

MINUTES
LAS VEGAS-CLARK COUNTY LIBRARY DISTRICT
BOARD OF TRUSTEES' EMERGENCY MEETING
LAS VEGAS, NEVADA
March 23, 2021
(Approved May 20, 2021)

The Board of Trustees of the Las Vegas-Clark County Library District met in emergency session via Webex, at 12:00 p.m., Tuesday, March 23, 2021.

Present: Board: F. Ortiz, Chair K. Benavidez
E. Foyt R. Wadley-Munier
M. Francis Drake S. Ramaker
N. Waugh

Counsel: G. Welt

Absent: B. Wilson - excused
J. Meléndrez - excused
K. Rogers - excused

Staff: Kelvin Watson, Executive Director
AI Prendergast, IT Director/CIO
Danielle Milam, Development and Planning Director
Allison Boyer, Executive Assistant

Guests: None.

F. Ortiz, Chair, called the meeting to order at 12:00 p.m.

Roll Call and Pledge of Allegiance (Item I.) All members listed above represent a quorum. Trustees Wilson, Meléndrez, and Rogers had excused absences. Appendix A.
Chair Ortiz led attendees in the Pledge of Allegiance.

Public Comment (Item II.) None.

New Business IT Director/CIO AI Prendergast explained that, on April 14, 2016, the Board of Trustees approved five-year contracts to provide telecommunications services for the District. All of these contracts will expire by October 2021. Since these contracts will expire, the District needs to establish new long-term contracts for these services.

Discussion and possible Board action regarding contract award to Cox Communications for the purchase of telecommunications services for the District. (Item IV.A.) Mr. Prendergast continued by saying that the federal E-Rate Program is designed to help communities across the country secure access to affordable telecommunications services by providing funding. NRS 332.115(q) exempts these services from the bidding process. However, E-Rate Program participants must competitively bid and select the most cost-effective companies to provide the requested goods and/or services to receive funding. In order to comply with E-Rate Program requirements, the contracts must be in place by March 25, 2021.

The IT department worked with the Development and Planning Director Danielle Milam and the District's E-Rate Consultant, eRate 360 Solutions, LLC, to advertise the Form 470 bid document for telecommunications services on February 5 and with the required

window for receiving and evaluating proposals, the District could not execute any contracts for these services before March 5.

Mr. Prendergast reported that the District received proposals for these services from Cox Communications, Cytranet, Lumen (dba CenturyLink), and Proficient Telecom. After evaluating the proposals, the submissions from Cytranet and Proficient Telecom were considered not-responsive because although they provided pricing, the proposals did not indicate what services were available at each location. The Lumen proposal was incomplete because it did not provide a proposal for most of our locations and several of our current vendors, including Stimulus Technologies, LV.NET, Moapa Valley Telephone, and Reliance Connects did not provide proposals. Only Cox Communications provided a proposal for all of our locations.

The District's E-Rate reimbursement for Category 1 (telecommunications) services is currently 90%. So, although the District will pay the full cost for these services (\$31,241.97 per month), 90% of the cost (\$28,117.77) will be reimbursed back to the District by the E-Rate Program. The table below is a list of the services and monthly costs proposed by Cox.

	Cox
Urban Branches	
Centennial Hills (100 Mb)	\$430.00
Clark County (200 Mb)	\$500.00
Clark County DR (100 Mb)	\$430.00
Enterprise (100 Mb)	\$430.00
East Las Vegas (100 Mb)	\$430.00
Meadows (50 Mb)	\$390.00
Rainbow (100 Mb)	\$430.00
Sahara West (100 Mb)	\$430.00
Spring Valley (100 Mb)	\$430.00
Summerlin (100 Mb)	\$430.00
Sunrise (100 Mb)	\$430.00
West Charleston (100 Mb)	\$430.00
West Las Vegas (100 Mb)	\$430.00
Whitney (100 Mb)	\$430.00
Windmill Service Center (1 Gb)	\$1,075.00
Windmill SC Internet (1 Gb)	\$1,332.00
Windmill PRI Lines	\$599.97
Outlying Branches	
Blue Diamond (10 Mb)	\$428.00
Bunkerville (10 Mb)	\$3,239.00
Goodsprings (10 Mb)	\$1,193.00
Indian Springs (10 Mb)	\$3,239.00
Laughlin (50 Mb)	\$925.00
Mesquite (50 Mb)	\$687.00
Moapa Town (10 Mb)	\$3,239.00

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Moapa Valley (10 Mb)	\$3,239.00
Mt. Charleston (10 Mb)	\$2,172.00
Sandy Valley (10 Mb)	\$3,239.00
Searchlight (10 Mb)	\$585.00
TOTAL	\$31,241.97

Mr. Prendergast concluded by saying that the contract features increased bandwidth for the Blue Diamond, Goodsprings, Laughlin, and Searchlight libraries. He added that the cost of the agreement may change over the contract period as demand for bandwidth by these branches changes and/or technology changes. He said these changes have historically been handled administratively by addendums to the contract.

