NOTICE OF PUBLIC MEETING CHURCHILL COUNTY COMMISSIONERS – CC COMMUNICATIONS MANAGEMENT

CHURCHILL COUNTY ADMINISTRATIVE COMPLEX 155 N. TAYLOR, COMMISSION CHAMBERS NOVEMBER 7, 2013

1:15 P.M. AGENDA

CALL TO ORDER

Verification of Posting of the Agenda Public Comments (Issues that may not be listed on agenda)

ACTION ITEMS (In accordance with NRS 241.020, those items marked with an asterisk may require an action or vote by the Board of Churchill County Commissioners.

- * Approval of the Agenda
- * Approval of the October 3, 2013 regular meeting minutes.
- * Approval to change the April 3, 2014 Telco monthly meeting to City Hall due to conflict in the Commission Chambers

*NEW BUSINESS

- *1. Consideration and Possible Action regarding 3rd Quarter 2013 Telco Write Offs.
- *2 Consideration and Possible Action regarding award of Bid #02-13 Copper for Sale Lot #1.
- *3 Consideration and Possible Action regarding a sponsorship to the Churchill Country Fair & ranch Rodeo for 2014.
- *4 Presentation on the Audited Financial Statements for the Fiscal Year Ended June 30, 2013 for CC Communications.

CONSENT ITEMS (action items generally not requiring discussion or explanation)

* Notification of Purchases made Pursuant to N.R.S. 332.112, N.R.S 332.115 or N.R.S. 332.146

NONE

REPORTS

1. General Manager's Report

*ADJOURNMENT

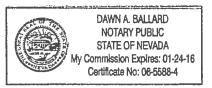
- 1. Set Next Meeting Date: December 5, 2013
- 2. Adjournment

AFFIDAVIT OF POSTING

State of Nevada)	
County of Churchill)	55

Patti Brown, of said Churchill County being duly sworn, says that on the 1st day of November, 2013, she posted a copy of this agenda at the County Administration Complex in said Churchill County, where proceedings are pending.

On this <u>1st</u> day of <u>November</u>, 2013, <u>Patti Brown</u> personally appeared before me, a Notary Public, who acknowledged that she executed the above instrument.



Notary Public Ballan

COPIES WERE ALSO POSTED AT:

CC Communications Churchill County Law Enforcement Facility www.cccomm.info

Notice to Persons with Disabilities: Members of the public who are disabled and require special assistance or accommodations at the meeting are requested to notify the CC Communications Executive Office in writing at P.O. Box 1390, Fallon, Nevada 89407 (Attn: Patti Brown), or by calling 423-7654, ext. 1215 at least two days in advance.

CHURCHILL COUNTY COMMISSIONERS CC CCOMMUNICATIONS MANAGEMENT OCTOBER 3, 2013

The meeting was called to order at 1:15 p.m. in the Commission Chambers in the Churchill County Administrative Complex by Commissioner Olsen.

Those present:

CARL ERQUIAGA, Commissioner
PETE OLSEN, Telco Commissioner
BUS SCHARMANN, Commissioner
MARK FEEST, General Manager, CC Communications
PATTI BROWN, Administrative Assistant, CC Communications
JOHN POWELL, Operations Manager, CC Communications
CHESTER CAULDER, Marketing & Customer Service Manager
JIM NUGENT, Installation Supervisor, CC Communications

CALL TO ORDER

<u>Commissioner Olsen</u> asked if the agenda was posted in accordance with N.R.S. 241.020, <u>Patti Brown</u> advised that it was.

Public Comments: NONE

ACTION ITEMS

<u>Commissioner Erquiaga</u> moved to approve the agenda as submitted as per N.R.S. 241.020. <u>Commissioner Scharmann</u> seconded the motion. Motion carried.

<u>Commissioner Scharmann</u> moved to approve the minutes of the August 1, 2013 meeting as submitted. Commissioner Erquiaga seconded the motion. Motion carried.

NEW BUSINESS

Item #1 Consideration and possible action regarding donation of the yearly costs of services for Churchill Arts Council for 2013-2014.

Mark Feest, CC Communications. This is an item that is put into the budget each year. We were expecting around \$2,000, but because of the change to our cellular offering we are no longer providing cellular phones to Churchill Arts Counsel. So it is just for the Basic Phone Service, Patron Phone, Elevator Emergency Phone, Web Page & DSL services. We think that this is good exposure for the company and recommend approval of this donation for 2013-2014.

