

Frontier Telenet  
Board of Directors  
Meeting Minutes  
FY2015

(approved minutes for meetings during calendar year 2016)

## FRONTIER TELENET

### MINUTES

**JANUARY 22, 2016**

The regular meeting of Frontier TeleNet was called to order at 9:00 A.M. by Board Chair Judge Patrick "Chris" Perry. This board meeting was held by Conference Call in accordance with the by-laws of Frontier TeleNet.

Board Members Present: Judge Patrick C. Perry, Judge Steve Shaffer and ESD Superintendent Robert Waltenburg.

Also Present: Sherman County Sheriff Brad Lohrey, General Manager Rob Myers and Frontier TeleNet staff Jeanne Burch.

There was no public input.

There were no changes or additions to agenda.

New Business:

1. Rob Myers presented an overview of the Sherman County Fiber Project Term Sheet. After a discussion a motion was made by [redacted] seconded by [redacted] to approve the Sherman County Fiber Project Term Sheet.
2. Sole Source Findings Document and Public Notice were reviewed. It was noted that these documents are required by law. Moved by [redacted] seconded by [redacted] to approve the Sole Source Findings Document and Public Notice as presented.
3. Fiscal Year 2014-2015 Audit. The audit of Frontier TeleNet by Oster Professional was reviewed. Moved by [redacted] seconded by [redacted] to approve 2014-2015 audit as provided. Motion carried with all present voting aye.

Other: Fiber to the three counties was discussed at length. At this time it appears that the each county would have to pay \$3,500.00 per month to provide cable to their area. Judge Perry questioned if a business case can be made to insure the funds are available each month to pay this fee.

Sheriff Lohrey reported that Mid-Columbia Bus Company will be expanding their radio system. This appears to be a potential customer for Frontier TeleNet and Frontier Digital Network. Rob Myers will look into this matter and report back in February 2016.

Next Meeting: A firm date for the February 2017 meeting was not available and Rob Myers will check with Frontier Regional 911 to coordinate this meeting.

There being no further business the meeting adjourned at 9:25 AM.

**FRONTIER TELENET**  
**BOARD OF DIRECTORS MEETING MINUTES**  
**FEBRUARY 8, 2016**

The regular meeting of the Board of Directors of Frontier Telenet was called to order by Chair, Judge Patrick C. Perry at 10:15 AM. This meeting was held in the conference room of the NCESD Building in Condon, Oregon.

Board Members Present: Judge Patrick "Chris" Perry, Judge Steve Shaffer, Judge Gary Thompson and Robert Waltenburg, NCESD Superintendent.

Also Attending: Mike Smith, Sherman County Commissioner, Representing Day Wireless, Ryan LeBlanc, Steve Wynne and Jason Turrey. Rachel Weinstein, Gilliam County Economic Development, Rob Myers, General Manager and Jeanne Burch, Staff.

No Public Input

Directors Changes to Agenda: Steve Shaffer added Reverse 911 system for emergency to New Business.

Minutes: Moved by Robert Waltenburg, seconded by Steve Shaffer to approve the minutes as presented for fiscal year 2016. Motion carried with all present voting aye.

Financial Report: Moved by Steve Shaffer, seconded by Gary Thompson to approve financial statements for fiscal year 2016 as presented. Motion carried with all present voting aye.

Management Report: General Manager Rob Myers reported on updating the Frontier Telenet Core. A lengthy discussion was held on how to make accommodations for fiber in the three county area. Ryan LeBlanc and Steve Wynne from Day Wireless Systems explained how this can be accomplished. Steve Shaffer reported on City of Condon Fiber Project. Chris Perry reported on legislative help for projects and Mike Smith reported on progress of Sherman County Fiber Project.

Sole Source Public Notice: Rob reported there were no inquiries on the Sole Source Agreement as published in the Times Journal Newspaper and the East Oregonian Newspaper.

Roosevelt tower upgrade is being worked on.

OSU Extension Connection is ready to go and waiting for OSU to let them know when they are ready.

Arlington School District upgrade is ready.

Rob reported that U.S. Cellular Backhaul from Kahler Basin to Black Butte is still being worked on.

Light Speed Network wishes to hook up fiber at Slatt.

**Old Business:**

Keys Mountain: There is an agreement with ODOT but there are some details that need to be worked out.

Day Wireless reported that updates in future are Cottonwood Park, Roosevelt Tower, Core Network, Grizzly to Antelope, and Jefferson County transmission to Condon Dispatch. It was noted that some of these projects are being worked on at the present time.

**New Business:**

Sole Source Notice: As reported in the management report there was no response to the public notice advertisement for the Sole Source Agreement.

911 Reverse System: Judge Steve Shaffer reported that there has been some discussion concerning the Everbridge Emergency Notice System for Schools and Public Safety. This is a reverse 911 system that can send out notices due to inclement weather or other reasons that school may be cancelled. This is also a useful system for public safety. Day Wireless will look into how this will work with both Frontier Telenet and Frontier Digital Network.

Memorandum of Agreement: Moved by Chris Perry, seconded by Robert Waltenburg to approve A Memorandum of Agreement between Sherman County and Frontier Telenet. This Memorandum sets the terms for proposed transaction between Inland Development Corporation and Frontier Telenet for the Sherman County project. Motion carried with all present voting aye.

Other: None

Next Meeting: At this time the next meeting date was not set as it is hoped that this meeting can coordinate with the Frontier Regional 911 Meeting.

There being no further business moved by Robert Waltenburg, seconded by Gary Thompson to adjourn this meeting at 11:15 AM.