Chair Ortiz opened the floor to questions.

Trustee Wadley-Munier confirmed the net amount the District would be paying is: She then asked how will the refund be handled. Mr. Prendergast confirmed that the District pays the vendor and then the FCC send the District a check.

Trustee Wadley-Munier then asked about the cost to the District of the consultant, eRate 360 Solutions, LLC. When Mr. Prendergast said the cost to the District is \$18,000 per year, Wadley-Munier asked what else the consultant was doing. Prendergast explained that most of the cost was to assist the District with a recent audit by Universal Service Administrative Company (USAC) who reviewed every eRate application. The consultant's primary function is their knowledge of the e-Rate program, what technology qualifies and what the deadlines are.

Trustee Wadley-Munier then asked about a highlighted area of the contract, that the scope of the work may change. Mr. Prendergast explained that the monthly cost would not change, but that the equipment might as Cox was having to build access to some of the outlying branches.

Trustee Waugh asked about the three different categories for the Windmill Library and Service Center. Mr. Prendergast explained that all the branch services were aggregated through the Windmill location and that the first covers the service to the WM library, the second covers the cost of aggregating internet services from all District branches to the WM service center, and the third does the same with all telephone services the District has through the switch and the Windmill Service Center.

Trustee Foyt wanted to clarify that the Mt. Charleston Library is on the list, as Prendergast did not mention it and Prendergast confirmed that the library was included.

Chair Ortiz confirmed that both Counsel Welt and Executive Director Watson have reviewed the proposed contract and were satisfied with it.

Chair Ortiz also said that over the next five years, there will be a lot of improvements to technology and wanted to ensure the District is

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protected if, for example, the internet service goes down, the phone service will not as well, since they are both tied into the same vendor.

Trustee Waugh moved to authorize staff to award a three-year contract to Cox Communications for the purchase of telecommunications services in the amount of \$31,241.97 per month, pending review by counsel. There was no opposition and the motion carried.

**Announcements
(Item V.)**

The Finance and Audit Committee Meeting will be held on Thursday, April 8, 2021 at 4:00 p.m. via Webex and at the East Las Vegas Library.

The next Board Meeting will be held Thursday, April 8, 2021, at 6:00 p.m. via Webex and at the East Las Vegas Library.

The Career Online High School Graduation ceremony will take place on Wednesday, April 21, 2021 6:00 p.m. in the Clark County Library Theater.

Executive Assistant Allison Boyer added that Executive Director Watson will be appearing in front of the Clark County Commission on April 6, 2021 at 9:05 a.m. to showcase National Library Week. Everyone is invited to attend.

**Public Comment
(Item VI.)**

None.

**Adjournment
(Item VII.)**

Chair Ortiz adjourned the meeting at 12:18 p.m.

Respectfully submitted,

Kelly Benavidez, Secretary

2021 ATTENDANCE

March 23, 2021 Emergency Board Meeting

Appendix A

2021		January 8 Special Board Mtg	January 21 Regular Board Mtg	February 18 Regular Board Mtg	March 11 Regular Board Mtg	March 23 Emergency Brd Mtg								
Benavidez	Kelly	P	P	P	P	P								
Bilbray-Axelrod*	Shannon	P	P	P	X	X								
Francis Drake	Marilyn	P	P	P	P	P								
Foyt	Elizabeth	P	P	P	P	P								
Meléndrez	José	P	P	P	P	A-E								
Ortiz	Felipe	P	P	P	P	P								
Wadley-Munier	Robin	P	P	P	P	P								
Ramaker	Sandra	P	P	P	P	P								
Wilson	Brian	P	P	P	P	A-E								
Rogers	Keith	A-E	P	P	P	P								
Waugh	Nathaniel	X	X	X	P	P								

attended Committee meeting but not a member

- A-E Excused Absence
- A-U Unexcused Absence

*Shannon Bilbray-Axelrod's term expired March 1, 2021

**Nathaniel Waugh was appointed March 2, 2021

as of March 23, 2021