

**Grant County Digital Network Coalition**  
**September 18, 2018**  
**6:00 PM**  
**Fire Station, 316 S. Canyon Blvd**  
**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 BOARD CHAIR & VICE CHAIR**
  - None
5. **APPOINTMENT OF EXECUTIVE DIRECTOR**

Attachments:

  - None
6. **APPLICATION PROCEDURES FOR AT-LARGE BOARD POSITIONS**

Attachments:

  - Application form
7. **OPTIONS FOR GRANT COUNTY DIGITAL WEBSITE**

Attachments:

  - None
8. **REVIEW OF MISSION STATEMENT & GOALS**

Attachments:

  - None
9. **PROPOSAL FOR CO-LOCATION FACILITY AND NETWORK MAPPING**

Attachments:

  - Day Wireless Site Audit & Coverage Maps – April 27, 2006
  - Opinion of Probable Cost – Fiber to Eagle Peak & GC Airport

**OTHER BUSINESS**

10. **OTHER BUSINESS AND UPCOMING MEETINGS**
  - Information on USDA e-Connectivity initiatives now available at <https://www.usda.gov/broadband>

**TO:** Grant County Digital Board of Directors

**FROM:** Nicholas Green, John Day City Manager

**DATE:** September 18, 2018

**SUBJECT:** Agenda Item #4: Appointment of Board Chair & Vice Chair  
Attachment(s)

- None

#### **DISCUSSION**

The board may wish to appoint a Board Chair and Vice Chair to preside over Board and Executive Committee meetings and call special meetings as necessary. Specific roles for these positions may be defined at a later date but should include at a minimum having the Board Chair take the lead in presiding and conducting the meetings, with the Vice Chair acting in his or her absence. Additional duties could include: taking a lead role in recruiting and developing new board members; assisting the Executive Director in orienting new board members to the board, and; working collaboratively with the Executive Director to establish meeting agendas.

#### **RECOMMENDATION**

The board should discuss appointing a Chair and Vice Chair and motion accordingly.

**TO:** Grant County Digital Board of Directors  
**FROM:** Nicholas Green, John Day City Manager  
**DATE:** September 18, 2018  
**SUBJECT:** Agenda Item #5: Appointment of Executive Director  
Attachment(s)

- None

## **DISCUSSION**

The board's Executive Director is a non-voting administrative position. Specific roles and responsibilities for this position will need to be defined in the organization's bylaws. The Executive Director should serve as the primary point of contact for the organization's administrative functions. These functions could include: financial management; personnel management; oversight of professional services contracts and contractor performance; preparation of meeting agendas and minutes, and; maintaining public records accountability.

## **RECOMMENDATION**

The board should discuss appointing an Executive Director and motion accordingly.

**TO:** Grant County Digital Board of Directors  
**FROM:** Nicholas Green, John Day City Manager  
**DATE:** September 18, 2018  
**SUBJECT:** Agenda Item #6: Application Procedures for At-Large Board Positions  
Attachment(s)

- Application form

## **BACKGROUND**

The three standing board members have the authority to appoint two at-large board members. These board members will serve for a two-year term and may be removed at any time by a unanimous vote of the standing board members. The application form enclosed may be used to request information from applicants.

## **DISCUSSION**

The board should review and discuss the application form to ensure it requests enough information to help them evaluate candidates for the at-large seats.

The only requirements for the at-large positions in the intergovernmental agreement are that they be a resident of Grant County and be appointed unanimously by the board. Specific criteria the board may wish to consider when appointing at-large members are:

- *Diversity.* Does the candidate represent a unique demographic, area or stakeholder group that will help diversify the board and broaden its perspective on the county's needs?
- *Experience.* Does the candidate have the demonstrated ability to contribute to the board's discussions in a meaningful way because of prior employment or life experience?
- *Knowledge and Understanding.* Does the candidate have current knowledge or the ability to acquire an understanding of the language of broadband? The candidates do not need to be experts in this field, but all the board members will need to learn a common language to facilitate their interactions with vendors and their ability to evaluate the various proposals and options they will review as board members.
- *Commitment.* The candidates will need to commit their time to attend each monthly board meeting and to meet for study sessions as required. They also need to be willing to engage with residents and stakeholders to help understand their needs and current circumstances regarding internet access and availability.
- *Motivation.* Candidates should be able to clearly articulate their reasons for desiring a seat on the board of directors and what motivated them to apply.