<u>Commissioner Erquiaga</u> moved to approve the donation of the yearly costs for Basic Phone Service, Patron Phone, Elevator Emergency Phone, Web Page & DSL services for 2013-2014 to the Churchill Arts Council in the amount of \$1,565.88. <u>Commissioner</u> Scharmann seconded the motion. Motion carried.

Public Comment: NONE

<u>CONSENT ITEMS</u> (action items generally not requiring discussion or explanation) Notification of Purchases made Pursuant to N.R.S. 332.112, N.R.S 332.115 or N.R.S. 332.146
NONE

GENERAL MANAGERS REPORT

Mark Feest, CC Communications

- 1. Residential Promotions
 - a. July/August promotion include desk tops and notebook computers with payment plans over two years
 - i. Based on response and the customer touch points gained through C5, we are continuing to offer both laptops and desktops.
 - b. September/October promotion focuses on reduced rates during the first 12 months of a two year contract for broadband.
 - i. Continue with free DVR, LiveDrive and SecureIT for a period of time
 - c. Focus on a customer retention plan
 - i. We are now sorting through historical data and creating ongoing data of why customers leave us
 - ii. We will utilize the findings to create offers to entice customers to stay at the time of customer contact for disconnection.

2. Accounting/CS

- a. CC Communications has been selected for a NECA Review
 - i. Several questions have been asked by NECA and we have responded.
 - ii. We have engaged the County for input regarding the questions on how the PILT is calculated.
 - iii. UPDATE the review is complete and we have received direction from NEVA on changes that need to be made

3. MDS

- a. Continue to work with StackAdvisors to provide an audit and scope of work for reaching the goal line on LabTech and ConnectWise integration
 - i. SOW is complete and we have started to complete the tasks associated with the SOW
 - ii. ETA for completion is two weeks
 - 1. UPDATE Complete
- b. Website redesign (ongoing)
 - i. Update the look modify branding
 - ii. Increase functionality
 - 1. Start service order
 - 2. Chat
 - 3. more intuitive navigation

4. Operations

a. Training to get all NOC personnel A+ certified continues

- b. New Navy equipment will cause significant interference with TV Satellite feeds in the future
 - i. We are in discussions regarding how to mitigate interference
 - ii. This notification and discussion may expedite our time table for looking at a long term head-end strategy
- c. John Powell has provided notice that he will be retiring October 4, 2013
 - i. An internal/external job posting for Director of Operations went out this week
 - ii. John's retirement lunch will be 11-2 at the firehouse
- 5. New FCC Chairman Update
- 6. QRA update
- 7. Re-prescription proceeding Update

Next meeting is set for November 7, 2013 ADJOURNMENT The meeting adjourned at 1:28 p.m.

Respectfully Submitted,

Patti Brown

Administrative Assistant

Approved by:

General Manager

Agenda	a Item	#	1	

Churchill County Agenda Report

Date Submitted: October 22, 2013	Agenda Date Requested: November 7, 2013 Time Requested: 1:15 p.m.
To: Board of Churchill County Commissioner. From: Mark Feest, General Manager, CC Con Subject Title: Consideration and Possible A Telco Write Offs in the amount of \$15,	nmunications Action regarding 3 rd Quarter 2013 Wireless-
Type of Action Requested: (check one) () Resolution (X) Formal Action/Motion	Ordinance Other (Specify type)
Does this action require a Business Impact S	Statement? () Yes (X) No
Recommended Board Action: I m 2013 Wireless-Telco Write Offs in	ove to approve/deny the 3 rd Quarter the amount of \$15,258.76
Discussion: See attached report	
The budget estimate for this project is \$.	
Fiscal Impact: Explanation of Impact: Funding Source: Current Budget Alternatives:	
Prepared By: Patti Brown	Date: <u>October 22, 2013</u>
Reviewed By: Conce Tool (Department Manager)	Date: <u>October 22, 2013</u>
Concurrences: Marketing Manketer)	Date: <u>October 22, 2013</u>

(Accounting Manager, as to availability of funds/budg	get)	Date: _	10.22.13	>
(Other)	_	Date: _		
Board Action T Motion:	aken:	1) 2)			Aye/Nay
(Vote Recorde	d Bv)				

CC COMMUNICATIONS
SUMMARY OF WRITE OFFS
THIRD QUARTER OF 2013

July-13
August-13
September-13
Total

CC COMMUNICATIONS
SUMMARY OF WRITE OFFS
THIRD QUARTER OF 2013

4,918.95
Accounts \$ 4,692.72
Accounts \$ 4,692.72
Accounts \$ 3.647.09
Accounts \$ 15,258.76

