



Meeting Minutes

Frontier TeleNet Board Meeting
10:00 am, April 20, 2021

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 and will not be prepared verbatim.

Due to continued social distancing, the meeting was conducted via videoconference/teleconference. The meeting was conducted via Zoom: <https://zoom.us/j/95390829527>
Phone: (346) 248-7799 Meeting ID: 953 9082 9527 Password: 812186

Board members in attendance: Lynn Morley, Joe Dabulskis, Elizabeth Farrar-Campbell
Public present: Sherrie Wilkins, Tim Reneau, Kathryn Greiner, Ryan LeBlanc, Don Hull, Gary Bettencourt, Jim Deason, Garrett Winter, Steve Shaffer

Minutes Prepared by Brenda Snow Potter, Frontier TeleNet Bookkeeper
Recording available at <https://www.frontiertelenet.com/meetings-audio-recordings/>

- 1.0 **Call to Order; Establish Quorum; Introductions; Additions/Revisions to Agenda**
Amendment – Motion made by E Farrar-Campbell to add GorgeNet/Juniper Site as item 4.3. Second by J Dabulskis. Unanimously approved.
- 2.0 **Public Comment:** No public comment
- 3.0 **Financial Matters**
 - 3.1 **Review and Consider Monthly Financial Summaries for January – March 2021**
E Farrar-Campbell asked about past due invoices for LS Networks and RTG. B Snow Potter provided D Hull with details regarding the payment history of these accounts. D Hull is willing to address this with these customers. Consensus of the board for D Hull to follow up.
Motion made by E Farrar-Campbell to approve. Second by J Dabulskis. Unanimously approved.
 - 3.2 **Set FY 2021-2022 Budget Calendar**
Budget Committee meeting set for May 25, 2021 at 10:00 am. B Snow Potter will publish as required by Oregon Budget Law.
Motion made by J Dabulskis to approve the setting of the date. Second by E Farrar-Campbell.
Unanimously approved.
- 4.0 **Old Business**
 - 4.1 **Roosevelt Tower Site Project Update**
R LeBlanc provided the update. Work was performed last week by the electrician. Trenching will begin next month. Roofers are scheduled for June. Generator will be scheduled for installation after trenching is completed.
 - 4.2 **Cottonwood Tower Site Project Update**
R LeBlanc provided the update. Site walks were scheduled for February but due to weather, these were rescheduled. There are three to four vendors. Bid packets will be provided once the site walks are complete. Would like to set a due date of May 31st.
G Bettencourt asked about the Roosevelt site.
New batteries will not be on site. A completely new electrical plant, generator, and propane tank are in the plans.
R LeBlanc will notify the landowners about site walks. J Dabulskis will assist with contact if needed.

E Farrar-Campbell asked for an update on the ODOT co-locate.

R LeBlanc checked with Sheriff Lowry and Sheriff Bettencourt about previous agreements, but nothing was found.

Motion made by J Dabulskis to agree to an even exchange of the shelter and generator from ODOT for the cost of co-location at the Cottonwood Site. Second by E Farrar-Campbell. Unanimously approved.

4.3 GorgeNet – Juniper Site

J Dabulskis was contacted by Dan Bubb, GorgeNet about hanging a piece of equipment at the Juniper Site for his Klickitat customers. No other specifics are available at this time.

Day Wireless will need to sign off. The legacy equipment would not support large capacity. Consensus of the board is that more information is needed.

T Reneau added that Day Wireless would need a written scope of work to do a site study. He will loop all parties into the communications.

E Farrar-Campbell recommended J Dabulskis be the point of contact for FTN.

5.0 New Business

5.1 Discuss Management Services Agreement with Sage Technologies

L Morley suggested going out for at least three quotes using the scope of work provided. The other board members have not seen the scope of work.

L Morley explained that a manager is needed due to the lack of time and upcoming contracts that are renewing.

E Farrar-Campbell recommended exploring/considering combining services with the PSAP.

Per L Morley, FTN and Frontier Regional need to be separate. J Dabulskis is not sure they can be one board.

L Morley is ok with E Farrar-Campbell doing the research on this matter.

Discussion continued regarding the proposal process.

E Farrar-Campbell recommended proposals be back by May 20th and reviewed on May 25th.

A board meeting was set to immediately follow the Budget Committee meeting on May 25th.

6.0 Day Wireless Update

Per T Reneau, in answer to G Bettencourt's question regarding the batteries at the Roosevelt Site, these were installed 2017-2018 and still have a couple of years left.

A review of the various power outages, packet losses, and equipment failures was provided. Batteries were replaced at the Juniper Site.

T Reneau provided S Wynne's update as he was unable to attend.

Core updates were performed at the Juniper Site to connect Jefferson County.

Have the propane tanks been refilled yet?

Still attending meetings regarding grant requests and various studies.

E Farrar-Campbell asked what maintenance was covered by the Day Wireless contract. Who maintains the generators? What is the board responsible for?

Per T Reneau, the radio equipment and whatever equipment is necessary to derive the power to that equipment is covered by contract. Anything that is site related, facilities, upgrades, generator, power, etc are the responsibility of the board.

Discussion continued regarding Temp-rite contract for the HVAC system, types of generators (propane or diesel), finding a vendor for generator maintenance, scheduling regular deliveries of propane, decommissioning the equipment at Eagle Peak.

Day Wireless provides the decommissioning of equipment, but it is not covered by the contract. An estimate can be provided.

Consensus of the board is for L Morley contact NCESD about purchasing the Eagle Peak decommissioned equipment for \$1.

Other Matters:

Adjourned at 10:50 am

Additional Announcements:

- Except for public hearings, the Frontier TeleNet Board, in its sole discretion, may make changes to this agenda and/or address other matters it deems appropriate. In addition, the Frontier TeleNet Board may at any time and without prior notice enter an executive session in accordance with ORS 192.660(2).
- The meeting location is accessible to persons with disabilities. A request for an interpreter for the hearing impaired or for other accommodations for persons with disabilities should be made not less than 48 hours prior to the date/time the meeting is set to begin by contacting Judge N. Lynn Morley at 541-763-3460 or via email to info@frontier-telenet.org.