

SOUTH SALINAS VALLEY BROADBAND AUTHORITY

BOARD OF DIRECTORS

REGULAR MEETING AGENDA

GREENFIELD COUNCIL CHAMBERS

**599 EL CAMINO REAL
GREENFIELD, CA 93927**

**July 20th, 2023
2:00 p.m. to 3:00 p.m.**

Zoom Link: <https://us02web.zoom.us/j/81428020419>

Webinar ID: 814 2802 0419

Passcode: N/A

1. Call to Order

2. Pledge of Allegiance

3. Roll call

Board President: Supervisor Chris Lopez, County of Monterey

Board Vice President: Mayor Mike LeBarre, City of King

Board Member: Councilmember Angela Untalon, City of Greenfield

Board Member: Councilmember Alejandro Chavez, City of Soledad

Board Member: Mayor Jose Rios, City of Gonzales

4. Business from the Public

Members of the public may comment on matters within the jurisdiction of the agency that are not on the agenda. Public comments generally are limited to two (2) minutes per speaker; the Chair may further limit the time for public comments depending on the agenda schedule. Comments on agenda items should be held until the items are reached. To be respectful of all speakers and avoid disruption of the meeting, please refrain from applauding or jeering the speaker.

5. Consent Items

- a. Approval of June 7th, 2023 SSVBA Draft Board Meeting Minutes (page 4-8)
- b. Consideration for future SSVBA Regular Meetings scheduled (page 9)
 - i. SSVBA Regular Meeting October 19th, 2023
- c. Consideration for approval of MBEP's consultant annual fees for July 2022-June 2023 (page 10)
- d. Consideration for approval of Aleshire & Wynder, LLP's legal counsel fees for May-July 2023 (page 11)

6. Regular Agenda

- a. Golden State Connect Authority (GSCA) Program Updates: (pages 12-14)
 - i. Local Agency Technical Assistance Program
 - ii. CPUC Federal Fund Account/Last Mile Grant Program
 - iii. Statewide Planning for Federal Broadband Investment.
- b. Crown Castle Fiber Project Updates: (pages 15-21)
- c. Resolution No. 2023-03: Electronic Signatures Authorization (pages 22-26)
 - i. Resolution authorizing the use of electronic signatures for conduct of business.
- d. National Telecommunication & Information Administration (NTIA) Update: Federal & State Broadband Funding in California (page 27)

7. Executive Director's Report

- a. SSVBA Banking Update: (page 28)
 - i. SSVBA Public Account Balance Update (as of July 14, 2023)
 - ii. Successful addition of new city of Gonzales City Manager Carmen Gil as a signatory.
- b. MBEP Housing White Paper Released: Presentation on Key Findings: (page 29)

8. Board of Directors' Reports

9. Future Agenda Items

Adjournment

MEETING ACCOMMODATION

Disability-related modification or accommodation, including auxiliary aids or services, may be requested by any person with a disability who requires modification or accommodation in order to participate in the meeting. Requests should be referred to MBEP Staff at ddanielson@mbep.biz and aothman@mbep.biz as soon as possible but by no later than 5:00 p.m. of the last business day prior to the meeting. Hearing impaired or TTY/TDD text telephone users may contact the Agency by dialing 711 for the California Relay Service (CRS) or by telephoning any other service providers' CRS telephone number.

VIEWING MEETINGS

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AGENDA POSTING

The meeting agenda was posted on [date and time] at the [location].

**South Salinas Valley Broadband Authority
Consent Agenda**

AGENDA ITEM: 5.a

AUTHORITY MEETING DATE: July 20th, 2023

SUBJECT: Approval of June 7th, 2023 SSVBA Draft Board Meeting Minutes

RECOMMENDATION: Motion to approve June 7th, 2023 SSVBA Board Meeting Minutes.

ATTACHMENTS:

- June 7th, 2023 SSVBA Draft Meeting Minutes

SOUTH SALINAS VALLEY BROADBAND AUTHORITY

**BOARD OF DIRECTORS
SPECIAL MEETING AGENDA**

**GREENFIELD COUNCIL CHAMBERS
599 EL CAMINO REAL
GREENFIELD, CA 93927**

**June 7th, 2023
3:30 p.m. to 4:30 p.m.**

Zoom Link: <https://us02web.zoom.us/j/81428020419>

Webinar ID: 814 2802 0419

Passcode: N/A

1. Call to Order

Board President Lopez called the meeting to order at 3:30 p.m.