\$21,818.13		86	\$17,456.46	45	\$12,807.98	58	Avg/Qtr
	€9	0	\$ 17,423.12	60	\$ 10,867.95	52	Fourth Qtr
15,258.76	↔	76	\$ 25,814.08	56	\$ 9,825.83	50	Third Qtr
25,429.35	↔	112	\$ 23,287.19	49	\$ 10,967.94	55	Second Qtr
24,766.28	↔	70	\$ 3,301.44	16	\$ 19,570.21	75	First Qtr
253.70	€9		\$ 385.78		\$ 220.83		Avg/Account
7,272.71	€9	29	\$ 5,818.82	15	\$ 4,269.33	19	Avg/Month
65,454.39	€9	258	\$ 69,825.83	181	\$ 51,231.93	232	TOTALS
1	49		\$ 8,716.89	33	\$ 3,875.95	16	December
ı	↔		\$ 4,617.01	16	\$ 2,149.64	12	November
1	€		\$ 4,089.22	<u></u>	\$ 4,842.36	24	October
3,647.09	₩	20	\$ 7,336.12	19	\$ 1,770.24	12	September
4,692.72	↔	22	\$10,470.03	15	\$ 3,323.81	17	August
6,918.95	↔	34	\$ 8,007.93	22	\$ 4,731.78	21	July
7,955.27	↔	28	\$ 16,297.33	23	\$ 3,048.85	19	June
7,818.13	€9	46	\$ 4,925.85	18	\$ 2,933.79	11	May
9,655.95	↔	38	\$ 2,064.01	00	\$ 4,985.30	25	April
8,118.36	↔	25	\$ 3,301.44	16	\$ 5,579.04	21	March
6,043.95	↔	21	⇔	0	\$ 6,626.80	25	February
10,603.97	€9	24	⇔	0	\$ 7,364.37	29	January
Amount		Accounts	Amount	Accounts	Amount	Accounts	Month
Total		[2013] # Of	Total	[2012] # Of	Total	[2011] #OF	
		EPORT	FF AVERAGE R	ONS - WRITE O	CC COMMUNICATIONS - WRITE OFF AVERAGE	0	

2small 2proceed Legal 6 4 1 Total # C/O Unaccts collectable	e =		0-1-	Removed/ Added in Error 1 0 0 Assigned to CSN 30 19	Removed/ Added in Error IH LTR Success Rate PRC notices mailed Paid in Full 1 4% 39 8 0 20% 31 12 20% 19 7 Assigned to CSN 30 19 7	Removed/ IHLTR Added in Success Error Rate mailed 1 4% 39 0 20% 31 19 Assigned to CSN 30	Removed/ Added in Error IH LTR Success Rate PRC notices mailed Paid in Full 1 4% 39 8 0 20% 31 12 20% 19 7 Assigned to CSN 30 19 7
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		CC Comn	nunications	ications Collection Efforts by Lioilars	arone by L	STETION	THE RESERVE OF THE PERSON NAMED IN	から 日本の日本の日本の日本の日本の日本の日本の日本の日本の日本の日本の日本の日本の日
		IH LTR Success Rate		Collection Efforts Success	C/O \$ before	C/O \$ befor	C/O % before	C/O %
Jul-13	\$9.498.94	1.78%	\$9,329.88	38.94%	\$5,697.23	\$6,918.95	59.98%	72.84%
Aug-13	\$9,357.83	33.58%	\$6,215.05	50.81%	\$3,057.08	50.81% \$3,057.08 \$4,692.72	32.67%	50.15%
Sep-13	\$6,908.54	16.70%	\$5,754.67	83.08%	\$973.43	\$3,647.09	14.09%	52.79%

		THE REAL PROPERTY.	The second secon		The second secon
# Total \$	1 # \$800.41 Total \$ 1% %	3 \$113.52 4%	12 \$2,555.45 16%	8 \$2,840.80 11%	13 \$2,220.86 17%
	Large bal. due to equipment charges	Abandoned Ported Wireless	Bankrupt Abandoned RTN Mail	Bankrupt	Deceased
	nges	Collection Challer	ary - Collec	terly Summ	Quari

Legend:

IH=In-House
PRC=PreCollection (Warning notice mailed by CSN)
CSN=Collection Servcies of Nevada
C/O=Charged Off

