

**NOTICE OF PUBLIC MEETING
CHURCHILL COUNTY COMMISSIONERS – CC COMMUNICATIONS
MANAGEMENT
CHURCHILL COUNTY ADMINISTRATIVE COMPLEX
155 N. TAYLOR, COMMISSION CHAMBERS
FEBRUARY 7, 2013
1:15 P.M.
AGENDA**

CALL TO ORDER

Verification of Posting of the Agenda

Public Comments (Issues that may not be listed on agenda)

ACTION ITEMS (In accordance with NRS 241.020, those items marked with an asterisk may require an action or vote by the Board of Churchill County Commissioners.

- * Approval of the Agenda
- * Approval of the January 7, 2013 regular meeting minutes.

***NEW BUSINESS**

- *1. Consideration and Possible Action regarding Resolution No. 01-13, Augmentation of the 2012-2013 CC Communications-Broadband Enterprise Fund Capital Budget
- *2. Consideration and Possible Action regarding Resolution No. 02-13, Augment and Amend the 2012-2013 CC Communications-Broadband Enterprise Fund Budget and CC Communications – Managed Data Services Enterprise Fund Budget.
- *3. Consideration and Possible Action Regarding Resolution No. 04-13, a Resolution for Exclusion of Certain Directors or Officers and Other Matters Related Thereto.

CONSENT ITEMS (action items generally not requiring discussion or explanation)

- * Notification of Purchases made Pursuant to N.R.S. 332.112, N.R.S 333.115 or N.R.S. 332.146
 - 1. Pursuant to N.R.S. 332.115 (1)(a) to Calix, for Fiber BLC Replacement for CEC, PO #11712 on 1/10/2013 for \$69,540.00.

REPORTS

- 1. General Manager's Report

***ADJOURNMENT**

- 1. Set Next Meeting Date: March 7, 2013
- 2. Adjournment

AFFIDAVIT OF POSTING

State of Nevada)
County of Churchill) ^{ss}

Patti Brown, of said Churchill County being duly sworn, says that on the 31st day of January, 2013, she posted a copy of this agenda at the County Administration Complex in said Churchill County, where proceedings are pending.

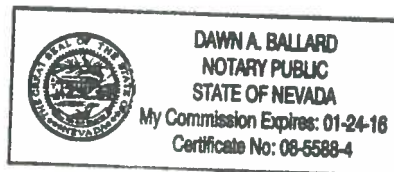
P. Brown

On this 31st day of January, 2013, Patti Brown personally appeared before me, a Notary Public, who acknowledged that she executed the above instrument.

Dawn A. Ballard

Notary Public

COPIES WERE ALSO POSTED AT:
CC Communications
Churchill County Law Enforcement Facility
www.cccomm.info



Notice to Persons with Disabilities: Members of the public who are disabled and require special assistance or accommodations at the meeting are requested to notify the CC Communications Executive Office in writing at P.O. Box 1390, Fallon, Nevada 89407 (Attn: Patti Brown), or by calling 423-7654, ext. 1215 at least two days in advance.

**CHURCHILL COUNTY COMMISSIONERS
CC COMMUNICATIONS MANAGEMENT
JANUARY 7, 2013**

The meeting was called to order at 1:15 p.m. in the Commission Chambers in the Churchill County Administrative Complex by Commissioner Olsen.

Those present:

NORM FREY, Commissioner
CARL ERQUIAGA, Commissioner
PETE OLSEN, Telco Commissioner
MARK FEEST, General Manager, CC Communications
PATTI BROWN, Administrative Assistant, CC Communications
LORRIE FORD, CFO CC Communications
SHONDA STANDEN, Billings and Collections Supervisor, CC Communications
JAY LINGENFELTER, Construction Supervisor, CC Communications

CALL TO ORDER

Commissioner Olsen asked if the agenda was posted in accordance with N.R.S. 241.020, Patti Brown advised that it was.

Public Comments: NONE

ACTION ITEMS

Commissioner Erquiaga moved to approve the agenda as submitted as per N.R.S. 241.020. Commissioner Scharmann seconded the motion. Motion carried.

Commissioner Erquiaga moved to approve the minutes of the December 6, 2012 meeting as submitted. Commissioner Scharmann seconded the motion. Motion carried.

NEW BUSINESS

Item #1 Consideration and Possible Action regarding 3rd Quarter 2012 Wireless-Telco Write Offs in the amount of \$25,814.08.

