REGULAR MEETING of the WYOMING BROADBAND ADVISORY COUNCIL
Cheyenne, Wyoming       •       Wednesday, December 4, 2019
Frontier Days Events Center – 1230 West 8th Avenue
And by Webinar:  https://attendee.gotowebinar.com/register/616667442488073997

MEETING AGENDA
(Times and order of agenda are tentative and subject to change without notice)

11:00 a.m.   BRODBAND COUNCIL, WBC BOARD & WBC STAFF HOLIDAY LUNCHEON

1:00 p.m.    CONVENE PUBLIC MEETING – CHAIR LAUREN SCHOENFELD
• Pledge of Allegiance
• Welcome and Introductions of Board Members
• ACTION ITEM: Consideration of approval of minutes from September 6, 2019 regular meeting at Afton
• Preview of Agenda

1:15 p.m.    BRODBAND COUNCIL UPDATES – CHAIR SCHOENFELD
• History of Council
• Broadband Manager Position update
• ACTION ITEM: Creation of Nominating Committee for Chair

1:45 p.m.    BRODBAND GRANT APPLICATION PROCESS – JULIE KOZLOWSKI & NOELLE REED, WBC

2:30 p.m.   BREAK

2:45 p.m.    DISCUSSION ON STATUTE – CHAIR SCHOENFELD

3:15 p.m.   WYOMING BUSINESS COUNCIL UPDATE – ERIN MOORE
• Strategic Planning update
• CEO Search

3:45 p.m.   WBC REGIONAL DIRECTORS UPDATES

4:15 p.m.   COMMITTEE UPDATES

4:35 p.m.   OTHER COUNCIL MATTERS
• Council email addresses – January 1, 2020
• 2020 Proposed Council Meetings
  o Wednesday, March 4 – Greybull
  o Wednesday, May 6 – Sundance
  o Wednesday, September 9 – Kemmerer
  o Wednesday, December 9 - Cheyenne

4:45 p.m.   PUBLIC COMMENTS

5:00 p.m.   ADJOURN
REGULAR MEETING of the WYOMING BROADBAND ADVISORY COUNCIL

Wednesday, December 4, 2019 at the Cheyenne Frontier Days Event Center and by Webinar

COUNCIL PRESENT: Senator Dan Dockstader, Tom Lacock, Patrick Lawson, Zane Logan, Jason Miller, Randy Miller, Erik Rasmussen, Lauren Schoenfeld, Barbara Sessions, Scott Sutherland, Brian Worthen, and Tyler Vasko

STAFF PRESENT: Sarah Fitz-Gerald, Brandi Harlow, Julie Kozlowski, Marcio Paes-Barreto, Ben Petersen, Amy Quick, Noelle Reed, and Kim Rightmer

CALL TO ORDER

Interim Chair Lauren Schoenfeld called the meeting to order at 1:01 p.m. and led the Council in the Pledge of Allegiance. Roll was called and quorum was established.

The minutes from the September 6, 2019 Council meeting in Afton, WY were presented.
• ACTION ITEM: Motion to approve minutes from the September 2019 meeting as presented by Mr. Rasmussen, seconded by Mr. Jason Miller. Motion carried unanimously.

BROADBAND COUNCIL UPDATES

History of Council
Interim Chair Schoenfeld gave the Council a brief history of the Broadband Council. In March 2018, SF 100 was signed into law. In June of that year, the Broadband Council was established and held its first meeting in July. On September 1, 2018 the Broadband Plan was approved and adopted.

Right now, the Council has two pending grant applications. Wyoming Business Council staff will discuss the grant application process later in this meeting.

Furthermore, there are other exciting activities happening around broadband in Wyoming. These include:
• $30.6 million in CAF II funding has been awarded to Wyoming
• USDA and AllWest announced a $4.8 million broadband project that will create or improve rural connectivity in Sweetwater County
• Union Wireless has plans to upgrade connectivity through Sublette County

Future Planning
Interim Chair Schoenfeld stated that the Council is in somewhat of a standstill until a new Broadband Manager is in place. Julie Kozlowski, WBC, will discuss that hiring process later in the meeting. Interim Chair Schoenfeld added that at the Broadband Summit, Governor Gordon stated that he does not want the Council to lose momentum. She added that it may be a good
idea for the Council to have a phone meeting between now and the next in-person meeting that is tentatively scheduled for March 2020. At this meeting, the Council can get the subcommittees re-engaged.