Respectfully Submitted:

Jeanne E. Burch

Frontier Telenet

Staff

**FRONTIER TELENET**  
**BOARD OF DIRECTORS MEETING**  
**MINUTES**

**MARCH 15, 2016**

The regular meeting of the Board of Directors for Frontier TeleNet was called to order by Board Chair, Judge Patrick C. "Chris" Perry at 10:02 AM. This meeting was held in the small conference room of the North Central Education Service District Building at 135 S. Main Street, Condon, Oregon.

Directors Present: Judge Patrick C. Perry, Judge Steven Shaffer, Judge Gary Thompson and North Central ESD Superintendent Robert Waltenburg.

Others Present: Sherman County Commissioner Mike Smith, City of Condon Police Chief Dale Scobert, City of Condon Administrator Kathryn Greiner, Times-Journal Editor McLaren "Mac" Stinchfield, Ryan LeBlanc, Steve Wynne, and Jason Turrey representing Day Wireless Corporation, Elizabeth Ferrar, Gilliam County Economic Development Director Rachel Weinstein, General Manager Rob Myers by phone, and Jeanne Burch, Staff.

Directors Changes or Additions to Agenda: Addition of local Broadband Provider by Judge Shaffer. Moved by Judge Thompson, seconded by Judge Shaffer to add this item to agenda under new business. Motion carried with all present voting aye.

**Consent Agenda**

Minutes: Moved by Robert Waltenburg, seconded by Steve Shaffer to approve minutes as presented. Motion carried with all present voting aye.

Financial Report: Moved by Steve Shaffer and seconded by Gary Thompson to approve the financial statement after a question regarding bandwidth billings was clarified. Motion carried with all present voting aye.

**Management Report:**

Rob Myers stated that the agenda items will cover the manager report.

**Old Business**

**Fiber Project Updates:**

Mike Smith: Update on Sherman County Fiber Project. Commission Smith stated that project has started and fiber has been ordered. It was also reported that fiber had been discovered in Wasco. The fiber will be connected through Day Wireless and Windwave and there will be added capacity to the system. When fiber comes into Erskin it will be much

better. Steve Shaffer asked Ryan LeBlanc of Day Wireless about when capacity will be better in the Condon area. Fiber project in Sherman County will help bring in more capacity. Steve Wynne presented a drawing of the proposed upgrades and progress. Ryan LeBlanc answered questions about the project. Chris Perry asked if there was a possibility of fiber to Shaniko. At the present time, there are no plans to extend fiber to Shaniko. Rob Myers is working with Inland Development Corporation on fiscal details for projects.

Steve Shaffer noted it is important to get the fiber from Arlington to Condon. Judge Shaffer reported he is working on this matter and explained how the economic development projects work with Gillam County Court.

Presentation by Representatives of the City of Condon on the bandwidth project and what is needed for Condon Project. Technology Committee is working on Strategic Plan. A lengthy discussion was held regarding a partnership on the projects between Frontier TeleNet and City of Condon Fiber Project.

Roosevelt Tower Project: Everything was taken care of regarding building permits. Klickitat County will be holding a hearing in May 2016 and the project should be able to continue once proper permits are obtained.

U.S. Cellular Backhaul Contract: Rob Myers reported that the U.S. Cellular Agreement for backhaul between Spray and Black Butte is making progress and should be complete in next few days.

#### New Business:

Audit Engagement. Oster Professional Group of John Day, Oregon presented a proposal for the 2015-2016 municipal audit for Frontier TeleNet. Moved by Gary Thompson, seconded by Steve Shaffer that Oster Professional Group be retained to provide the 2015-2016 fiscal audit. Motion carried with all present voting aye.

Budget Calendar-Budget Calendar 2016-2017 Fiscal Year. A proposed calendar was presented but was tabled until Directors could check their schedules.

Budget Officer: Moved by Robert Waltenburg, seconded by Steve Shaffer to appoint Rob Myers, Budget Officer for 2016-2017 Frontier TeleNet Budget. Motion carried with all present voting aye.

Budget Committee: Moved by Robert Waltenburg, seconded by Steve Shaffer to appoint the following to Frontier TeleNet 2016-2017 Budget Committee.

Dewey Kennedy, Pat Shaw, Mike Carrol and Brad Lohrey, Chris Perry, Steve Shaffer, Gary Thompson and Robert Waltenburg. Motion carried with all present voting aye.

LGIP Discussion: A discussion was held regarding Frontier TeleNet participating in the Local Government Investment Pool that is administered by the State of Oregon. It was the consensus to not take part in this program at this time. Other legal municipal investment programs will be investigated and discussed at a later date.

Private Broadband Discussion: Judge Shaffer expressed some dissatisfaction with local private broadband providers. Rob Myers will continue conversations with other private companies that might be interested in providing this service to local communities.

Other:

Supplemental Budget: Jeanne Burch discussed the need to run a Supplemental Budget due to the funds coming in for the Sherman County Fiber Project. This was not anticipated at the time the 2015-2016 budget was prepared. It was the consensus that March 30, 2016, 11:45 AM at the small conference room of the Giliam County Court House would be the best time to have a hearing on this matter. Jeanne will prepare and do the appropriate legal advertisements.

Next Meeting: The next Board of Directors Meeting of Frontier TeleNet will be held on the same date as the Frontier Regional 911 meeting.

There being no further business, Robert Waltenburg moved and Steve Shaffer seconded that meeting is adjourned at 11:45 AM. Motion carried with all present voting aye.

Respectfully Submitted:

Jeanne E. Burch

Frontier TeleNet Staff.