The positions should be advertised on the radio and in the newspaper. Applications should be available at the respective city halls and county court for interested applicants and available online through their websites. The board should also establish a timeline and procedures for the at-large appointments.

## **RECOMMENDATION**

I recommend the position be advertised for 2-3 weeks, with candidates selected at the October meeting.

**TO:** Grant County Digital Board of Directors

**FROM:** Nicholas Green, John Day City Manager

**DATE:** September 18, 2018

**SUBJECT:** Agenda Item #7: Options for Grant County Digital Website  
Attachment(s)

- None

## **BACKGROUND**

I have requested quotes from three firms to create a website and digital communications platform for the organization. The are: Municode; Granicus; and Happy, Inc. All three firms have experience working with government agencies. Each firm is evaluating our criteria and will provide information this month for the board to evaluate.

## **DISCUSSION**

The board will have the opportunity to evaluate each firm's work prior to selecting a vendor. The focus should be on more than just creating an internet presence. The developer should also help brand the organization and propel its strategy. The website will serve as a two-way communications platform between the Coalition and its stakeholders. It should clearly communicate our mission, priorities and projects. It should also be easy to use, intuitive and easy to maintain once adopted.

## **RECOMMENDATION**

I will bring the materials to the board to review once each vendor has developed their presentation. The presentations could be evaluated by the board during a study session and a decision made at the next board meeting.

**TO:** Grant County Digital Board of Directors

**FROM:** Nicholas Green, John Day City Manager

**DATE:** September 18, 2018

**SUBJECT:** Agenda Item #8: Review of Mission Statement & Goals  
Attachment(s)  
• None

## **BACKGROUND**

The board held a study session to review and discuss its mission statement. The sample mission statement from the last board meeting is provided along with some proposed revisions and a list of future goals board members identified for discussion.

## **DISCUSSION**

The sample mission statement was: “To provide the fastest internet possible, at the lowest price possible, to as many residents as possible.”

Board members discussed the need to keep digital communications equipment modern and up-to-date as a core function of the organization so that it will become an enduring network. Terms like longevity and network modernization were used to describe these attributes.

The board also discussed enabling mission success for its partners in the county who also work on communications issues, such as the Grant County Emergency Communications Agency, which oversees public safety communications; the Grant County Court, which funds a portion of the current wireless network infrastructure; and the Grant Education Service District, which maintains the majority of the IT infrastructure for the cities, county and school districts.

Revisions to the mission statement included:

“To provide the fastest, most-reliable internet possible, at the lowest price possible, to as many residents as possible.”

“To promote and develop modern internet services in Grant County at the lowest price possible, to as many residents as possible.”

“The Mission of Grant County Digital Network (GCDN) is to provide reliable, high quality broadband access to the citizens of Grant County, Oregon through an open access network to public and private internet service providers. To manage broadband resources in a safe, open, responsible, environmentally sound manner at the lowest practical cost.”

Dan Becker also contributed a list of goals and strategic priorities the board may wish to review and discuss, as outlined below.

### **1. Responsibly serve the public.**

1.1 Conduct the business in a legal, ethical, open, and transparent manner

1.2 Implement a proactive public outreach/information program.

1.3 Promote communication and cooperation with other public and private partners.

- 1.4 Develop and implement high standards of service.
- 1.5 Develop and implement high operational standards, procedures and Codes of Conduct.

**2. Manage the network in an effective, efficient and fiscally responsible manner.**

- 2.1 Utilize modern, cost-effective work methods and equipment to allow for minimum broadband access speeds of 25mbps download and 3 mpbs upload.
- 2.2 Employ a qualified and productive workforce.
- 2.3 Manage the growth of the discretionary-operational spending.
- 2.5 Review and update the Financial Goals policy to achieve a stable financial condition to include planning, revenue, debt and reserve goals.
- 2.6 Develop appropriate financial procedures to assure responsible financial management.