2. Pledge of Allegiance

All recited the Pledge of Allegiance.

3. Roll call

PRESENT: Board President Chris Lopez, Board Vice President Mike LeBarre, & Board Members Rios, Chavez, and Untalon

ABSENT: none.

4. Business from the Public

none.

5. Consent Items

- a. Approval of April 20th, 2023 SSVBA Draft Board Meeting Minutes
- b. Consideration for future SSVBA Regular Meetings scheduled & approved by the board
 - i. SSVBA Regular Meeting July 20th, 2023
 - ii. SSVBA Regular Meeting October 19th, 2023

A MOTION by Untalon, seconded by LeBarre to approve both Consent Items, which include:

- April 20, 2023 SSVBA Board Meeting Minutes
- Future dates for SSVBA's Regular Meeting Dates for both July 20th, 2023 & October 19th, 2023
- The motion was unanimously approved

4. Regular Agenda

- a. Consideration of Renewal of Contract with Monterey Bay Economic Partnership
 - i. Recommended action is to approve the renewal of contract
 - ii. Existing contract expires June 30th, 2023
 - iii. The report was delivered by Ameer Othman.
 - 1. Overview of the changes to the existing MBEP contract, which expires on June 30, with the board:
 - a. Highlighted the proposed renewal that would run from July 01, 2023, to June 30, 2024.
 - b. Provided direction on the contract's scope of work and definitions included
 - c. Highlighting the JPA's Legal Counsel that has been updated to reflect the addition of Roy Santos of Aleshire & Wynder, LLP
 - 2. The proposed renewal also included a change in the requested signature on the document from the former City Manager of Gonzales to Supervisor & President of the Board, Chris Lopez.

A MOTION by Rios, seconded by Chavez, to approve the Renewal Contract with MBEP.

- The motion was unanimously approved

5. Executive Director's Report

- a. New Banking Resolution
 - i. Removal of former city of Gonzales City Manager as a signatory
 - ii. The report was delivered by Dr. Doreen Danielson and Ameer Othman.
 - 1. The resolution was previously approved and signed in April of 2023.
 - 2. The removal of the former City Manager of Gonzales, Trevin Barber, as a signator prompted the resolution to return to the board for approval and subsequent signatures.
 - 3. The drafted resolution would only remove the former City Manager of Gonzales and would not add any additional individuals as a signatory.
 - iii. The board requested minor alterations that would add the newly appointed City Manager of Gonzales, Carmen Gil, as a signatory.
 - iv. Legal Counsel representative, Shannon L. Chaffin, recommended moving the item to the Regular Agenda for the board to adopt the resolution properly.
 - 1. Following this directive, President of the Board, Chris Lopez, requested a motion to make item 7a part of the Regular Agenda.

A MOTION by LeBarre, seconded by Rios, to make Banking Resolution a Regular Agenda Item rather than an Executive Director's Report item.

- v. No public input was provided after the approved changes to item 7a to the Regular Agenda. President Lopez called for a motion to approve the resolution following the minor change to add City Manager Carmen Gill as a bank signatory.

- 1. Following the addition, MBEP staff are authorized to collect signatures for the resolution.

A MOTION by Rios, seconded by Chavez, to approve the Banking Resolution.

- The motion was unanimously approved

6. Board of Directors' Reports

- a. Mayor LeBarre's Report provided an update on TAMC's broadband efforts
 - i. TAMC will be more engaged in broadband efforts throughout Monterey County.
 - ii. Over the past year, TAMC Board identified broadband as critical infrastructure that is critical to transportation projects.
 - iii. Mayor LeBarre concluded with a notice to the board regarding their involvement and the potential need to present their work to assist TAMC's information and data collection on all of the broadband projects in the area.
- b. President Lopez's Report was concerning two timely items:
 - i. The BEAD Digital Equity Regional Workshop on June 02, 2023, at CSU Monterey Bay, which MBEP co-hosted.
 - 1. Lopez cited that the workshop's mission was centered on bridging the digital divide and part of the state's efforts to collect public feedback on the future of digital equity and the use of the upcoming BEAD funding.
 - 2. Lopez also highlighted that the event was well-attended and succeeded in bringing the region together to produce unique strategies for state officials to collect.
 - 3. Councilmember Chavez followed up and noted that the diversity in the local community voices present at the event and who had spoken to share their input was vital.
 - ii. The recent release of Governor Newsom's Revised Budget for the State of California, as of May 2023. Notable items mentioned by President Lopez include:
 - 1. A deficit in the state's budget was cited to be approximately \$30 Billion.
 - 2. The state's deficit could cause shifts in the allocation of broadband funds and potentially delay the state's initial timelines in the digital equity space.
 - iii. President Lopez requested an update on the Golden State Net Authority in the upcoming SSVBA Regular Meeting scheduled for July 20, 2023.
- c. Board Member Untalon shared an announcement regarding her immediate resignation to the board and public from her role at the City of Greenfield as soon as her replacement is successfully appointed.

