

Grant County Digital Network Coalition
October 18, 2018
6:00 PM
Grant County Airport – Upper Conference Room
AGENDA

1. **OPEN AND NOTE ATTENDANCE**
2. **APPROVAL OF PRIOR MEETING MINUTES**
3. **APPEARANCE OF INTERESTED CITIZENS** – At this time the Board will welcome the public and ask if there is anything they would like to add to tonight’s agenda.

ACTION ITEMS

4. **APPOINTMENT OF AT-LARGE BOARD MEMBERS**
 - Application(s)
5. **GRANT COUNTY DIGITAL WEBSITE OFFERS**

Attachments:

 - Proposal from Municode
6. **CO-LOCATION FACILITY AND NETWORK PLANNING UPDATE**

Attachments:

 - Opinions of probable cost
 - Route map
 - Schedule of services
7. **DECEMBER TOWN HALL**

Attachments:

 - None

OTHER BUSINESS

8. **OTHER BUSINESS AND UPCOMING MEETINGS**
 - Mission statement – January board meeting
 - Information on USDA e-Connectivity initiatives now available at <https://www.usda.gov/broadband>

TO: Grant County Digital Board of Directors
FROM: Nicholas Green, Executive Director
DATE: October 18, 2018
SUBJECT: Agenda Item #4: Appointment of At-large Board Members
Attachment(s)

- Applications(s)

BACKGROUND

Applications for the two at-large board positions will be reviewed during the meeting.

DISCUSSION

Each at-large position is appointed for a two-year term. Candidates will serve at the discretion of the three permanent board members.

The board should review the applications. If candidates are present, they may wish to ask each candidate to elaborate on their application. To assist in the appointment, the board could consider criteria such as:

- **Motivation** (reasons for applying and why they wish to serve as city councilor)
- **Diversity** (unique background of the applicant, constituents they may represent, diverse viewpoints);
- **Civic Engagement** (activity in the community, attendance and involvement in public functions);
- **Commitment** (prior participation at board meetings, willingness to attend meetings and meet with constituents); and
- **Qualifications** (understanding of the issues, needs and priorities related to broadband access)

RECOMMENDED MOTION

If the board chooses to appoint one or more applicants, the following motion is recommended:

“I move to appoint [candidate’s name] to serve a two-year term on the Grant County Digital Board of Directors, effective today.”

TO: Grant County Digital Board of Directors

FROM: Nicholas Green, Executive Director

DATE: October 18, 2018

SUBJECT: Agenda Item #5: Grant County Digital Website Offers
Attachment(s)

- Proposal from Municode

BACKGROUND

Two board members participated in the website demonstrations held on October 3. Granicus and Municode both presented their designs and discussed features associated with their sites. Both have submitted offers and have competitive features. Estimated timeline for both firms is approximately three months from time of award to website launch.

DISCUSSION

The Granicus proposal was provided verbally. Their quote is \$7,500 for the initial design and \$4,000 for annual support, which includes built in email notifications (up to 500 emails per day), SMS texting, social media integration, and their forms tool.

The Municode proposal was provided in writing and is enclosed. Their quote is \$6,500 for the initial design and \$2,500 for annual support, which includes similar functionality to the Granicus site but with less customization of the site layout and configuration.

The board should review and discuss the proposals and their feedback from the Oct. 3 demonstrations. Both provide competitive content management systems (CMS) and either firm will provide a strong web presence for the coalition.

RECOMMENDED MOTION

“I recommend to award [firm name] a contract to develop the Grant County Digital website based on the terms and conditions of their proposal.”

TO: Grant County Digital Board of Directors

FROM: Nicholas Green, Executive Director

DATE: October 18, 2018

SUBJECT: Agenda Item #6: Co-location Facility and Network Planning Update
Attachment(s)

- Opinions of probable cost
- Route maps
- Schedule of services

BACKGROUND

Below is an update on the status of the fiber projects in John Day.

DISCUSSION

The co-location area of the fire hall is scheduled for completion in early November. Commstructure has priced a FieldSmart Fiber Delivery Point (FDP) and Indoor 96-Port Wall Box Fiber Crossover Distribution System (FxDS) Patch Panels for installation in the server room. This infrastructure will allow us to manage fiber delivery to the fire hall and cross connections between users co-located in the facility.

