

WEST VIRGINIA BROADBAND ENHANCEMENT COUNCIL



AGENDA AND APPROVED MEETING MINUTES | September 13, 2018

Meeting Title	WV Broadband Enhancement Council Meeting		
Chairperson	Robert Hinton		
Date	9.13.2018	Location	WV Capitol Complex Bldg. 3, Suite 100 Conference Room
Time	10:00 am		
Audio Connection	304.957.6999 Conf. ID: 935-9172#	P = Present; TC = Teleconference; VC = Videoconference; _ = Absent	

	Council Member	Representing		Council Member	Representing
P	Robert Hinton, Chairman	Rural Business User Congressional Dist. 2	-	W. Clayton Burch	WV Dept. of Commerce, Interim Cabinet Secretary
TC	Robert Morris, Vice Chairman	Urban Residential User	-	Jeff Proctor	Representing W. Clayton Burch
TC	Michael J. Holstine Secretary-Treasurer	Rural Business User Congressional Dist. 3	-	Dr. Steven L. Paine	Dept. of Education, State Superintendent
-	Ric Cavender	Urban Business User	p	Brenda Morris	Representing Dr. Steven L. Paine
TC	Robert Cole	Rural Residential User Congressional Dist. 1	TC	The Honorable Robert Plymale	WV Senate (D) (Ex-Officio/Advisory Member)
P	John Dunlap (Mark Debruyn proxy)	Office of Technology, Chief Technology Officer	-	The Honorable Craig Blair	WV Senate (R) (Ex-Officio/Advisory Member)
P	R.A. "Pete" Hobbs	Rural Residential User Congressional Dist. 3	-	The Honorable Roger Hanshaw	WV House (R) (Ex-Officio/Advisory Member)
-	John Reasbeck	Rural Business User Congressional Dist. 1	-	The Honorable Kenneth Hicks	WV House (D) (Ex-Officio/Advisory Member)
P	Matt Turner	Higher Education Policy Comm., Exec. Vice Chancellor	-	Vacant	Business User Large Amounts of Broadband
TC	Dr. Mary Stewart	Representing Matt Turner	-	Vacant	Rural Residential User Congressional Dist. 2
	Representative	Agency		Representative	Agency
P	Mark Debruyn	WVOT Infrastructure Manager, CTO Proxy	P	Tony Simental	WV GES, Office of GIS Coordination
-	Mitch Blake	Director, WV Geological and Economic Survey	P	Kelli Talbott	WV Attorney General's Office Legal Counsel
P	Peter Markham	Bowles Rice Legal Counsel	P	Wes White	WV Development Office Legal Counsel
P	Alexandra Shulz	Bowles Rice Legal Counsel	P	Kelly Workman	WV Development Office Development Manager
P	Tony O'Leary	WV Development Office Project Manager	-		

Agenda Item	Details/Minutes
1. Call to Order, Opening Remarks and Roll Call	Chair Hinton called the meeting to order at 10:06 a.m. Roll call was taken and quorum was established