7. Future Agenda Items

none.

8. Adjournment

Meeting was adjourned by Board President Lopez at 3:44 p.m.

9. MEETING ACCOMMODATION

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AGENDA POSTING

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**South Salinas Valley Broadband Authority
Consent Agenda**

AGENDA ITEM: 5.b

AUTHORITY MEETING DATE: July 20th, 2023

SUBJECT: Consideration for future SSVBA Regular Meetings scheduled & approved by the board

RECOMMENDATION: Motion to confirm the approved dates for the upcoming SSVBA Regular Meetings for the following dates:

- i. SSVBA Regular Meeting October 19th, 2023

ATTACHMENTS: N/A

**South Salinas Valley Broadband Authority
Consent Agenda**

AGENDA ITEM: 5.c

AUTHORITY MEETING DATE: July 20th, 2023

SUBJECT: Consideration for approval of MBEP's consultant annual fees for July 2022-June 2023

RECOMMENDATION: Motion to submit and pay the consultant annual fees for July 2022-June 2023

BACKGROUND: Annual fee (\$100,000) for Monterey Bay Economic Partnership's role as the Executive Director for the JPA - July 2022-June 2023.

ATTACHMENTS: N/A

**South Salinas Valley Broadband Authority
Consent Agenda**

AGENDA ITEM: 5.d

AUTHORITY MEETING DATE: July 20th, 2023

SUBJECT: Consideration for approval of Aleshire & Wynder, LLP's legal counsel fees for May-July 2023

RECOMMENDATION: Motion to submit and pay the legal counsel fees for May-July 2023

BACKGROUND: As of July 13, 2023, the legal services rendered for the professional services provided by Aleshire & Wynder, LLP amounts to \$3,217.50. The accumulated total amount due is through the months of May-July 2023.

ATTACHMENTS: N/A

**South Salinas Valley Broadband Authority
Regular Agenda**

AGENDA ITEM: 6.a

AUTHORITY MEETING DATE: July 20th, 2023

SUBJECT: GSCA Program Updates on Local Agency Technical Assistance Program, CPUC Federal Fund Account/Last Mile Grant Program, & Statewide Planning for Federal Broadband Investment.

PREPARED BY: Barbara Hayes, Chief Economic Development Officer, Rural Counties Representatives of California

RECOMMENDATION: N/A

BACKGROUND: An update on the Golden State Connect Authority program of work impacting the South Salinas Valley Broadband Authority members will be provided

ATTACHMENTS:

- Golden State Connect Authority Program Update - 07/14/2023 MEMO



To: Members of the South Salinas Valley Broadband Authority
Board of Directors

From: Barbara Hayes, RCRC Chief Economic Development Officer

Date: July 14, 2023

Re: GSCA Program Update

SUMMARY

An update on the Golden State Connect Authority (GSCA) program of work within the South Salinas Valley Broadband Authority area will be presented.

BACKGROUND

Local Agency Technical Assistance Program

The CPUC Local Agency Technical Assistance (LATA) Program provides up to \$500,000 per eligible applicant (cities, counties, and other local agencies) to fund 100% of pre-broadband deployment activities. All five members of the South Salinas Valley Broadband Authority (SSVBA) applied for and were awarded LATA funds in partnership with GSCA, specifically for completion of network designs.

All GSCA-partner LATA awardees from SSVBA have moved through the first and second of three phases of design, Conceptual Design and Refined High Level Design, under the scope of work outlined in their LATA awards. Conceptual Design involves the development of network design maps for the entire jurisdiction, validating and mapping addresses from the awardee and the CPUC & FCC, development of an initial Bill of Materials and build cost projections. High Level Design includes a more refined package of design materials and a more accurate budget. All the city members of SSVBA will receive low-level, construction-ready network designs for their entire jurisdiction. Unincorporated Monterey County will receive low-level, construction-ready network designs for slightly over forty miles under their LATA grant. The low-level design project area to be pursued within Monterey County under the LATA grant will be determined in partnership with County representatives with recommendations from GSCA.