**3. Provide reliable and high-quality digital fiber access and distribution systems to meet current and future needs.**

- 3.1 Devise and implement a GCDN Management Plan which includes current and future projections of demand and supply.
- 3.2 Maintain and implement an Internet Service Master Plan, including the required facilities to meet current and future demand while planning for emerging technologies.
- 3.3 Secure the necessary rights of ways and other legally required documentation.
- 3.4 Conduct effective and efficient operations, maintenance, and replacement programs.

**4. Provide reliable and high-quality fiber supply and distribution system to meet current and future needs.**

- 4.1 Develop and implement Policy that considers quality and quantity of all supply and transmission contracts and facilities.
- 4.2 Maintain and implement a long-term supply and load forecast.
- 4.3 Procure and contract for low cost bandwidth supply to reliably meet current and future loads, consistent with the Renewable Portfolio Standard and Risk Management Policy.

**5. Manage in an environmentally sound manner**

- 5.1 Seek to design energy resource mix that is renewable where possible.
- 5.2 Develop and implement a program of efficiency and conservation.
- 5.3 Support a program of distributed generation within the County service area.
- 5.4 Conduct GCDN business in an environmentally lawful manner.
- 5.5 Minimize negative impact of GCDN operations on the environment.

**RECOMMENDATION**

The board should discuss the mission statement and goals. They may choose to adopt a mission statement or continue deliberating.

**TO:** Grant County Digital Board of Directors

**FROM:** Nicholas Green, John Day City Manager

**DATE:** September 18, 2018

**SUBJECT:** Agenda Item #9: Proposal for Co-Location Facility and Network Mapping Attachment(s)

- Day Wireless Site Audit & Coverage Maps – April 27, 2006
- Opinion of Probable Cost – Fiber to Eagle Peak & GC Airport

## **BACKGROUND**

The fiber optic build proposed to the state legislature and submitted in the USDA Community Connect Grant requires a co-location facility to serve as a point-of-presence in John Day. Several options were reviewed by our engineering team and they recommended establishing the point-of-presence inside the John Day Fire Hall, for reasons discussed below. The board will need to lease space from the City of John Day and the John Day Rural Fire Protection District if you wish to pursue this option.

## **DISCUSSION**

The co-location facility will serve as the point-of-presence for the Coalition's network. It will house the server racks and fiber optic terminals needed to run the network. It is also the node in the network where private sector providers will connect their networks with ours. As a result, it will house both our equipment and will co-locate equipment from private sector ISPs.

The engineers considered several criteria for establishing the co-location site. The facility must be centrally located in the county to minimize fiber distribution costs. It must be a secure facility to prevent unauthorized access. It needs to meet seismic standards to ensure the network is not degraded or disabled due to structural failures resulting from natural causes. Finally, the facility needs to be readily accessible for maintenance and be large enough for our current and future needs.

Few of the county's existing buildings meet all these requirements. The Grant County Airport and John Day Fire Hall are the newest commercial-grade structures. The engineers evaluated both locations. They also considered the possibility of bringing in a pre-cast concrete structure that could be placed on a publicly-owned lot, such as the one shown in Figure 1. These structures are designed as rugged enclosures that provide the security of conventional construction for valuable network equipment.

A pre-cast structure would cost between \$50,000 to \$100,000, depending on its size and whether we purchased a new structure or could find one pre-owned to relocate to John Day. A lot would also need to be identified on which to place the structure, which would likely require a lease or donation of land from one of the parties to the agreement.

The Grant County Airport has an IT terminal outside its main entrance that could serve as a co-location facility, however, it is limited in space and was not designed to be a co-location facility accessible by third parties. The airport does not have enough space within the main terminal for a co-location facility but could be a site for a pre-cast structure. However, this would also require a fiber optic extension to be built up to the airport as there is no fiber there at present. The estimated cost to use the City's existing conduit for fiber to the airport is \$243,975. The cost for an aerial route is estimated to be \$94,912.50.



