

Community Connectivity Consortium

Board Meeting Minutes



Date: December 19, 2019

Time: 11:00 a.m. – 1:30 p.m.

Location 1: Kirkland City Hall – Peter Kirk Room

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 Present:

Bob Potts-King County, Donna Gaw -City of Kirkland, Chelo Picardal-City of Bellevue, David Morton -University of Washington, Lora Ueland – Valley Com 911, Mehdi Sadri-City of Renton, Randall Wood-Lake Washington School District, Tom Howley, Renton School District (phone)

Other Present:

Darryl Hunt-King County, Mark Strand-UW, Tim Hannah-SS911, Nathan Way-NORCOM 911, Thomas Fichtner-City of Federal Way, Paul Dunn-C3 Consultant

AGENDA

Introductions/Call to Order @1105

1. Establish Quorum – Approve Minutes from September 19, 2019 Board Meeting

- Quorum - Yes
- Approve Minutes from September 19, 2019 Board Meeting
Motion: *Move to approve September 19, 2019 Board Meeting Minutes*
Moved By: Bob Potts
- Seconded: Randall Wood
Approved: Yes

2. Change of Representation on C3 Board – David Morton, University of Washington

3. Fiscal Report

- 2019 Year to Date Report – reflects budget as of end of November, 2019. Information was included in packet, does not fully reflect year end. We have continued to well underspend. Have not moved replacement reserves yet, and expect to soon. Do still have encumbrance for EasTrail original feasibility study report but have not seen the invoice yet from Kirkland. Have received insurance invoice, still processing. Will see fees for website registration from Kirkland to C3. Forecasted actual is projected to be just north of \$57,000. Fiscal year is calendar year, 1 year budget. Budget proposal for next year brought to Board at March meeting and adopted in May.

4. Ring Activity/Operations Committee Report

- Ring Activity Operations Report. Review of C3 report. 0 incidents on the network. 12-11 network went up & down several times due to planned maintenance. Planned events Bothell still in permitting process; SR522 complete - no outages as result; s/w update is complete and was complete in 90 minutes - 5 1/2 minutes for each node to be upgraded (in general updates are done 6 months after general availability unless there is a specific risk it is addressing). Unplanned event 12-5/6 at VCC- UW should have been aware of it but wasn't notified of the

work. No new requests, NORCOM has request status on hold awaiting wave allocation the C3 Board; KC also has a request on hold.

- Current wav allocation reviewed.
- C3 optical network inventory reviewed.
- Current status of 16 1G for members.

5. Operations Committee Recommendation to Approve Provisioning of Wave for NORCOM

- The Operations Committee has recommended that the Board Approve provisioning of a Wave for NORCOM to use as part of a requested 10 GB Link. Project Agreement governs the allocation, once approved by the Board. Primary focus is DR site at KCSO. Currently have satellite center at Redmond and is wholly dependent on servers located at Bellevue. Bob - how are we allocating Wav allocations? Answer: PA 70 and bylaws in terms of assets, section 10. Discussion on long-term strategy on allocation, efficiencies, adding assets in future.
 - Motion: *Move to approve provisioning of a Wave for use by NORCOM as recommended by the Operations Committee.*
Moved By: David Morton
- Seconded: Lora Ueland
Approved: Yes

6. C3 2020 Board Meeting Schedule and Locations

The C3 Board meets 4 times per year on the second Thursday of the months March, May, September and December. The Second Quarter Board Meeting coincides with the C3 annual membership meeting.

1st Quarter – March 12, 2020

2nd Quarter – May 14, 2020

3rd Quarter - September 10, 2020

4th Quarter – December 10, 2020

- Meeting locations were discussed and Paul will work to schedule.

