City of Davis
Broadband Advisory Task Force
MEETING MINUTES

City Hall Conference Room, Davis City Hall, 23 Russell Blvd., Davis CA
Wednesday, March 23, 2016
6:30 PM

Task Force Members: Jeff Mischkinsky - DavisGig, Mike Adams - Davis Community Network, Autumn Labbe-Renault - Davis Media Access, Jacques Franco - Utility Rate Advisory Committee, Marcia Bernard - DJUSD, Christine Crawford, Yolo County Broadband Working Group, Chris Clements - UC Davis, Stephen McMahon - Community Representative, Scott Adler - Community Representative, Christine Blackman, Davis Chamber of Commerce Alternate
Absent: Jennifer Nitzkowski - Davis Chamber of Commerce

Staff: Diane Parro, Chief Innovation Officer, Zoe Mirabile, City Clerk, Sarah Worley, Deputy Innovation Officer, Robert Schulz, Media Services Specialist

1. Welcome & Introductions - 6:30 pm
   Task Force members and staff provided self-introductions.

2. Call to Order, Roll Call & Oath of Office
   Diane Parro called the meeting to order, Zoe Mirabile, City Clerk conducted the Task Force members’ Oaths of Office.

3. Approval of Agenda
   Jeff Mischkinsky moved, seconded by Christina Blackman, to approve the agenda. Motion approved unanimously.

4. Public Comment
   Robert Nickerson commended Task Force and staff for their interest in working on community broadband.

5. Consent Calendar
   A. None

6. Regular Items
   A. Task Force Protocols
      City Clerk Zoe Mirabile provided an overview of Task Force member and meeting protocols, Brown Act requirements, and responded to questions.

   B. Broadband Primer Presentation
      Rob Nickerson provided an overview of:
      - elements of an internet network and their functions, including physical structures, communication networks, and user applications stressing that parts are separable
• transmission and connectivity protocols
• different types of communication media and their transmission (bandwidth) capacities and speeds from copper to fiber optic

Chris Clements noted that all systems are hybrids.
Jeff Mischkinsky highlighted that for a user a system is only as good as the capacity of the smallest link in the system.
Steve McMahon explained the concept of latency and its importance – how long a message sent takes to get to you.

Rob Nickerson summarized with 4 takeaways:
1) Separating control of physical infrastructure from internet providers can provide community an economic advantage.
2) Multiple and distinct Internet networks can run over one physical network
3) Fiber optic is the best infrastructure to use for transmitting information.
4) Flat topography, dense footprint, tech savvy community, and local tech experts are Davis assets that increase chances of implementing a successful project.

C. Review Task Force Scope of Work
Diane Parro provided a summary of the Task Force Scope of Work, explaining that it is an initial basis to start from, and specific tasks and time frames are open to change and will evolve through the process.
Chris Clements asked what desired end product was – it is up to the Task Force.
Jacques Franco requested an update on the City’s Franchise Agreement and I-Net status at a meeting soon. The City Attorney is already scheduled to attend an upcoming meeting to address this.
Task Force members discussed the desire to share information and resources with other members and the public and were directed to send them to staff to be shared as part of regular meeting agendas.

D. Nomination and Selection of Chair and Vice-Chair
Staff provided voting ballots and described how they were to be used. Several Task Force members wished to make nominations for Chair and Vice-Chair instead and hear what experience and interests they had for the roles.


Steve McMahon nominated Christine Crawford as Chair because of her experience overseeing the Yolo Broadband Strategy. She expressed interest in serving as Vice Chair instead.

Mike Adams nominated Chris Clements as Chair because of his good grasp of the issues and technical experience. Chris Clements accepted the nomination.
Jeff Mischkinsky nominated himself as Vice Chair.

Diane Parro asked candidates to respond to the nominations. Christine Crawford shared her knowledge of the subject and experience running meetings. Chris Clements shared his past private sector experience and current UC Davis experience made him well prepared for the role as Chair.

Mike Adams moved and Christina Blackman seconded, to appoint Crawford and Clements as co-chairs. Motion was discussed. Chris and Christine shared view that no clear lead would complicate the roles. Mike Adams withdrew his motion, seconder agreed. Motion withdrawn.

Jeff Mischkinsky moved that Chris Clements be appointed Chair, Marcia Bernard seconded. Motion was approved unanimously.

Steve McMahon moved that Christine Crawford be appointed Vice Chair, Autumn Labbe-Renault seconded. Motion was approved unanimously.

E. Confirmation of Regular Meeting Schedule
Diane Parro requested input on best days to meet.


Jeff Mischkinsky moved, meeting on the 1st and 3rd Wednesdays. No second, motion failed.

Discussion of need for two meetings a month, difficulty for members to make two meetings, and missing important information presented at meetings. Discussed possibility of using subcommittees to do work between meetings.

Marcia Bernard moved, Steve McMahon seconded, meeting on the 4th Wednesday of the month from 6:30-8:30 p.m. and meet as needed on the 2nd Wednesday of the month.

Jacques Franco proposed a friendly amendment that the Task Force meet on the 4th Wednesday and hold a second meeting on another Wednesday. Friendly amendment was not accepted.

Chris Clements moved, Jacques Franco seconded, to meet on the 4th Wednesday of the month.

Discussion and further voting on regular meeting schedule tabled due to length of discussion, late time and need for confirmation by City Clerk.


Task Force members, Mike Adams, Christina Blackman, Scott Adler, and Autumn Labbe-Renault, noted they would be unable to attend the meeting on April 6. Christine Crawford would try to change her schedule so she could attend and enable the group to reach a quorum.

7. **Staff and Task Force Brief Communications**
   Diane Parro noted Agenda Planning to be added as regular agenda item, and asked for Task Force suggestions. Following items to be added to future agendas for Task Force consideration:
   - Local non-profit contributing a Broadband Feasibility Study
   - Conducting a Community Broadband Speed Study

8. **Adjourn** Christina Blackman moved, seconded by Steve McMahon, to adjourn the meeting. Motion approved unanimously. Meeting adjourned at 8:50 pm.