



IOWA TELECOMMUNICATIONS AND TECHNOLOGY COMMISSION

Steve Olson, Chair

Robert F. Holz

Brett Mason

Denise Sturm

Carmine Boal

Matt Behrens, State CIO
(ex officio)

Rob Sand, State Auditor
(ex officio)

Randy Goddard, Executive Director

Governor Kim Reynolds

Lt. Governor Adam Gregg

Iowa Telecommunications & Technology Commission Grimes State Office Building, 1st Floor 400 East 14th Street, Des Moines, IA 50319 Meeting Minutes June 26, 2023

FINAL

To ensure the most efficient use of State resources, the June 26, 2023 ITTC meeting was held via video conference pursuant to Iowa Code section 21.8. A video conference ensured that more Commissioners, staff, and the public were able to participate in the meeting. The meeting was accessible to members of the public.

Roll Call:

Commissioners Present

Steve Olson, Chair

Bob Holz, Member

Denise Sturm, Member

Brett Mason, Member

Carmine Boal, Member

Matt Behrens, Representing the Office of the Chief Information Officer, Ex-Officio Member

John McCormally, Representing the State of Iowa Auditor, Ex-Officio Member

Iowa Communications Network Staff

Deb Evans, Chief of Staff, Chief Financial Officer

Scott Pappan, Chief Technical Officer

Mark Johnson, Chief Administrative Officer

Mike Cruise, Finance Bureau Manager

Ryan Mulhall, Network Operations and Engineering Bureau Manager

Stephanie DeVault, Business Services Bureau Manager

Patrick Kazeze, Facilities/TAC Bureau Manager

Mark Dayton, ICN Sales Engineer

Brian Clayton, Executive Officer 2

Lori Larsen, Executive Officer 2 (Recorder)

Guest Attendees

Ray Warner, Aureon

Xavier Leonard, LSA

Molly Kilker, LSA

Scott Golberg, FNS

Call to Order:

Chair Olson called the meeting to order at 10:30 AM. It was noted that a quorum of members was present for the meeting.

Approval of the May 22, 2023 Meeting Minutes:

Chair Olson requested a motion to approve the May 22, 2023, meeting minutes. Commissioner Boal moved to approve the minutes. Commissioner Holz seconded the motion. The motion passed unanimously.

Iowa Communications Network

Grimes State Office Building, 400 E. 14th Street, Des Moines, IA 50319 Phone: 515-725-4692 icn.iowa.gov



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Old Business:

None.

New Business:

Agency Updates

Contracting Update – Mike Cruise

- Department of Corrections (DOC) RFP case: ICN received a favorable ruling and we are waiting to see what ICS will do next.
- Working with a vendor for an Ethernet connection between the community college in Sioux City and the new jail.
- Conducting a proof of concept for our firewall service for three county PSAPs for HSEMD.
- Looking for a possible colocation agreement with the community college in Sioux Center for a building they just purchased from the AEA, in which we have facilities.
- Working through a colocation agreement with IPERS, which we have been doing for many years on a verbal agreement.
- Worked a new agreement for support on legacy Alcatel equipment to save \$3,850 per year until it is replaced.
- Working through details of several dark fiber agreements with a vendor.

COMMENTS

None.

Finance Update – Mike Cruise

Monthly Revenues and Expenses:

The month of May resulted in an operating margin of \$137,489, which is 5.2% of revenue. This is \$153,376 favorable to the budget which is -\$15,887. Revenues were unfavorable for the month by \$81,738. As a repeat from the last three months, the two primary causes are voice revenues continuing to be down and not having much billed for cost recovery of Outside Plant (OSP) expenses as we are currently up-to-date on that activity.

Direct expenses are unfavorable to budget but by only \$38,401. Total allocated indirect expenses are a combined \$196,576 favorable to budget.

Year-to-Date (YTD) Revenues and Expenses:

Through May, we have an operating margin of \$856,372, which is \$848,708 favorable to the budget which is positive at \$7,664. Revenue is \$309,291 unfavorable to budget. On the positive side, direct expenses are favorable to budget by \$561,940. Total allocated expenses are \$596,058 favorable to budget.



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Comparison to FY 2022:

The current year operating margin for the month of May is \$436,000 favorable to May FY 2022. Revenue is unfavorable by \$59,000 compared to last May. Direct expenses are \$276,000 favorable. Total allocated expenses are favorable by \$219,000.

Year-to-Date Comparison to FY 2022:

Operating margin is \$2.1M favorable through May. This includes revenue being up \$830,000, direct expenses are just short of \$1.5M favorable and indirect expenses at \$207,000 unfavorable. Overall, not a lot of financial activity for the month and still tracking favorably towards year end.

