

Decorah MetroNet 28E Board Meeting
February 28, 2020 11:30am
Decorah City Hall Council Chambers

Minutes

Members attending:

Jon Lubke (representing Winneshiek County)
Brian Lensch (representing Winneshiek Medical)
Kurt DeVore (representing Decorah Schools)
Chad Bird (representing City of Decorah)
Mark Franz (representing Luther College)

Steve Smith – Winneshiek County
Jim Schwan – Winneshiek Medical
Chopper Albert - City of Decorah
Adam Forsyth – Luther College

Also; Adam Ramseth

Consider approval of January 24, 2020 regular meeting minutes

**Motion by Lubke and second by Lensch to approve the minutes of the January 24, 2020 regular meeting minutes.
No further discussion.
Roll call vote; motion carried unanimously.**

Consider approval of claims

a.	WestUnion Trenching	Montgomery to Pole Line	\$59,586.00
b.	R&S Fiber Optic Services	Courthouse outage	\$6,644.50
c.	R&S Fiber Optic Services	Mapping & Records	\$4,125.00
d.	GrayBar	Harness and connectors	\$ 342.85
e.	GrayBar	Inv 9314346444	\$5,059.05
f.	FuseTechnic	Connectivity testing / routing	\$ 375.00

Motion by Franz and second by DeVore to approve and pay the claims as presented.

In discussion, there was clarification items a, d, and e are for the segment #1 repairs and maintenance to the fiber primarily associated with the IHRTP routes.

No further discussion.

Roll call vote; motion carried unanimously.

Consider approval of standing Iowa One Call invoice payment

Bird asked the board for affirmation and board action on the reoccurring Iowa One Call invoices so that he may approve them as they come in. In noted Iowa One Call invoices come is based on volume for calls and are generally in the \$20 or \$30 range. He asked the board to provide a blanket, or standing approval.

Motion by DeVore and second by Lensch to grant a standing approval for the Chair to approve and pay Iowa One Call claims as they are presented.

No further discussion.

Roll call vote; motion carried unanimously.

Discussion and possible action on updates and open projects:

a. *MetroNet repairs with ICN/IRHTP route update*

Albert noted the representatives from WMC will take the lead in further communications with the ICN / IRHTP representatives regarding segment #1 repairs and maintenance. It was noted there are 36 IRHTP strands included in this repair and maintenance segment, those are eligible for reimbursement. There was further discussion regarding the WMC being responsible to pay for, and be reimbursed for, 35% of the 25% of the full costs associated with the repairs and maintenance.

b. *Fiber E-Rate update*

Albert, Lensch, and Schwan received the reimbursement requirements for the segment #1 repair and maintenance project. They confirmed reimbursement is on the 36 IRHTP strands only.

DeVore noted the e-rate application is in for segment #2. He noted work could not begin before April 1, 2020 and no reimbursement requests could be submitted prior to July 1, 2020.

c. *Metronet partnership updates*

Albert noted he is continuing to stay in touch with outside, and possible, member partners. There is no interest in moving forward with membership with any of the groups he is meeting with at this time.

- d. *Records Management update from R&S*
Ramseth provided an update on the management documentation and mapping. He noted the work is approximately 70% completed. He noted all the sites are "shot" and information is gathered. He and his team have a full picture of the fiber ring. He also noted about 75% of the hand-holes have been reviewed and observed. He said they have not looked at all of them, as they know the others are in good shape.

- e. *Metronet Fiber work outages notifications*
There was general board discussion about how best to communicate outages and changes in fiber operations. Albert agreed to look in to the local WENS system. Lensch noted he had a notification policy he would send to Bird for review and consideration.

Ramseth noted he would provide a list of all DMN fiber users, those on the network, as an inventory. There was a desire to move this conversation to a tech committee meeting.

- f. *Equipment housing and locations*
Albert noted Steinman had suggested some ideas to move access points and routers to better locations on the network and to provide for better management and stability of the system. The board agreed this would be a discussion for a tech meeting once more detailed information can be obtained from Steinman.

Review DMN board member appointments

Bird noted he needed one member's appointment verification statement. Others were confirmed.

Discussion and possible action on contracts and billing

- g. *CenturyLink contract termination and renewal*
Albert noted a new agreement had been reached with CenturyLink. He and Bird shared they would like to remain at the two Gig, burstable level and be able to realize the cost savings rather than use the savings to increase the bandwidth. All agreed. Albert noted the renewal would be for another three-years.

**Motion by Franz and second by Lubke to approve a three-year agreement with CenturyLink for a two-gig burstable Internet pipe for a three-year agreement and authorizing the chair to sign.
No further discussion.
Roll call vote; motion carried unanimously.**

- h. *Billing ICN/FUG for Courthouse Fiber Outage*
Albert asked the board to consider sending a billing invoice to the ICN for their share of the Courthouse outage repairs. The amount to seek for reimbursement is 50% of the total R&S Fiber invoice for the noted repairs (item 2b, in the claims list on this agenda).

Albert noted the ICN was aware of this outage and pending reimbursement request.

**Motion by Bird and second by Lubke to approve sending a reimbursement invoice to the ICN for 50% of the Courthouse outage repair for the amount of \$3,322.25.
No further discussion.
Roll call vote; motion carried unanimously.**

Other business

- a. *Albert reported on some of this work with the City's Telco Board.*

Adjourn

There was no other business and the meeting was adjourned at 12:48pm with motion and second by Lensch and Lubke. respectively.

Respectfully submitted

