

Decorah MetroNet 28E Board Meeting
May 3, 2018 11:30 a.m.
Decorah City Hall Council Chambers

Minutes

Members attending:

Jon Lubke (representing Winneshiek County)
Chad Bird (representing City of Decorah)
Paul Mattson (representing Luther College)

Steve Smith – Winneshiek County

Absent:

Kurt DeVore (representing Decorah Schools)
Brian Lensch (representing Winneshiek Medical)
Chopper Albert - City of Decorah

Jim Schwan – Winneshiek Medical

Others in attendance:

Adam Ramseth

Consider approval of April 5, 2018 regular meeting and April 19, 2018 tech meeting minutes

Motion by Lubke and second by Bird to approve the minutes of the April 5, 2018 regular meeting minutes. There was no quorum for the April 19, 2018 tech committee meeting so the board reviewed their discussion.

No further discussion.

Roll call vote; motion carried unanimously.

Consider approval of claims

- a. ARIN maintenance \$300.00

In discussion it was determined this should be split in four / fifths and billed out.

Motion by Mattson and second by Lubke to approve the claims as presented.

No further discussion.

Roll call vote; motion carried unanimously.

Discussion and possible action on reimbursement agreement with Winneshiek Medical Center for IRHTP network support and maintenance

There was general discussion regarding the Iowa Communications Network (ICN) and e-rate issues and general discussion about the cost sharing related to the Iowa Rural Health Telecommunications Program (IRHTP) fiber routing.

Winneshiek Medical Center (WMC) staff introduced for discussion a concept for the Decorah MetroNet (DMN) to reimburse WMC a certain calculated monthly dollar amount WMC pays into IRHTP. This is viewed as an insurance plan to sustain/maintain IRHTP fiber plant in the Decorah community area.

In previous conversations, the DMN board agreed upon the calculated monthly dollar amount noted below, for discussion purposes. WMC shared several preferred options to reimburse WMC for some of these agreed upon expenses.

- 1) Take a discounted amount out of WMC's annual DMN maintenance fee totally the annual total per the noted calculated monthly fee highlighted/bold below (\$265.60). City of Decorah as financial agent for DMN would then invoice WMC accordingly to reflect the discounted total.*
- 2) Keep the exchange of dollars separate, 1) WMC is invoiced from the City of Decorah our normal annual DMN maintenance fee, 2) WMC would invoice to the City of Decorah for DMN's calculated cut for the IRHTP maintenance reimbursement fee*

WMC's final recommendation would be to keep all exchanges of monies and invoicing effort separate as to assist entities keeping these transactions clean/clear and to assist in future financial audits.

In board discussed, it was agreed that WMC should bill the DMN and then DMN would approve a payment back to the WMC for the full amount annually. It was agreed the payment would be a full five fifths reimbursement plus 50% of the of the administrative fees or \$332.00 per month or \$3,984.00 annually.

The breakdown of monthly costs to reimburse and cover is as follows, and this lead to WMC's proposal being:

- IRHTP ADMIN \$206.00 to share
- IRHTP ELEC \$350.00 solely on WMC, no cost share
- IRHTP Fiber \$229.00 direct charge for Fiber Maintenance

We would like to propose 4/5 of the Fiber charge and half of the ADMIN charge
4/5 of \$229.00 = \$183.20
1/2 of \$206.00 = \$103.00 4/5 of \$103.00 = \$82.40

Total shared monthly expense = \$265.60

Motion by Mattson and second by Bird to approve the IRHTP expense reimbursement and to reimburse for the full fiber costs and 50% of the administrative costs on an annual basis, total amount is \$3,984. The board asked WMC to send an invoice for the amount.

No further discussion.

Roll call vote; motion carried unanimously.

Discussion and possible action on grant funding and design planning for fiber physical plant improvements (USAC – E-rate)

This item was tabled.

Discussion and update on IP address and other tech issues

- NOC monitoring and "break – fix" support
- IP Address protocol and proposals
- Future Microtik router support

Motion by Mattson and second by Lubke to spend up to \$4,500 for a new spare and "hot" router.

No further discussion.

Roll call vote; motion carried unanimously.

Other business

- Budget update
- Eagle cam general discussion

Adjourn

There was no other business and the meeting was adjourned at 12:21pm with motion and second by Bird and Mattson respectively.

Respectfully submitted

