

Governing Board Meeting Minutes

November 1, 2023

Meeting In Location: BROADLINC Offices 4420 East 8th Ave Spokane Valley, WA 99212

Zoom Virtual Attendance:

<https://us06web.zoom.us/j/87100306074?pwd=RnluYm9UK1FCaFQwSXNMYWZnZlZlZ09>

Meeting ID: 871 0030 6074

Passcode: e9LhFx

AGENDA

1. **Call to Order** Ariane called to order at 8:38
Board: CM Kuney, Councilman Cathcart*, Kyle Twohig*, Scott Simmons*, Mayor Cooper*
Staff: Ariane Schmidt, Andy Wittwer, Joe Poire, Sally Stopher
Guests: Eric Finch*, Taudd Hume*, Steve Macdonald*
*virtual attendees
2. **Public Comment/Courtesy of the Floor** - None
3. **Approval of the Minutes**
 - a. October 5th Meeting Minutes – Scott Simmons motioned, Michael Cathcart seconded, all in favor – approved.
 - b. October 18 Workshop Minutes– Scott Simmons motioned, Michael Cathcart seconded, all in favor - approved
4. **Board Formal Action Items**
 - a. Professional Services Agreement with New J – Draft Review and Approval
 - a. Presentation of a contract with New J to continue maintenance, oversight, and responsibility for the South County Pilot equipment through the remainder of the program. This contract was necessary because the contract with the County ended 6/30/23 and with the novation agreement Broadlinc is now responsible for the pilot operations until June 2024.
 - b. Per the discussion, Ariane will produce a cover sheet which summarizes the timeline, accounting, and scope of New J’s role for the December meeting along with a signed contract from the New J officer.
 - b. Fire District 3 Interlocal Agreement – Draft Review and Approval
 - a. This agreement will serve as an artifact to allow FD3 to use the Cradle Point devices in their units and Semi-fixed towers on their site with protection for each party during the life of the pilot with an option to continue after June 2024. Ariane will send to Chief Rohrbach for review and feedback. When it is signed by FD3 it will be on the Broadlinc board agenda.
 - c. SREC Tower Coe Road – Review and Approval
 - a. The homeowner approved additional equipment on the Coe Road tower. BoCC needs to approve the ILA to allow us to co-locate equipment on county owned towers. The exhibit was not included as County was still determining how much of SREC provided engineering documents to include for which Rebecca will add at the County (it was just decided that they will attach all documents). Scott is familiar with these exchanges. CM Kuney (from County side) desires other parties to sign before BoCC, however this one was not presented with this request. She indicated was fine

proceeding and the ILA will first go to the Commissioners on November 7th and then brought back to the Broadlinc board in December once final.

- b. This agreement is reciprocatively supportive of the New J agreement.
- d. Approve Bylaws Update for Appointed Board Position Terms
 - a. Lengthy discussion that resulted in a motion to have the bylaws be modified to reflect only the additional text “3.14 Term. Each Elected Representative shall serve for a term of three (3) years.”. Kyle motioned to approve, Commissioner Kuney seconds, motion approved. Andy will post to the website and provide updated copies for the Board binder.

5. Old Items

- a. Executive Director Employment Agreement (Taudd Hume, Chair, Vice Chair)
 - Taudd will reach out to Kuney and discuss with Mayor Cooper to get an agreement no later than the 12/6 board meeting to finalize with Ariane by the end of the year. The goal is for ED to be on Broadlinc payroll by Jan 1, 2024
- b. Overview of Whitman Townhall Showcase
 - Commissioner Kuney and Kyle Twohig attended; Ariane assembled a representative slide deck which will be sent to the board.
- c. SBDC Ribbon Cutting (with Broadlinc) – very well attended

6. New Items

- a. Financials
 - Sally Stopher went over Broadlinc’s Balance Sheet and Income Statement, which, in addition to cash flows, will be regular board materials moving forward.
 - Broadlinc will file independently as well as to County Auditor
 - Reimbursement grants will be prepped for board but not part of filings
 - Overview of Draft 2024 Budget. Final proposed budget will be on the 12/6 agenda for approval.
- b. BEAD Project Areas/Planning Analysis
 - Joe Poire shared that WSBO will publish volume two of the BEAD plan, which will include project areas and comment period. This will have a significant impact to Spokane County.
- c. Technical Advisory Subcommittee (not met)
- d. Project Update
 - South County Pilot Go Live
 - Feasibility Studies for Member Cities – Underway for Medical Lake.
- e. 2024 Meeting Series – will be sent for approval at the 12/6 meeting
- f. Draft Strategic Plan – not discussed.
- g. HR/Internal Services
 - Employee Handbook Review ready for December/January
 - Remaining Policies for Board Review in December/January

7. Grant Awards Update

8. State and Federal Policy Update

- a. WSAC Policy Incubator

9. Other Business

- a. WA Broadband Symposium
 - Ariane will provide an ongoing reference document for the board of external presenting/speaking events

10. Items for Executive Session

11. Upcoming Meetings

The board requested an ongoing reference list of Broadlinc external activities/conferences/media separate from what has been on board agenda.

- November 15 Board meeting canceled due to WSAC Conference
- Broadband Action Team (BAT) Friday, November 17th 10am-11am PT
- Board Governing Meeting December 6, 2023, 8:30am-10am PT
- Board Workshop Meeting December 20, 2023, 8:30am-10am PT
- Broadband Action Team (BAT) Friday, December 22nd 10am-11am PT (*tentative*)

Adjourned at 10:11