1. **Call to Order & Roll Call** – 6:33 p.m.

2. **Approval of Agenda** – Motion to approve by Steve McMahon, seconded by Marcia Bernard. Passes 8-0, 2 absent.

3. **Brief Announcements from Staff and Task Force** – staff noted receiving first response to the Feasibility Study RFP. Jacques Franco asked about status of City of Santa Cruz and Cruzio fiber project. Scott Adler shared Google is stopping new Google Fiber installations.

4. **Public Comment**
   - Robert Nickerson - shared information received from California ISP group conference call Cruzio is part of, that project is continuing with a smaller deployment area. Google likely seeking more innovation cost and lease models. Chair Chris Clements requested Economic Development staff in Santa Cruz be contacted to hear their perspective on the public/private partnership thus far.

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 September 28, 2016 Draft Minutes** – Chris Clements noted correction - Jacques Franco’s name needed to be added to the appointed Consultant Selection Subcommittee.
     Motion by Steve McMahon to approve as amended, seconded by Jacques Franco. Passes 8-0, with 2 absent.

6. **Regular Items**
   - **A. Citywide Fiber Optic Network Request for Proposals** – Continued Discussion
     - i. Consultant selection process
1. Review materials distributed by Staff
   ii. Evaluation metrics
      1. Establish criteria by which responses will be evaluated
      2. Development of a response evaluation document

Task Force discussed sample evaluation sheet; evaluation criteria; scoring values; different ways to document evaluation of each RFP response, and summary of review results. Scott Adler recommended changing term “complete” in evaluation criteria No. 1 to “substantially complete”. Five main review criteria would be ranked on a score of 0-10, per criteria, for maximum total of 50 points.

   iii. Schedule
      1. Determine a timeline for reviewing each response
      2. Discuss the evaluation/review reporting process

Task Force discussion concluded all RFP responses will be distributed to all Task Force members electronically, with evaluation forms. Consultant selection subcommittee will be assigned specific RFP’s to review so every RFP response receives the same number of reviews. Evaluation forms from other Task Force members will be sent to staff to forward to the subcommittee’s consideration in preparing their recommendation on list of candidates to interview.

Staff would follow-up on Chair’s question about need to confirm reviewers had no conflict of interest.

B. Discussion topics related to project success
   i. Formalize the objectives of the project
   ii. Develop a communications plan
   iii. Public relations and outreach
   iv. ‘Early adopter’ potential

   Item moved to future meeting agenda by consensus.

C. Next Steps – Continued Discussion
   i. Guest Speakers
   ii. Site visits

   Item moved to future meeting agenda by consensus.

7. Task Force and Staff Brief Communications
   A. Agenda Planning and Long Range Calendar – next meeting Nov. 30, 2016 due to Thanksgiving holiday.
   B. Community News - none
   C. Recommended Reading:
“Community Networks Resource Overview” Institute for Local Self Reliance
https://muninetworks.org/content/santa-cruz-and-cruzio-call-it-quits

Chris Clements - noted value of Task Force members being aware of different viewpoints expressed about value of broadband fiber systems in these and other articles as process moved forward.

8. **Adjourn** – Motion to adjourn by Mike Adams, seconded by Steve McMahon. Passes by 8-0, 2 absent. Meeting adjourned at 8:30 p.m.