

## Nebraska Regional Interoperability Network (NRIN) Board

November 9, 2018; 10:30 AM CST; 9:30 AM MST

Business Meeting  
Buffalo County EOC  
1500 Central Ave.  
Kearney, NE 68847

Additional Video sites: 250 Main St, Suite 9, Chadron, NE 69337  
212 North Broadway, Bloomfield, NE 68718

### I. Call to Order

A. **Roll Call and Confirmation of Quorum**-10 of 14 Directors attending; meets the majority required for a quorum (8 is a quorum).

<i>PET Region</i>	<i>Director Name</i>	<i>Attendance</i>
Panhandle	Nan Gould	X (Video)
	Heidi Gillespie	
Southwest	Roger Powell	X
	Brandon Myers	X (Video)
North Central	Caleb Johnson	X
	Alma Beland	X
South Central	Robert Tubbs	
	Jon Rosenlund	
East Central	Shelly Holzerland	X (Video)
	Tim Hofbauer	X
Northeast	Brian Kesting	X (Video)
	Kevin Mackeprang	X (Video)
Southeast	Brad Eisenhauer	
	Carla Jones	X
<i>NEMA (Ex-Officio)</i>	Sue Krogman	X
<i>NPPD (Ex-Officio)</i>	Matt Schnell	
<i>Tri-County (Ex-Officio)</i>	Phil Brazelton	

Others in attendance: Elizabeth Sillasen, Mark DeKraai and Chris Jones

B. **Open Meetings Law information – verification of public notice, availability copy of the law in the meeting location- NEB. REV. STAT. §§ 84-1407 through 84-1414 (1999, Cum. Supp. 2006, Supp. 2007)**

Tim Hofbauer called the meeting to order at 10:05 AM Central Time and verified public notice and availability of the copy of the law in the meeting location.

C. **Review and Approval of Meeting Minutes**

Alma Beland made a motion to approve the meeting minutes.

Carla Jones seconded the motion; the motion passed by majority vote, one abstaining vote, and no dissensions.

Yea; 9, Nay; 0, Abstain; 1 (Tim Hofbauer)

D. **Review of Agenda**

The agenda was accepted by consensus as presented.

## II. Subcommittee Meeting Reports

### A. Finance

Finance Subcommittee did not meet. Two finance committee actions items will be addressed at the meeting.

### B. Technical

The Technical Subcommittee did not meet. The NRIN use form will be addressed in the meeting as an action item.

### C. Policy/Administration/Outreach

The Policy/Administration/Outreach Subcommittee did not meet. The NRIN website and newsletter will be presented in the meeting as discussion items.

## III. Action Items

### A. NRIN Use Approvals

Brian Kesting reported that there are no new use approvals to vote on.

### B. NRIN Financial Report: Claims and Expense Approvals (S. Central Region)

Approval of the expenses paid is delayed until the December meeting. Dawna is unable to attend Friday meetings, and there were questions regarding the report. Sue and Tim will contact Jon to see what he thinks about options for reporting expenditures from the South Central fiscal agent and have Jon report back at the next meeting.

### C. NRIN Expense Approval Policy (Finance Subcommittee)

Discussion regarding lowering the amount to be approved. The Board discussed and decided that \$10,000 is too high. The proposal was to change the wording to “in the case of emergency repairs, the Executive committee has the authority to authorize repairs necessary not to exceed \$2500” (Section II.2.B on the form). The amount is an acceptable amount for an expense that does not require approval of the Board. Emergency expenses will remain as stated in the proposed form. Form will have an addition item E (Section II.2.E) that stipulates that any contracts that are already in place will remain. The Finance committee will revise the purchasing policy and have ready for the December meeting as an action item

### D. NRIN Billing Policy (Finance Subcommittee)

Mark DeKraai summarized the billing policy form. The billing policy will be changed for the first year (2019) to a July 31 due date. The change in the billing process will be posted to the website, and the first billing (2019) will go out March. Subsequent years will be determined by the Board, and will be billed in January and due by March. The finance subcommittee will revise the form in subcommittee, and then present to the Board as an action item.