Harry Scharmann	Carl Erquiaga	Pete Olsen	Approved By :		Billing and Collections Supervisor	Approved For Write Offs:	Total for First Quarter 2013:
			COUNTY COMMISSIONERS	Mark Feest General Manager	Lorrie CC Co	\$15,258.76	July-13 August-13 September-13 Total :
					Lorrie L. Ford CC Communications-CFO		Accounts Accounts Accounts Accounts
					100		34 22 20 76
Date	Date	Date				Date	⇔ ↔ ↔
							6,918.95 4,692.72 3,647.09 15,258.76

Agenda Item # 2

Churchill County Agenda Report

Date Submitted: October 2	29, 2013	Agenda Date Requested: November 7, 2013 Time Requested: 1:15 p.m.
To: Board of Churchill Cou From: Mark Feest, Genera Subject Title: Considerat for Sale Lot #1	l Manager, CC Con	
Type of Action Requested () Resolution (X) Formal Action		Ordinance Other (Specify type)
Does this action require a	Business Impact S	Statement? () Yes (X) No
	11 per pound d	ove to approve/deny Bid #02-13 to as the highest responsive and R.S. 332.
	se that are no longer	oid to find buyers to purchase reels of copper that reneeded. CC Communications received two (2) conses are:
Name Larry Tucker WT LLC	Copper \$1.11 per lb. \$.889 per lb.	
It is our recommendation a Tucker at \$1.11 per pound.		approval to award Bid #02-13 Lot #1 to Larry
The budget estimate for t	his project is \$	
Fiscal Impact: Explanation of Impact: Funding Source: Curren Alternatives:	t Budget	
Prepared By: Patt	i Brown	Date: October 29, 2013

Reviewed By:	Date:
Concurrences: (CC Communications Manager	Date: October 21, 2013
(CFO as to availability of funds/budget)	Date: 10.22.13
(Other)	Date:
Board Action Taken: Motion:	1) Aye/Nay 2)
(Vote Recorded By)	

September 26, 2013

CC Communications

PO Box 1390

Fallon Nevada 89406

Dear Sir or Madam:

In regards to the scrap metal bid #02-13, I would like to submit a bid of \$1.11 per pound. Contact information is Email ljtucker@phonewave.net Home address 2966 Indian Lakes Road. Fallon, Nevada. Home phone 775-423-3332

Sincerely,

Larry Tucker

WT-LLC would like to submit a bid of \$.889 Cents per pound In regards to Copper Bid #02-13 for CC Communications. Net weight of wire less spools and packing. Thanks for consideration of our bid.

Shamo Brown 10/9/13

A	gen	da	Item	#	3	

Churchill County Agenda Report

Date Submitted: October 22, 2013	Agenda Date Requested: November 7, 2013 Time Requested:
To: Board of Churchill County Commissioners From: Mark Feest, General Manager, CC Com Subject Title: Consideration and Possible A Country Fair & Ranch Rodeo for 2014	
Type of Action Requested: (check one) () Resolution (X) Formal Action/Motion	Ordinance Other (Specify type)
Does this action require a Business Impact S	tatement? () Yes (X) No
Recommended Board Action: I mo Sponsorship to the 2014 Churchill	= = · · · · · · · · · · · · · · · · · ·
Ranch Rodeo for their 2014 event. CC Commpast and would like to ask the Boards approvevent. This sponsorship allows several ways displayed as a sponsor of the event. There is donation/sponsorship budget that could be u	val to be a \$1,000 Gold Sponsor for the 2014 for CC Communications to be mentioned and still money available in the
The budget estimate for this project is \$	
Fiscal Impact: Explanation of Impact: Funding Source: Current Budget Alternatives:	
Prepared By: Patti Brown	Date: <u>October 22, 2013</u>
Reviewed By: (Department Manager)	Date:
Concurrences: (CC Communications Manager)	Date: <u>October 22, 2013</u>

	(Accounting Manager, as to availability of funds/budget)		Date: _	10.22.	13
	(Other)		Date: _		
Board Action 1 Motion:	Taken:	1) 2)			Aye/Nay
(Vote Recorde	ed By)				

October 8, 2013

Mr. Mark Feest CC Communications 50 W. Williams Ave Fallon, NV 89406





Dear Mr. Feest,

The 2013 Churchill Country Fair and Ranch Rodeo drew over 23,000 attendees to our area. This "one of a kind" event was possible due to long hours of work by dedicated volunteers and generous donations.

To the delight of the spectators, teams of men and women from Nevada and other states exhibited their real world ranch hand skills at the Ranch Rodeo as well as the thrills and spills of bull and bronc riding. A barrel racing competition was added this year which opened a whole new world of rodeo!