Low-level network designs will begin in the next few weeks for the SSVBA member cities. It is anticipated that low-level network design for unincorporated Monterey County under the LATA grant will begin in late August/early September.

CPUC Federal Fund Account/Last Mile Grant Program

The CPUC Federal Fund Account (FFA)/Last grant program application window officially opened on Friday, June 30th, and will remain open for 90 days, closing at the end of September 2023. FFA/Last Mile program monies will fund deployment of broadband

infrastructure across California, with a focus on unserved/underserved areas, as delineated on the CPUC FFA/Last Mile program map. Eligible applicants for this program include providers and network administrators.

These program dollars, such that they are available for areas within the SSVBA member region, will be part of the financial stack anticipated to be used by GSCA to an deploy open access municipal broadband network across the SSVBA region.

Statewide Planning for Federal Broadband Investment

Within the federal Infrastructure Investment and Jobs Act (IIJA), \$65 billion was allocated for broadband investment. The monies were allocated to the National Telecommunications and Information Agency, an Executive Branch agency located within the US Department of Commerce, specifically for the Broadband Equity, Access, and Deployment (BEAD) Program.

The money within the BEAD Program has been divided into various programs focusing on broadband deployment and digital equity and will be allocated to states for inclusion in the implementation of state broadband plans. To access these federal dollars, states must first complete a comprehensive planning process that results in both a state broadband deployment plan and a state digital equity plan.

The state of California has applied for and received their planning allocation and has begun the required, robust planning process for both the broadband deployment state plan, led by the CPUC, and the digital equity state plan, led by the California Department of Technology. Twenty Broadband for All Digital Equity and BEAD Planning Workshops took place in regions across the state during the months of April, May, and June. The feedback from these workshops will be incorporated into the state plan and will influence how future federal dollars that California receives under the BEAD program will be allocated. Similarly, responses to a statewide survey created by the California Department of Technology and distributed to each RCRC member county with a request to distribute across member communities to maximize participation, will also influence how the Digital Equity Plan developed by the state will delineate distribution of these dollars.

Under the BEAD program, \$42.5 billion was allocated to states for broadband deployment, and \$2.75 billion will be allocated for digital equity. On Monday, June 26th, the US Department of Commerce announced the allocations for each state, territory, and the District of Columbia. California received the second highest allocation, behind Texas, of \$1.86 billion. These dollars will be distributed to states once state plans (referenced above) have been completed and submitted to NTIA for review and acceptance.

RECOMMENDATION

No action is recommended.