### E. NRIN Revised User Form Approval (Technical Subcommittee)

The revised user form was presented to the Board. The change of “Dispatch control of remote radio repeater site-cost calculated by site, not each repeater” is accepted, however, the vote to approve the form is delayed until the December meeting. In addition to the user form the Board discussed the need for a spreadsheet that identifies the specific costs that will be billed for. The spreadsheet will have a tab for each region/county and a cover that has the totals from all counties. Another change that needs to be made is to eliminate the acronyms that are on all the forms. All terms should be defined. The goal of the Board is to have clarity and transparency regarding the costs incurred/billed for.

## IV. Updates and Discussion Items

- A. **Raspberry Pi** (Brad Eisenhauer) Presentation moved to December meeting.

- B. **Liability and insurance coverage update** – review quotes (Caleb Johnson)  
Progress is being made regarding the application process. The formal titles of each member are needed for the underwriting process. The Public Policy Center will send Caleb the list of Directors and their titles.
- C. **NRIN Web Sites (Policy/Administrative/Outreach Subcommittee)**  
The new NRIN website is in the development stages. A preliminary version of the website was presented to the Board. The Board requested that a calendar, meeting agendas, and meeting minutes be available on the new website, under the Governance tab.
- D. **NRIN Newsletter (Policy/Administrative/Outreach Subcommittee)**  
Mark will develop the newsletter for the December meeting. The newsletter will be a single page document that gives updates on the meetings and status of NRIN. The Public Policy Center will send a draft copy of the newsletter to the Outreach committee prior to the December meeting.
- E. **Other updates from NRIN Directors and state agencies**  
No updates reported.

V. **Executive Session (if needed)**

Motion was made to enter into executive session by Caleb Johnson for the purpose of protecting an individual's reputation from unnecessary harm, with no decisions being made, and the motion was seconded by Roger Powell. The motion was passed by a unanimous vote: Yea: 10, Nay: 0. Tim restated that the board was entering executive session for the purpose of protecting an individual's reputation from unnecessary harm, with no decisions being made, and it was entered into at 12:33 p.m. Roger made a motion to end the executive session at 12:46 p.m, and Carla seconded the motion. The motion passed by a unanimous vote: Yea: 10, Nay: 0.

VI. **Comments and adjourn**

- A. **Next steps and agenda for next meeting**  
Next meeting December 12, 2018, at 10:30 AM CST. The change of meeting time is due to the Nebraska Association of County Officials meeting ending at 10:00. Mark will contact Nebraska Association of County Officials and invite them to attend the December meeting.
- B. **Member Comments**  
Tim proposed a change to the meeting time. The meeting time will go back to 10:00 a.m. CST for future meetings. Subcommittees are responsible for meeting prior to the NRIN meeting date. The consensus was that the meeting should be 10:00-1:00 and will address the NRIN meeting only. Subcommittees will report at the regular meeting. Subcommittees may use conference call for a meeting and are not subject to open meeting laws.
- C. **Public Comments**  
No public comments.
- D. **Adjourn**  
Tim made a motion to adjourn the meeting, and Alma seconded the motion. The meeting was adjourned through consensus agreement at 1:10 PM CST.

