

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

February 19, 2019

BOARD MEMBERS PRESENT

Josh Walker, Seneca
Dan Becker, Grant County
Brandon Smith, John Day
Nathan McFarland, At-large
Denise Porter, At-large

BOARD MEMBERS ABSENT

STAFF PRESENT

Nicholas Green, Executive Director

GUESTS PRESENT

None

Agenda Item No. 1—Open and Note Attendance

Chair Walker opened the meeting of the Grant County Digital board of directors at 6:00 P.M. He noted all were in attendance

Agenda Item No. 2—Approval of Minutes

Minutes of January 15 were reviewed and amended to reflect the excused absence of Chair Walker and Mr. McFarland. **Mr. Smith moved to approve the minutes of January 15, 2019 as amended. Mr. Becker seconded, and the motion passed unanimously.**

Minutes of February 5 were reviewed and amended to reflect a 12:00 P.M. start time and to clarify the use of pronouns used in the minutes. **Mr. Becker moved to approve the minutes of February 5, 2019 as amended. Mr. Smith seconded, and the motion passed unanimously.**

Agenda Item No. 3—Appearance of Interested Citizens

None appearing.

Agenda Item No. 4—Update on 911/ESD Lateral

Director Green reviewed the attachments related to the contract award to Blue Mountain Telecom out of Walla Walla, WA. They proposed to quote the same material and pricing as they did for the original route for the Seneca and High School add-ons and Green said he is just waiting on a price quote to update the professional services agreement (PSA), which was included in the RFP as a template. Green

discussed: the PSA, updating pricing of approximately \$45,000; timeline and technical design parameters for this route with the add-ons.

Agenda Item No.5—Update on the John Day City Hall Lateral

Green discussed the scope of the John day City Hall lateral, which begins at the John Day Fire Hall, proceeds north to NW First Street, then one block east before returning to the intersection of Dayton and Main, where it follows conduit east to an overhead aerial and then to the John Day City Hall. Green explained we are proposing 96-count fiber for this route because of the critical community facilities (CCFs) to be connected. He then reviewed technical drawings with the board. Board reviewed and had no comments.

Agenda Item No.6—New Website

Green reviewed the Grant County Digital website (internal link, not live, not searchable) and the board discussed changes they would like to see, specifically: backdrop images; adjusting the email addresses so they end in @grantcountydigital.org, and; content to add to the landing page. Green also reviewed the operating parameters for the site for minutes, agendas and RFPs. Board discussed their desire to broadcast all future meetings (audio and video) to help keep residents informed. Green said he would investigate audio visual options to enable this.

Agenda Item No.7—2019 USDA Community Connect Grant

The board reviewed and discussed the proposed scope for the 2019 Community Connect Grant application. The board's consultants are advising we resubmit our application from 2018 with corrections to the attachments identified by USDA. Green reviewed those corrections with the board as described in the agenda packet. He then discussed updates that have taken place since the 2018 application was submitted that strengthen our application, namely the organization of Grant County Digital, the fact that we will be a fiber optic provider, and the creation of the co-location facility in John Day. We are also further along in the environmental analysis than we were a year ago. CTC technology provided an updated cost estimate for grant writing support for both the Community Connect grant and ReConnect. The board discussed their proposal and the proposed service area under both grants. They discussed how to describe the necessary overbuild in the ReConnect grant and how to explain the overlapping service areas that would result. Chair Becker mentioned wireless spectrum auctions that are taking place concurrent with our application, though it was unclear how that would impact future broadband connectivity.

Mr. Smith moved to apply for the 2019 Community Connect Grant. Co-chair Becker seconded, and the motion passed unanimously.

Mr. Smith moved to approve the professional services agreement with CTC technology based on the scope presented in their proposal. Co-chair Becker seconded, and the motion passed unanimously.

Agenda Item No.8—USDA ReConnect Grant

Green reviewed the ReConnect checklist, assembled by CTC technology, and discussed the rulemaking. He said he is optimistic that the federal government is putting more money toward rural broadband but he was discouraged by some of the rulemaking that seemed divorced from the realities of rural, and

specifically frontier, broadband service delivery. Green reviewed the scope of the Oregon Fiber Partnership's network, which covers 2,300 route miles connecting Oregon to the main internet. He noted Steve Corbato is trying to work with us to create an eastern Oregon connection through Grant County that would allow them to service our educational institutions and help make our academic environment more competitive in both secondary and higher education. The board further discussed the service area and how to create two mutually supportive and competitive applications within our organization, plus supporting Ortelco's proposal to apply for ReConnect funds to build out the northwest quadrant of the county. Securing funding for all three would yield significant broadband expansion.

Mr. Smith moved to apply for the USDA ReConnect grant due in May. Co-chair Becker seconded, and the motion passed unanimously.

Agenda Item No.9—Administrative Assistance

Green informed the board the current fund balance as of the end of January was \$1,786,512.08, which is a net spend of \$50,000. He noted the board has spent more, but interest earned offset some of the additional expenditures. He discussed the need for some additional administration assistance. He quoted a cost of approximately \$5,000 for his administrative staff at the city to provide support to the Coalition through June 2019 to assist with invoicing and preparation of agendas and minutes.

Mr. Smith moved to approve staff assistance from the City of John Day for meeting preparation and accounts payable. Co-chair Becker seconded, and the motion passed unanimously.

Agenda Item No. 10—Other Business

Co-chair Becker asked about the charter and mission statement and asked if we needed to do additional work. Green also pointed out we need to look at adopting bylaws and some housecleaning on the website.

Board agreed to do two study sessions alternating with the board meetings, with the first at 6 P.M. on Wednesday, March 13 to review the mission statement, logo and branding, and a review of our consultant's work product on the grants, and the second at 6 P.M. on Thursday, April 4.

Adjourn

There being no further business before the board, Mr. Becker moved to adjourn the meeting at 7:18 P.M. Mr. Smith seconded, and the motion passed unanimously.

Respectfully Submitted:

Nicholas Green

ACCEPTED BY THE BOARD ON MARCH 19, 2019.

By: Josh Walker, Chair