2. Approval of 8/9/2018 Council Meeting Minutes and Financial Statement	Pete Hobbs moved to approved minutes, Brenda Morris second, and motion was passed unanimously. Mike Holstine moved to approve the financial report, Robert Morris second, and motion was passed unanimously.
3. Tilson Technology ROW Policy Analysis Update	<p>Chris Campbell, Principal Consultant with Tilson briefed the Council on its review of ROW analysis policies and fees in contiguous states and states of similar size and topography. Mr. Campbell said the draft report relied on statutes, policies and conversations with officials in other states for its findings.</p> <p>Mr. Campbell said generally fees in the other states studied for ROW access are applied in very limited instances and permit fees to those ROW access points were minimal. He also said generally, broadband companies have some sort of means for ROW access in most states, whether they were regulated similar to a telecom or utility company or not.</p> <p>Council members thanked Mr. Campbell for the report and requested additional information, specific to West Virginia, be added to the appendices listed in the report before voting to accept the report. Mr. Holstine moved to make the report public once the requested changes were made, Matt Turner second, and the motion passed unanimously.</p>
4. ROW Policy/Status of Permits 4447: Dig Once Policy	<p>Alexandra Shulz with Bowles Rice briefed the Council on the ongoing development of a guide, in conjunction with Division of Highways, for broadband carriers to understand and follow the steps necessary to comply with the HB 4447, known as the Dig Once policy.</p> <p>Senator Plymale requested that he be added to the list of participants in meetings between Council, Council staff and the DOH that pertain to the continued development of Dig Once policy. Chair Hinton concurred.</p>
5. Commerce Communications	<p>Jordan Ferrell with Commerce Communications provided updates to the Fall-Winter awareness campaign for the Council which includes a statewide newspaper ad buy; pitch editorial ideas about the Council to a newspaper in each of the 11 RPDC regions; and to gather information from the CDBG broadband development teams for promotional use. Ms. Ferrell said these initiatives and others, including social media ad placement buys, pushed the original budget from the previously approved amount of \$10,000 to \$13,108. Matt Turner moved to approve the increase in Awareness campaign budget, Mr. Holstine second, and motion passed unanimously.</p> <p>Ms. Ferrell also gave updates on upcoming projects that included Speed Test flyers and rack cards, an email signature tagline to promote the Speed Test and an annual report template. Pete Hobbs moved to approve an additional budget of \$3,732.50 to develop these marketing materials, Matt Turner second, and motion carried unanimously.</p> <p>Ms. Farrell said the Council Facebook page is very active with daily postings and 1,500-plus page “likes” and viewership is up 110% in the last month.</p>
6. CAF II Reverse Auction	Chair Hinton gave a summary of the Federal Communications Commission’s CAF II Auction August 28 announcement. The three carriers awarded projects were Citynet, HardyNet, and Viasat. Chair Hinton suggested that reps from the companies be invited to future meetings to discuss their buildout plans.
7. USDA-Rural Development E-Connectivity Pilot	Chair Hinton said the comment period closed for this program on September 10 and the Council provided comment to the USDA.

8. FCC Mobility Fund Challenge Process	<p>Chair Hinton said the FCC Mobility Fund Challenge Process has been extended to November 26, 2018, adding the Council has obtained access to the MF II Challenge Portal data and can assist West Virginia communities with this process.</p> <p>The Universal Service Funding (CAF/USF) will advance 4G LTE service where there is no qualifying unsubsidized service, allocating up to \$4.53 billion over 10 years for mobile broadband services.</p>
9. Speed Test Server Expansion	Tony Simental, State GIS Coordinator, said the Speed Test on the Council website is being transferred from the WV.gov domain to a WVNET server. A very small percentage of test-takers had experienced inaccurate results due to security settings on the WV.gov domain.
10. Information Technology Council (ITC)	Chair Hinton spoke briefly of the Council's acceptance letter to the ITC that the Council would be represented as a non-voting member to the ITC.
11. Related Broadband Events:	<p>Chair Hinton noted the Council was scheduled to be represented at the upcoming functions:</p> <ul style="list-style-type: none"> • Legislative Interims, September 16 (Pending) • WVEDC Conference, September 25-26 • Mountain State Land Use Academy, September 26 • WV Association of Counties, October 1, Parkersburg • Governor's Energy Summit, October 11
12. Public Comments	None
13. Next Meeting Date	Note Date Change: October 18, 2018; 10:00 a.m.
14. Adjournment	Meeting adjourned at 11:06 a.m.

Action Items

No.	Description	Assigned To	Month Identified	Target Completion Date
1.	Consultation with WV DOH-ROW Policy/Dig Once Policy	Council, WVDO, WVOT	May	Ongoing
2.	Cooperative Toolkit and Training	Workman, O'Leary, Generation WV, WVU Law	June 2017	Near completion. May be expanded to include legal toolkit in Fall 2018, contingent upon grant funding.