Shonda Standen, Billings and Collections Supervisor, CC Communications. We are requesting write off's in the amount of \$25,814.08. Commissioner Olsen asked for more information regarding the write off's since the amount is larger than it has been recently. Shonda Standen What is affecting write off's right now, and what I fear will affect for a few more months, is our cellular. Selling our cellular some of our customers opted to quit paying us to offset the cost of going to another carrier and that seems to be a large portion of it. We are experiencing a lot of customers leaving us without notice and not returning the equipment which is very high and is unusual. We are working to tighten up our credit controls so we can get that into affect and hopefully lower these numbers. Commissioner Olsen How much of that do you think on these customers that are leaving are just incidental and them not realizing what they should be doing? Shonda Standen It is hard to say, because they are leaving without notice, they're not even closing down their service.

They're letting three months of billing rack up and \$600 or \$700 dollars of equipment be added, and we get return mail a lot of time where they left with no forwarding address which is amazing that they wouldn't try to return the equipment to avoid such cost and that is becoming quit an epidemic for us right now. Commissioner Olsen So, we would say probably most of these folks if you can't get return mail from them then they're probably not customers of ours in other ways. They don't have other services so the usual course of business would be to chase these folks down and get what we can.

Commissioner Erquiaga moved to approve the 3rd Quarter 2012 Wireless-Telco Write Offs in the amount of \$25,814.08. Commissioner Scharmann seconded motion. Motion carried.

Public Comment: NONE

CONSENT ITEMS (action items generally not requiring discussion or explanation)
Notification of Purchases made Pursuant to N.R.S. 332.112, N.R.S 333.115 or N.R.S. 332.146
NONE

GENERAL MANAGERS REPORT

Mark Feest, CC Communications

1. Calix Blade failures
 - a. Unusually high number of Calix blades have failed over the last week
 - b. Mostly copper, some fiber
 - c. Minimal # of customers affected per failure
 - d. Our replacement parts are very limited and Calix is out of inventory
 - e. NOC has done great job of getting customers back in service
 - f. Issue has been escalated with Calix and we are following up
2. Discontinuation of wireless product
 - a. Verizon Promotion ended December 31, 2012
 - b. Customers who did not port are being disconnected by billing cycle
 - c. Customer feedback
3. MDS Update
 - a. Managed Firewall - tested and technically ready for sale
 - i. Pricing complete
 - ii. Working on Marketing Plan
 - b. Managed Backup - tested and technically ready for sale
 - i. Pricing tentative
 - ii. Working on Marketing Plan
 - c. Managed Server – Custom jobs can be sold
 - i. Working on creating standard packages
 - ii. Working on Marketing Plan
 - d. Labtech
 - i. Training and implementation is ongoing
 - e. ConnectWise
 - i. Training and implementation is ongoing
 - f. Development of comprehensive strategy
 - i. Integrating Labtech into other products as appropriate
 - ii. Utilizing ConnectWise to manage product lines

4. Employee Meetings – to be held January 8, 2013
 - a. Staffing issues
 - b. State of the industry/company
 - c. Where we need to get to
 - d. Questions
5. Supervisor/Manager Meetings - week of January 7th
 - a. Expectations and Accountability
 - b. Planning
 - c. Questions
6. Comprehensive Strategy
 - a. 90 Days (April meeting)
 - b. Tentative items to be addressed
 - i. Clear statement regarding what the company needs to look like to be successful in the future
 - ii. Product Strategy
 - iii. Operating Expense Strategy
 - iv. Capital Expenditure Strategy
 - v. Expectations and Accountability
 - vi. Clear metrics for measuring our progress
 - vii. Organizational Chart
 - viii. Comprehensive Marketing Strategy
 1. Define market for each product line
 2. Marketing Tactics
 3. Marketing Calendar
 4. Clearly defined expectations for employees
 5. Company support tied to sales goals
 - ix. Communication
 1. Methods for increasing effectiveness

CLOSED SESSION

Commissioner Erquiaga moved to go into Closed Session to Discuss up coming labor negotiations Pursuant to N.R.S. 288. Commissioner Scharmann seconded motion. Motion carried.

Next meeting is set for February 7, 2013

ADJOURNMENT

The meeting adjourned at 2:15 p.m.

