

Elko Television District

Board Meeting Minutes, October 10th, 2024

6:00 p.m. at the Elko County Court House

Board Members:

Present: Steve Guitar, Kent LeBarts, Dale Lotspeich, and Charles Schaer

Absent: Rick Jimenez

Others Present: Paden Hilyard representing Eagle Communications, Jessica King representing Premier Wireless, Crystal Koppe representing Koppe Co., Brian Riley representing himself, and Marisa Reeves representing McMullen, McPhee & Co., LLC

Proceedings

Meeting called to order at 6:00 p.m. by Steve Guitar

Public Comment: None

Approval of the Minutes September 12th, 2024 Meeting

Dale Lotspeich moved to accept the minutes from the September 12th, 2024 meeting. Kent LeBarts seconded the motion; the vote was unanimous.

Approval of the Treasurer's Report

Dale Lotspeich moved to accept the Treasurer's report as written. Kent LeBarts seconded the motion; the vote was unanimous.

Approval & Ratification of Outstanding Bills for payment

Kent LeBarts read aloud the outstanding and ratified bills. Marisa noted that this will be the last payment to White Cloud. Dale Lotspeich moved to accept the outstanding and ratified bills as read. Kent LeBarts seconded the motion; the vote was unanimous.

Discussion and Possible Action Regarding Building A New Tower On Grindstone

Jessica reported that as of right now the foundation is ready for concrete to be poured. They are requesting the remaining \$316,725 to move forward with installing the rest of the foundation. The Rebar is already in place. If the snow comes before pouring the concrete the rebar will have to be removed.

Paden mentioned that he could get the concrete cheaper. The concrete itself is \$187,000 delivered. Steve said the only difference he is seeing is \$40,000 and the cost of labor. Charles said they should give Eagle Communications a chance to do the concrete. Paden reminded the board that this does not include labor, but they would be saving \$50,000 on the concrete and equipment.

Charles moved to approve the purchase of concrete and equipment rentals from Eagle Communications per their estimate contingent upon Premier Wireless providing the labor. Kent LeBarts seconded the motion; the vote was unanimous.

Discussion and Possible Action Regarding Albino Ortega and Elko Broadcasting Monthly Payments

Marisa presented spreadsheets to the board showing that Albino would never pay off his account if he continued to make \$300 monthly payments. Elko Broadcasting did make a payment on his account, but Marisa advised the board to set a minimum payment requirement for him or he may not make any more payments. Steve said to send Albino a copy of the spreadsheet showing that he needs to increase his payments to a minimum of \$500 a month. Steve also said to send Elko Broadcasting a certified letter with the schedule showing he needs to make \$1,000 monthly payments. He needs to respond within 30 days and if he fails to make regular payments or fails to address it, his equipment will be shut off.

Discussion and Possible Action Regarding Adopting a Procurement Policy for Large Projects

The board discussed if they should put some of the bigger projects out to bid. Dale thinks the board should break down all the elements of the project. The board should come up with a policy to develop a scope and decide at the time of each project if they will bid it out as a package or in pieces. If things were broken into mini-scopes it would be easier to track expenses and easier to complete projects in phases. It might require hiring a structural engineer to design the tower or site.

Paden thinks things should be like the state, all details broken out on the invoice. Contractors are required to give an estimate, but it's a worst-case estimate. If it's completed early, it's billed at actual hours. If the board does a 'Not-To-Exceed' policy, then no matter how much extra costs there are, the board will only pay the amount listed on the quote. Dale mentioned it would be good if the TV District purchased its own materials, like the steel for the towers. Charles said once you write one scope of work, you can re-use the same scope of work and just change the name. Dale said if a board member doesn't draw money, he can do work for the board. Charles has scopes of work on his hard drive they may be able to use.

Discussion and Possible Action Regarding Radio 74 Requesting A Lower Rate for the Lease On Grindstone

There has been no response from them. Tabled until next meeting.

Repair Service Report and Site Updates

Paden said everything has been going well. Dale asked if he had a pricing to upgrade the Transmitters. Paden said they discontinued another product line, so he is waiting for Humboldt County to be the guinea pig. Humboldt has started playing with the Anywave 3.0 equipment. They are having issues with bringing in the network from Reno, but they are working on it. Paden talked with Fix 11 briefly about tying into Reno, but he hasn't sent a phone call invite yet.

Everything is on the Lumen service. White Cloud is disconnected. Eureka is finalizing their MOU and the TV District will pay \$1,000 for the switch center. At that point, the District could abandon the \$900 a month to Humboldt, because we wouldn't be using that link for PBS anymore. There may be a one-time equipment fee to bring in the extra channels, but we would no longer be tied to over the air to connect the Fiber. Dale asked if Paden could draw a diagram of what the routes are for the network.

Steve asked how we bring in the signal. A lot of people don't understand what Fiber is. Maybe we can get something on the website so people can understand. Crystal said if they get her the technical jargon, she can get together some graphics to post on the Website.

Discussion and Possible Action Regarding Board Member Positions Beginning January 1, 2025

Kent LeBarts nominated Dale Lotspeich as chairman. Charles agrees. Brian Riley speaking through public comment agrees as well. All board members agreed to appoint Dale Lotspeich as chairman effective January 1, 2025.

Discussion and Possible Approval Regarding A Policy Regarding Electronically Signing Contracts

Dale Lotspeich moved to create an electronic signature policy that authorizes electronically signing contracts and gives authorization to administrative assistants to utilize any software or apps that are accepted in the industry if required. Kent LeBarts seconded the motion; the vote was unanimous.

Review and Possible Approval of Updates to Contracts

Eureka County TV District MOU, CC Communications Leasing Space at Fiber Hut, EIP New Contract, NDOT Leasing Space in Peavey Building #2, and Elko Fire District Possibly Leasing Space on TV District Sites, Contract Renewals for the Following: Albino Ortega, Elko County School District, Nevada Gold Mines, Skyfiber Video, Wells Rural Electric, White Cloud

Tabled until next meeting.

Discussion, Updates, Possible Approval of Current and Future Capital Projects as Follows but Not Limited To:

New Site on Top of Elko Snowbowl, Building a New Tower on Grindstone, Updating TV District Equipment on Various Sites, Creating a Power Policy, Link from Lamoille to Peavey for TV Channel or Security Use, Updates on IP Stream Device to Connect to Fiber, Updates on Replacing Fence at Peavey, Updates on Purchasing Sitemaster, and Possible Capital Projects: Fix Lighting at Pequops, Pour concrete at Paradise Dr to Control Weeds,

Tabled until next meeting.

Old Business: None

New Business: None

Public Comment: None

Being no further business, the meeting was adjourned at 6:50 p.m.

The next regular meeting will be held on November 7th, 2024.