**South Salinas Valley Broadband Authority
Regular Agenda**

AGENDA ITEM: 6.b

AUTHORITY MEETING DATE: July 20th, 2023

SUBJECT: Crown Castle Fiber Project: Updates

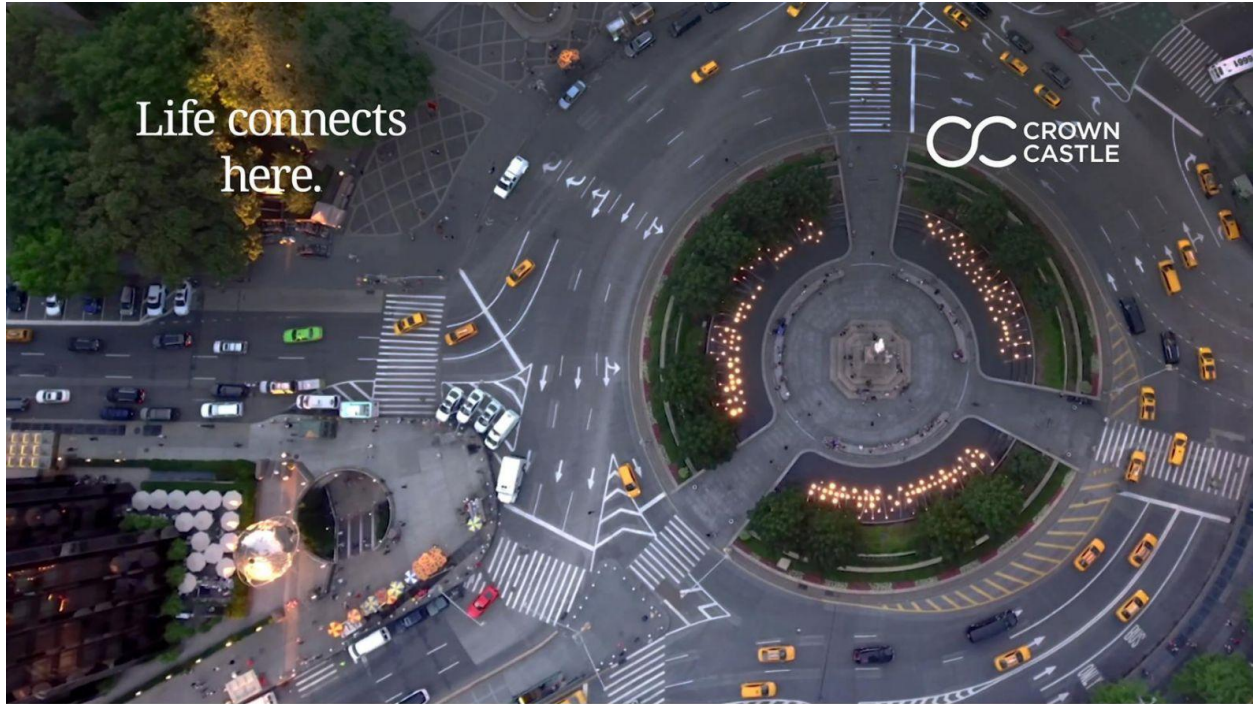
PREPARED BY: MBEP Staff

RECOMMENDATION: N/A

BACKGROUND: An update on Crown Castle's Dark Fiber project to deliver 4 strands of Dark Fiber connecting 5 locations from Santa Cruz to Salinas. A status update of each segment of the Dark Fiber is provided.

ATTACHMENTS:

- Crown Castle Project Update Document July 14, 2023



7/13/2023

South Salinas Valley Broadband Authority

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Company Profile

Crown Castle Fiber LLC, is a wholly-owned subsidiary of Crown Castle International Corp., an S&P 500 company that is dedicated to long-term ownership and operation of communications infrastructure. Crown Castle owns and operates approximately 40,000 cell towers and 80,000 route miles of fiber supporting small cells and fiber solutions across every major US market. This nationwide portfolio of communications infrastructure connects cities and communities to essential data, technology and wireless service – bringing information, ideas and innovations to the people and businesses that need them. Custom built networking solutions tailored to specific customer needs enable the highest levels of diversity, security, and protection.

Crown Castle Fiber is a fiber solutions provider with a 25-year history of owning and operating communications infrastructure across the country. We work closely with our customers to build solution that allows them to run their organizations today, while setting the stage for tomorrow's most transformative innovations. Through organic growth, strategic mergers and acquisitions, and an unwavering commitment to customer support and satisfaction, Crown Castle Fiber has positioned itself as a top provider of mission critical networking and broadband services utilizing end-to-end fiber connectivity.

Crown Castle Fiber's network also offers unparalleled local density and route diversity. Crown Castle Fiber is also proud to be one of the only fiber providers who can operate in the power space and diverse power line routes throughout most of our footprint. This makes it possible for customers to have diverse routing for their mission critical services. Crown Castle Fiber offers customers a complete suite of fiber-based networking solutions including Dark Fiber, Ethernet, Wavelengths, SONET, Video, Internet Access, and Collocation.

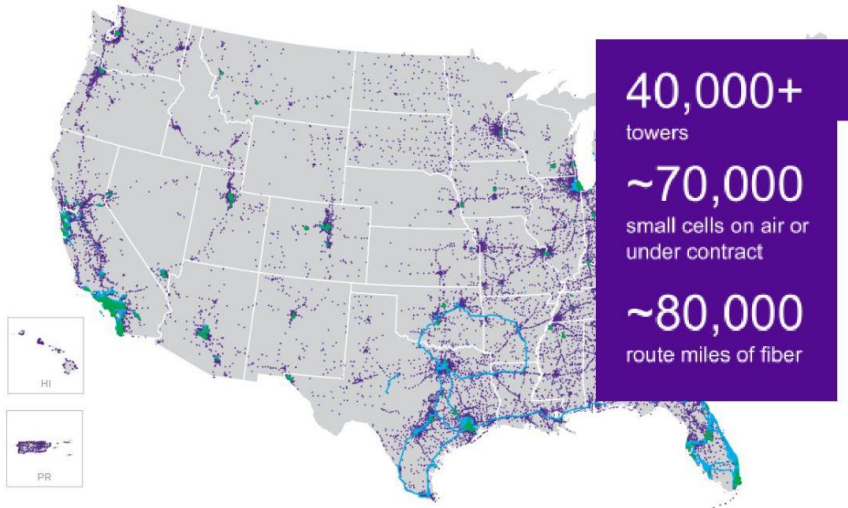
Crown Castle Fiber is committed to providing exceptional support and care to customers while ensuring industry-leading levels of service and reliability for their networks. At a time when the fiber industry is going through great changes, we're committed to being a dependable, stable partner that you can count on today, tomorrow, and for many years to come. Since we own our entire fiber network, we are directly invested in its integrity and can provide faster response times and issue resolution.