# STANDARD BUILDING



OVERVIEW

FEATURES & BENEFITS

DOWNLOADS



Equipment shelters and vaults from Oldcastle Precast are designed for rapid installation and deployment and long term secure service. We have the broadest product line of below ground and above ground shelters and vaults. We have developed precast solutions ranging in size from 50 sf to more than 3,500 sf.

Figure 1. Pre-cast concrete facility

The John Day Fire Hall has a new server room with approximately 160 SF of space (Figure 2). The room is located inside the building and is configured for three server racks. In the event of a power outage, the room has a separate electrical panel with a backup UPS that will provide power until the diesel generator turns on to prevent loss of service. The room will be equipped with a mini-split HVAC unit to maintain an optimal temperature for the IT equipment. This location has the advantage of being under 24-hour surveillance. It will be occupied by 9-1-1 center staff and will have video cameras on both the interior and exterior of the building. The location is also proximate to existing and proposed fiber optic routes.

The fire hall option was recommended by our engineers because it meets all their requirements for a co-location facility, will be move-in ready by December 2018, and is the most cost-effective option.

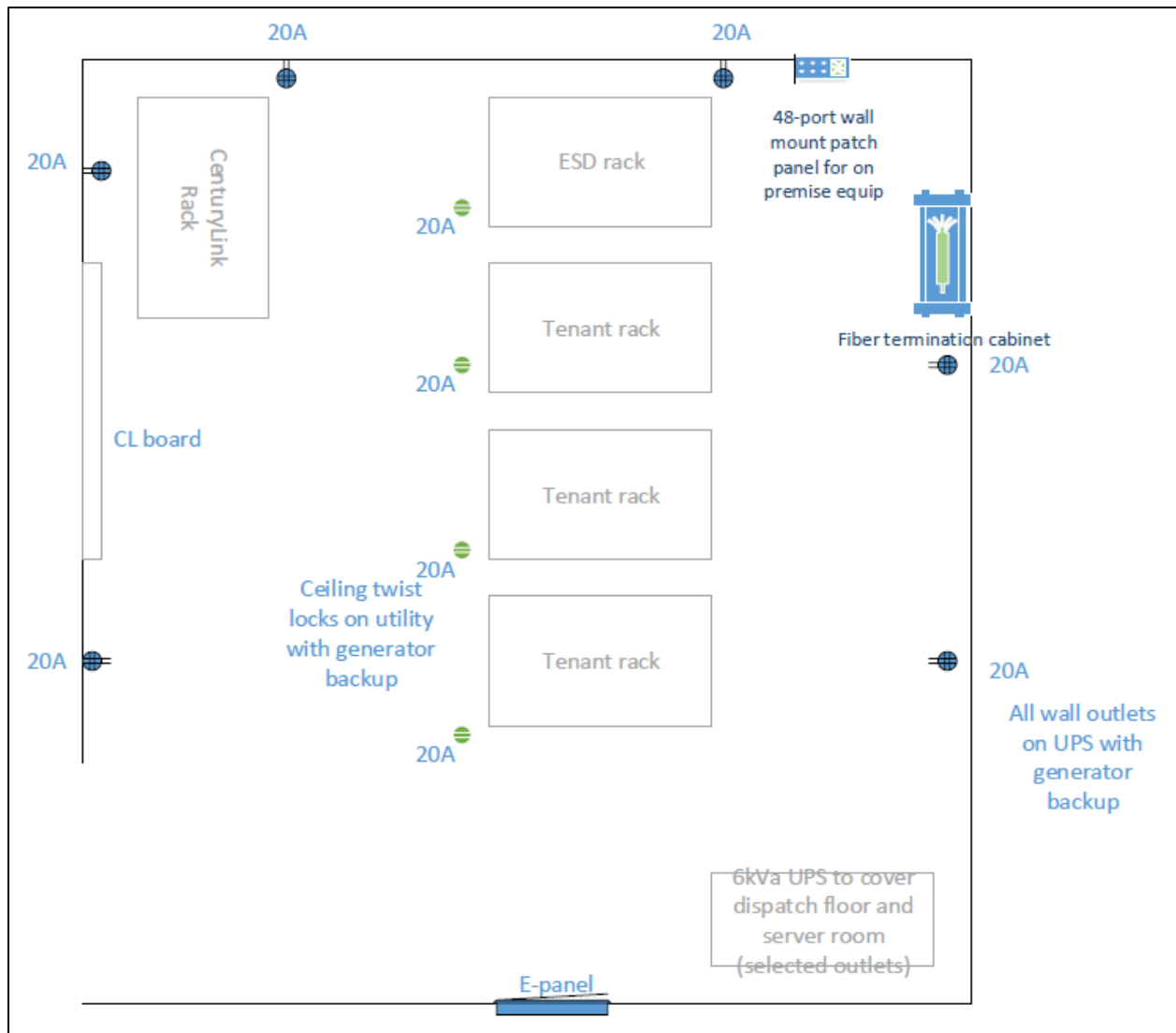


Figure 2. IT Server Room Layout - John Day Fire Hall

The John Day Rural Fire Protection District held a board meeting on Tuesday, September 11 and moved to lease tenant Rackspace to the Grant County Digital Network Coalition. They are proposing a 10-year, \$30,000 prepaid lease for one rack and the associated equipment in the server room. Details of the offer will need to be negotiated with the John Day city council as the owner of the facility and a lease agreement drafted. The fire district also requested that the Coalition work with the Grant County Emergency Communications Agency and the County Court to update the network map and create a new network modernization plan for our wireless communications infrastructure.

The enclosed report titled *Day Wireless Site Audit & Coverage Map - April 27, 2006* is the most current overview of the county's communications infrastructure. It is now over ten years old. The current network is a legacy architecture that is primarily driven by analog systems. This plan needs an update that will include the addition of fiber optic cables to Fall Mountain (if the USDA Community Connect Grant is fully funded) and potentially to Eagle Peak and other communications towers throughout the county.

