Task Force Members Present: Chair - Chris Clements - UC Davis, Vice-Chair - Christine Crawford, Yolo County Broadband Working Group, Jeff Mischkinsky – DavisGig (arrived 6:37 p.m.), Mike Adams - Davis Community Network, Autumn Labbe-Renault - Davis Media Access, Jacques Franco - Utility Rate Advisory Committee, Marcia Bernard - DJUSD, Jennifer Nitzkowski - Davis Chamber of Commerce, Stephen McMahon - Community Representative, Scott Adler - Community Representative (departed 7:42 p.m.)

Task Force Members Absent: None

Staff: Diane Parro, Chief Innovation Officer; Sarah Worley, Deputy Innovation Officer

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 – 6:32 p.m.

2. Approval of Agenda – Jacques Franco requested opportunity to discuss task force alternates. Motion to approve by Steve McMahon. Seconded by Mike Adams. Passes unanimously.

3. Brief Announcements from Staff and Task Force – Diane Parro noted appreciation of Chair’s Task Force update and presentation and attendance by other task force members at October 30, 2016 City Council meeting. Chris Clements provided summary of Council comments and action on Citywide Fiber Optic Network Feasibility Study Request for Proposals.

4. Public Comment - Linda Baumann supported provision of access to citywide broadband and attended DavisGig Broadband presentations in the past. Colleen Stanturf requested to be added to the Task Force email list (sign up on Task Force website). They learned about Task Force meeting from Council member Brett Lee at a Davis Progressive Business Exchange meeting.

5. Consent Calendar
   A. Approval of July 27, 2016 Draft Minutes - Motion to approve by Jacques Franco. Seconded by Mike Adams. Steve McMahon missed meeting and would abstain from the vote. Passes 9-0, with one abstention.

6. Regular Items
   A. Citywide Fiber Optic Network Request for Proposals
      Recommendation:
      i. Appoint TF members to participate in consultant selection process
Motion by Steve McMahon to appoint Steve McMahon, Mike Adams, Jeff Mischkinsky, Jacques Franco, and Chris Clements to the consultant selection subcommittee. Seconded by Jeff Mischkinsky. Approved unanimously.

Discussion: The Task Force combined discussion of consultant selection subcommittee (Subcommittee) appointments and item C.i. - RFP evaluation process, so members would know what they were volunteering for. BATF discussed Subcommittee and BATF roles/responsibilities in selecting a recommended consultant. Important considerations in evaluating responses were also discussed, including possible tools to document fulfillment of RFP evaluation criteria. By consensus, the Task Force supported the following steps as an initial approach:

- Full BATF has opportunity to review and comment on all RFP responses.
- Consultant Selection Subcommittee selects first group of semi-finalists for reference checks.
- CS Subcommittee selects and recommends BATF approval of finalists to be interviewed.
- TF Subcommittee and City staff conduct interviews and presents top consultant candidate for BATF approval and recommendation to City Council.

B. Guest Speakers - guest speaker suggestions provided by DavisGig discussed. Highest interest in opportunity to learn from those experienced in implementing successful municipal networks. Teleconference format could be considered if needed. Members asked to provide staff with ideas for guest speakers.

C. Next Steps – Discussion
   i. RFP evaluation process – see above
   ii. Site visits – continue to future agenda

7. Task Force and Staff Brief Communications
   A. Agenda Planning and Long Range Calendar - Discussed need for appointment of “alternates” to ensure meeting quorums. Request for members to inform staff and Chair/Co-Chair of any meeting absences early. Lack of continuity and background present a challenge for alternates to be prepared for participation in TF actions. Other representatives from TF member organizations welcome to attend meetings.
   B. Community News – Chris Clements noted recent North Carolina case law blocking municipal broadband. Other general comments about changes in power pole regulations.
   C. Recommended Reading: Staff asked to share additional broadband related articles recommended by individual members.

8. Adjourn – 8.29 p.m. by consensus