Large audiences enjoyed listening and dancing well into the night to such local entertainers as "Old River Band" and "Kyle Rothchild". "The Decades" from Chico, California performed on two different nights. The "Quilt Show/Home Arts Exhibits", "Vegetable Contest" and "Photo Show" attracted a large number of participants to compliment the annually increasing number of displays and vendor booths. Let's not forget the food vendors that supplied all of the tasty food that you expect at an old fashioned country fair.

Our goal for 2014 is to provide more family entertainment while promoting our community's agricultural heritage through shows, exhibits and hands-on demonstrations. The educational experiences of the "hands on" science exhibit and Marshall Brown's corn exhibit enchanted children as well as adults. With the help of the Fallon Chamber and the Fallon Convention and Tourism Bureau we were able to bring in an authentic Civil War re-enactment program, as well as, a Dutch oven cooking contest. The group has committed to return next year to help us celebrate Nevada Battle Born 150th!!

The addition of a family friendly carnival was a success in 2013 and the vendor has committed to return in 2014. We are also endeavoring to expand the 4H exhibits. Antique and contemporary farm equipment will also be on display for everyone to see.

The Churchill Country Fair will be held August 1, 2 and 3, 2014 at the Churchill County Fairgrounds. We thank you for considering sponsoring this incredible event. Your sponsorship allows us to provide the admission and concerts free of charge. Together we can make our Country Fair a place where....

"adults can be kids and kids can be delighted" And "a family can make memories that last a lifetime".

Thank you for your consideration.

Sincerely,

SueFrey

Sue Frey, Chairperson

Churchill Country Fair & Ranch Rodeo

SPONSORSHIP LEVELS

Gold (\$1,000 and above)

Name included as a sponsor in:

Thank You Ad
Advertising placed in publications
Local radio and cable spots
Country Fair prepared advertising flyers/banners
Announcements throughout the Fair events
Premium Book
2 reserved spaces to display your banners
4 Tickets to Arena Event

Silver (\$500 to \$999)

Name included as a sponsor in:

Thank You Ad
Advertising placed in publications
Local radio and cable spots
Premium Book
1 reserved space to display your banner

Bronze (\$75 to \$499)

Name included as a sponsor in:

Thank You Ad 1 reserved space to display your banner

*** To assure your name in advertising spots and publications, your commitment to sponsor Gold or Silver levels and your logo in PDF format must be received by March 15, 2014.***

Agenda	Item	#	4

Churchill County Agenda Report

Date Submitted: October 22, 2013 Agenda Date Requested: November 7, 2013

Time Requested: 1:15 p.m.

To: Board of Churchill County Commissioners

From: Mark Feest, General Manager, CC Communications

Subject Title: Presentation on the Audited Financial Statements for the Fiscal Year Ended June 30, 2013 for the CC Communications Telephone, and Broadband Enterprise Funds and Presentation of the Compilation of Financial Statements for the Wireless, MDS and Long Distance Enterprise Fund for the Fiscal Year Ended June 30, 2013.

Type of Action Requested:	(check one)	
() Resolution (_X) Formal Action/M	lotion	Ordinance Other (Specify type)
Does this action require a B	usiness Impact State	ment? () Yes (X) No

Recommended Board Action:

I move to accept the audit report and related findings for the Audited Financial Statements and compilation reports for the Year Ended June 30, 2013. Direct the CFO to file with the Churchill County Comptroller a copy to be used in the compilation of the Comprehensive Annual Financial Report filed with the Department of Taxation as required by statutes.

Discussion:

A presentation by CC Communications Chief Financial Officer Lorrie Ford and discussion by our independent auditor Laurel Jackson from Kafoury, Armstrong & Company will discuss the CC Communications Telephone, and Broadband Enterprise Funds Audited Financial Statements and the compilation of Financial Statements for the Wireless, MDS and Long Distance Funds for the fiscal year ended June 30, 2013 and other matters related thereto.

Prepared By: Konne Fond	Date: October 22, 2013
Reviewed By: (Chief Financial Officer) (Department Manager)	Date: 10.22.13
Concurrences: (CC Communications Manager)	Date: _October 22, 2013

	(Chief Financial Officer, as to availability of fun	nds/budget)	Date: _	10.22.1	3
	(Other)		Date: _		
Board Action Motion:	Taken:	1) 2)			Aye/Nay
(Vote Record	led By)				

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