

**Grant County Digital Network Coalition
Board of Directors Meeting
Tuesday, September 20, 2022
6:00 PM
Virtual Meeting**

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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. **REVIEW AND STATUS UPDATE OF COMMUNITY BROADBAND COMPONENT OF EDA GRANT AGREEMENT NO. 07-79-07789**

Attachments:

 - None
6. **REVIEW AND STATUS UPDATE OF CYBERMILL COMPONENT OF EDA GRANT AGREEMENT NO. 07-79-07789**

Attachments:

 - None

OTHER BUSINESS & UPCOMING MEETINGS

7. **OTHER BUSINESS & UPCOMING MEETINGS**

Attachments:

 - Board Vacancy (at-large position)
 - Update on OBAC / Oregon Broadband Office

TO: Grant County Digital Network Coalition

FROM: Nick Green, Executive Director

DATE: September 20, 2022

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: Nick Green, Executive Director

DATE: September 20, 2022

SUBJECT: Agenda Item #5: Review and Status Update of Community Broadband Component of EDA Grant Agreement No. 07-79-07789
Attachment(s)

- None

BACKGROUND

We are still waiting on an approval for amendment (Amd No. 01) to adjust funding within budget categories for the project. This item also updates the board on the procurement status.

DISCUSSION

Amendment No. 01 removes the federal requirements from the professional services procurement and reassigns \$218,000 from design to construction line items, but otherwise does not impact the total award amount. This amendment approval is pending with EDA.

Permit Status. Commstructure has been following up with OTEC to verify the status of our pole attachment and make-ready requests for the builds that have been designed.

Following up on the status of the following permits and power make-ready requests. Table 1 shows the permits that still need to be verified by OTEC. One pole needs to be replaced and another set to complete these routes.

Grant County Courthouse	Grant County Airport	Humbolt Elementary
PA4414448 MR4414595 MR4414606 MR4414567 MR4419162 For the courthouse, there is a pole that will need to be replaced (190354936). OTEC has not created the MR for it yet, because they do not have an estimate.	PA4407513 MR4407562 MR5272449 (new)* *For the airport, an interset pole is required between poles 190279827 and 190279916.	PA4408611 MR4408643 MR4408626

Procurement Status. The City had to complete special award conditions (SAC), assigning a security interest in the network to the EDA. The City's attorneys are still preparing the legal instruments assigning this interest. EDA's attorney will also need to review and verify compliance with our bid documents with the SACs before we can solicit for services. We will still be in construction this fall but I do not have a firm timeline from EDA's attorney on how long their review will take.

Fielding Status. Commstructure will begin fielding crews to do the next round of construction documents related to this build. Those will be solicited as a second construction phase after bids have been approved for the airport and courthouse.

Knife River has been issued a notice of intent to award for a street improvement (West 7th Street) in John Day. We expect they will bid on the underground portions of the broadband while they are here.

RECOMMENDATION

No actions needed from the board at this time.

TO: Grant County Digital Network Coalition

FROM: Nick Green, Executive Director

DATE: September 20, 2022

SUBJECT: Agenda Item #6: Review and Status Update of CyberMill Component of EDA Grant Agreement No. 07-79-07789
Attachment(s)

- Urban Patterns Professional Services Agreement
- STRUX Professional Services Agreement

BACKGROUND

We contracted in March 2022 with Urban Patterns as the architect for the John Day CyberMill on a time and materials contract no to exceed \$25,000. We later approved STRUX engineering for the structural improvements for a \$7,800 fixed fee. Work sessions were held on June 30, July 14th, and August 9th to review designs.

The following updates are the progress since August 9th.

DISCUSSION

Urban Patterns has updated their project approach to wrap in phase 2 (ground floor interior improvements) into phase 1 (exterior) work and extended the submittal date to accommodate combining two phases. This requires a bit more effort and some extra effort occurred earlier as they adjusted the project approach for Main Street funding from the city of John Day. They began to exceed their budget in August (by \$2,182.50) and would like to send an amendment to capture this and the remaining work this month to complete the revised scope that has grown to include phase 2. That amendment will follow. It will include construction administration on a T&M basis.

Work last month included:

- Draft scope of work for abatement
- Progress on permit and bid documents
- Progress on code approach for building
- Coordination with structural engineer
- Updates to project scope, schedule and budget

Structural Permit. We aim to submit the structural permit application on Monday, October 3rd.

Because we are bidding out the project right now, we don't have construction costs confirmed.

We propose using the valuations based on the ICC table dated February 2022.

Based on a B occupancy building and VB construction, the construction cost per square foot for new construction is \$163.65.

- *The existing structure is 6,888 sf two stories above grade.*
- *Note: based on the table, a new construction valuation of \$1,131,836.00.*
- *Because the project scope is limited to interior improvements and limited façade repair to an existing building, we estimate this work to be 50% of the value above: \$565,918.00*
- *Further, we reduce this value by 60% because we are doing one floor of improvements only with limited exterior alterations and repair to \$339,551.00*
- *The structural valuation of the project is estimated at \$339,551.00.*

- *We understand the MEP permit fees will be assessed when those design-build permits are pulled.*

I confirmed we agree with this valuation, and they will ask Shannon Springer in the planning department to give us a permit fee estimate based on the above.

Abatement. We have been invited to apply for \$60,000 in brownfield remediation grant funds through Business Oregon to offset the abatement and demolition costs for the building.

Tenant Improvements. We have the opportunity to apply for \$250,000 in funding from the Ford Family Foundation as a grant to assist with tenant improvements for Phase 1.

Next Steps

Monday, September 26:

- Submit Bid and Permit package to internal review and comment
- Determine if any revisions are needed before we submit to EDA for RFP review.
- Set target date for submittal to EDA.

Monday, October 3:

- Submit structural permit application and bid package to EDA for review
- Submit Ford Family Foundation grant application
- Submit Brownfields grant application

RECOMMENDATION

Approve the Executive Director to apply for the brownfield and Ford Family Foundation grants.

Grant writing is a supplemental service under our current agreement. I would ask the board to authorize up to 12 hours for each grant (not to exceed \$2,700 per grant) to prepare each application. I will only charge hourly for actual time worked on each project, with the charges invoiced to Task 2. Transition Planning & Grant Writing.

TO: Grant County Digital Network Coalition

FROM: Nick Green, Executive Director

DATE: September 20, 2022

SUBJECT: Agenda Item #7: Other Business and Upcoming Meetings
Attachment(s)

- None

OTHER BUSINESS

- Board Vacancy (at-large position) – posted to websites; no applicants yet
- Update on OBAC / Oregon Broadband Office

The OBAC positions are now all filled and Business Oregon announced the positions last month. The board member profiles are posted to their website.

<https://www.oregon.gov/biz/aboutus/boards/bac/Pages/default.aspx>

I was appointed to serve as the Rural Business Representative for the state with a term from May 2022 - December 2025.

UPCOMING MEETINGS

- Next Board Meeting – October 18, 6 P.M. Virtual Meeting
 - Appointment of new board member (hopefully)