

## **Public Works Department**

City of Bellingham

## **Broadband Advisory Workgroup**

Meeting Notes
Tuesday, February 16, 2021
Approved at March 2, 2021 meeting
6:00pm – 7:30pm
Zoom

Workgroup Members in attendance: Maximillian Carper Milissa Miller

Linda Fels Spencer Moore Kristopher Keillor Steven Spitzer Michelle Kopcha RB Tewksbury

Ex Officio Members in attendance: David Brinn Kurt Gazow

Vincent Buys
Atul Deshmane
Michael Gan

Allan Meeks
David Namura
Gina Stark

City Staff and Facilitator in

attendance:

Eric Johnston, Public Works Director

Marty Mulholland, IT Director

Iris Kaneshige, Public Works - Administrative Support

Rush Duncan, Public Works Webinar Support

David Roberts, Peak Sustainability Group, Facilitator

1. Welcome & Approval of Notes David Roberts started the meeting at 6:01pm, and asked if anyone had

comments or edits to the Notes?

Mr. Spitzer noted several edits, which was approved by the Workgroup with

edits noted.

Mr. Spitzer asked about the status of Sharepoint, recording of meetings and with the RFP being the first task at hand, the allocated time in the agenda is too

short.

Mr. Johnston responded that use of Sharepoint is still being evaluated by the

city and could be added as an agenda item for the next meeting.

The City Council met last Monday (2/8/21) evening and requested that the Resolution 2020-31 be amended to record meetings of the Workgroup during COVID-19. An Agenda Bill has been submitted for the 2/22/21 council meeting.

If approved, meetings after the 2/22 council meeting may be recorded.

104 W. Magnolia Street, Suite 109 Bellingham, WA 98225 Phone: (360) 778-7900 Fax: (360) 778-7901 TTY: (360) 778-8382

TTY: (360) 778-8382 Email: pw@cob.org **Natural Resources** 

Physical: 2200 Nevada Street Mailing: 2221 Pacific Street Bellingham, WA 98229 Phone: (360) 778-7800 Fax: (360) 778-7801 Email: pw@cob.org Operations

2221 Pacific Street Bellingham, WA 98229 Phone: (360) 778-7700 Fax: (360) 778-7701 Email: pw@cob.org Clarify what are we trying to achieve as specified in the Resolution David asked Ms. Kopcha to discuss the draft PURPOSE, MISSION and GOALs document taken from the resolution: <u>Bellingham Broadband Workgroup</u>
Resolution 2020-31

This document was prepared to help the Workgroup with the task at hand and help focus the Workgroup on the Purpose, Mission and Goals.

Overall, the Workgroup appreciated the document but requested more time to digest and prepare questions for discussion at the next meeting.

Edits/additions that the group agreed upon are as follows:

The PURPOSE & MISSION was to say: Evaluate the possibility of municipally owned broadband infrastructure access across the community.

Additionally, Mr. Spitzer suggested that **Maintenance** be added in the ADDRESS section.

Finally, in the Assess expanded and upgraded network to meet community needs: add a 6<sup>th</sup> partnership: **Public-Public partnership** 

The Workgroup had much discussion regarding the terminology of Broadband and Fiber, scope of their work, options and definitions.

Several Workgroup members suggested that the Resolution be reviewed, and questions, concerns and suggestions be compiled. Mr. Keillor offered to be the point person to receive all comments with the assistance of Ms. Fels by Friday, February 19<sup>th</sup>.

Action: They will summarize the comments from the Workgroup and send to Dave and Iris by Tuesday, February 23<sup>rd</sup>.

If there are questions for Council, Eric asked that a list be compiled, and he could discuss with the Council Chair of the Public Works and Natural Resources Committee.

Mr. Meeks commended the Workgroup for addressing such a difficult topic. He says in his field, they use the <u>Open Systems Interconnections (OSI) model</u> which is a good way to understand risk profiles and what it means to deliver services to the end user.

Eric suggested that we could have the Ex-officio members do presentations at future meetings.

Presentation & discussion of the draft RFP Eric apologized for sending out the wrong draft to the Workgroup, but the main sections for the Workgroup to review are:

- Section 4: Project or Program Requirements
- Section 5: Requirements and Project Scope
  - With the exception of Section 5.2: which is not up for discussion
- Section 6: Evaluation Criteria

Action: Eric requested that members review the RFP and if you have any questions, comments, or concerns, to please send them to Eric and Iris via email, due by Monday, February 22nd.

Iris will compile the list and have it ready for the next meeting.

Eric asked if private enterprises would share inventory information with the city?

Mr. Buys, from Comcast responded that the information is proprietary and could not be shared.

Mr. Keillor asked if members of the Workgroup could sign Non-Disclosure Agreements to have access to information?

Eric responded that these questions could be sorted out at the next meeting.

4. Homework for the Workgroup

David reviewed the Workgroup's homework before the next meeting:

- a. Send any comments or questions regarding the Resolution to Kris Keillor <u>kriskeillor@protonmail.com</u> and Linda Fels <u>gr8fels@msn.com</u> by **Friday**, **2/19/2021**. Kris and Linda will summarize and send to Dave and Iris by Tuesday, 2/23/2021.
- Send any comments or questions related to the RFP to Eric Johnston ecjohnston@cob.org and Iris Kaneshige iskaneshige@cob.org
   Monday, 2/22/2021.
- c. Iris and Marty will work on uploading the resources to the webpage
- 5. Items for next meeting
- Discuss the Resolution comments and questions submitted
- Discuss the RFP comments and questions submitted
- · Engage Bellingham and social media
- Define what Broadband means to each member
- 6. What did members appreciate about tonight's meeting

The energy
The enthusiasm
Like the group
Liked the Purpose, Mission and Goal document

Can we take care of housekeeping as a pre-meeting item?

Meeting adjourned at 8:02pm

Next Meeting will be on March 2nd at 6:00pm via Zoom