Other

- Executive Officer 3 (internal auditor) position was posted and has closed as of June 22nd. We will be getting those applications reviewed and interviews scheduled.
- Year-end physical inventory will be conducted June 29-30.
- FY 2023 will end on June 30. We then have one month to finalize and complete all FY 2023 billings to our customers. We have two months to complete payments to our vendors for all FY 2023 activity. This is collectively called Period 13. Reporting commences at that time with a deadline of Oct 2 for our GAAP package which provides information for the state Annual Comprehensive Financial Report.

1/3

- State accounting system – no update.

COMMENTS

None.

Business Services Update – Steph DeVault

General Updates

- We have no new customers and no new waivers.
- We have one customer left for finalization of Webex.

From our sales outreach, we have the following orders placed this month:

Customer	Number of Orders
Healthcare	24
Government	49
Public Safety	9
Education K-12	49
Higher Education	5

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Services	Number of Orders
Domain Name Service	21
Expert Consultation	18
Internet	14
Firewall	3
Transport	43
Voice	38

Order Details

- **Government** – Working strategically on orders related to the Governor’s realignment.
- **Public Safety** – One is a significant fiber build.
- **K-12 Education** – As of 6/12/2023 there have been 464 Form 470 filings for Iowa: Data Transmission and/or Internet Access and Managed Internal Broadband Service. As of 6/12/2023 the ICN has responded to 170 of them. The last filing was 5/31/2023.
- As of 6/12/2023 there have been 1047 Form 471 filings for Iowa (all categories: Data Transmission and/or Internet Access, Managed Internal Broadband Service, Internal Connections, and Basic Maintenance of Internal Connections). As of 6/12/2023 there are 159 Form 471s for the ICN. We have 49 orders in progress.
- **High Education** – We have 5 orders that have been processed.

Project Management

We are finalizing the following projects:

- Lottery firewalls and an education customer firewall.
- Currently we are working on a data gathering migration for a state penitentiary.
- A few schools that have over 100 phones that are working to be installed by the end of this month.

Marketing and Communications

- Our Statewide Youth Broadband Advisory Council application period has closed. We are reviewing the applications.
- ICN Business Services staff attended the Iowa Association of Independent Colleges and Universities Technology Workshop at Drake on May 22 & 23.
- Next conference will be at Keystone AEA in Dubuque on June 20-21. ICN supplies the Internet for this conference. One AC will attend.
- Continuing to provide updates to our website and on social media. All State of Iowa websites will be transitioning to a newer Drupal platform. There is a schedule, and ICN will begin a kick-off in late September. The public will begin to notice changes starting in early July.

COMMENTS

- Commissioner Mason asked what the timeline is on the Iowa Wesleyan University project. In essence in separating from their property and having a datacenter stood up. Where are we right now?

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- Patrick Kazeze said, I will add to that when we get to my area to report.

Network Services Updates

Network Operations & Security Update – Ryan Mulhall

Aggregation Replacement: After a couple months standstill, due to a code issue, we received the new code from our vendor, and have begun testing. We'll have to wait until the end of the fiscal year move, add, change (MAC) freeze, and then the 4th of July holiday MAC freeze as well. We will push out the code to the existing hardware that has been installed, and will resume new replacements. We have also actively been pushing out replacements for aggregation sites that don't have as many connections that we could replace more cost effectively. We received some AC powered replacement devices that we were waiting on, and have actively begun deploying those as well.

DDoS Expansion: We have completed the necessary work on the systems that feed our DDoS solution the information it needs to run correctly. We have begun ingesting data on the new hardware. We'll begin migrating traffic onto the new platform after the MAC freeze. We should still be on pace to finish this part of the expansion.

Firewall Decentralization: We have installed a couple more firewalls, and are going through software upgrades as well on both of the firewall platforms. We've had one of our techs perform his first install, which was successful. This is great news as we continue to add more customers.

IP Audit: The ICN has been undergoing an IP address audit over the last 6 months or so. IPV4 addresses are finite, and we want to be sure that we have the proper amount as we add services and go forward into the future. This effort has picked up quite a bit over the last few weeks. Our Account Consultants have done a terrific job working with our customers to gather information and answer questions. Our techs have been cleaning up records and reclaiming IP addresses, so it is going great.

Outside Plant (OSP): In May there were 23 new OSP projects opened. This represents a 13% increase over the average for May of 20 new projects. To date this FY, there have been 226 projects opened for an average of 20.5 per month or a projected total of 247 for the FY which is essentially the same as FY22 (251). There were 3 billable projects opened in May: Cable damaged by contractor in Clive; a shared cost relocation with the City of Urbandale; and a shared cost relocation with Des Moines Metronet partnership.

Hiring: We completed the hiring process for a new Outside Plant Engineer. We will have someone starting up with us on July 11.

COMMENTS

None.