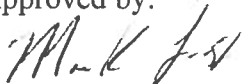
Respectfully Submitted,



Patti Brown

Administrative Assistant

Approved by:



Mark Feest, General Manager

**Churchill County
Agenda Report**

Date Submitted: January 22, 2013

**Agenda Date Requested: February 7, 2013
Time Requested:**

To: Board of Churchill County Commissioners
From: Mark Feest, General Manager, CC Communications

**Subject Title: Consideration and Possible Action regarding Resolution No. 01-13,
Augmentation of the 2012-2013 CC Communications-Broadband Enterprise Fund Capital
Budget**

Type of Action Requested: (check one)

Resolution

Ordinance

Formal Action/Motion

Other (Specify type)

Does this action require a Business Impact Statement? () Yes (X) No

Recommended Board Action:

I move to approve Resolution 01-13 a resolution seeking to augment and amend the fiscal year 2012-2013 capital budget of CC Communications – Broadband Enterprise Fund and other matters related thereto.

Discussion:

The management of CC Communications is asking to augment the FY 2012-2013 Capital Budget for upgrades of Optical Transport Equipment, RF Splitter Replacement and HD Channel addition in the amount of \$105,000.00 (One Hundred Five Thousand Dollars)

Financial Impacts:

The budget estimate for this project is \$105,000.00

Fiscal Impact:

Explanation of Impact:

Funding Source: 2012-2013 Budget

Alternatives:

Prepared By: Lorrie Ford

Date: January 22, 2013

Reviewed By: _____
(Department Manager)

Date: January 22, 2013

Concurrences: *Mal Ad*
(CC Communications Manager)

Date: January 22, 2013

(General Counsel, as to form and compliance with law)

Date: _____

Donna Ford
(Accounting Manager, as to availability of funds/budget)

Date: 1.24.13

(Other)

Date: _____

Board Action Taken:

Motion: _____

1) _____

Aye/Nay

2) _____

(Vote Recorded By)

1 RESOLUTION NO. 02-13
2 BOARD OF COUNTY COMMISSIONERS
3 CHURCHILL COUNTY, NEVADA
4
5

6 A RESOLUTION SEEKING TO AUGMENT AND AMEND THE
7 FISCAL YEAR 2012/2013 BUDGET OF CC COMMUNICATIONS –
8 BROADBAND ENTERPRISE FUND AND CC COMMUNICATIONS –
9 MANAGED DATA SERVICES ENTERPRISE FUND AND OTHER
10 MATTERS RELATED THERETO.
11

12 BE IT HEREBY RESOLVED BY THE BOARD OF COUNTY
13 COMMISSIONERS OF CHURCHILL COUNTY, NEVADA:

14 WHEREAS, the Management of CC Communications has determined that
15 the Broadband Enterprise Fund Budget for Product Lines of C-5 and Web Design
16 better align with the Managed Data Service Enterprise Fund service offerings, and

17 WHEREAS, CC Communications – Broadband Enterprise Fund Actual
18 expenditures for FY 2012-2013 are under the Managed Data Service Enterprise
19 Fund, and

20 WHEREAS, the Management of CC Communications has determined that
21 the budget should be moved from the Broadband Enterprise Fund to the Managed
22 Data Services Enterprise Fund, and

23 WHEREAS, this move of product lines does not materially affect the
24 current or future operations of the CC Communications-Broadband Enterprise
25 Fund, and

26 NOW THEREFORE, BE IT RESOLVED that the Fiscal Year budget of
27 CC Communications-Broadband Enterprise Fund Budget for the product lines of

1 C-5 and Web Design is moved to CC Communications-Managed Data Services
2 Enterprise Fund Budget.

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4 This Resolution shall be effective on the 7th day of February, 2013, and
5 thereafter.

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9 PROPOSED AND ADOPTED THIS 7th DAY, OF FEBRUARY, 2013.

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11 THOSE VOTING AYE: _____
12 _____

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14 THOSE VOTING NAY: _____
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18 CHURCHILL COUNTY BOARD
19 OF COMMISSIONERS

20 By: _____
21 Chairperson

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**Churchill County
Agenda Report**

Date Submitted: January 22, 2013

**Agenda Date Requested: February 7, 2013
Time Requested:**

To: Board of Churchill County Commissioners
From: Mark Feest, General Manager, CC Communications

**Subject Title: Consideration and Possible Action regarding Resolution No. 02-13,
Augment and Amend the 2012-2013 CC Communications-Broadband Enterprise Fund
Budget and CC Communications – Managed Data Services Enterprise Fund Budget.**

Type of Action Requested: (check one)

Resolution

Ordinance

Formal Action/Motion

Other (Specify type)

Does this action require a Business Impact Statement? () Yes (X) No

Recommended Board Action:

I move to approve Resolution 02-13 a resolution seeking to augment and amend the fiscal year 2012-2013 budget of CC Communications – Broadband Enterprise Fund and CC Communications – Managed Data Services Enterprise Fund and other matters related thereto.