We are also currently exploring two fiber extensions in advance of the backhaul build to Seneca. These extensions provide a point of presence in John Day that will enable future service connections for local internet service providers and public agencies.

Grant County ESD Lateral. Field surveying and construction drawings for the fiber optic route from the John Day Fire Hall to the Grant Education Service District (ESD) building are complete. Commstructure is revising the RFP document for contractors to submit bids. Commstructure is also writing the Material Specifications for Contractor Furnished Material for this lateral. This connection will provide fiber optic access between the Grant County Digital network and the Grant ESD network. This lateral will provide educational access to our network for the school districts in the county and will facilitate data sharing apps in the future, such as emergency screencast applications, between the 911 Center and our schools. The opinion of probable cost for this route is estimated at \$47,215.63, which includes engineering, construction and contingency.

John Day Public Agency Lateral. Commstructure is conducting the field data collection, design and permitting for a public agency lateral shown in the enclosed map. They will design and overlay the underground and aerial infrastructure elements and develop Outside Plant Design project drawings, as shown in the enclosed schedule of services. These documents propose a 48-fiber cable, however we might want to consider a larger 96-fiber cable for this build because of potential future sites to the north and west of the intersection of N. Canyon Blvd and NE 1st Ave. For the proposed aerial build, it would add approximately \$5,000 to the cost to build going with a 96-fiber instead of a 48-fiber. The opinion of probable cost for this route is estimated at \$64,169.75, which includes engineering, construction and contingency.

These routes will enable future connections to the Grant County Digital Network for the following agencies and facilities:

- Grant Union High School
- Grant ESD Building
- John Day Fire Hall & 9-1-1 Center
- Grant County People Mover
- John Day Senior Community Center
- U.S. Post Office, John Day
- Oregon DMV Office, John Day
- John Day City Hall and Police Department
- CenturyLink Communications Facility

Connecting these critical community facilities (CCFs) to a shared public network will help provide resiliency in the event of a countywide emergency. Communications between these locations should be possible even in the event of an external network outage if they are connected to a common network. These CCFs will also be linked to those in Seneca once the long-haul line is constructed.

NEXT STEPS

Commstructure will proceed with route planning, cost estimation and RFP preparation for these two laterals. The final RFQ will be posted for bid and the board will have the opportunity to review the offers prior to making a final award decision.

TO: Grant County Digital Board of Directors

FROM: Nicholas Green, Executive Director

DATE: October 18, 2018

SUBJECT: Agenda Item #7: December Town Hall
Attachment(s)

- None

BACKGROUND

Christopher Mitchell is the Director of the Community Broadband Networks Initiatives at the Institute for Local Self-Reliance (ILSR). He is a leading national expert on community broadband networks and speaks at conferences across the United States on the subject. ILSR's goal is to provide resources for those joining the movement to build broadband networks that are directly accountable to the communities they serve.

