seconded: **Randall Wood**  
Approved: **YES**

*A short side discussion on FCC rulings on Small Cell sites and their potential impacts to members ensued. Brenda Cooper noted that NATOA will be providing an update on October 10, and recommended that members should consult with their franchise representatives and NATOA members for more information.*

*Under the category of Good of the Order, Mark Strand introduced and requested the Board's Approval of ValleyCom's request for allocation of a C3 Wave as part of their 10 GB Services Request.*

Moved By: **Brenda Cooper**  
Discussion:  
Seconded: **Jan Eveleth**  
Approved: **YES**

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#### 4. Financial Policy Review

- C3 Financial Policy Update – At the May 10 Board meeting, a discussion and review of the C3 Financial Policy was held. Changes to the document were discussed and a vote was tabled

*Tom Howley/  
Board Action Required*

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- until the September 20 Board meeting.
- C3 Financial Policy Approval  
Motion: *Move to approve the Consortium Financial Policy Document as Submitted.*  
Moved By: **Mehdi Sadri**  
Discussion:  
Seconded: **Chelo Picardal**  
Approved: **Yes**
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## 5. Board Membership Update

Per the Consortium Bylaws (Sec 4.B), The City of Auburn has replaced Paul Haugan with Ashley Riggs as their representative to the C3 Board to serve out the remainder of the term. *Tom Howley noted this for the record also referred to the Community Connectivity Consortium Board Member Terms document provided as part of the agenda packet.*

*Tom Howley*

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## 6. Strategic Plan Update

Report on the 2015-2018 Strategic Plan and outlook for 2018-2021 Strategic Plan  
*Tom reviewed the C3 2015-2018 Strategic Plan Review (included as part of the agenda packet) and also summarized the C3 2018-2021 Strategic Plan Focus Topics document (also included as part of the agenda packet), and led a discussion on C3's Strategic Plan and planning process.*

*Chelo noted that many items in the original strategic plan took years to accomplish, and that the completion of the ring was a major accomplishment that eclipsed many of the other goals set forth.*

*Jan mentioned public-private partnerships and raised the question of what we have done to encourage more member-member partnerships?*

*Brenda mentioned that CTC, who has been engaged on the ERC Feasibility Study also has experience in guiding the strategic planning efforts of other consortiums and partnerships, and asked whether they might be a good candidate to lead the effort? Darryl Hunt from King County said that King County would support CTC's engagement in the planning effort.*

*Jan commented that prior to engaging an outside firm, there is more that can be done internally first.*

*Tom Howley*

*Chelo suggested that we should consider whether to implement a 2 year or a 5 year plan.*

*Chelo asked how C3 can best identify the shared interests of the Communities of Interest that C3 serves, and noted that each (Education, Public Safety, Municipal Government) could each produce different strategies.*

*Darryl Hunt suggested that this question be added to the strategic planning retreat as a topic of discussion.*

*Chelo asked if anyone has access to, or has seen any of CTC's work product as it relates to strategic planning?*

*Doug Mah from Pacific NW GigaPop suggested that a rigorous process to reach out to our Communities of Interest be undertaken in order to best understand the problems and challenges that our members face.*

*Jan Eveleth noted that some things (like cost reduction and process efficiencies) are internal matters, but that user impacts and challenges are important to understand*

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*and address.*

*Brenda Cooper commented that 15 years ago, during the genesis of the consortium, users didn't know what they wanted, and that the philosophy of "If you build it, they will come" prevailed.*

*Doug Mah discussed inter-member synergies and suggested that members look to higher levels in their organizations to see what needs are perceived there.*

*Chelo noted that 15 years ago, organizations were just beginning to undertake strategic initiatives that would present needs for infrastructure that could not have been foreseen at that time. The example of 1:1 computing was highlighted.*

*Jan described a how unified effort several years ago between agencies to address ISP contract costs resulted in cost savings for those involved, and suggested survey activities to find other opportunities for similar results.*

*Brenda Cooper said that she favors a half-day retreat prior to the Q1 2019 Board meeting that would serve as the foundation for a plan to present at the 2019 General Members meeting.*

*Chelo suggested that the December 2019 Board Meeting could be used to further frame the format for a planning retreat.*

*Brenda has a list of good locations that we can use to hold the meeting at.*

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## **7. Eastside Rail Corridor Report**

*Brenda thanked all who assisted in helping with the finalization of the Project Agreement, those who helped herd it through the signature process, and reported that King County's Project Manage and CTC are now scheduling meetings. The formal four-hour kickoff meeting is set for November 16.*

*Brenda will provide another report on the project at December's Board Meeting.*

*Brenda also noted that this study involves many participants and has a different dynamic than many others we have engaged in. She suggests that members stay in touch with their elected officials and their staffs to understand all that is going on in relation to the ERC.*

*Brenda Cooper*

*A side discussion regarding CTC's availability to discuss C3's strategic planning activity ensued.*

*Darry Hunt suggested that we talk to CTC and ask about their experience with other consortiums.*

*Darry, Doug and Jan all expressed a desire to maximize any investment made in the planning, and would like to ask CTC about this.*

*Brenda framed the question "What do we want to be (when) (now that we are) grown up?" as a foundation question for the Strategic Plan.*

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## **8. Sharing/Open Discussion/Member Update**

**SS911** – Tim Hannah Update on Pierce County Cities/Agencies and Fiber Initiatives  
*Tim addressed the meeting with a report on South Sound 911's new communications center, the challenges that led up to its building, and the mission of SS911.*

*Tim Hannah*

*One of the unquestionable challenges faced by public safety organizations and 911*

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centers is real time situational awareness of how local events and "bad days" affect agencies on a regional basis. He used the recent Dupont Amtrak derailment as an example. At the same time, the region was focused on responding to the train disaster, a large scale protest on the Tacoma Tide flats was underway. Having real-time notices and status updates to events will allow regional focus to best apply resources. SS911 is participating in a three county grant funded project to develop information and status sharing mechanisms to address this need. As part of this effort, establishing dedicated communications channels that are highly available and resilient is important.

