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**Public Works Department**  
**City of Bellingham**

**Broadband Advisory Workgroup Agenda**  
**Tuesday, June 1, 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.

<b>Time</b>	<b>Topic</b>	<b>Lead</b>
<b>6:00 - 6:05</b> <b>(5 min)</b>	<b>Welcome, introductions, agenda review, approve notes from last meeting</b> (included in your packet)	David Roberts, Facilitator
<b>6:05 – 6:30</b> <b>(25 min)</b>	<b>Administrative and Technology Items Update</b> <b>RFP Update</b>	Marty Mulholland Eric Johnston
<b>6:30 – 6:45</b> <b>(15 min)</b>	<b>Clarify what the Workgroup wants to hear from Ex-Officios</b>	Eric Johnston
<b>6:45 – 7:20</b> <b>(35 min)</b>	<b>Definitions discussion – Affordability, Equity &amp; Access</b>  <i>Goal: Agree to a preliminary set of definitions for five key words pertaining to community broadband services understanding our definitions may change with additional information from the consultant.</i>	David Roberts
<b>7:20 – 7:30</b> <b>(10 min)</b>	<b>Plan Agenda for the next meeting. Evaluate this meeting.</b>	David Roberts
<b>7:30</b>	<b>Adjourn</b>	

**Next meeting scheduled for Tuesday, July 6 1st at 6:00pm via Zoom**

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**Engineering**

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**The following words describe our Vision for our meetings as the Broadband Advisory Workgroup:**

**Approved 2-2- 2021**

- ❖ See each person's face
- ❖ Thoughtful
- ❖ Engaged
- ❖ Prepared
- ❖ Concise and specific information
- ❖ Conversational discussions
- ❖ Positive
- ❖ Great ideas
- ❖ Intelligent
- ❖ Directed
- ❖ On task
- ❖ Short as possible
- ❖ Come out with deliverables
- ❖ Tangible results
- ❖ Planning forward

### **Meeting Ground Rules**

Approved 2-2-2021

- Start and end on time.
- One speaker at a time.
- Stick to the topic at hand.
- Ask questions to increase understanding.
- Limit distractions.
- Do your homework.
- Acknowledge that all participants bring legitimate purposes, goals, concerns and interests, whether or not there is agreement.
- Let the facilitator manage the meeting.
- Have fun. 😊