

MINUTES OF THE CC COMMUNICATIONS MANAGEMENT

155 N. Taylor St., Fallon, NV 89406
June 2, 2022

Call to Order:

The regular meeting of the CC Communications was called to order at 1:45 PM on June 2, 2022.

PRESENT: Commissioner H. Peter Olsen, Jr.
Commissioner Justin Heath
Commissioner Gregory Koenig
General Manager Mark Feest
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 26th day of May, 2022 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- May 5, 2022

Commissioner Justin Heath made a motion to approve the Minutes of the meeting held on May 5, 2022 as submitted. Commissioner H. Peter Olsen, Jr. seconded the motion, which carried by unanimous vote.

Closed Session to Discuss Labor Negotiations Pursuant to N.R.S. 288.220:

Commissioner H. Peter Olsen, Jr. made a motion to go into a Closed Session to discuss labor negotiations pursuant to N.R.S. 288.220. Commissioner Justin Heath seconded the motion, which carried by unanimous vote.

New Business:

A- Consideration and possible action re: CC Communications 3rd Quarter Write Offs for FY 2021/2022 in the amount of \$4,250.77.

Shonda Standen, CC Communications. I am asking for approval for our 3rd Quarter Write Offs for FY 2021/2022 in the amount of \$4,250.77. Do you have any questions, I can answer for you?

Chairman Gregory Koenig asked if there were any questions or comments but there was none.

Commissioner Justin Heath made a motion to approve the 3rd Quarter Write Offs for FY 2021/2022 as submitted. Commissioner H. Peter Olsen, Jr. seconded the motion, which carried by unanimous vote.

B- Consideration and possible action re: Collective Bargaining Agreement (CBA) with Communication Workers of America (CWA).

Mark Feest, CC Communications. As shown in the Agenda Report, we negotiated the single issue of COLA. The tentative agreement was signed for 6% and has been ratified by the CWA. We ask that the board approves the 6% COLA.

Chairman Gregory Koenig asked if there were any questions or comments but there was none.

Commissioner H. Peter Olsen, Jr. made a motion to approve the Collective Bargaining Agreement with the Communication Works of America. Commissioner Justin Heath seconded the motion, which carried by unanimous vote.

C- Consideration and possible action re: COLA adjustment for employees not covered by the Collective Bargaining Agreement (CBA).

Mark Feest, CC Communications. This item is requesting the COLA adjustment for all employees not covered by the Collective Bargaining Agreement, moves from the 5% in the budget to 6% to match those who are covered by the Collective Bargaining Agreement.

Commissioner Gregory Koenig. Total cost of almost \$29,000.00. Is that where we are at?

Mark Feest, CC Communications. That is correct.

Chairman Gregory Koenig asked if there were any questions or comments but there was none.

Commissioner Justin Heath made a motion to approve the COLA adjustment for employees not covered by the Collective Bargaining Agreement. Commissioner H. Peter Olsen, Jr. seconded the motion, which carried by unanimous vote.

D- Consideration and possible action re: the adoption of Resolution 10-2022 authorizing an equity transfer from the CC Communications Broadband Fund to create a new enterprise fund to be called the CC Communications CAP - Servicing Outside Churchill County Fund and other matters related thereto.

Mark Feest, CC Communications. Up until this time, all activities outside of Churchill County, had been accounted for within the Broadband Enterprise Fund. Now that we have significant revenues in Elko, it will be much clearer to have this new fun established. We will transfer those assets that are being used in Elko and assets outside of Churchill County, so they can be accounted for in their own fund. It will provide more clarity of the revenues associated with the operating expenses. The transfer amount includes \$3 million in cash, \$10.2 million in assets and \$1.3 million in operating expenses.

Commissioner H. Peter Olsen, Jr., The \$10.2 million in assets, is that what we have up there so far.

Mark Feest, CC Communications. That is in the ground outside of Churchill County. It is not just Elko. Some of those assets are others, that are being moved into the account for operations outside of Churchill County.

Commissioner H. Peter Olsen, Jr., The connection into Reno, is that part of that too.

Mark Feest, CC Communications. The broadband portions of that and some of that is TEL portions.

Commissioner H. Peter Olsen, Jr., Ok. So, this is a bigger move than just Elko.

Mark Feest, CC Communications. Correct. It's just creating a new fund that will account separately for broadband assets that are operating outside of the county.

Commissioner H. Peter Olsen, Jr., Ok.

Mark Feest, CC Communications. That way we can tie those revenues that were generated outside of the county, to operating expenses and capital expenses being put in the ground outside of the county.

Commissioner Justin Heath. The telephone account is staying where it's at now. Right?

Mark Feest, CC Communications. Correct.

Comptroller Sherry Wideman. Do you have an effective date on that?

Mark Feest, CC Communications. It will be the new fiscal year July 1st.

Comptroller Sherry Wideman. Ok, thank you.

Commissioner H. Peter Olsen, Jr. made a motion to approve Resolution No. 10-2022, a resolution authorizing an equity transfer from the CC Communications Broadband Fund to create a new enterprise fund to be called the CC Communications CAP - Servicing Outside Churchill County Fund and other matters related thereto. Commissioner Justin Heath seconded the motion, which carried by unanimous vote.

E- Consideration and possible action re: updates to the Education Assistance Policy.

Mark Feest, CC Communications. These updates were put together between our HR Manager, Dawn Ballard and Deputy District Attorney, Joseph Sanford. They created a repayment obligation for those employees who utilize the educational assistance program and department within 18 months of receiving that assistance. We have had a lot of employees turn over in this economy. We have recently seen a couple of people who received a check from us and two weeks later gave their notice because they have found other employment. When you can receive a check up to \$5,600.00 per year for educational assistance, I think there should be some sort of obligation to repay if you're not with the company. If you're not with the company, we won't recognize the benefit. Over a rolling 18 months you would pay back what ever was received in the last 18 months from your last paycheck and outstanding paid leave will be deducted.

Commissioner Justin Heath. Will that be prorated a bit?

Mark Feest, CC Communications. It will only be that portion they collected in the last 18 months.

Commissioner Justin Heath. Ok.

Mark Feest, CC Communications. It is the recapture provisions in 7.9.7 in our policies. Forfeit any reimbursement amount paid within the preceding 18 months. Those paid within the preceding 18 months, will repay it back.

Commissioner H. Peter Olsen, Jr., Do you have to do anything with the employees who are represented by union?

Mark Feest, CC Communications. We will send them a notice. They can choose to participate in the employee assistance program if they would like.

Commissioner H. Peter Olsen, Jr., Ok.

Mark Feest, CC Communications. Honestly, it's rarely people who are represented by the union. It's generally accountants and people in IT who are using it and then leaving. I don't know what intentions anyone had in leaving. Things come along in life and there are a lot of job opportunities out there.

Deputy District Attorney, Joseph Sanford. When they sign up for the program, it's written in there that the employee understands that while getting reimbursed and within 18 months of being reimbursed and are no longer with the company, the employee will have to pay that amount back. They know upfront.

Mark Feest, CC Communications. Right. Anyone who signed this last semester, it will not apply too. It's people who have signed that agreement going forward. It explains, that if you take a class, you will have to ask for the money after you have completed the class. If the employee doesn't receive a good grade, we will not pay the money for the class. It has those types of terms.

Commission Justin Heath. It can potentially be of \$10,000.00?

Mark Feest, CC Communications. \$5,600.00 per year is the maximum according to the IRS. Anything more that on a tuition reimbursement you have to charge taxes on it. We are capped at the IRS level.

Commission Justin Heath. It says in a calendar year.

Mark Feest, CC Communications. You're right it can be up to two full payments worth.

Chairman Gregory Koenig asked if there were any questions or comments but there was none.

Commissioner Justin Heath made a motion to approve the updates to the Education Assistance Policy. Commissioner H. Peter Olsen, Jr. seconded the motion, which carried by unanimous vote.

Reports: General Manager Report:

1. USAC Audit
 - a. CC Communications has been selected for a USAC Audit. It has been about 9 years since our last USAC Audit, which is part of a random selection process to monitor compliance.
 - b. The last audit was very time consuming for our accounting department, as well as outside plant.
 - c. The audit team will check for accounting errors, as well as physically inspecting plant, measuring loop lengths, checking cabinets, to ensure the materials that have been included in the costs study have actually been placed in the ground, etc.
 - d. We were notified June 1, 2022 along with many other companies that we had been selected and to expect contact from hired auditors any day.
2. Ongoing review of non – core services and whether they align with future plans for CC Communications.
 - a. Web development is on schedule to be wound down by end of FY
 - i. Email migration will take a few months after that
 1. Presently on schedule
3. Switch and Inter-exchange Network Update evaluation:
 - a. Engaged VP Solutions
 1. Phase II is a deep dive into alternatives to existing EOL or near EOL equipment
 2. Recommended alternatives and budgets
4. Further implementation of SharePoint Continues (Probably 12 -18 months for full implementation)
 - i. Utilizing an Agile Project Management framework and an iterative approach, we will be further implementing functionality and integrating into daily use.
 - ii. Roadmap complete
 - iii. Product backlog being developed
 - iv. Ongoing department meeting to prioritize implementation of functionality

5. HR

- a. COO search has ended. NTCA noticed us that they had exhausted their efforts
 - i. Ultimately, we interviewed 4 candidates in person (multiple zoom), made two offers, and were rejected twice.
- b. Continuing search for senior sales engineer
- c. Filled accounting assistant position.
 - i. Down one accountant as we go into USAC Audit
- d. We will maintain a continual outside recruiting effort for an experienced ISP engineer II or III position.

6. Lazy Heart and Lone Tree Jobs are complete.

- a. No Churchill County FTTH will be started up again until FY 2022-2023
 - i. Pioneer
 - ii. Trento II

Affidavit of Posting:

Public Comment:

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

Adjournment:


The meeting was adjourned at 2:05 p.m.

APPROVED: 
Greg Koenig, Chairman

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

APPROVED: 
Justin Heath, Commissioner


Shelly Bunyard, Administrative Assistant


Mark Feest, General Manager/CEO