Interim Chair Schoenfeld then asked the Council what their goals are for 2020. Goals that were discussed include:

- Grant Application Process finalized
- WBC Collaboration with Broadband Council
  - This has already begun with Joint meetings
  - The Council is also invited to the WBC Board meeting Thursday, December 5 in the same location
- Assisting Providers with other Funds
  - For example, Mr. Sutherland mentioned the Reconnect Funding process, and the possibility of the Council assisting providers with that
  - Interim Chair Schoenfeld added that this could be a role for the Broadband Manager to play, as well

Upcoming Legislative Session
Senator Dockstader asked if there were any updates for the coming session. Interim Chair Schoenfeld stated that a few Council members had a meeting to discuss the statute a few weeks ago. During this meeting, it was decided that now may not be the best time to move forward with introducing anything new. The program is still new enough that making additional changes now might not be in the best interest of the Council.

Ms. Sessions added that there may be a couple items that we will want to look at in the future, but it’s better to leave it alone this session. Liz Zerga, Jubin & Zerga LLC, added to the conversation by stating that it is been in front of legislators twice already. Furthermore, she stated that there are some administrative items that need to be worked out first and can be done internally. Nothing in the statute itself is preventing providers from applying; it is just the administrative process that needs some adjustments.

Nominating Committee for Chair
Interim Chair Schoenfeld stated that she has been Interim Chair but it is now time to nominate and select a Chairperson. She asked for 3 volunteers to nominate and present a Chairperson to the Council.

Ms. Sessions, Mr. Randy Miller, and Mr. Worthen volunteered to serve as the Nominating Committee.

BROADBAND GRANT APPLICATION PROCESS

Mr. Rasmussen asked if providers need to wait to start the pre-application process as there is no Broadband Manager currently. Senator Dockstader also asked about the timeframe for that
position. Mr. Worthen inquired about the process of the grant application and the Council’s role.

Interim Chair Shoenfeld stated that we are still working through the details of the application process, but the main components are: an application is received by the WBC; WBC announces the receipt of that application on its website; WBC process application and conducts site visits; WBC makes recommendations to the Broadband Council; the Broadband Council reviews the recommendations and votes at a public meeting; if the Council recommends approving funding, the project then goes to the WBC Board for final approval.

Julie Kozlowski, WBC Community Development Director, discussed the Community Development Division structure and the Broadband Manager position. The Broadband Manager was previously housed in the Strategy Division but will now be housed under the Community Development Division. The move will provide support to the position in terms of the grant management expertise in the division. The co-location with the rural development programs, Business Ready Community program, etc. will hopefully provide some efficiencies and synergy.

Applications for the Broadband Manager position were received, and WBC conducted phone interviews and completed in-person interviews with 2 final applicants. As required by the statute, WBC consulted with ENDOW and the Governor's office before moving forward with an offer. While there is no specific timeframe, Ms. Kozlowski is hopeful it will be very soon.

Noelle Reed, WBC Community Development Manager, discussed the Broadband Grant application process. The WBC received two applications in mid-late October. Through the staff review and site visit process some deficiencies were uncovered. WBC staff needs to provide more clarity on the application process and there are other aspects of the projects that the current application does not cover. These include:

- **Broadband Service Provider Notification**
  - As part of statute and grant application, the applicant must provide “evidence that no later than six weeks before submission of the application the applicant contacted, in writing, all entities who are listed with the WBC as providing broadband service in the proposed project area…” WBC does not currently have an easily accessible or readable list. WBC is working on updating a list of providers based on county or region.

- **Cost Estimates**
  - Grant application does not currently require the applicant to provide cost estimates.

- **Reporting Requirements**
  - Grant application does not currently spell out what the reporting requirements are for the applicant. WBC plans to incorporate those requirements into the contract when an application is approved.
Ms. Reed stated that WBC will continue to work with the Broadband Council to develop the guidance and resources for successful projects. WBC hopes to get the two applications to the Broadband Council and WBC Board as soon as possible, but not until the applications are complete. Ms. Reed stated that while the WBC cannot commit to a specific timeframe, we hope they can be considered in early 2020.

WYOMING BUSINESS COUNCIL UPDATE

CEO Search
Erin Moore, WBC Board Member, gave the Council an update on the WBC CEO Search. The WBC’s closing date for this search was November 25 and they have received many applications. The initial review of the applications is complete, and next week they will be conducting first round of interviews. After that, they will short-list the applicants and conduct a second round of interviews. The third and final round of interviews will take place at a WBC public special board meeting on January 8th. After that, they will be able to make a decision.

Shawn Reese’s last day is December 13th and Amy Grenfell, COO, has been named Interim CEO.

Strategic Planning Update
Ms. Moore stated that the WBC has recently finalized its Strategic Plan. Governor Gordon has indicated he is happy with the direction the WBC is heading. Ms. Moore stated that technology is a huge component to this, so the input of the Broadband Council will be invaluable.

