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## Public Works Department City of Bellingham

### Broadband Advisory Workgroup

#### Meeting Notes

Tuesday, March 1, 2022

6:00pm – 7:45PM

Zoom

WG Members in attendance:	Spencer Moore	Michelle Kopcha
	Milissa Miller	Linda Fels
	Steve Spitzer	Kristopher Keillor
	RB Tewksbury	
Ex Officio Members in attendance:	Terry Davis	
	Kurt Gazow	
	Atul Deshmane	
	Michael Gan	
Guest Presenters:	Jory Wolf, Magellan Advisors LLC	
	Greg Laudeman, Magellan Advisors LLC	
City Staff and Facilitator in attendance:	David Roberts, Facilitator	
	Eric Johnston, Public Works Director	
	Don Burdick, Information Technology, GIS Services Administrator	
	Rush Duncan, Public Works Webinar Support	
	David Roberts opened the meeting and welcomed everybody.	
1. Welcome, Introductions, Agenda Review, Approval of Notes	The Workgroup notes from February 1 <sup>st</sup> were approved with one clarification by RB Tewksbury that was shared with the Workgroup via email. David will update the notes which will be posted to the website.	
	Magellan was unable to provide the planned presentation at the meeting. The Workgroup decided to concentrate the meeting on reviewing and finalizing the definitions.	
2. Magellan Presentation on Survey Results	This agenda item was moved to the April 5, 2022 meeting. Eric Johnston asked Workgroup members to review the survey/analysis document recently provided and to email feedback directly to him by 3/8/2022. Eric Johnston will work with Magellan and report back at the next meeting.	
3. Review and Finalize Workgroup Definitions	The Workgroup reviewed the revised definitions as edited by the Definitions Subgroup who volunteered to prepare a final draft on behalf of the Workgroup. Each definition was reviewed in turn, then all the definitions were reviewed to	

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ensure context and terminology were consistent. The following definitions will be presented as drafts to the City Council on April 25, 2022.

**Broadband:**

In telecommunications, broadband is wide bandwidth data transmission which transports multiple signals at a wide range of frequencies and Internet traffic types, that enables messages to be sent simultaneously, used in fast internet connections. The medium can be coaxial cable, optical fiber, wireless Internet (radio), twisted pair or satellite.

In the context of Internet access, broadband is used to mean any high-speed Internet access that is always on and faster than dial-up access over traditional analog services.

The City's goal is to assure a broadband speed for residents (housed and unhoused), visitors, and businesses of **150/150 Mbps** today, always available, scalable, and a minimum target of **1 Gbps** symmetrical service by 2028.

**Availability:**

Availability means that every resident (housed and unhoused), visitor, and business within the City limits and its Urban Growth Area, regardless of demographics or digital literacy, has available a net-neutral, reliable, quality high-speed broadband system.

The City's goal is to ensure at a minimum, broadband services are available for residents (housed and unhoused), visitors, and businesses through access points such as residences, libraries, public facilities, parks, schools, shelters, and service agencies and organizations.

**Affordability:**

Affordability means every Bellingham resident (housed and unhoused) and business should be able to afford high-speed broadband that meets their financial criteria and is sufficient for their respective welfare needs (i.e. telehealth, remote learning, remote work, business web apps, teleconferencing).

The City's goal is to ensure that services should be cost-competitive with reasonable rates based on those achieved by other comparable US cities (by the metric of Gbps/month/\$).

**Digital Equity and Inclusion:**

Digital equity is a condition in which all individuals and communities have the information resources needed for full participation in our society, democracy, and economy. Digital Equity is necessary for civic and cultural participation, employment, lifelong learning, and access to essential services. Digital inclusion requires intentional strategies and investments to reduce and eliminate historical, institutional, and structural barriers to access and use technology.

The City's goal for digital inclusion ensures everyone has access to the information resources necessary to achieve digital equity.

**Quality:**

Quality broadband service provides reliable, uninterrupted speed at peak use hours and has latency, jitter, and packet loss low enough to:

- a) conduct clear, natural-feeling two-way teleconferencing with anyone else in the world who also has a high-quality broadband connection, and
- b) to be able to use most—if not all—of the purchased bandwidth, even during peak usage times.

The city's goal is to assure quality broadband service for all based on the residents' or business' choice of service level.

- 4. Discuss Integration of Workgroup Products  
In the next meeting we will start defining the agenda packet for City Council and how it is put together. Eric Johnston and David Roberts will work together on a draft for presentation to the group at the next meeting.
  
- 5. Plan Agenda for Next Meeting  
The following items were suggested for the April 5 Workgroup meeting:
  - Magellan will spend a few minutes discussing the survey, which will be included in the final report.
  - The Meeting Summary Subgroup will present a summary of all of the meetings of the Workgroup.
  - We will ask for two groups of volunteers. One to draft the resolution and one to prepare the Workgroup report.
  - Review presentation of definitions for City Council on April 25<sup>th</sup>.
  - Pogozone will be asked to make a short presentation on their public/private partnerships and open access services. Note: This could be at either the April or May meeting.
  
- 6. Evaluate this Meeting  
A Workgroup member asked if future meetings will be in person. Eric Johnston responded that the City Council is going to discuss in-person meetings at their March 14<sup>th</sup> meeting and will most likely meet in person on March 28<sup>th</sup>. There will be a recommendation that boards and commissions do not meet in person until May due to the requirement for all members of boards and commissions to be vaccinated. The City needs to work out a process to verify vaccination status for all the members. May is the tentative timeline for having that process in place. If this Workgroup meets in person, it would be June at the earliest. However, it might make sense to continue to meet virtually since the Workgroup's work is almost done.

Meeting adjourned 8:00 PM.

**Next meeting scheduled for Tuesday, April 5<sup>th</sup>, 2022 at 6:00 PM via Zoom**