Why Crown Castle Fiber?

- Expertise:
 - o We provide customized fiber solutions for customers across the United States. We support networks in the top 50 markets in the country.
- Consultation:
 - o We take the time to carefully consider all your needs and deliver a solution that meets your business requirements and opens up new opportunities.
- Service:
 - o We have locally based service teams who are available to you whenever you need them, and with our around-the-clock Network Operations Center, you can be sure your network will always be in good hands.
- Streamlined solution:
 - o With a single point of contact, you'll always know who to reach out to for all of your network needs.

Crown Castle Footprint





Crown Castle Fiber Product Overview

Ethernet

- Ethernet Private Line (EPL)
- Ethernet Virtual Private Line (EVPL)
- Ethernet LAN (ELAN)
- Metro-E Advanced Private Line
- 10 Mbps to 100 Gbps

Dark Fiber

- Custom designed dark fiber networks throughout footprint
- Complete control over bandwidth, services, and latency management

Wavelengths

- 1 GgE, 10 GgE, 40 GgE, 100 GgE, OC(x), OTU 1-4 Fiber Channel
- Layer 1 security, supports Layer 2 & 3 services

Internet Access

- 50 Mbps to 10 Gbps
- At the port, dedicated or burstable
- High availability & sharing options

Cloud Connectivity

- Direct fiber connections to key cloud Service Providers
- Amazon Web Services
- Azure and Office 365
- Ethernet and wavelength service

Private Networks

- Fully managed, custom designed networks with private, dedicated resources
- Proactively monitored 24/7 by Lighttower

Colocation

- Over 100 Crown Castle Fiber colocation facilities including Boston, Chicago, Columbus, Hartford, Providence, Marlborough, NYC, Newark, Philadelphia, Springfield, Worcester, Los Angeles, Miami

Video Transport

- Industry-leading video transport supporting a range of formats including SMPTE ASI, SD-SDI, HD-SDI, 3G-SDI

Long Haul

- Nationwide long haul Ethernet and Wavelength services

Solution Overview

Crown Castle to deliver 4 strands of Dark Fiber connecting 5 locations from Santa Cruz to Salinas. A description of each segment of the Dark Fiber run can be found below the map.

Physical Diagram





Customer Name:	South Salinas Valley Broadband Authority
Order Number:	O183669
Date:	7/13/2022
Account Manager:	Jim Brown & Anush Sarabakhsh
Manager of Network Construction	Saul Valverde
Service:	4 Strands Dark Fiber
Design:	Point-to-Point (Segmented)

S339072 - DF P2P - 4 Strands: 500A Front St, Soledad, CA 93960 to 248 Main St, 1st Floor, Soledad, CA 93960- Waiting for encroachment permit (another week or two) and joint pole attachment approval (about two weeks- we haven't seen cost estimate yet from ATT- ping them now on it, usually only a few days after that). For construction work- Proofed, just waiting on permits. Need one week to complete work after permits in hand.

S339073 - DF P2P-4 Strands: 248 Main St, 1st Floor, Soledad, CA 93960 to 147 4th St, 1st Floor, Gonzales, CA 93926- Waiting for encroachment permit (another week or two) and joint pole attachment approval (about two weeks- we haven't seen cost estimate yet from ATT- ping them now on it, usually only a few days after that). For construction work- Proofed, just waiting on permits. Need one week to complete work after permits in hand.

S339074 - DF P2P-4 strands: 147 4th St, 1st Floor, Gonzales, CA 93926 to 411 Central Ave, Salinas, CA 93901- Waiting on permits- City has questions, particularly near the police station. Saul has a meeting with them Tuesday to address their questions. Will try to get better timeframe from them then. Two weeks for construction to complete after permit.

