

**GRANT COUNTY DIGITAL NETWORK COALITION**  
**BOARD OF DIRECTORS MEETING MINUTES**

September 18, 2018

**BOARD MEMBERS PRESENT**

Dan Becker, Grant County  
Josh Walker, Seneca  
Brandon Smith, John Day

**BOARD MEMBERS ABSENT**

None

**STAFF PRESENT**

Nicholas Green, City Manager

**GUESTS PRESENT**

Amy Kreger, BMH Hospital District Board Chair  
Don Porter, Long Creek  
Denise Porter, Long Creek

**Agenda Item No. 1—Open and Note Attendance**

Dan Becker opened the meeting of the Grant County Digital board of directors at 6:00 P.M. He noted two board members were present and Brandon Smith was en-route.

**Agenda Item No. 2—Approval of Minutes**

Mr. Becker moved to approve the minutes of August 21, as written. Motion was seconded by Mr. Walker and passed unanimously.

**Agenda Item No. 3—Appearance of Interested Citizens**

Mr. Becker welcomed the audience and asked if there were any agenda items they wished to add. Mr. Porter requested to discuss the application procedures for the at-large positions and Mr. Becker noted that was on the agenda to be discussed next. Brandon Smith arrived at 6:03 P.M.

**Agenda Item No. 4—Appointment of Board Chair & Vice Chair**

**Mr. Becker nominated Josh Walker as the Board Chair. He indicated he was willing to serve. Mr. Smith seconded and the motion passed unanimously.**

Mr. Walker took over as the meeting conducted and asked for a motion for Vice Chair, to act when he is absent.

**Mr. Smith moved to appoint Dan Becker as the Vice Chair. Chairman Walker seconded and the motion passed unanimously.**

### **Agenda Item No. 5—Appointment of Executive Director**

Chairman Walker discussed the need for an Executive Director and indicated he felt Nick Green was qualified and willing to serve in this role. Mr. Smith said he felt it was appropriate given his involvement to date and the inroads he has made with the various parties we need to work with. He asked if there were term limits for the role. Green said you could define it in the bylaws to be written or do it as part of the motion. Chairman Walker suggested we look at setting this position up for the long-term and suggested a two-year term, with a review every two-years. Green concurred and said that he has a full-time job and at some point the board may need to hire a full-time director. This approach would allow them to launch and evaluate at a future date.

**Mr. Becker moved to appoint Nick Green as Executive Director. Mr. Smith seconded.** Chairman Walker asked if he would amend the motion to indicate a two-year term. **Mr. Becker amended the motion to a two-year appointment. The motion was seconded by Mr. Smith and passed unanimously.**

### **Agenda Item No. 6—Application Procedures for At-large Board Positions**

The board discussed the approach for adding the two at-large board positions. Director Green provided a draft board member application. He indicated they were form fillable and available on the City of John Day website and in paper copy. The board reviewed the application and had no recommended changes to the form. Green noted he would add the return address to the form. They recommended advertising by radio and newspaper and to appoint at the next meeting.

**Chairman Walker moved to post the application to the John Day website with applications due October 19 and to advertise the position on the radio and in the newspaper. The motion was seconded by Mr. Becker and passed unanimously.**

Following the motion, Mr. Porter asked the board if this was a John Day initiative. Chairman Walker explained that John Day was the fiduciary agent for the organization but that it was an intergovernmental agency created by John Day, Seneca and Grant County. The board discussed the background for their organization and how they anticipated including other communities in the future. They also discussed the various technical approaches for delivering service that had been reviewed in prior meetings. Chairman Walker noted we are waiting on a \$3M funding award to be announced, which would determine the pace and extent of the first phase of the network deployment. Green noted the Governor has championed this project as a top priority for her administration and we had strong letters of support from all of our elected officials for the grant application. He said we are working on permits now and as soon as we are funded we'll proceed with the final engineering design and construction for the route from John Day to Seneca (Phase 1). He also indicated that, if the bids were competitive, they could extend the build to Burns (Phase 2) and essentially collapse Phase 2 into Phase 1 and do them concurrently. Mr. Porter said he was excited about the prospects of the project and wished it could have happened five years ago. Mrs. Porter inquired about the mission statement and the board indicated they would be addressing that on tonight's agenda. Walker noted they wanted to be transparent about the board positions and wanted to have them advertised countywide so that anyone interested in participating could apply.

### **Agenda Item No. 7—Options for Grant County Digital Website**

Green said he has scheduled website demonstrations for October 3 at 10:00 A.M. He invited the board to participate to review the design options during a study session and that they could decide at the next meeting if they were ready to make an award. He discussed Granicus and Municode as two top-contenders along with a firm called Happy, Inc., which is a smaller firm that is doing the League of Oregon Cities website. He noted he spoke with them four months ago and they did not have the capacity to take on new clients at that time, but he would reach out again to see if they were interested.

### **Agenda Item No. 8—Review of Mission Statement**

Chairman Walker asked Director Green to pull up the mission statement on the screen, so they could review the comments made during the last study session. The board reviewed the proposed language for the mission statement as well as a list of principles and objectives Mr. Becker had identified. Green noted the latter would be useful for the bylaws development and could help frame the Coalition's goals. After multiple iterations, the board settled on the following mission statement:

"The Mission of Grant County Digital Network Coalition is to facilitate affordable, high quality broadband access to the citizens of Grant County, Oregon."

