

Grant County Digital Network Coalition
August 21, 2018
7:00 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. **MINISTERIAL ACTIONS FOR THE BOARD OF DIRECTORS**
 - Memo on Creating a Mission Driven Organization
 - Secretary of State Certification No. AG-2018-03
5. **REVIEW OF USDA COMMUNITY CONNECT GRANT & ASSOCIATED BUDGET**

Attachments:

 - Community Connect Grant Overview – May 2018
 - 2018-19 Adopted Budget

OTHER BUSINESS

6. **OTHER BUSINESS AND UPCOMING MEETINGS**
 - None

TO: Grant County Digital Board of Directors

FROM: Nicholas Green, John Day City Manager

DATE: August 21, 2018

SUBJECT: Agenda Item #4: Ministerial Actions for the Board of Directors
Attachment(s)

- Memo on Creating a Mission Driven Organization
- Secretary of State Certification No. AG-2018-03

BACKGROUND

The enclosed memo provides background information for the board of directors to consider about operating the Grant County Digital Network Coalition as a mission driven organization.

DISCUSSION

Several ministerial actions will need to be undertaken by the board during its initial meetings. These actions are described in detail in the enclosed memorandum. They include, but are not limited to:

- Developing a mission statement
- Establishing an operating model(s)
- Appointing two (2) at-large board members
- Appointing an Executive Director
- Creating a website / communications platform
- Contracting approach for future planning and technical assistance
- Determining a meeting schedule and location(s)

RECOMMENDATION

These decisions do not have to be made during the first meeting. Many will be decided as the work of the board progresses. The board should review the enclosed information and come prepared to begin the discussion around these points and others as they see fit.

TO: Grant County Digital Board of Directors

FROM: Nicholas Green, John Day City Manager

DATE: August 21, 2018

SUBJECT: Agenda Item #5: Review of USDA Community Connect Grant & Associated Budget Attachment(s)

- Community Connect Grant Overview – May 2018
- 2018-19 Adopted Budget

BACKGROUND

The enclosed PowerPoint was presented to the John Day City Council in May 2018. Commstructure Consulting, lead engineers on the USDA Community Connect Grant project, will attend the board meeting and will discuss the proposed route and additional action items needed to complete this phase of the project.

DISCUSSION

The City of John Day applied for the USDA Community Connect Grant in May 2018. The application was for \$2.9M and will allow for a direct fiber optic connection to be installed at every premise in Seneca and many points along the route from John Day south to the county line. This application leverages \$450,000 in operating funds from the City's grant award from 2017 HB 5006 in exchange for \$2.9M in federal funding for capital construction costs, resulting in a 7.5x increase in purchasing power.

The John Day City Council as lead agency adopted a budget for FY2019 (enclosed). Nearly \$4.7M has been appropriated for capital outlay for construction of the broadband network, with \$117K reserved for materials and services and administrative expenses. This budget anticipates up to \$3M in revenue from the USDA and carries forward the balance of the 2017 state grant as net working capital (\$1.7M).

Most of these costs assume the City will receive the Community Connect Grant. The board may request changes to the budget if necessary as a result of the award decision, which is expected to be made by September 30, 2018.

NEXT STEPS

Commstructure will discuss the proposed route and answer any questions the board may have on this phase of the project.

TO: Grant County Digital Board of Directors
FROM: Nicholas Green, John Day City Manager
DATE: August 21, 2018
SUBJECT: Agenda Item #6: Other Business and Upcoming Meetings
Attachment(s)

- None

OTHER BUSINESS

None

UPCOMING MEETINGS

Board will need to determine how frequently they wish to meet, as well as meeting times and locations.