S339075 - DF P2P-4 strands: 411 Central Ave, Salinas, CA 93901 to 877 Cedar St, 0 Floor, Santa Cruz, CA 95060- Ameer was to look into how we can acquire access/approval to the City's vault. Ameer- were you able to find any contacts for this? UG and TCP permits on hold pending vault contact/approval. One days' worth of work once permits in hand.

S339076 - DF P2P-4 Strands: 877 Cedar St, 0 Floor, Santa Cruz, CA 95060 to 2300 Delaware Ave, 1st Floor, Santa Cruz, CA 95060.- Testing only. Will coordinate with other work.



*Saul Valverde is the Manager of Network Construction and will be taking over as main point person for the construction on this project. Sarah is still your main point of contact for updates and will return next week.

Crown Castle Implementation Team

evan.angus.contractor@crowncastle.com (Network Design)

cameron.berry@crowncastle.com (Supervisor Network Construction)

victor.alvarez@crowncastle.com (Fiber Engineer)

saul.valverde@crowncastle.com (Manager Network Construction)

sarah.martinez.contractor@crowncastle.com (Project Manager- Main)

anush.sarabakhsh@crowncastle.com (Account Manager)

jim.brown@crowncastle.com (Account Manager)

hillery.shine.contractor@crowncastle.com (Project Manager)

**South Salinas Valley Broadband Authority
Regular Agenda**

AGENDA ITEM: 6.c

AUTHORITY MEETING DATE: July 20th, 2023

SUBJECT: Resolution No. 2023-03: Electronic Signatures Authorization

PREPARED BY: MBEP Staff

RECOMMENDATION: Motion to approve and adopt the resolution

BACKGROUND: Resolution authorizing the use of electronic signatures for conduct of business.

ATTACHMENTS:

- Resolution NO. 2023-03

RESOLUTION NO. 2023-03

A RESOLUTION OF THE SOUTH SALINAS VALLEY BROADBAND AUTHORITY AUTHORIZING THE USE OF ELECTRONIC SIGNATURE FOR CONDUCT OF BUSINESS

WHEREAS, the Board of Directors (“Board”) desires to establish standards for when electronic signatures may replace hand-written or wet signatures on South Salinas Valley Broadband Authority (“Authority”) documents, thereby encouraging the use of paperless, electronic documents when appropriate and allowed by law.

WHEREAS, the term, “electronic signature,” is defined as data in electronic form that is attached to or associated with other data in electronic form in order to be used by the signatory to sign. Thus, providing any electronic form of a signatory’s original signature on an electronic document may constitute an electronic signature.

WHEREAS, for the purposes of this resolution, an electronic signature is not required to be subject to a digital certificate issued by a licensed certificate authority for providing authentication of signed electronic documents unless otherwise noted, and may also include scanned, faxed, or emailed copies of signatures.

WHEREAS, use of an electronic signature provides an efficient and secure way of signing electronic documents, increasing productivity by facilitating the proper use of electronic records and electronic signature technology to collect and preserve signatures on documents in a timely manner while preserving the security and integrity of documents, and the Board desires to establish policies for use of the same.

NOW, THEREFORE, the Board of the South Salinas Valley Broadband Authority resolves as follows:

1. All Board members and official signatories of the South Salinas Valley Broadband Authority have the option, but are not required, to provide an electronic version of their original signature on electronic documents pertaining to all matters associated with the South Salinas Valley Broadband Authority consistent with the requirements of this resolution.

2. This resolution broadly permits the use of electronic signatures, but there are some circumstances in which electronic signatures cannot be used, or only electronic signatures with a digital certificate may be used. Subject to State and federal law as may be amended, the Board authorizes use of an electronic signature consistent with the following:

Document Type Examples	Electronic Signature Acceptable?	Notes
Memos, Forms, Letters, and other Correspondence	Yes	Electronic signature is recommended.
Contracts	Yes	Electronic signature is recommended if acceptable to the other parties to the contract. Contracts involving an interest in land must be a “wet” signature or may be signed with a digital certificate.
Certificates, Permits	Yes, if allowed by law	General Counsel to determine whether applicable laws permit an electronic signature to be used on a case-by-case basis.
Documents Requiring Notarization	No	All signatures must be “wet” signatures.
Resolutions	Yes	Manual “wet” signatures or electronic signatures are acceptable.
Transactions requiring a handwritten signature, or for which an electronic signature is not enforceable by law	No	Consult General Counsel as to applicable laws for such transactions.
Checks or any other forms of payment issued by OCCOG	Yes	Electronic signature is permitted if otherwise allowed by the financial institution; however, General Counsel is to determine where applicable laws prohibit an electronic signature from being used.
Use of an electronic signature by another	No	Email forwarding of an electronic signature for the use by another is not authorized.

