

**Grant County Digital Network Coalition
Board of Directors Meeting
Tuesday, August 17, 2021
6:00 PM
Virtual Meeting**

As ordered by Governor Brown under Executive Order 20-05 and guidelines issued for workplaces, schools, care facilities, and other community-wide mitigation efforts to help prevent the spread of the COVID-19 virus, this public meeting will offered via teleconference only. Public participation is encouraged by phone or internet using the access information below.

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- 1. OPEN AND ROLL CALL**
- 2. APPROVAL OF PRIOR BOARD MINUTES**
- 3. APPEARANCE OF INTERESTED CITIZENS** – Chair Walker will welcome the public and ask if there is anything they would like to add to tonight’s agenda.

CONSENT AGENDA

- 4. NONE**
 - None

ACTION ITEMS

- 5. OTC RECONNECT GRANT UPDATE**
Attachments:
 - None
- 6. EDA GRANT UPDATE**
Attachments:
 - None
- 7. FY21 REVEUE & EXPENDITURE REPORT**
Attachments:

- FY21 Preliminary Revenues
- FY21 Preliminary Expenditures

8. CYBERMILL UPDATE / ROOF QUOTE / SENECA BUILDING PURCHASE

Attachments:

- Roof quote

OTHER BUSINESS & UPCOMING MEETINGS

9. OTHER BUSINESS & UPCOMING MEETINGS

Attachments:

- Next Board Meeting – September 21st, 6 P.M. Virtual Meeting

TO: Grant County Digital Network Coalition

FROM: Nicholas Green, Executive Director

DATE: August 17, 2021

SUBJECT: Consent Agenda Item #4: None
Attachment(s)
• None

BACKGROUND

No items on the consent agenda.

RECOMMENDED MOTION

N/A

Consent Agenda. None.

Recommendation: None.

TO: Grant County Digital Network Coalition

FROM: Nicholas Green, Executive Director

DATE: August 17, 2021

SUBJECT: Agenda Item #5: OTC Reconnect Grant Update
Attachment(s)

- None

BACKGROUND

Marcus Bott (OTC) will update the board on the status of the USDA ReConnect grant.

TO: Grant County Digital Network Coalition

FROM: Nicholas Green, Executive Director

DATE: August 17, 2021

SUBJECT: Agenda Item #6: EDA Grant Update
Attachment(s)

- None

BACKGROUND

We have submitted all required information to the EDA and continue with pole permitting in advance of the award, as well as the site preparation for the John Day and Seneca CyberMills, which will be discussed later in the agenda.

I will review our responses to the EDA and provide project updates to the board during this agenda item. At this point, we are just waiting on SHPO concurrent for the natural environment for the John Day broadband build. SHPO has concurred with the built environment review and we have submitted the archeological report for the natural environment, which they are adjudicating.

DISCUSSION

The fiber build to the courthouse is fully permitted and make ready is underway by OTEC to allow this build to proceed upon notice of final award/notice to proceed from the EDA.

The permits for the build to the Airport have also been submitted and will follow the courthouse build.

Fieldwork for the remaining broadband components is also complete and Commstructure is working on the final plan set and permit requests.

We estimate 90 days to complete final design and 120-180 days for construction upon receipt of a notice to proceed.

TO: Grant County Digital Network Coalition

FROM: Nicholas Green, Executive Director

DATE: August 17, 2021

SUBJECT: Agenda Item #7: FY21 Revenue and Expenditure report
Attachment(s)

- FY21 Preliminary Revenues
- FY21 Preliminary Expenditures

BACKGROUND

We have preliminary figures for the fiscal year ending June 30, 2021.

DISCUSSION

Interest earned on our grant funding was \$10,117.11, significantly less than in prior years due to reduced interest rates in the market. The City also received COVID-19 relief funds that were spent on specific projects, like broadband to the Grant School District 3 office and Humbolt Elementary, and revenues for those funds totaling \$43,045.43 were accrued to the IT Fund.

\$54,900 in grant proceeds and donations were received by the CyberMill, which are recorded as a separate revenue line item to keep them distinct from the GC Digital revenues.