Green asked the board to hold on approving the final mission statement until they had the other board members appointed. All concurred that the mission statement was simple, direct and covered the essential mission of the organization. The board then reviewed Mr. Becker's list of goals and agreed to revisit them during the bylaws development at a later date.

### **Agenda Item No. 9—Proposal for Co-location Facility and Network Mapping**

Green reviewed the options for a co-location facility, which is where the internet service providers (ISPs) we work with will connect their infrastructure to the Coalition's. He indicated he has reviewed three options with our engineering team. Option 1 is to use an IT shelter up by the airport. Option 2 is to bring in a precast concrete shelter, which would have to be sited at some central location. Option 3 is to use the John Day Fire Hall. He discussed pros and cons for each option. Option 1 would work but is the least ideal because of the tight quarters and distance from the ISPs. It would also require a costly fiber build to connect the shelter (\$90,000+). Option 2 is a good option but will be expensive (\$50,000-\$100,000) for the shelter and we still must identify a location to place it. Option 3 is the most affordable because the server room has already been created and the room is designed to house three extra racks as well as wall-mounted equipment. It also has the backup power and other utilities already in place. He said the Rural Fire Protection District discussed leasing a portion of this space to the Coalition, but the final terms would have to be approved by the John Day City Council as the building's owners. Green said the price they discussed was a 10-year, \$30,000 prepaid lease. The board discussed the options and felt that Option 3 was the best overall value. Mr. Smith asked when the building would be move-in ready and if there was enough space to scale if needed. He said they were scheduled to complete construction in November and the room is designed to accommodate this purpose. Chairman Walker asked if we needed to commit to the room prior to the grant announcement. Green said no, they could move to do it pending approval of the USDA Community Connect grant or they could wait.

**Mr. Smith moved to co-locate at the fire hall pending successful award of the grant. Mr. Becker seconded.** Green asked if they wished to add the proposed lease terms. Chairman Walker asked if we

could table the motion or leave it as a consensus until we knew about the grant. **The board agreed there was a consensus position to use the fire hall, but the formal motion would be deferred until the grant award.**

Green then reviewed the second component of the agenda item, which was the opinion of probable cost to build later fiber connections to the Grant County Regional Airport. He noted the high cost of using the City of John Day conduit to get to the airport is because it was buried too deep. The cost to excavate down to the conduit in at least three locations to create pull-outs would exceed the cost of the aerial route, which is almost a straight shot up to the airport on OTECC's transmission lines. He said the engineers estimated the cost for the aerial route at about \$94,000. He noted this fiber build would provide significant public safety benefits and would improve wireless communications for multiple agencies, but it may not be this organization's sole responsibility to build to these aerial communications nodes. He recommended having a discussion with the County and other agencies like the Grant County Emergency Communications Agency to come up with a plan for improving our network infrastructure countywide. He explained that the last time an assessment was done was a little over 10 years ago and was paid by John Day through the dispatch center. The board acknowledged there was a lot of complexity in this infrastructure and a lot to consider. Green agreed and pointed out that we also can do a hybrid network with a 5G-capable small cell network located on water towers and other public infrastructure. He said he would like to see a design option that included an option like that, which would allow us to put fiber to those nodes and then provide wireless service through ISPs to our residents. This would likely be a more cost effect approach than fiber-to-the-home, especially for our more remote communities.

Chairman Walker asked if an assessment of our current infrastructure could happen if the grant was awarded. Green said we could accomplish it this year with the state funding we received and it may be cheaper to construct it at the same time as the backhaul network. He noted a portion of this build, such as the fiber connection to Fall Mountain, was already included in the grant application. Walker said he felt like we needed a baseline assessment and a better understanding of our options, so we could make an informed decision. Green said we could come up with a plan and see if the other agencies are willing to participate. We have the funding to pay for the assessment, but first he'd like to get some quotes to find out what the cost of the assessment would be. The board concurred with the proposed approach.

#### **Agenda Item No. 10—Other Business and Upcoming Meetings**

Green noted he would be traveling on our regularly scheduled meeting night and asked if we could meet on October 18<sup>th</sup>. Mr. Smith noted that the motion for the applications was to make them due on the 19<sup>th</sup> but we were assuming a meeting on October 23<sup>rd</sup>.

**Mr. Smith moved to change the October meeting to the 18<sup>th</sup> at 6:00 P.M. Motion was seconded and passed unanimously.**

**Mr. Becker moved to change the application date for the at-large positions to October 15<sup>th</sup>. Mr. Smith seconded, and the motion passed unanimously.**

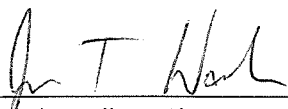
#### **Adjourn**

**There being no further business before the board, Mr. Smith motioned to adjourn the meetingf at 7:34 P.M. Mr. Becker seconded, and the motion passed unanimously.**

Respectfully Submitted:

Nicholas Green

ACCEPTED BY THE BOARD ON OCTOBER 18, 2018

A handwritten signature in black ink, appearing to read "J. T. Walker", written over a horizontal line.

By: Josh Walker, Chair