Proxy Signatures	No	Note: The Vice President may sign in the absence or unavailability of the President. Such a signature is not a “proxy” as it is signed in the Vice President’s official capacity.
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In cases of doubt or where clarity is needed, it is recommended to seek General Counsel’s advice to determine if applicable laws permit an electronic signature to be used.

3. Whenever an electronic signature is authorized as noted in Section 2, above, the use of an electronic signature is permitted if the digital signature meets all of the following criteria:

- a. It is unique to the person using it.
- b. It is capable of verification.
- c. It is under the control of the person utilizing it.
- d. It conforms to all criteria set forth in this resolution.

4. In the case of communications, contracts, or transactions which must be signed by outside parties not part of the Authority, each party to the agreement must agree in advance to the use of electronic records and electronic signatures unless otherwise required by law. Such consent may be withdrawn by any party at any time such that future documents requiring a signature must be manually signed.

5. When a document is electronically signed, the official representative of the South Salinas Valley Broadband Authority should, upon receiving the request, provide a copy of the electronically-signed document to the other parties in an electronic format that is capable of being retained and printed by the other parties.

6. The official representative of the South Salinas Valley Broadband Authority is responsible for the physical and/or electronic storage of all signed documents. All electronic records and electronic signatures shall be capable of retention and accurate reproduction by all parties or persons entitled to retain the records, transactions, or other documents upon submitting a request to the official representative of the South Salinas Valley Broadband Authority.

7. The South Salinas Valley Broadband Authority board members, staff, and official representatives are responsible for determining acceptable electronic signature methodology and technology consistent with this resolution, along with current state legal requirements and industry best practices, ensuring the security and integrity of the data produced and collected from the South Salinas Valley Broadband Authority.

8. Any use, execution, acceptance, or modification of an electronic signature or associated electronic record by any person in a manner that is unauthorized or not in compliance with applicable law or this resolution shall render such signature or record invalid. Any unauthorized signing of any contract, record, or other document, shall render such contract, record, or other document invalid as not fully and properly executed by the South Salinas Valley Broadband Authority.

9. This resolution shall take effect immediately.

PASSED AND ADOPTED at a regular meeting of the South Salinas Valley Broadband Authority held on the 20th day of July 2023 by the following vote:

AYES: _____

NOES: _____

ABSTAIN: _____

ABSENT: _____

SOUTH SALINAS VALLEY BROADBAND AUTHORITY

By: _____
Chris Lopez, Board President

ATTEST

By: _____
Ameer Othman, Clerk of the Board

**South Salinas Valley Broadband Authority
Regular Agenda**

AGENDA ITEM: 6.d

AUTHORITY MEETING DATE: July 20th, 2023

SUBJECT: NTIA Update: Federal & State Broadband Funding in California

PREPARED BY: Gladys Palpallatoc, Federal Program Officer/State Lead for the National Telecommunications and Information Administration (NTIA)

RECOMMENDATION: N/A

BACKGROUND: Federal Broadband Funding in California Update (Digital Equity Act & BEAD Broadband Funding Plans)

ATTACHMENTS: N/A

**South Salinas Valley Broadband Authority
Executive Director's Report**

AGENDA ITEM: 7.a

AUTHORITY MEETING DATE: July 20th, 2023

SUBJECT: SSVBA Banking Update:

- SSVBA Public Account Balance Update (as of July 14, 2023):
- Successful addition of new city of Gonzales City Manager Carmen Gil as a signatory.

PREPARED BY: MBEP Staff

RECOMMENDATION: N/A

ATTACHMENTS: N/A

**South Salinas Valley Broadband Authority
Executive Director's Report**

AGENDA ITEM: 7.b

AUTHORITY MEETING DATE: July 20th, 2023

SUBJECT: MBEP Housing White Paper Released: Presentation on Key Findings

PREPARED BY: Gabriel Sanders / MBEP's Director of Housing & Community Development Policy

RECOMMENDATION: N/A

ATTACHMENTS: N/A