Task Force Members Present: Chair - Chris Clements - UC Davis, Vice-Chair - Christine Crawford, Yolo County Broadband Working Group, Mike Adams - Davis Community Network, Autumn Labbe-Renault - Davis Media Access, Jacques Franco - Utility Rate Advisory Committee, Marcia Bernard - DJUSD, Stephen McMahon - Community Representative, Scott Adler - Community Representative

Via Teleconference: Jeff Mischkinsky – DavisGig

Absent: Jennifer Nitzkowski – Davis Chamber of Commerce

Staff: Diane Parro, Chief Innovation Officer; Sarah Worley, Deputy Innovation Officer; Jason Best, Information Technology Administrator; Robert Schulz, Media Services Specialist

Guests: Rob Nickerson; Robb Davis, Mayor Pro Tem

1. Call to Order & Roll Call – Self introductions made, meeting called to order at 6:33 p.m. Staff noted that Jeff Mischkinsky is attending the meeting via teleconference, and is able to participate in discussions, but is not able to participate in voting, due to Brown Act restrictions.

2. Approval of Agenda – Question about process for agenda item 6C. Chair, Co-Chair shared they combined several process questions into combined agenda item. Motion to approve by Steve McMahon. Seconded by Jacques Franco. Passes unanimously.

3. Brief Announcements from Staff and Task Force
   Steve McMahon disclosed he and others on Task Force (TF) are members of Davis Community Network, but have no vested interests.

4. Public Comment
   Robert Nickerson noted he was available to respond to questions for item 6A.

5. Consent Calendar
   All matters listed under the Consent Calendar are considered routine and non-controversial, require no discussion, as items are expected to have unanimous support, and may be enacted by one motion.
   A. Approval of April 27, 2016 Minutes – Steve McMahon recommended edits to paragraphs 1, 2 and 3 on page 2. Jacques Franco raised question about reference to subcommittees on second paragraph on page 3. Motion to approve as amended by Steve McMahon. Seconded by Mike Adams. Passes unanimously.
6. Regular Items
A. Davis Community Network Broadband Feasibility Study Request for Proposals (RFP) – Discussion

Chair noted his contributions to the DavisGig/Davis Community Network’s (DCN) RFP.

Robert Nickerson summarized that the DavisGig/DCN RFP was prepared to help City gain information about feasibility of a range of broadband network options, including private, public/private and public models; document was modelled on a Northfield, Minn. RFP because of its similar community size and character. The draft RFP was shared widely for input from industry experts.

Chair outlined options for the Task Force to consider:
1) to partner with DCN in issuing RFP;
2) accept it as a draft and modify it as a Task Force RFP;
3) encourage DavisGig/DCN to move forward on their own, and prepare a separate Task Force RFP at a later time.

The Task Force discussed these options including estimated costs and potential sources of funding.

Staff clarified that the Task Force is tasked with making recommendations to the City Council; a feasibility study was identified as potential Task Force process milestone; Task Force options are open, but allowing the City to have an active role would be favored. City Council authorization would be needed to issue an RFP, to allocate funding and execute a contract for preparation of a community broadband feasibility study.

Task Force discussion/comments included:
- objective is to seek factual information for purposes of decision making
- need to confirm information provided would be specific to Davis
- different rates and scenarios, and risks would be identified and evaluated
- implementation is based on reasonable forecasts
- need more content on business models vs. what vendor can provide
- need more competitive pro and con analysis of alternatives
- important for RFP to be a TF document, and continue to seek input
- willingness of DavisGig/DCN to allow TF to accept document as a base draft for TF revision for City issue of an RFP, acknowledging its contribution
- timeframe for getting RFP to Council
- use of subcommittee to flesh out scope of work
- if survey should be added to RFP to identify where critical needs are
- time frame for completion of a feasibility study could take 12 months: issue of RFP, evaluation of RFP responses, consultant selection, plus 4-6+ months to complete study
- during preparation of feasibility study TF can make effective use of expertise, through guest speakers, field trips, tours, and reviewing successful community examples
Robert Nickerson confirmed document was created to assist the City and is available to Task Force for their use.

Mayor Pro Tem Davis recommended Task Force accept the work and turn it into a Task Force document. The Community Choice Energy Advisory Committee process was cited as a positive example, with Council affirmation of importance of work, transparent process, and public forums developing excitement.

B. Task Force Objectives and Paths to Success – review summary of discussion and confirm objectives
Discussion and consensus confirming preparation of community broadband feasibility study as priority objective. Amendment process and timelines defined.

C. Discussion of meeting length, time management and potential use of subcommittee(s) to address specific tasks (e.g. consumer research/case studies etc.)
Confirmation of one Task Force meeting per month. Consensus that use of subcommittees is necessary where appropriate, and one is needed for preparing a revised RFP.

Chair requested volunteers for RFP subcommittee. Motion by Steve McMahon to appoint volunteers Scott Adler, Jacques Franco, Mike Adams, Jeff Mischkinsky and Chris Clements as Chair, to RFP Subcommittee. Second by Mike Adams, passes unanimously.

7. Task Force and Staff Brief Communications
A. Broadband Amendment Work Plan - Staff overview of phased process for updating the City’s policies, regulations, and standards to implement “dig once” objectives.
B. Agenda Planning and Long Range Calendar
   • Decision to hold July 27, 2016 meeting approved by consensus.
   • Confirmed another member of a Task Force member’s organization could attend meeting in their absence as member of the public, and would not be allowed vote.
   • Defined process for sharing recommended articles, webinars and other references/resources with other Task Force members.
   • Addition of “Recommended Readings” and “Community News” be added to Task Force Agendas

8. Adjourn – The meeting was adjourned at 8:37 p.m. by consensus.