

Community Connectivity Consortium

Board Meeting MINUTES

Date: December 13, 2018

Time: 11:00 a.m. – 1:30 p.m.

Location 1: Kirkland City Hall – Peter Kirk Room
123 5th Ave
Kirkland, WA 98033

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>



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:

Bob Potts-King County, Brenda Cooper-City of Kirkland, Chelo Picardal-City of Bellevue, Jan Eveleth-UW, Lora Ueland-Valley Com, Mehdi Sadri-City of Renton, Ashley Riggs-City of Auburn (Phone), Randall Wood-LWSD, Tom Howley-Renton SD, Mark Strand-UW, Tim Hannah-SS911 (Phone), Paul Dunn-C3, Donna Gaw-City of Kirkland, Jim Levy-Valley Medical, Thomas Fichtner-City of Federal Way, Linda Hermanson-City of Redmond (Phone), Dennis Higgins-KC GIS

Introductions/Call to Order

Tom Howley called the meeting to order at 11:05 am. Introductions were made around the room and on the phone. Ashley Riggs announced David Travis was named as City of Auburn's new IT Director and will be the Auburn representative on the C3 Board.

1. Establish Quorum – Approve Minutes from September 20, 2018 Board Meeting

- Quorum: *A quorum was established as all Board members were present.*
- Approve Minutes from September 20, 2018 Board Meeting
Motion: *Move to approve September 20, 2018 Board Meeting Minutes*

Moved By: **Jan Everleth**

- Seconded: **Brenda Cooper**

Approved: **Yes**

2. Fiscal Report

- 2018 Year to Date Report – reflects budget as of end of November 2018
- Capital Budget Planning Workgroup timing
- *Chelo reported expenses are on track for the year. The Ring M&O invoice is in process and awaiting the GIS M&O invoice. Fiber assets money from operations is being transferred today into the reserves.*
- *Insurance expense shows a bit higher than previously and is due the update to our property schedule to include the entire ring assets. In addition, partial year premiums are included due to the coverage cycle being September to August.*
- *Yearend balance is ~\$181,000, which is within projections.*
- *Decided to hold off on structuring budget to include capital fund, as discussed at last meeting, until after strategic planning meeting is held.*

3. Ring Activity/Operations Committee Report

- Ring Activity Operations Report
- *No incidents to report, health of network is good.*
- *No changes in Orders & Service. NORCOM established circuit is active, Renton School District is pending KC provisioning.*

4. King County GIS Services

- *Dennis Higgins presented information and a demo of the C3 Fiber Viewer.*
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- *In last 12 months 74 user sessions recorded, total of 2400 since March 2017. There are no user account requests pending.*
 - *In 2018, routine maintenance and patching occurred, and updates/upgrades to KC servers. An outage in Renton earlier in 2018 was resolved. Working to restore Kirkland feed connection.*
 - *GIS M&O invoice ready to submit. The costs are ~\$5000/year and covers operations, maintenance, updates and minor alterations.*
 - *Brenda reminded all the purpose of the viewer is to have an up-to-date map to know where fiber was located, allowing members to see other member's fiber. It includes UWASI grant fiber owned by C3 and members' fiber that contributes to the ring, not necessarily all fiber owned by a member.*
 - *A question was raised whether members are using the agreed upon schema.*
 - *Dennis suggested the Map Committee be reconvened to review the data and make recommendations for enhancements or adjustments.*
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5. Membership Update

- 2019 Membership Renewal Report
- *The 2019 membership report was in the meeting materials. A column has been added that shows service/admin charges.*
- South Sound 911 Voting Membership
Motion: *Adopt Resolution 18-02 to approve South Sound 911 for full voting membership.*

Moved to Adopt Resolution By: **Lora Ueland**

Seconded: **Chelo Picardal**

Approved: **Yes**

6. Strategic Plan Update

- *A retreat has been scheduled for February 15th, 2019 at Bellevue Botanical Gardens. The Board determined it should be open to voting and non-voting members, Operations Committee members and guests so that robust conversations around areas of interest can occur.*
 - *A pre-retreat survey was discussed, and questions narrowed/adjusted to inform discussions in small group settings. A conversation to identify who are the "friends of the members" was suggested.*
 - *The purpose of the Feb 15 meeting is to frame/inform the plan. A draft form would come back to the Board and members for review and action.*
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7. Eastside Rail Corridor Report

- *Brenda reported on the kick-off meeting that was held November 15th, 2018, with good attendance.*
 - *CTC Technology & Energy consultants assisting to determine feasible business models for project and provide a ballpark cost.*
 - *Feasibility report and recommendation will be presented to ERC Regional Advisory Committee, elected officials from King County, Kirkland, Redmond, Renton and others for final decision.*
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8. C3 Services Pricing Update

- *Mark Strand advised no change to 1g or 10g pricing for 2019 and slight decrease for 100g, not including those members under contract.*
 - *Future revisions will be presented in July to better align with members' budget cycles.*
 - *Consensus from the Board acknowledging the pricing change as presented.*
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9. Sharing/Open Discussion/Member Update

- *Valley Com's 5-year strategic plan has been finalized and includes emphasis on new technologies & services along with data management and access. The plan will be posted on their website.*
 - *Suggested future meetings include topics on FirstNet, PSERN, Kirkland's Cloud Migration, 5G, small cell, Bellevue's Smart City Plan update, UW Seismic expansion,*
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UW's experience testing network link and applications failover, and efforts to establish a South Local Loop.

- *Jim Levy with VMC introduced their desire to connect neighborhood clinics and will request time on a future agenda to present a need/use for C3 fiber.*
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10. Good of The Order

11. Wrap-up

Adjourn: Meeting adjourned at 1:30 pm.

Minutes respectfully submitted,

Lora Ueland, Board Secretary