Task Force Members Present: Chair - Chris Clements - UC Davis, Vice-Chair - Christine Crawford, Yolo County Broadband Working Group, Jeff Mischkinsky – DavisGig (arrived 6:40 p.m.), Mike Adams - Davis Community Network, Jacques Franco - Utility Rate Advisory Committee, Marcia Bernard - DJUSD, Scott Adler - Community Representative

Absent: Autumn Labbe-Renault - Davis Media Access, Jennifer Nitzkowski - Davis Chamber of Commerce, Stephen McMahon – Community Representative

Staff: Diane Parro, Chief Innovation Officer; Robert Schulz, Media Services Specialist

Please note: The numerical order of items on this agenda is for convenience of reference; items may be taken out of order. No new items shall begin after 8:30 p.m. unless unanimous consent exists to continue. Times listed are estimates.

1. Call to Order & Roll Call
   The meeting was called to order at 6:33 p.m.

2. Approval of Agenda
   Motion to approve by Mike Adams, Seconded by Jacques Franco. Motion passed unanimously.

3. Brief Announcements from Staff and Task Force
   No announcements.

4. Public Comment
   Lorenzo Kristov spoke to the current transformation in the electricity industry and proliferation of distributed energy resources (DER). This will require major upgrades to the electricity delivery system and may offer good opportunity for fiber optic cable to service broadband subscribers to be bundled with the electricity distribution system upgrades.

   Gerry Braun came to affirm Lorenzo’s comment and urges the Task Force to look for synergy with Community Choice Energy.

   (Task Force member Jeff Mischkinsky arrived at 6:40 p.m., during Public Comment)

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 June 22, 2016 Draft Minutes
      Motion to approve by Jeff Mischkinsky. Seconded by Mike Adams, motion passes unanimously with Jacque Franco abstaining.
6. Regular Items
   A. Citywide Fiber Optic Network Request for Proposals
      Recommendation:
      i. Review Final RFP
         The Task Force reviewed the Final RFP. Discussion was held on the topic raised
         by Lorenzo Kristov during public comment about including future potential for
         partnership with utility providers to provide services for managing utility systems.
         By consensus, the following item was added to Section 3 of the RFP:
         3.2.1.i Supervisory Control and Data Acquisition (SCADA) and Smart Grid
         Technologies.
         The Task Force then reviewed the timeline for the RFP process. By consensus,
         the Task Force agreed that the RFP timetable should last for 45 days from RFP
         release to proposal deadline, that “notice of intent to respond” would be due 14
         days after release, RFP questions would be due 21 days after release, and answers
         to questions received by the previous deadline would be distributed 28 days after
         release.
         By consensus, the Task Force made the following language changes to Section 9
         Project Timetable, of the RFP:
         “Interviews, if necessary” was changed to “Interviews, as needed.”
         The word “will” was changed to “may” in two places, (paragraph 3 re: email
         address needed to receive any additional information).

      ii. Recommend City issue RFP for Citywide Fiber Optic Network Feasibility Study.
          Motion to approve the amended RFP and recommend issuance moved by Jeff
          Mischkinsky. Seconded by Christine Crawford, approved unanimously.
          The Task Force discussed funding for the RFP process. By consensus, the Task
          Force agreed that a budget adjust of $125,000 should be requested for the
          feasibility study.

      iii. Appoint Task Force members to participate in consultant selection process.
          Several members expressed interest in participation. Jeff Mischkinsky
          volunteered to be on committee. The Task Force agreed to postpone this item to a
          future meeting when all members are present.

   B. Next Steps – Discussion
      i. Council Presentation
         Chris Clements agreed to make a presentation on the status of the Task Force’s
         work to the City Council at their meeting on August 30.

      ii. RFP Evaluation Process
The Task Force briefly discussed evaluation of RFP respondents. Task Force members requested those who have familiarity with consultants in the field provide information on their experiences.

iii. Guest Speakers / Site Visits
A subcommittee was formed of Chris Clements, Jeff Mischkinsky, Mike Adams, Diane Parro, and Rob Nickerson (from the public) and they will work toward scheduling informational presentations on every Wednesday beginning on August 11 from Noon to 2:00 p.m. It is anticipated that these will be mainly conference calls.

7. Task Force and Staff Brief Communications
A. Agenda Planning and Long Range Calendar
B. Community News –
   Chris Clements reported on relevant information on current market conditions he had gained through the course of his employment.

8. Adjourn
Motion to adjourn Mike Adams, Seconded by Scott Adler, approved unanimously. The meeting adjourned at 8:28 p.m.