



Public Works Department

City of Bellingham

Broadband Advisory Workgroup

Meeting Notes

Tuesday, June 21, 2022

6:00pm – 7:45PM

Zoom

WG Members in attendance:

Spencer Moore

Michelle Kopcha

Steve Spitzer

Kristopher Keillor

RB Tewksbury

Linda Fels

Milissa Miller

Ex Officio Members in attendance:

Gina Stark

Atul Deshmane

Kurt Gazow

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

1. Welcome, Introductions, Agenda Review, Approval of Notes

Notes from June are approved.

2. Report from Eric Johnston

Eric Johnston shared his thoughts on what the Workgroup should expect from City Council. The Workgroup input will generate discussion, but the Council will not act immediately. The Council will consider the information, take up deliberations, and eventually move this project forward.

Magellan is making changes to the report and following through on the detailed scope of work matching up with the deliverables.

At some point, the City attorneys will review the Workgroup's draft recommendations, and after the Council sees the results, there might be additional work. However, this Workgroup's task will be completed after the presentation to the Council.

3. Review the Report Subgroup's 2nd Draft Recommendations

David Roberts acknowledged the outstanding efforts of the Report subgroup which included Steve Spitzer, Milissa Miller, RB Tewksbury, Spencer Moore, Terry Davis, Gina Stark, Atul Deshmane. Then he reviewed the language in their report which included observation and recommendations. The Workgroup provided input and edits. The attached document contains the work from that meeting.

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Steve Spitzer asked about providing a glossary as an attachment to the agenda bill, then offered to create one for the group. All agreed. Eric Johnston clarified that it is ok to include a glossary from this group even if Magellan is including a glossary in their report.

4. Plan for presentation to Council and final contents of committee report

David Roberts discussed the final assignments for the Workgroup. He recommended Workgroup members review the observations and recommendations document. Additional attachments to the agenda bill will include the Magellan report and a report from the ISPs. Hopefully, both reports will be available before July 19th so the Workgroup can review the entire package.

The Workgroup should plan to present to City Council on August 29th. Milissa Miller, RB Tewksbury, Michelle Kopcha and Kris Keillor volunteered to prepare the presentation. Milissa and Kris volunteered to make the presentation for City Council.

Eric Johnston reminded the group that Council presentations are generally 10-15 minutes long with about 10-15 slides. The presenters should be prepared to answer questions. The presentation will likely be to the entire council. If it is in person, it will be at City Council chambers, either at 10 AM or 1 PM, depending on the agenda that is developed for the day. Eric suggested blocking off the day to be sure.

City staff will take what the presentation team prepares and dress it up for the Council.

Meeting adjourned 8:15 PM.

Next meeting scheduled for Tuesday, July 19th, 2022 at 6:00 PM via Zoom