Discussion:

The management of CC Communications is asking to move the C-5 and Web Design revenue and expense budgets for the FY 2012-2013 Budget from the CC Communications – Broadband Enterprise Fund to the CC Communications – Managed Data Services Enterprise Fund. Management has determined that these product lines align better with the service offerings of the Managed Data Service Enterprise Fund.

Financial Impacts:

The budget estimate for this project is: n/a

Fiscal Impact:

Explanation of Impact:

Funding Source: 2012-2013 Budget

Alternatives:

Prepared By: Lorrie Ford

Date: January 22, 2013

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RESOLUTION NO. 01-13
BOARD OF COUNTY COMMISSIONERS
CHURCHILL COUNTY, NEVADA

A RESOLUTION SEEKING TO AUGMENT AND AMEND THE
FISCAL YEAR 2012/2013 BUDGET OF CC COMMUNICATIONS –
BROADBAND ENTERPRISE FUND AND OTHER MATTERS RELATED
THERE TO.

BE IT HEREBY RESOLVED BY THE BOARD OF COUNTY
COMMISSIONERS OF CHURCHILL COUNTY, NEVADA:

WHEREAS, the Management of CC Communications has determined that
the CC Communications - Broadband Enterprise Fund Capital Budget for FY
2012-2013 requires augmentation by \$105,000.00 for its upgrades of Optical
transport equipment, RF Splitter Replacement, and HD Channel addition, and

WHEREAS, the Management of CC Communications has determined that
sufficient fund equity exists to augment the capital budget expenditures without
creating a deficit fund equity, and

WHEREAS, this augmentation does not materially affect the current or
future operations of the CC Communications-Broadband Enterprise Fund, and

NOW THEREFORE, BE IT RESOLVED that the Fiscal Year budget of
CC Communications-Broadband Enterprise Fund Capital Budget be augmented
by \$105,000.00 to account for the upgrade of the Broadband Network and IPTV
platform.

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This Resolution shall be effective on the 7th day of February, 2013, and thereafter.

PROPOSED AND ADOPTED THIS 7th DAY, OF FEBRUARY, 2013.

THOSE VOTING AYE: _____

THOSE VOTING NAY: _____

CHURCHILL COUNTY BOARD
OF COMMISSIONERS

By: _____
Chairperson

**Churchill County-CC Communications
Agenda Report**

Date Submitted: January 25, 2013

Agenda Date Requested: February 7, 2013
Time Requested: 1:15

To: Board of Churchill County Commissioners

From: Mark Feest, General Manager, CC Communications

Subject Title: **Consideration and Possible Action Regarding Resolution No. 04-13, a Resolution for Exclusion of Certain directors or Officers and Other Matters Related Thereto.**

Type of Action Requested: (check one)

Resolution

Ordinance

Formal Action/Motion

Other (Specify type)

Does this action require a Business Impact Statement? () Yes (X) No

Recommended Board Action: **I move to approve Resolution No. 04-13, a Resolution for Exclusion of Certain Directors or Officers and Other Matters Related Thereto.**

Discussion: Due to the recent change of the Board of County Commissioners with the position of Commissioner Norman Frey being replaced by Commissioner Scharmann, it is mandatory that a new Resolution for Exclusion of Certain Directors or Officers be executed and updated. What this resolution states is that the Board of County Commissioners are excluded from access to classified information in the possession of the company and do not occupy positions that would enable them to affect adversely company policies or practices in the performance of classified contracts for the Department of Defense regarding its Industrial Security Program.

This document is required by the Industrial Security Program when ever there is a change and is kept on file with the Department of Defense and at the company's location of the Facility Security Officers work station.

The budget estimate for this project is \$N/A

Fiscal Impact:

Explanation of Impact:

**Funding Source: Current Budget
Alternatives:**

Prepared By: Patti Brown *P Brown*

Date: 1-25-13

Concurrences: *M. K. [Signature]*
(CC Communications General Manager)

Date: 1-25-13

Loni Ford
(Accounting Manager, as to availability of funds/budget)

Date: 1-25-13

(Other)

Date: _____

Board Action Taken:

Motion: _____

- 1) _____
- 2) _____

Aye/Nay

(Vote Recorded By)

1 RESOLUTION NO. 04-13
2 BOARD OF COUNTY COMMISSIONERS
3 CHURCHILL COUNTY, NEVADA
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6 A RESOLUTION AUTHORIZING RESOLUTION FOR EXCLUSION
7 OF CERTAIN DIRECTORS OR OFFICERS AND OTHER MATTERS
8 RELATED THERETO.

