



## **AGENDA | REGULAR MEETING**

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October 09, 2019 | 4 p.m. | Service Center Willow Room – 200 N. Wilson Ave.

### **CALL TO ORDER**

### **APPROVAL OF MINUTES – 09/11/2019**

### **CITIZENS REPORT** (\*See procedural instructions on the following page.)

### **STAFF REPORTS**

1. Fiber Hut Installation Update – Kim Reeves
2. Update on Kick-off Meetings for Pulse – Ryan Smith
3. General Construction Contract Update – Brieana Reed-Harmel

### **COMMISSION & COUNCIL REPORTS**

### **DIVISION MANAGER'S REPORT**

### **ADJOURN**



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## MEETING MINUTES

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September 11, 2019 | 4 p.m. | Service Center Willow Room – 200 N. Wilson Ave.

**Commission Members Present:** Adam Auriemmo, David Hetrick, J.D. Walker, Korey Streich, Paul Langfield, Ralph Trenary, Richard Bilancia, and Shane Mares

**Commission Members Absent:** Vi Wickam

**Council Liaisons Present:** John Fogle

**Council Liaisons Absent:** Don Overcash and Dave Clark (Alternate)

**City Staff Members Present,** Bill Crowell, Briana Reed-Harmel, Coreen Callahan, John Beckstrom, Kim Reeves, Lindsey Johansen, Noah Cecil, Ryan Greene, and Steve Adams

**Guest Attendance:** N/A

**CALL TO ORDER:** Paul Langfield called the meeting to order at 4:01pm with a moment of silence for the victims and first responders of 9/11, 18 years ago.

**APPROVAL OF MINUTES:** Langfield asked for a motion to approve the minutes of the August 14, 2019 meeting.

**Motion:** Ralph Trenary made the motion

**Second:** J.D. Walker seconded the motion. The minutes were approved unanimously.

### INFORMATIONAL ITEM

#### **Item 1: Items Related to the Delivery of Pulse Services – Noah Cecil and Briana Reed-Harmel**

A discussion was held that led to the creation of recommendations in the development of Code Changes for Items related to the delivery of Pulse services.

Staff received guidance in development of policy related to Net Neutrality for Pulse.



## STAFF REPORTS

### Item 2: Update on IGA with Fort Collins and Estes Park – Briana Reed Harmel

Provided an update on the Intergovernmental Agreement with Fort Collins and Estes Park for a regional shared call center and network operations.

Staff report only. No action required.

## COMMISSION/COUNCIL REPORTS

### Item 6: Commission/Council Reports

John Fogle shared information about Senate and House bills that are currently being considered.

## DIVISION MANAGER'S REPORT

### Item 7: Division Manager's Report – Briana Reed-Harmel

In addition to the written report, Paul Langfield was recognized for his work done in making a Pulse Centerpiece for the recent Boards and Commissions Appreciation Event. The handmade wooden item will be used for future community events.

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**ADJOURN** The meeting adjourned at 5:40pm. The next LCAB Meeting will be October 9, 2019 at 4:00 pm.

Respectfully submitted,

Coreen Callahan  
Recording Secretary  
Loveland Communications Advisory Board



## AGENDA ITEM: 1

MEETING DATE: 10/9/2019  
SUBMITTED BY: Kim Reeves  
STAFF TITLE: Sr. Construction  
Project Manager

### ITEM TITLE:

Fiber Hut Installation Update

### DESCRIPTION:

The purpose of this item is to give a verbal update on the progress of installing the fiber huts for Pulse.

### SUMMARY:

Pulse is preparing to receive the prefabricated fiber huts for our system starting in October 2019. These prefabricated concrete buildings will house all the fiber and network infrastructure to deliver services to residential and commercial customers. City Staff and representatives from our project management firm, Ditesco, traveled to Cedar Falls Iowa during the week of October 1, 2019, to inspect the huts prior to shipment.

One of the huts will be installed at the Loveland Service Center with the remaining huts installed across the city at Loveland owned substations. These huts will form the core backbone infrastructure that will allow Pulse to deliver services to our community.

Staff will provide an update on the site visit and inspection and a general update on the schedule for hut installations.

### RECOMMENDATION:

Information item only. No action required.

### ATTACHMENT:

- Attachment A: Fiber Hut Installation Update

# Fiber Hut Installation Update

Kim Reeves, Senior Construction Project Manager  
October 9, 2019



## Fiber Huts



**Foundation preparation** for the first fiber hut will start on October 7, 2019 at the Loveland Service Center.



**All five fiber huts** are expected to be fully installed by the end of December 2019.



**City staff** and Ditesco inspected the prefabricated huts prior to shipment in Cedar Rapids Iowa on October 3, 2019.



## Fiber Hut Site Visit – Cedar Rapids IA



# QUESTIONS?



## AGENDA ITEM: 2

MEETING DATE: 10/9/2019  
SUBMITTED BY: Ryan Smith  
STAFF TITLE: Utility Business Analyst

### ITEM TITLE:

Update on Kick-Off Meetings for Pulse

### DESCRIPTION:

The purpose of this item is to give a verbal update on the two kick off meetings held at Pulse offices for network architecture and the billing and provisioning system.