This is a strategic opportunity to improve both our wireless communications infrastructure and our fiber optic infrastructure. It will position Grant County Digital to make its network infrastructure more resilient and more robust. We are also uniquely situated with our current engineering team to develop opinions of probable cost (OPC) to inform the decision making. For example, the OPC estimate for aerial fiber to Eagle Peak is \$232,771.88. This cost is high enough to warrant hiring a consultant to create an in-depth assessment of our current network architecture and the options for creating a modern, digital network, to ensure we are spending our money where it will have the greatest impact.

## **RECOMMENDATION**

Given the cost for fiber optic extensions and the higher cost of a pre-fabricated structure, I strongly recommend the Coalition pursue the fire hall option. It is the most cost-effective solution and is ready to implement today. The network assessment may identify preferred long-term locations, but those will take time to identify and develop and will need to be done in concert with other stakeholders so that the Coalition isn't bearing the full cost for these shared services.

The Coalition could choose to take the lead in conducting the network assessment. It is likely the cost of the assessment will fall below the threshold for a formal competitive procurement and can be implemented through an informal selection process. The board should discuss its preferred approach for this request and motion accordingly.

**TO:** Grant County Digital Board of Directors  
**FROM:** Nicholas Green, John Day City Manager  
**DATE:** September 18, 2018  
**SUBJECT:** Agenda Item #10: Other Business and Upcoming Meetings  
Attachment(s)

- None

**OTHER BUSINESS**

The USDA has created an e-Connectivity page for initiatives that will be funded under the \$660M Congressional appropriation. For more information, visit <https://www.usda.gov/broadband>.

**UPCOMING MEETINGS**

Our next meeting was scheduled for Tuesday, October 16. However, I will be traveling that day and will not be back in John Day until the late evening. I recommend we postpone the meeting to Thursday, October 18, if possible.