

**Iowa Telecommunications & Technology Commission  
Grimes State Office Building, 1st Floor  
400 E. 14th Street, Des Moines, IA 50319**

**FINAL**

**April 16, 2014**

To ensure the most efficient use of State resources, the April 16, 2014 ITTC meeting was held via video conference pursuant to Iowa Code section 21.8. A video conference also ensured more Commissioners were able to participate in the meeting and reduced the risk of delays caused by weather or other impediments to travel. The meeting was accessible to members of the public through attendance at the Grimes State Office Building.

**Commissioners Present**

Richard Bruner, Chair (on-site)  
Robert R. Hardman, Member (via video conference)  
Mary Sellers, Member (on-site)  
Kathleen Kohorst, Member (on-site)  
Mary Mosiman, Ex-Officio Member (on-site)  
Timothy Lapointe, Member (on-site)

**Iowa Communications Network Staff Present:**

Ric Lumbard, Acting Executive Director, Network Operations and Engineering Director  
Mark Johnson, Administration Director  
Philip Groner, Business Services Manager  
David Marley, Network Operations and Engineering Manager  
Deb Evans, Chief Financial Officer  
Helen Troyanovich, Product Engineering and Delivery Manager  
Jontell Harris, Government Relations Director  
Lori Larsen, Communications Director  
Marcia Page, Executive Secretary  
Karen Alessio, Secretary (Recorder/Minutes)

**Guests:**

Meghan Gavin, Attorney General's Office (AG)  
Abby Brown, Iowa Public Television (IPTV)

**Call to Order**

Chair Bruner called the meeting to order at 10:28 a.m. It was noted that a quorum of members was present for the meeting.

**Approval of January 16, 2014 Meeting Minutes**

Commissioner Sellers moved to approve the January 16, 2014 Iowa Telecommunications and Technology Commission (ITTC) minutes as written. Commissioner Kohorst seconded the motion. The minutes were approved unanimously.

Commissioner Hardman – Yes  
Commissioner Kohorst – Yes  
Commissioner Lapointe – Yes  
Commissioner Sellers – Yes  
Commissioner Bruner – Yes

**Old Business:**

### **Network Managed Services Request for Proposal (RFP) Update – Mark Johnson**

The RFP has been released. ICN will be receiving vendor responses and the internal Evaluation Team will begin reviewing the responses once that period has closed. The evaluation will take place before ICN takes the next step.

**Chair Bruner:** Please give a general timeline regarding the RFP.

**Ric Lumbard:** ICN is nearing the end of the open window of time when vendors can respond to both the question and answer periods. This process was done as a recommendation of the Contracting Department. ICN offered two windows of question and answer periods allowing the vendors a week to provide questions to the ICN. ICN publicly responded with answers, allowing the vendors time for consideration. An additional question and answer period was offered in which the vendors could ask additional questions. The vendors could also request time to research using the ICN Resource Room provided to allow vendors the opportunity to look through documentation. ICN is in the process of developing evaluation criteria once the bids have been received. That information will then be released to the vendors as well, using the information as part of the evaluation process. The Network Maintenance Service Contract expires at the end of this calendar year so all of the processes have to be completed prior to that deadline.

### **Commonwealth of Kentucky Visit- Ric Lumbard**

Kentucky was in the inquiry process of building a network similar to the ICN. The Commonwealth of Kentucky has a network that is leased through AT&T, but believes they are in the position to build their own infrastructure. Kentucky is in the middle of an RFP process. After leaving the ICN, a joint press release was published. A tour was given of the Joint Forces Headquarters (JFHQ) in Johnston. Kentucky has since been awarded money to build and construct their own network. Ric stated that the interaction was a great experience for both the Commonwealth of Kentucky and ICN.

### **FirstNet Update - Ric Lumbard:**

FirstNet is centered on the phrase “interoperability in public safety.” In the event of a catastrophe, the telecommunications infrastructure that communicates with all critical responders and first responders utilizes wireless, fiber, radio and cellular. Depending on where the critical event takes place determines the functionality that is available. FirstNet has been in the developmental phase as to how to advance first responding critical infrastructure across the nation. The FirstNet commission has been created. FirstNet Board is very similar to the Iowa Telecommunications and Technology Commission (ITTC) and has been created as an independent entity alongside the National Telecommunications and Information Administration (NTIA). FirstNet Board is responsible for assisting states in developing their own responses. FirstNet will be coming to the State of Iowa to find out how they can assist with developing a statewide interoperability plan. After completing that process, FirstNet will present the plan to the Governor, and once the Governor has accepted the plan, funding will be released to the state. Once the funding is released, the state will develop its own operability plan. It is similar to a grant; however, instead of ICN receiving the funds, FirstNet assists each state in a state study determining what the plan will look like as Iowa is the stakeholder in developing such a plan. ICN met with a FirstNet team from Washington, FirstNet delivered a presentation to the Governor as to how FirstNet will be deployed throughout the nation as far as assisting the states. It was established that Iowa is perfectly suited for such a plan. The next step will include the Statewide Interoperability Board to determine a start date to begin the process of the state consultation. The plan would then be presented to the Governor requesting his approval of the vision for the State of Iowa. Once the Governor approves the proposal, the project will be launched. The state consultation could begin at any time.