### SUMMARY:

Pulse staff recently held two kick-off meetings with our vendor providing network management and architecture (Nokia) and vendor providing the billing and provisioning software (GLDS). These discovery workshop meetings included staff from many aspects of our LWP utilities, Utility Billing, Finance, and all aspects of Pulse. These meetings were designed to inform our vendors about how Pulse wants the various systems designed and implemented to fit our business needs and practices. These meetings were vital in order to allow the vendors to start work on standing up our various systems.

### RECOMMENDATION:

Information item only. No action required.

### ATTACHMENT:

Attachment A: Update on Kick-off Meetings for Pulse Power Point Presentation



# Update on Kick-off Meetings for Pulse

Ryan Smith, Utility Business Analyst

October 9, 2019



## Kick Off Meetings



**City staff** and vendors engaged in two, one-week, back to back discovery workshops to kick-off implementation of the Pulse network.



**Nokia kick-off** - covered topics related to network architecture and network management platforms.



**GLDS kick-off** - covered the billing and provisioning software system configuration.



# QUESTIONS?





## AGENDA ITEM: 3

MEETING DATE: 10/9/2019  
SUBMITTED BY: Briana Reed-Harmel  
STAFF TITLE: Municipal Fiber Manager

### ITEM TITLE:

General Construction Contract Update

### DESCRIPTION:

The purpose of this item is to give a general update on the hiring of the new construction firm for the outside plant construction and give an update on the process to select a premise installation team.

### SUMMARY:

City staff issued a new RFP for Outside Plant FTTP construction services on July 30, 2019, with a closing date of September 5, 2019. The City received five proposals from five different firms. Staff have been evaluating the response and conducting interviews with the various firms. This service will include construction and installation of all outside plant equipment (conduit, fiber, cabinets, splices, etc.) over the next three-four years.

In addition, staff has continued to evaluate and negotiate the RFP responses for Premise Installation Construction services. This service will provide construction and installation services for residential and commercial customers that choose to receive services from Pulse. This includes installation of service drops from the curb to the building and installation of equipment within the home or business.

City staff will provide an update on the progress for the selection of these two contract services. Staff will be providing a recommendation for award to City Council on October 22, 2019, for both the Premise Installation construction services and the Outside Plant FTTP construction services.

### RECOMMENDATION:

Information item only. No action required.



## AGENDA ITEM: 4

MEETING DATE: 10/9/2019  
SUBMITTED BY: Brieana Reed-Harmel  
STAFF TITLE: Municipal Fiber Manager

### ITEM TITLE:

Commission and Council Report

### DESCRIPTION:

Discuss events that the Loveland Utility Commission Board members attended, special topics and any City Council items related to the Water and Power Department from the past month.

### CITY COUNCIL REPORT:

#### ***City Council Regular Meeting – September 17***

- Proclamation of Congratulations for the Loveland Pulse Team to recognize 3CMA Savvy and Diamond Awards.
- Ordinance enacting a De-Appropriation from Municipal Fiber Fund 2019 Budget and a Supplemental Budget and Appropriation to the General Fund 2019 Budget for Utility Billing Personnel to Support Broadband – Second Reading

#### ***City Council Study Session – September 24***

- Study Session #2, Review Draft 2020 Budget

#### ***City Council Regular Meeting – October 1***

- Nothing of interest

#### ***City Council Study Session – October 8***

- Nothing of interest

### RECOMMENDATION:

Commission/Council report only.



## AGENDA ITEM: 5

MEETING DATE: 10/9/2019  
SUBMITTED BY: Brieana Reed-Harmel  
STAFF TITLE: Municipal Fiber Manager

### ITEM TITLE:

Division Manager's Report

### DESCRIPTION:

Discuss events that the Manager attended, special topics and items directly related to the Broadband Project from the past month.

### Marketing and Communications Update:

#### Past Events:

- City Council Proclamation for 3CMA Awards – September 17, 2019
- Estes Park Brand Launch - September 25, 2019. Learn more at [Trailblazerbroadband.com](http://Trailblazerbroadband.com)
- TSD Career & Technical Education Center Groundbreaking – October 1, 2019



#### Upcoming Events:

- Key Accounts Meeting – October 10, 2019

#### Social Media Growth Metrics:





Audience Growth Metrics	Totals	Total Followers % Change
<b>Total Followers</b>	<b>433</b>	<b>↗ 15.8%</b>
<b>Total Net Follower Growth</b>	<b>60</b>	
Twitter Net Follower Growth	5	↗ 9.4%
Facebook Net Fan Growth	29	↗ 14.5%
Instagram Net Follower Growth	26	↗ 20.3%

Total followers increased by  
**▲15.8%**

**RECOMMENDATION:**

Division Manager report only.