Ms. Moore stated that the WBC and stakeholders looked at current programs and conducted a gap analysis. They received a lot of feedback from staff, WBC Board, stakeholders, Governor’s office, etc. Furthermore, WBC met with the Governor Gordon as a Board in March to determine what he was looking for as the new governor.

Senator Dockstader asked what the WBC would like to see from the Broadband Council in the future. Ms. Moore stated that the WBC is very excited to have an Advisory Council. She stated that they will look to the Council to really look at broadband projects and assist communities in being competitive and starting to set that path. Ms. Moore added that they want to see smaller communities accessing broadband funds and support as well.

WBC REGIONAL DIRECTORS UPDATES

Brandi Harlow, Northeast Regional Director
Crook County has a goal to get a lot of data utilizing the speed test capabilities through the Broadband website. They are interested in applying for a Broadband Grant but are having difficulty finding a provider. Furthermore, the Town of Aladdin is having connectivity issues in that they are losing their landline phone service often. The post office often does not have connectivity and it is affecting their ability to provide service.
Amy Quick, Northwest Regional Director
Both Big Horn County and Park County are looking into options to expand or improve their broadband coverage. In Big Horn County, a motivated group of business owners and residents of the small community of Shell worked closely with Russ Elliott when he was with the WBC and contracted NEO Partners LLC to complete a feasibility study and cost analysis. They have worked through the community checklist and have held meetings with potential providers. At this time they are not pursuing grant funds, but may in the future.

Park County is very preliminary in its activities regarding broadband but have started conversations on the importance of expanding coverage to underserved areas.

Kim Rightmer, East Central Regional Director
This report is in conjunction with Heather Tupper’s region in the Southeast corner of the State. This past summer Goshen, Niobrara and Platte Counties joined forces to facilitate the implementation and financing of regional high-speed service in their counties. The counties are in the process of creating a tri-county joint powers board. Ms. Rightmer and Ms. Tupper continue to work with the counties to ensure the project maintains its momentum.

Marcio Paes-Barreto, South Central Regional Director
Mr. Paes-Barreto is approximately eight weeks into this position, and his first foray into broadband was attending the site visit for one of the broadband grant applications that is currently pending.

The next part of the report was in conjunction with Elaina Zempel, West Regional Director. Marty Crowell, AllWest Communications, gave an update on the USDA funds to deploy broadband in Sweetwater County. Mr. Crowell also discussed the potential to further develop broadband in Sublette County and Lincoln County.

COMMITTEE UPDATES

Barriers & Opportunities
Ms. Sessions gave more information regarding the statute language discussion. The Committee discussed 3 items regarding the statute:

1. Current Statute requires government entity to initiate the process
   a. May want to look at this language in the future to update it so carriers could initiate the process as well
2. 10% match for Government Entities
   a. Not really an obstacle
   b. Latitude within the statute to waive that requirement if deemed necessary
3. Overall Project Match of 50%
   a. Can be an in-kind match so did not feel was an obstacle for participation in grant application process
Ms. Sessions also have an update regarding the State of Wyoming working with BLM on pipeline corridor initiatives. There is an opportunity to place conduit within that same corridor.

**Emerging Technologies**
Ms. Sessions stated that there was a recent industry meeting regarding emerging technologies and the need to have conduit along interstate corridors. There may be opportunity to re-engage with other stakeholders.

Mr. Jason Miller also gave an update on SpaceX. SpaceX hopes to launch 24 Starlink missions in 2020 as the company builds out a broadband mega-constellation.

**Telehealth**
No report.

**Public-Private Partnerships & Funding**
No report.

**Broadband Mapping Committee**
No report.

Interim Chair Schoenfeld urged committees to get together soon and create a list of priorities to go over with new broadband manager once they are selected.

**OTHER COUNCIL MATTERS**

**Updating Email Addresses**
Transition to this on January 1, 2020. WBC will get in touch with all of them to get them the information they need to set that up.

**2020 Proposed Council Meetings**
- Wednesday, March 4 – Greybull
- Wednesday, May 6 – Sundance
- Wednesday, September 9 – Kemmerer
- Wednesday, December 9 – Cheyenne

**PUBLIC COMMENTS**
The Council heard public comments from:
- Brett Glass, Lariat
- Liz Zerga, Jubin & Zerga LLC
- Matt Larsen, Vistabeam

Interim Chair Schoenfeld reminded the Council that the WBC Board meeting is taking place tomorrow in the same location beginning at 8:00 a.m.
There being no further business before this Council, Interim Chair Schoenfeld adjourned the meeting at 3:53 p.m.

Respectfully Submitted,

____________________________________  Date
Noelle Reed, Community Development Manager

____________________________________  Date
Lauren Schoenfeld, Interim Chair