**City of Davis**

**Broadband Advisory Task Force Special Meeting Minutes**

**Wednesday, February 1, 2017**

**Task Force Members Present:** Chair - Chris Clements - UC Davis, Vice-Chair - Christine Crawford, Yolo County Broadband Working Group, Jeff Mischkinsky - DavisGig, 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

**Task Force Members Absent:** Jennifer Nitzkowski - Davis Chamber of Commerce

**Staff:** Sarah Worley, Deputy Innovation Officer, Jason Best, Information Systems Administrator; Robert Schulz, Media Services Specialist

1. **Call to Order & Roll Call** – 6:32 p.m.

2. **Approval of Agenda** – Motion to approve by Jacques Franco. Seconded by Steve McMahon. Passes 7-0, 3 absent.
   Scott Adams present at 6:34 p.m., Mike Adams present at 6:35 p.m.

3. **Brief Announcements from Staff and Task Force**

4. **Public Comment**
   Brandon Merritt, resident and DavisGig member, experienced with preparing and evaluating responses to fiber related RFP’s and administering contracts from work with Broadband Consortium for Mendocino, Sonoma and Marin Counties. Supported work of Task Force. Growing pressure against public fiber networks should be expected from Comcast and AT&T. Stressed need to evaluate public ownership and open access model allowing competitive access, vs. any recommended service operator.

   Robert Nickerson congratulated Task Force on their success in receiving proposals opportunity to choose finalist from top two broadband network consultant’s in the country. Cautioned that they each may already have existing relationships with providers and approaches.

5. **Consent Calendar**
   A. Approval of January 25, 2017 Draft Minutes – Motion to approve by Jacques Franco. Seconded by Scott Adler. Passes 8-0, 1 abstention (Steve McMahon), 1 absent.

6. **Regular Items**
   A. **Citywide Fiber Optic Network Request for Proposals** – Consultant selection process
      i. **Recommended Action:**
         1. Receive updates on reference checks and sample report reviews;
         2. Discuss merits and ranking of top two candidates;
3. Approve candidate recommended to conduct feasibility study.

Chair Clements provided summary of results of two additional reference checks conducted for each firm. Each Task Force member shared their individual conclusions from reviews and interviews of the two firms, and identified their favored candidate, with many acknowledging a difficult choice among two very well qualified, experienced teams. Chair led more in depth discussion of differences between each team’s strengths; what combination of skills and approach was the best fit to meet project objectives and for the Davis community. Following discussion, the Task Force reached general consensus they were ready for a vote to identify a preferred consultant.

Motion by Scott Adler to recommend CCG Consulting and Finley Engineering be selected to prepare the City’s Citywide Fiber Optic Network Feasibility Study. Seconded by Autumn Labbe-Renault. Passes 9-0, 1 absent.

At Chair’s request the Task Force summarized their basis for recommending CCG Consulting & Finley Engineering.

Motion by Steve McMahan that CCG Consulting & Finley Engineering was considered the best fit to meet project objectives and best fit the Davis community because they:

- had relevant experience that specifically included internet service provider business and operation experience;
- exhibited passion for the work, could provide greater flexibility and attention to the project, and appeared easier to work with;
- did their homework on the community and had a better understanding of Davis’ needs;
- would run more models, be creative, and bring a fresh approach to the study;
- offered more detailed financial analysis, an edge in engineering, and stronger analytics overall;
- included legal analysis; and
- would complete the study for a substantially lower cost.

Seconded by Jacques Franco, passes 9-0, 1 absent.

7. Task Force and Staff Brief Communications

A. Agenda Planning and Long Range Calendar – Plan to review Feasibility Study Draft Scope of Work at Feb. 22 meeting, and discuss interest in doing a survey and other resources available to assist in conducting survey and outreach. Presentation by Nokia scheduled for March 22, 2017 meeting.

B. Community News - none

C. Recommended Reading - none

8. Adjourn – Motion to adjourn by Steve McMahon. Seconded by Jacques Franco. Passes 9-0, 1 absent. Meeting adjourned at 8:12 p.m.