Administration & Facilities Updates

Facilities and TAC Update – Patrick Kazeze

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TAC

- Completed cost estimates for work with the Iowa Lottery, Melcher Dallas CSD, Iowa Workforce Development, OCIO, Department of Health and Human Services, Department of Administrative Services, and the House of Representatives for some planned work ranging in installing cabling for workstations and voice support to fiber work at some of the data centers on complex, as well as providing fiber connectivity within and between buildings as the governor's alignment gets underway.
- There are additional estimates under way both on complex and off to support the governor's initiative.
- Work continues at Lucas Building with updating the copper and some fiber infrastructure. At the Lucas Building, TAC is working with DAS and their outside vendor on the elevators, and the Post 16 upgrade as well.
- Completed work to install cabling for new workstations and recently relocated existing workstations that were moved to pave the way for an upcoming construction project.
- Working with Contracting, conducting multiple site surveys and working directly with a State prison staff gathering information to build a statement of work for a largescale cabling project to update the prisons outdated CAT 3 cable plant.

Facilities/Operations

- Design phase is under way for Indianola high school. Continue to look for cost effective alternatives while working with the school to ensure that we have somewhere to rehome our equipment from the current FOTS room.
- The chiller project at JFHQ to replace chiller #4 is now past the 95% design phase. Final revisions are underway of the most recent plans. A few adjustments to bring in two additional cooling units. The next step will be to prepare an invitation to bid and it is anticipated that will be at the very least a 45-day process once the bid is released. More to come on this as we move forward.
- There was a small fire at a hut located in Muscatine. Damage appears to have been contained to one of two air conditioners that supply cooling to the room. We're still assessing on what to do next as the hut needs repair and the high school where it is located no longer receives services from ICN.
- Begun a feasibility study on a hut located just off I-80 near Atalissa, this site currently serves as a splice through point. Preliminary review shows that the structure needs work, we will be sending a team to see how much work.
- Mt Pleasant at Iowa Wesleyan University: Facility operations traveled to Mt Pleasant to review the condition of the campus building. We discovered that while the building on the outside appears solid, that is not the case from the inside. There has been some vandalism on the inside upper floors, walls appear to be crumbling and the door to our FOTS room could use some work to ensure the security we require is met.

COMMENTS

Commissioner Mason asked there is not a must be out by date for Iowa Wesleyan University?

Patrick Kazeze said not yet.

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Other Business:

ACTION: FY 2024 Regulatory Plan – Mark Johnson

Each year we are required to identify any proposed rules that we will need to be making during the upcoming fiscal year. This year we have no specific rule changes that we have identified that the commission must make. We will be looking for any corrective amendments or potential changes that we may want to move forward with and bring those back to the Commission for approval, and that may include any corrective amendments due to the passage of the reorganization bill this past year.

We will begin our rules review related to executive order (EO) 10, that require all agencies to review their administrative rules. This review is on a schedule with the goal to reduce a number of rules and remove unnecessary duplication. Our year to get that completed is by the end of 2026. We do have some rules that currently appear under IPTV related to facilities at schools and locations when the network was first built. They were put there in terms of the FOTs room and various locations and environments. Our Operations team will review those rules and if those rules should be moved to our chapter or if we can eliminate them.

There is one correction in the first paragraph. Language was added that would help track the location of the executive order. Under EO 9, it was indicated that it was former Governor Culver, and it should be indicated as former Governor Vilsack.

With that correction, I would ask for the Commission's approval, to be submitted to the Administrative Rules Coordinator in the Governor's Office.

Chair Olson requested a motion to approve the corrected FY 2024 Regulatory Plan. Commissioner Holz moved to approve the plan. Commissioner Boal seconded the motion.

Roll Call Vote

Commissioner Boal – Yes
Commissioner Holz – Yes
Commissioner Mason – Yes
Commissioner Sturm – Yes
Chair Olson – Yes

The motion passed unanimously.

ITTC Committee Updates – Staff/Commission

Personnel Committee – Mark Johnson

The Personnel Committee did not meet in June.

Finance Committee – Mike Cruise

Meeting Date: June 21, 2023.

Attendance: Commissioner Sturm, Commissioner Holz, Brian Clayton, and Mike Cruise.

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Topics Covered:

- Contracting update.
- Budget-to-actual as presented today.

Customer and Services Committee – Steph DeVault

Meeting Date: June 14, 2023.

Attendance: Commissioner Mason, Mark Dayton, Ryan Mulhall, Stephanie DeVault, and Lori Larsen.

Topics Covered:

- Presented what was listed today.
- Discussed orders received throughout the month.

Operations Committee – Scott Pappan

Meeting Date: June 8, 2023.

Attendance: Commissioner Mason, Commissioner Boal, Ryan Mulhall, and Scott Pappan.

Topics Covered:

- Public safety and 911.

Public Comment:

None.

Adjournment:

Commissioner Mason made the motion to adjourn the meeting. The ITTC meeting adjourned at 11:01 AM.

ATTESTED TO:

Steve Olson – Chair, Iowa Telecommunications and Technology Commission