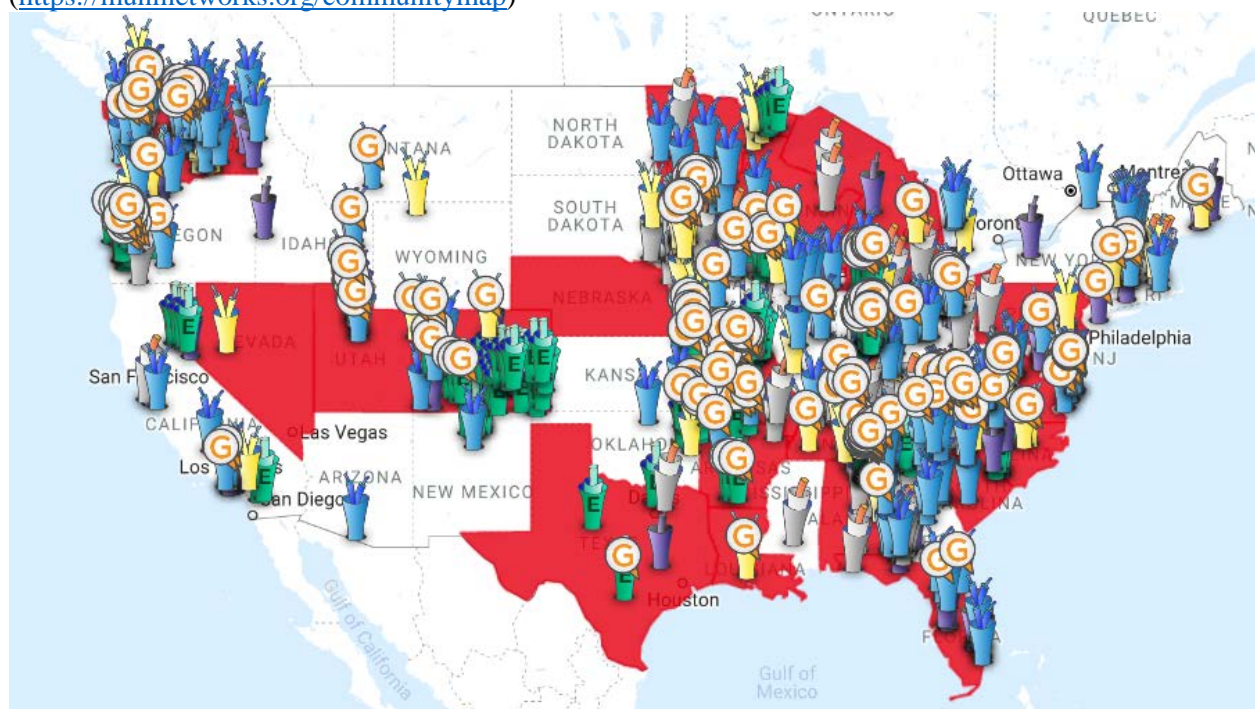
DISCUSSION

Christopher has offered to travel to John Day and help facilitate a town hall discussion for the board. This could cover a variety of topics. Prior topics he has addressed include:

- Why community broadband? (and why now?)
- How to promote equitable broadband access within a community
- Overcoming barriers to access (politics, price, technology, location, etc.)
- How to have effective community conversations on broadband needs, issues and opportunities

His organization also maintains a map of community-owned broadband projects, shown below.

<https://muninetworks.org/communitymap>



Christopher has proposed to travel to John Day for meetings on December 18. We would need to cover his costs, which are estimated to be approximately \$1,800 (\$600 in transportation, \$200 in lodging depending on flight times and a \$1,000 honorarium).

A summary of his biography is below:

Christopher Mitchell is the Director of the Community Broadband Networks Initiative.

Christopher's work focuses on telecommunications — helping communities ensure the networks upon which they depend are accountable to the community. He is a leading national expert on community broadband networks and speaks at conferences across the United States on the subject, occasionally to directly debate opponents of public ownership.

He was honored as one of the 2012 Top 25 in Public Sector Technology by Government Technology, which honors the top “Doers, Drivers, and Dreamers” in the nation each year. That same year, the National Association of Telecommunications Officers and Advisors named ILSR the Broadband Organization of the Year. In 2011, that organization also honored Mitchell for his policy work.

On a day-to-day basis, Mitchell runs MuniNetworks.org, the comprehensive online clearinghouse of information about community broadband. In April, 2012, he published three in-depth case studies of citywide publicly owned gigabit networks, called “[Broadband at the Speed of Light](#).” In April 2011, Mitchell released the [Community Broadband Map](#), a comprehensive map of community owned networks.

RECOMMENDATION

I recommend we engage Christopher's services. This is a unique opportunity to host a community discussion to talk about the Coalition's plans and how residents can provide input into the process. Having an expert facilitator will help provide structure to the conversation and will bring insights from other communities struggling with the same challenges. The board could also meet with him in advance of the meeting for more detailed discussions around our proposed approach for delivering services.

TO: Grant County Digital Board of Directors
FROM: Nicholas Green, Executive Director
DATE: October 18, 2018
SUBJECT: Agenda Item #8: Other Business and Upcoming Meetings
Attachment(s)

- None

OTHER BUSINESS

- Mission statement review in January following December town hall?

UPCOMING MEETINGS

- Nov 20 – Board Meeting
- Dec 18 – Board Meeting / Town Hall
- Jan 15 – Board Meeting