### **Department of Corrections Update - Philip Groner**

Three major initiatives are being organized in conjunction with the Department of Corrections (DOC), two of which have been completed during the first quarter. The Woman’s Correctional Institution in

Mitchellville has been under construction. During that time Mitchellville requested ICN services be installed. As a result, ICN completely manages their Open Scape Voice (OSV) system that is currently active for administrative and inmate calling. Fort Madison is also in the process of building a new facility and requested the same services as the Woman's Correctional Institute in Mitchellville. Fort Madison had a system that was managed internally. ICN installed the OSV system, and has been assisting with the installation process. Both facilities are nearing completion. The third major project with the DOC is the Inmate Calling System for all DOC institutions. The old system was removed and a new system was installed at all six institutions. Now a new platform for calling is in place. All inmates calling is done through the ICN and vendor system, IC Solutions. Every call is recorded, captured, brought back to the ICN network and distributed out whether local or long distance. It was a major project for both the ICN and DOC, but was very successful. The DOC is intending that Fort Madison and Mitchellville are blueprints for the other six institutions that will be switching over to ICN services.

### **New Business:**

#### **K-12 Connections Quarterly Report – Abby Brown, IPTV**

Highlights of the K-12 Connections Quarterly Report were presented. Each quarter, Iowa Public Television (IPTV) reports the number of video hours that were generated by the K-12 Connections program. FY 14 (November – February) generated hours that were slightly higher than in the past. The number of hours generated for November – February, FY 2014 was 1,921.41. Four of the sample sessions included: *Iowa's Ice Age and Finding Bones in Iowa*, *All about Owls*, *Cosmic Connections* and *Career Day*. Brown also noted select user comments received during the period covered by the report. IPTV and ICN are looking forward to working together via PBS Learning Media to support enhanced educational opportunities for educators and students in Iowa.

#### **Action – RTC Semi Annual Report/Distribution – Lori Larsen**

ICN received the 15 Regional Telecommunications Councils (RTC) semi-annual reports for F Y 2014 in January. This is the second and final year of ICN administering the RTC funding, which is a pass-through appropriation. It is anticipated that future RTC appropriations will be administered by the Iowa Department of Education. The total RTC funding for FY 14 is \$992,913; and half of the amount (\$496,456.50) was previously distributed when the budget requests were reviewed and acknowledged in September 2013. The semi-annual reports were required to be submitted prior to the payment of the second half of the requested RTC budgets. Annual reports are due by July 31, 2014.

ICN staff reviewed the semi-annual reports. The reports were sent to the ICN management team and Education Telecommunication Council (ETC) leadership. ICN staff recommends that the Commission approves the 15 RTC semi-annual reports, and in addition moves to distribute the second half of the allocation.

Commissioner Kohorst moved to approve the 15 RTC semi-annual reports, and the distribution of the second half of the allocation associated with the funding. Commissioner Lapointe seconded the motion.

Commissioner Hardman – Yes  
Commissioner Kohorst – Yes  
Commissioner Lapointe – Yes  
Commissioner Seller – Yes  
Commissioner Bruner – Yes

## Finance Update – Deb Evans

Highlights were discussed from the current Financials. Fiscal year 2014 is showing a positive cash flow from operations of \$2.1 million. Total spending of non-appropriated funds through the current FY is \$1.8 million. The equipment budget has increased due to changes made in reporting capital purchases as opposed to the operating cash provided by operations. Outside plant expenses have increased, repairs in February were \$100,000 which will be reimbursed through the Executive Council. Co-location expenses have moved to the Operations category which will alter how the budget is compared. Video revenue has decreased, however; hours continue to increase. Revenue is decreasing due to changing to flat rate versus hourly rate, which increases usage. Data increased and Ethernet also increased \$2.7 million, which is an increase from last year as a result of the increase in capacity of the Broadband Technology Opportunities Program (BTOP). Finance continues to refine how to report and track expenses as seen on the budget-to-actual. Finance is in the process of completing end-of-the year audits to close out the year. Management has received the FY 2015 budget, it is requested that any comments be submitted to the Finance department prior to the end of April. Finance would like to present the Iowa Telecommunications and Technology Commission (ITTC) Commission the budget before May 7, 2014.

### Q&A Discussion

**Q: Commissioner Kohorst:** How is ICN compensated when there is a large increase in volume with the Electronic Document Management System (EDMS)?

**A: Philip Groner:** EDMS is a project that the Judicial Branch and the Iowa Court Information System manages. EDMS is a long-time customer and supporter of the network. With BTOP, the capacity was increased in many locations where ICN could accommodate the bandwidth requirements EDMS required. The Judicial Branch purchases the circuit capacity from ICN which is delivered to the desired location. ICN in turn is compensated from the bandwidth that the Judicial Branch purchases to transmit that data.

**Q: Commissioner Kohorst:** It is a flat rate system?

**A: Philip Groner:** Yes, typically a minimum of a 10 Meg connection is purchased for each location. Larger counties that experience more traffic purchase up to 100 Meg. Regardless of the Meg that is purchased, a flat monthly rate for each connection is charged.