Total revenues booked for Grant County Digital at the end of FY21 came to \$1,502,293.98.

Personnel services for the IT Fund came to \$24,726.65 for FY21, materials and services were \$12,489.55, and capital outlay for broadband expansion (including CyberMill expenses) came to \$106,771.76. We are in the process of breaking out the CyberMill costs so that those can be shown as separate expenditures, like the revenues. Total expenditures across both projects came to \$143,987.96.

Our estimated cash carry-forward into FY22 for the IT fund is approximately \$1,375,000.

Of this, \$1 million is committed to the USDA ReConnect grant and \$200,000 is held in reserve for the EDA Grant match, leaving a balance of about \$175,000 for future expenditures, network operations and maintenance.

TO: Grant County Digital Network Coalition

FROM: Nicholas Green, Executive Director

DATE: August 17, 2021

SUBJECT: Agenda Item #8: CyberMill Update / Roof Quote / Seneca Building Purchase Attachment(s)

- Roof quote

BACKGROUND

The Seneca CyberMill is currently being equipped. OTEC has approved the pole attachments for the fiber build and we are just waiting on CenturyLink (now Lumen Technologies) to permit a single pole attachment and perform the make ready so we can complete this build. We have budgeted for the build and will award the contract as soon as permits are issued.

The John Day CyberMill will begin demolition and remodel upon notice to proceed from the EDA. In the interim, we attempted to get quotes to put a new TPO membrane roof on the site and have a contractor ready to perform the work beginning the week of September 6 (see quote, attached).

DISCUSSION

A new roof was not part of the EDA-funded portion of the John Day CyberMill, which focused on tenant improvements to the main floor only. The City of John Day is currently exploring other funding sources for top floor improvements and a new façade, as well as improvements to the sidewalks and parking behind the building.

In the meantime, we feel it is important to put a new roof on the structure to prevent water damage and future leakage. The quote of \$28,760 from Darrell McKrola would accomplish this. I am asking the board to fund the new roof to prevent damage to the IT equipment in the CyberMill and create a warm, safe and dry climate for the rest of the tenant improvements.

If the board funds this portion of the cost, we will still have \$165,000 in un-programmed funds remaining for future operations and maintenance/replacement of our network, plus any interest earned on our cash holdings.

I am also recommending the board approve the purchase of the Seneca Building for \$85,000 less the cost of the pre-paid rent for this fiscal year. At this time, we do not anticipate applying for federal funds for Seneca as OTC believes they can build out the community once they arrive with the USDA ReConnect funds. Rather than paying rent, I think it would be a better long-term value to complete the property purchase. This would make the CyberMill a tenant in our building, rather than a sub-tenant to the GC Digital Board, which is itself a tenant.

If the board approves both the new TPO membrane roof and the building purchase, we would have approximately \$80,000 in cash remaining after we meet our obligations under the USDA ReConnect grant, plus interest earned.

This would effectively complete our fiber buildouts for John Day and Seneca, plus create two CyberMills using a combination of GC Digital and City of John Day/EDA funds, plus expand internet to Long Creek,

Monument, Spray and the unincorporated portions of the county between these cities, John Day and Seneca, with roughly \$80,000 in funds held in reserve.

We should retain these funds for future operations, maintenance and replacement (OM&R) of the network. However, once these capital improvement projects are complete, we will have accomplished the majority of our original mission, save for the build from Seneca to Burns, which would require additional state and/or federal funding.

The State recently approved \$160 million for rural broadband infrastructure and we could request a portion of these funds for that build.

RECOMMENDATION

The board should discuss whether to approve the TPO membrane roof and the building purchase, and motion accordingly.

TO: Grant County Digital Network Coalition

FROM: Nicholas Green, Executive Director

DATE: August 17, 2021

SUBJECT: Agenda Item #9: Other Business and Upcoming Meetings
Attachment(s)

- None

OTHER BUSINESS

- None

UPCOMING MEETINGS

- Next Board Meeting – September 21, 6 P.M. Virtual Meeting