



## Public Works Department City of Bellingham

### Broadband Advisory Workgroup Agenda Tuesday, February 16, 2021 6:00pm – 7:30pm Zoom

You should have received your Zoom Panelist invite

BAW Members and Ex-officio Members: Please join the meeting 5-10 minutes ahead of the start time so we can make sure you have everything you need to participate in for the meeting.

Time	Topic	Lead
6:00 - 6:05 (5 min)	Welcome & Approve 2-2.21 Meeting Notes (included in your packet)	David Roberts, Facilitator
6:05 – 6:25 (20 min)	Role and engagement of Ex-Officio members of the Workgroup  Goal: Reach agreement on how the Workgroup engages with the Ex-officio members	David Roberts, Facilitator
6:25 – 6:55 (30 min)	Clarify what are we trying to achieve as specified in the resolution (Review resolution before the meeting: <a href="https://cob.org/wp-content/uploads/BAW-2020-31.pdf">https://cob.org/wp-content/uploads/BAW-2020-31.pdf</a> )  Goal: Ensure that everyone is clear on the direction from City Council found in the Resolution.	Staff
6:55 – 7:05 (10 min)	Share a draft paragraph to focus our efforts and stay within our boundaries  Goal: Workgroup members agree to the language in the paragraph	Michelle Kopcha, Milissa Miller and RB Tewksbury
7:05 - 7:10 (5 min)	Discuss the need for a project plan  Goal: Agree on development of a project plan. Approve the meeting planners to draft the project plan.	David Roberts, Facilitator
7:10 - 7:25 (15 min)	Presentation and short discussion of draft RFP, solicitation, and selection process. (Review draft RFP before the meeting)  Goal: Provide initial input from the Workgroup on RFP.	Staff
7:25 – 7:30 (5 min)	Plan for next meeting. Evaluate this meeting.	David Roberts, Facilitator
7:30	Adjourn	

**Next meeting scheduled for Tuesday, March 2<sup>nd</sup> at 6:00pm via Zoom**

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