**Q: Timothy Lapointe:** EDMS is used district by district. Are other districts going to follow suit with what the other districts are doing?

**A: Philip Groner:** The Judicial Branch has not ruled out EDMS, the proposal is to have every state courthouse and district connected with EDMS in the future.

## Legislative Update – Mark Johnson

The Legislature appears to be moving towards adjournment, there is concern as to whether the sessions would be completed before the May deadline. A study bill for standings has been drafted. The “standings bill” is usually the last bill passed by the legislature, which is a sign that they are working toward adjournment. It appears that there is agreement on pieces of the budget. The Oversight hearings that have taken place do not appear to be something that will keep the Legislature in session since Oversight has the authority to meet year around.

The Infrastructure Appropriations Bill is moving toward finalization. It includes the \$2.25 million equipment appropriation request for state agency telecommunications and also the required investment appropriation that the State needs to make to allow the common carrier to access the E-Rate discounts for Education and Healthcare. The Contract Cap Limitation language is currently included in the bill that will allow ICN to enter into the managed services maintenance Request for Proposal (RFP) contract which will exceed the current contract limitation amount. The language will authorize that contract in excess of the contract limitations amount, not anticipating any problems. The Regional Telecommunications Council (RTC) funding is still included in the Education Bill. It is anticipated that that program will move to the Department of Education and ICN will no longer have to administer that appropriation. The Broadband Bill is still alive with two different versions; one in

each chamber, neither one has reached the floor for final discussion yet. The bill does contain tax incentives. Cell tower siting language is included in both bills which appears to be a challenge. A meeting is scheduled between the municipalities and the wireless carriers to work through the issue and come to an agreement. Under the language, the Chief Information Officer (CIO) will be a member of the Commission and will oversee the broadband expansion, coordinating on behalf of the Governor. The language that would have allowed the private sector to access ICN's excess capacity on a wholesale basis for their benefit has been removed from both versions of the bill. It is unlikely to come up for discussion again. ICN will have to wait and see if anything materializes with the rest of the bill since it is a fairly contentious issue even with what is left in the bill in terms of whether it will move forward.

#### Q&A Discussion

**Q: Timothy Lapointe:** What is the contractual limit that ICN cannot exceed without Legislative approval?

**A: Mark Johnson:** With the latest Consumer Price Index (CPI) increase, the contractual limit is just over \$2.2 million, which is a relatively small amount given with the different contracts regarding telecommunication services.

**Q: Timothy Lapointe:** Is there any plan to increase the contractual limit in the near future?

**A: Mark Johnson:** In the 1990's when the contractual limit was endorsed, the original amount was \$500,000. About five years ago it was increased to \$1 million while experiencing issues with entering into agreements. A request was then sent to the Legislature to have the limit increased to \$2 million, which was agreed upon with an additional CPI increase on an annual basis. There has not been any discussion regarding increasing the contractual limit as it could possibly be a touchy issue. However, it is something that should be looked into especially after looking into a potential 15 year agreement for the Maintenance Contract. Our current budget amount for our existing Maintenance Agreement is about \$5.5 million per year.

**Q: Chair Bruner:** It appears that the CIO will likely be joining the Commission?

**A: Mark Johnson:** Should the Legislation pass, it is very likely. With interactions with the State CIO, it is a beneficial mutual relationship in terms of the activities both entities are involved in within state government such as providing the network and how ICN can support that effort.

**Q: Chair Bruner:** Will wholesale be left out of the bill?

**A: Mark Johnson:** It is likely that wholesale will be left out of the bill for this year.

#### **Other Business – Chair Bruner**

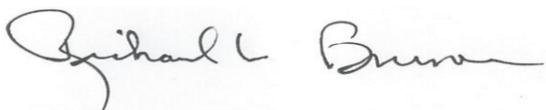
Chair Bruner expressed his thanks and appreciation to Dr. Robert Hardman, who has served on the Commission for 12 years. Dr. Hardman has elected not to apply for re-appointment. Chair Bruner read a letter written to Dr. Hardman from the ICN staff and ITTC highlighting some activities that he was involved in from the creation of the network. Dr. Hardman's dedication and support to the commission will be greatly missed. Chair Bruner extended best wishes in Dr. Hardman's future endeavors.

**Commissioner Hardman:** Dr. Hardman expressed what an honor it was being chosen to serve on the ITTC. Dr. Hardman has thoroughly enjoyed the time he has spent working with the Commission members and ICN staff. Dr. Hardman mentioned his many memories related to the ICN and is very pleased at the direction that the ICN is headed. While wishing the ICN the best, he is excited about the future activities of the ICN and Commission.

#### Adjournment

Commissioner Kohorst moved that the meeting be adjourned. The ITTC meeting adjourned at 11:22 a.m.

ATTESTED TO:

A handwritten signature in black ink, appearing to read "Richard L. Bruner". The signature is written in a cursive style with a large initial 'R'.

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Richard Bruner, Chair, Iowa Telecommunications and Technology Commission