9 BE IT HEREBY RESOLVED BY THE BOARD OF COUNTY
10 COMMISSIONERS OF CHURCHILL COUNTY, NEVADA:

11 WHEREAS, current Department of Defense Regulations contain a
12 provision making it mandatory that the Chairman of the Board and all principal
13 officers (such as President, Senior Vice President, Secretary, Treasurer, and those
14 occupying similar positions) meet the personnel clearance requirements
15 established for a contractor's facility clearance; and

16 WHEREAS, said Department of Defense Regulations permit the exclusion
17 from the personnel clearance requirements of certain members of the Board of
18 Commissioners and other officers, provided that this action re recorded in the
19 Board's meeting minutes.

20 NOW THEREFORE BE IT DECLARED that the General Manager and
21 Facility Security Officer at the present time do possess, or will be processed for,
22 the required security clearance; and

23 BE IT RESOLVED that in the future, when any individual enters upon
24 any duties as General Manager or Facility Security Officer, such individual shall
25 immediately make application for the required security clearance; and

26 BE IT RESOLVED FURTHER that the following members of the Board
27 of County Commissioners and other officers, shall not require, shall not have, and
28 can be effectively excluded from access to *CLASSIFIED* information in the

1 possession of the company and do not occupy positions that would enable them to
2 affect adversely company policies or practices in the performance of classified
3 contracts for the Department of Defense or the User Agencies of its Industrial
4 Security Program.

5 Carl Erquiaga Chairman, County Commissioner
6 Pete Olsen Vice Chairman, County Commissioner
7 Harry (Bus) Scharmman County Commissioner

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9 This Resolution shall be effective on the 7th day of February, 2013 and
10 thereafter.

11 PROPOSED AND ADOPTED THIS 7th DAY, OF February, 2013.

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13 THOSE VOTING AYE: Commissioner Erquiaga
14 Commissioner Olsen
15 Commissioner Scharmman

16 THOSE VOTING NAY: _____
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18 _____

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20 CHURCHILL COUNTY BOARD
21 OF COMMISSIONERS

22 By: _____
23 Chairman

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RESOLUTION FOR EXCLUSION OF CERTAIN DIRECTORS OR OFFICERS

I, Patricia S. Brown, do hereby certify that I am Secretary of Churchill County Telephone & Telegraph dba CC Communications, an Enterprise Fund operation of Churchill County, Fallon, Nevada, a political subdivision of the State of Nevada organized and existing under the laws of the State of Nevada, and that the following is a true and correct copy of a resolution adopted by the Board of County Commissioners of the said local government at a meeting held at Fallon, Nevada on January 3, 2011 at which time a quorum was present.

WHEREAS, current Department of Defense Regulations contain a provision making it mandatory that the Chairman of the Board and all principal officers (such as President, Senior Vice-President, Secretary, Treasurer, and those occupying similar positions) meet the personnel clearance requirements established for a contractor's facility clearance; and

WHEREAS, said Department of Defense Regulations permit the exclusion from the personnel clearance requirements of certain members of the Board of Commissioners and other officers, provided that this action is recorded in the Board's meeting minutes.

NOW THEREFORE BE IT DECLARED that the General Manager and Facility Security Officer at the present time do possess, or will be processed for, the required security clearance; and

BE IT RESOLVED that in the future, when any individual enters upon any duties as General Manager or Facility Security Officer, such individual shall immediately make application for the required security clearance; and

BE IT RESOLVED FURTHER that the following members of the Board of County Commissioners and other officers, shall not require, shall not have, and can be effectively excluded from access to **CLASSIFIED** information in the possession of the company and do not occupy positions that would enable them to affect adversely company policies or practices in the performance of classified contracts for the Department of Defense or the User Agencies of its Industrial Security Program.

Carl Erquiaga	Chairman, County Commissioner
Peter Olsen	Vice Chairman, County Commissioner
Harry Scharmann	County Commissioner

IN WITNESS WHEREOF I have hereunto set my hand as secretary to CC communications and the Board of County Commissioners, Churchill County this 7th day of February, 2013.

Signature