7. EasTrail (Eastside Rail Corridor) Market Study Report Darryl report market analysis (M.A.) is on target for completion by end of month to be available in late January. This is a once in a lifetime opportunity to put fiber in the corridor at the current cost. They are talking with 6 telecom companies and learned fiber is a hot market nationally, a lot of current fiber is aged and companies are looking for new opportunities; demand for any fiber that goes in the corridor will be hot; economic development and public good/municipal benefits; revenue generation opportunities. Most important benefit for C3 is benefit to public good/municipality - connecting facilities. Use cases- support Smart Cities, redundancy. When we proceed with implementation we want to be sure to reserve fiber assets for municipal and community stakeholder use. Next steps after M.A. is presentation at EasTrail Regional Advisory Council meeting on January 31st where they will present findings from M.A. and propose the report is accepted and then will be able to move forward to begin stakeholder team and answer questions around governance, business model options, how to integrate existing projects in flight. After 1-31 meeting, parks dept will propose a project team meeting. The trail starts at mile maker 5 (Renton) to King/Sno line. 28 miles.

8. King County Broadband Study Report Bob Potts briefed the Board on the request from King County Council to define served & unserved in broadband, determine how to leverage existing assets in order to deliver broadband, and determine pros-cons. Nearly done with outcomes of the study and will be reporting to Council on January 31st. The study was crafted specifically by district; describing each one and their unique challenges. Bob wants to formalize a broadband office, separate from Regional

Services. There is connection with EasTrail project as a number of housing authority sites could be served by the EasTrail fiber. The study will be shared after Council review.

9. Sharing/Open Discussion/Member Update

Members shared their strategic efforts for 2020

Bellevue: security projects, systems & services; wi-fi replacement within city hall and downtown and housing authority; updating smart city plan. Running an exercise with emergency operations board.

NORCOM 911: RAADAR grant from DOT that will fund a portion of the work and looking to expand state-wide, into northern ID and portions of OR. 7 psaps and 70 agencies connected, VCC, WSP, SPD to be added. Currently hosted at NORCOM, looking to move to cloud. Also working on DR site at RCECC.

Federal Way: in midst of security audit and educating Council on the importance of appropriate security.

Lake WA School District: district is growing, surpassed Spokane and is the 2nd largest in the state. 31k students. Construction projects ongoing with schools. Internal effort to move items to Azure, bring IBM in as network service management for level 2 & 3 while internally handling Level 1. Redoing ticketing system to align with IBM. End of year starting replacement of wireless network over next several years.

Renton: security assessment results and attention on addressing. Looking for consultant to help with city wide business response plans, continuity. Need higher level security knowledge and skills. Have done table-top exercises on earthquake scenarios. EA ends in August of next year and will look at moving to Office 365 and the cloud. System lifecycle replacements, business side applications refresh/replace.

King County: broadband, EasTrail, E-911 platform modernization

Valley Com 911: efficiencies in workload to offset need for additional staff, PSERN transition, revising governance documents and legal formation of Center.

UW: security, old & failing infrastructure, steps to improve reliability & agility to provide services to customers leaning on automation and technologies, allow customers to dynamically order services (goal), provide info to users to self-remediate (goal).

SS911: building facility 77k sq ft, sharing data with other entities in Pierce County.

Renton School District: coming out of yearlong multi-project. Conference call discussing pulling resources together in case of a cyber attack - may promote legislative or executive order to ease procurement rules in emergency situations. Group is just getting together so may have more in future. Mehdi - city agencies that can't afford having a DR site so state could set up 2-3 racks with equipment in standby model for a city to use in emergency situation. 1 to many ratio.

Kirkland: huge initiative called IT stabilization 2019, security is part of it. Maturing as an organization - get processes in place, documentation, finishing last tasks related to projects. New CTO, 5 person department that has 3 people.

10. Good of The Order

Mark Strand - when NORCOM 911 requested the wave we should have considered convening a phone call board meeting to expedite the request.

11. Wrap-up

- Assignments.

Adjourn at 1:32

Next meeting is March 12th.

Respectfully submitted,

Lora Ueland, C3 Secretary