



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 Linda Fels Kristopher Keillor Michelle Kopcha	Milissa Miller Spencer Moore Steven Spitzer RB Tewksbury
Ex Officio Members in attendance:	David Brinn Vincent Buys Atul Deshmane Michael Gan	Kurt Gazow 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.

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2. 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: [Bellingham Broadband Workgroup 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 6th 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 19th.

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

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 [Open Systems Interconnections \(OSI\) model](#) 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.

3. 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.

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| 4. Homework for the Workgroup | David reviewed the Workgroup's homework before the next meeting: <ul style="list-style-type: none">a. Send any comments or questions regarding the Resolution to Kris Keillor – kriskeillor@protonmail.com and Linda Fels – gr8fels@msn.com by Friday, 2/19/2021. Kris and Linda will summarize and send to Dave and Iris by Tuesday, 2/23/2021.b. Send any comments or questions related to the RFP to Eric Johnston – ecjohnston@cob.org and Iris Kaneshige – iskaneshige@cob.org by Monday, 2/22/2021.c. Iris and Marty will work on uploading the resources to the webpage |
| 5. Items for next meeting | <ul style="list-style-type: none">• 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