Chelo addressed the strategic question of "how do we grow?" as new members come on board. "what is our organizational plan to structure our governance structure?" Public Safety, Cities, and Regional Interests and operations are in play.

Brenda placed emphasis on the need for Communities of Interest meetings.

### **Member Updates:**

ValleyCom – Paul read notes from ValleyCom regarding their implementation of their implementation of the 10 GB link to the RCECC:

Valley Communications is excited about our intention to use C3 fiber to provide a 10 Gig connection for our backhaul between our primary site and our disaster recovery site at King County Sheriff's Office in Renton. The use of this fiber is going to "check" a number of boxes off for our current Computer Aided Dispatch (CAD) virtualization project.

As a 911 center, our center is a 24/7/365 operation. In all things we do, we look for redundancy, resiliency, and flexibility to keep business functionality available at all times. The C3 fiber will provide Valley Communications Center a redundant path to our DR site. The 10 Gig connection provides us with the bandwidth to stretch our network between the two sites.

This enables Valley Communications Center to leverage the virtual replication capabilities at the CAD system level that is transparent to our Operational staff. Whether it is the case of having to exercise business continuity for the organization, perform maintenance on the CAD system, or have greater efficiencies for addressing varying situations in our continued effort to serve the public.

**Kirkland:** Kirkland IT has preliminary budget approval to study how the City builds and budgets fiber builds. How to manage, plan and budget reserves for ongoing maintenance and operations?

**Bellevue:** Bellevue is interested in setting rates for conduit and dark fiber usage and wonders if anyone else is looking to do a market survey...

**Renton Schools:** Wrapping up summertime work. Network updates replaced all network switches in the district, implemented a new phone system (Shoretel – aka Mitel), updated all Wi-Fi Access points in 1:1 classrooms and common areas. They are using Meraki Wireless and HP/Aruba switches.

Tom noted that King County's prevailing wage is going up, and along with e-rate funding reductions to the district, these factors may influence the district to engage new Wi-Fi projects sooner than later.

**Lake Washington School District:** Also wrapping up summertime projects, mostly network

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*and Wi-Fi. Also brought online 2 new elementary schools, and middle school construction and High School remodels are underway.*

*City of Renton: Software lifecycle replacements underway. Adding more fiber to serve SCADA systems. Working on other fiber projects with Valley Medical and Renton Schools. Renton is working with WA State DES to establish state DES contracts for AV Contractors. Tom Howley suggested cooperative purchasing agreements between agencies. Chelo reminded us that Joint Purchasing language can be included in contracts to allow other agencies to cooperatively purchase.*

*University of Washington: Jan says the UW is looking for a new circuits database software package, and noted that C3 would be a beneficiary of the system. Mark noted that an Avaya server migration to Nutanix/Dell dropped only one call when they "threw the switch."*

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**9. Good of The Order**

*All/Any*

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**Wrap-up**

- Assignments.

*All Participants*

**Adjourn: The meeting was adjourned at 1:40 PM**

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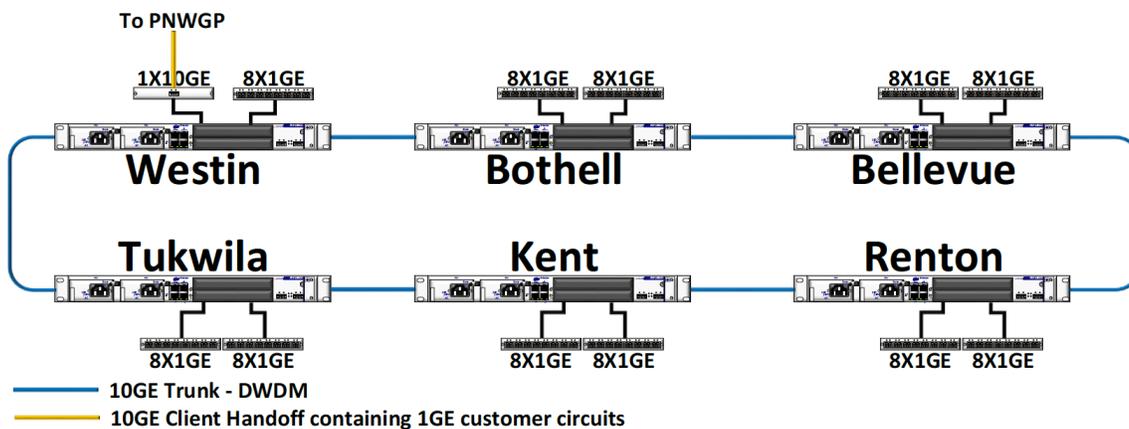
Respectfully Submitted,

Paul Dunn

## Attachment 1

### Current Node Configuration

Figure 1 - Current Configuration



- Configuration was based on the original PNWGP Enhanced Ethernet Service construct proposed for the service catalog.
- 1x10GE component pd by PNW = ~\$1500
- In use now supporting Kirkland.

## Attachment 2

### Operations Committee Recommended Hardware Expansion to Support Growth

Estimated cost (excludes tax and UW admin fee) - \$5822 NRC, \$355 ARC

Figure 3 - Option 2: Add XG120Pro

