



## Washtenaw County Broadband Task Force (BBTF)

Thursday, May 9, 2019

8:00 – 9:00 A.M.

Chelsea District Library, McKune Room  
221 S. Main Street, Chelsea, MI 48118

I. Call to Order | Introductions

The meeting was called to order by Barb Fuller at 8:02 a.m.

In Attendance:

John Kingsley	Webster Township
Andrew DeLeeuw	Washtenaw County
Melanie Bell	Chelsea Library/Michigan Broadband Cooperative
Ben Fineman	Michigan Broadband Cooperative
Cal Messing	Bridgewater Township
Don Stein	Bridgewater Township
Tom McKernan	Sylvan Township
Shannon Beeman	Washtenaw County
Kyle Mazurek	Comcast
Barb Fuller	Sharon Township/Michigan Broadband Cooperative
Eric Johnson	Norvell Township
Jason Maciejewski	Washtenaw County/via telephone
Lisa Moutinho	Washtenaw County Staff Support

II. Public Comment #1  
No public Comment

III. Approval of Meeting Minutes  
A. April 18, 2019  
B. April 25, 2019

- The meeting minutes were approved as presented

IV. New Business | Action Items  
A. Adopt BBTF Workgroup Reporting Form and schedule

- Approved as presented, reporting form due to Lisa at noon on the Friday before each meeting.
- B. Township Engagement Workgroup
- Eric Johnson – Norvell Township will contact others in his area
  - Need to provide a Q&A for partner townships, Barb will work to put together
  - Should members of this group attend township meetings quarterly to update those who don't sit at the table with us on a regular basis?
- C. