



Frontier TeleNet Board of Directors Meeting

Pursuant to ORS 192.650 and an associated policy adopted by Frontier TeleNet Board of Directors (Board) on January 25, 2019 and reaffirmed on October 23, 2019, the audio recording of a Board meeting constitutes the meeting's official record. Audio recordings of Frontier TeleNet Board meetings are publicly accessible via the Frontier TeleNet website (www.frontiertelenet.com). Written minutes of meeting occurring after October 23, 2019 are provided for convenience only.

Meeting Date/Time: Wednesday, January 29, 2020 at 11:30 a.m. Pacific Time
Meeting Location: Sherman County Courthouse, 500 Court St, Moro OR
Teleconference Dial-in: 669-900-6833 **Meeting ID:** 183-869-230

In attendance: Judge N. Lynn Morley, Judge Joe Dabulskis, Judge Elizabeth Farrar, Don Hull

Public Present: Sherrie Wilkins, Kim Farrar, Robert Ordway, Tom McCoy, Jeannie Dabulskis, Joan Bird, Todd Cox, Kathleen Cathey, Tim Reneau, BJ Westlund, Lisa Atkin, Teresa Aldrich, Gary Betten-court, Brad Lohrey, Nate Stice, Tammi Gaskey

In attendance via Teleconference: Jim Deason

Public recording the meeting: N/A

Meeting recorded and minutes prepared by Brenda Snow Potter, Wheeler County

REGULAR MEETING AGENDA

1.0 Called to Order; Establish Quorum; Introductions; Additions/Revisions to Agenda

1.1 Add 2.1 Election of officers

1.2 Add 3.6 Bills from Jim Deason

Motion to approve the agenda with revisions made by Judge Farrar, second by Judge Dabulskis. Unanimously approved.

2.0 Public Comment: No public comment at this time

2.1 **Election of Officers:** Judge Dabulskis moved to leave appointments as they stand; second by Judge Farrar. Unanimously approved.

3.0 Financial Matters

3.1 **Review and Consider Monthly Financial Summaries for October 2019-December 2019** – Motion to approve as presented made by Judge Farrar, second by Judge Dabulskis. Unanimously approved.

3.2 **Discuss Resolution of Past Due Balances** – LS Network continues to have a past due balance. Judge Farrar recommended crediting the old charges for the Canyon City connection that has not been in use. The last payment received was in December for an August billing. Payments for the other connections have not been made.

Jim Deason proceeded to explain his interpretation of the billings and stated that the account is not in arrears.

Consensus of the Board is to proceed with the issuance of credit with the caveat that the balance is paid in full and all future requests for disconnection or service issues be directed to Frontier TeleNet in writing. The Canyon City site will no longer be billed.

3.3 **Consider Approval of Revised Accounting Procedures**

In order to continue meet the requirements of the annual audit, the accounting procedures have been updated to include a board member reviewing and signing off on all bank reconciliations. Motion to approve the revised accounting procedures made by Judge Farrar, second by Judge Dabulskis. Unanimously approved.

3.4 **Appoint Gilliam County Representatives to Frontier TeleNet Budget Committee**

Motion to appoint Kathryn Greiner and Elizabeth Farrer to the Frontier TeleNet Budget Committee made by Judge Dabulskis, second by Judge Farrar. Unanimously approved.

- 3.5 **Receive and review FY 2018-2019 Financial Audit**
Judge Farrar referred to the management letter included with the audit in regard to the significant improvements made in the current accounting procedures.
- 3.6 **Consider invoices from Jim Deason**
The Board took time to review the bills submitted. Judge Dabulskis requested that invoices be provided prior to the meeting so that there is time to review them.
Motion to approve invoices as submitted made by Judge Dabulskis, second by Judge Farrar.
Unanimously approved.
- 4.0 **Old Business**
- 4.1 **AOC Report Checklist Next Steps: Update on Independent Systems Audit**
Inland has been working with Day Wireless and reporting to all parties. All documents requested by Inland have been submitted. Onsite visits will be scheduled as time and weather allow. Draft reports may be available within the next quarter.
- 4.2 **AOC Report Checklist Next Steps: Discuss Request for Proposals for Management Services**
Consensus of the Board is to piecemeal this matter. There are currently two projects that require managers with different fields of expertise. Two RFPS will be needed. Gilliam County will spearhead the Roosevelt project and Sherman County will take on the Cottonwood project.
The need for a regulatory compliance agent was also discussed. Jim Deason offered his opinions on what is needed and recommended combing the bookkeeping with the regulatory compliance piece. Judge Farrar stated that the current bookkeeper, with guidance could possibly take on part of this. Mr. Deason was asked to prepare a document outlining what this would entail.
Judge Dabulskis recommended additional meetings as RFPs and agreements come up that need the Board's approval. The remaining board members agreed.
- 4.3 **Update on Cottonwood Tower Site:** Judge Dabulskis provided a brief update
- 4.4 **Update on Roosevelt Site Repairs:** Discussed in previous matter
- 5.0 **Day Wireless Update:** Per Ryan LeBlanc, Motorola is in Erskine preparing for the two-year update. This will be a significant update. This will include new servers, routers, switches and dispatch positions. This is included in the SUA agreement.
The Bakeoven agreement was signed and things are moving forward.
There is an old router at Slatt that is failing. RTG is still on the router for Sherman & Wheeler County customers. They have been asked to move off of the router, but Gary Mart has not provided a timeline on when this will be completed. This router will not be replaced.
Steve Wynne explained the upgrade from Windows 7 to Windows 10.
- 6.0 **Public Comment:**
- 6.1 Brad Lohrey offered kudos to the Frontier TeleNet Board and Day Wireless for the work they have put into the system and their transport van being able to communicate with Condon when transporting to Columbia County.
- 6.2 Ryan LeBlanc attended a tabletop exercise and the Frontier TeleNet system was spoken of highly.
- 6.3 Gary Bettencourt stated that at a previous Frontier Regional meeting Judge Farrar stated that when broadband goes away, Frontier Regional 911 will be more responsible for the system. Rather than waiting for that day, the boards need to work on a strategic plan this and the role the counties will play in that.

Recess at 12:32 pm for lunch

Reconvened at 12:52 to address matters 3.3 and 3.5

Adjourned at 12:56 pm