### **NRIN Next Steps, 11.9.2018**

1. The Public Policy Center (Ryan) will update the list of approved NRIN users and include the date of NRIN Board approval
2. Invite NACO to attend the next meeting. The NACO Conference will be the same day as the NRIN meeting.
3. Committees will meet in the interim between NRIN Board meetings. The PPC (Chris) will do Doodle polls for each of the three committees to find a meeting time before the December board meeting and to find a time for recurring subcommittee meetings. Results of the polls will be provided to the subcommittee chairs to determine meeting dates/times. The PPC will provide call-in numbers for each subcommittee.
4. Caleb and Tim will talk to Jon regarding the Finance Subcommittee role in financial reporting for the two fiscal agents. The Public Policy Center (Chris) will send out the South Central Fiscal report to all Directors.
5. The Finance Subcommittee will revise and recommend the purchasing policy that will be included as an action item for the next board meeting.
6. The Finance Subcommittee will revise and recommend the billing policy that will be included as an action item for the next board meeting.
7. The PPC (Mark) will revise Tim's sample billing spreadsheet for East Central (make it smart, do a sheet for each region, provide a summary sheet for all regions, including the cost categories with narratives) and send out to all Directors.
8. The PPC (Ryan) will modify the user form based on feedback from the Board meeting and present to the Technical Subcommittee, which will revise and recommend a form that will be included as an action item for the next board meeting.
9. The PPC (Chris) will provide Caleb with the job titles of all Directors, which will be communicated to potential insurers.
10. The PPC will continue working on a revised website, add a calendar feature and place for NRIN Board agendas, and present an update at next Outreach subcommittee and board meetings.
11. The PPC will summarize this Board meeting in a newsletter format, send to the executive committee for review, and send to the distribution list.
12. The PPC will develop letterhead for the Board and present at next board meeting.
13. The next meeting will start at 10:30 on 12/14 to accommodate Nebraska Association of County Officials (NACO).
14. Brad or Sue will present Raspberry Pi at the December meeting.

**NRIN Financial Report**  
**Friday, November 9, 2018**  
**Prepared by Dawna Whitcomb (As of May 2018)**

Date	Description	Receipts	Expense	Balance
	<b>2016 SHSP - No Funds Requested</b>			\$ -
	<b>2017 SHSP NRIN Governance Board</b>			
11/01/17	2017 Grant funds	\$ 102,708.00		\$ 102,708.00
02/07/18	Platte Valley-Imperial		\$ 150.00	\$ 102,558.00
	Platte Valley-Alliance		\$ 977.20	\$ 101,580.80
	Platte Valley-Greeley		\$ 320.00	\$ 101,260.80
	Platte Valley-McCool		\$ 473.30	\$ 100,787.50
	Platte Valley-Bruning		\$ 300.00	\$ 100,487.50
	Platte Valley-McCool		\$ 163.00	\$ 100,324.50
	Platte Valley-Trenton		\$ 1,700.00	\$ 98,624.50
03/20/18	Platte Valley-Site Assessment and Mon		\$ 23,700.00	\$ 74,924.50
04/03/18	DAS-OCIO-Solar Winds-March 2018		\$ 700.00	\$ 74,224.50
04/23/18	DAS-OCIO-Solar Winds-April 2018		\$ 700.00	\$ 73,524.50
06/05/18	DAS-OCIO-Solar Winds-May 2018		\$ 700.00	\$ 72,824.50
07/03/18	Platte Valley-Thayer County		\$ 376.70	\$ 72,447.80
07/03/18	DAS-OCIO-Solar Winds-June 2018		\$ 700.00	\$ 71,747.80
07/17/18	Platte Valley Communications		\$ 12,853.63	\$ 58,894.17
08/07/18	DAS-OCIO-Solar Winds-July 2018		\$ 700.00	\$ 58,194.17
09/04/18	DAS-OCIO-Solar Winds-August 2018		\$ 700.00	\$ 57,494.17
9/18/208	Platte Valley Communications -Steverson Lake/Thedford/Fullerton		\$ 1,097.20	\$ 56,396.97
10/02/18	DAS-OCIO Solar Winds - September 2018		\$ 700.00	\$ 55,696.97
10/02/18	Ceragon Networks, Inc		\$ 6,000.00	\$ 49,696.97
10/16/18	Platte Valley - Gurley and Scuyler		\$ 2,556.90	\$ 47,140.07
11/06/18	DAS-OCIO Solar Winds - October 2018		\$ 700.00	\$ 46,440.07
11/20/18	Platte Valley Communications - Wauneta/Bridgeport/Sumner		\$ 1,985.50	\$ 44,454.57
	<b>2018 SHSP NRIN Governance Board</b>			
10/12/18	2018 Grant Funds	\$ 200,000.00		

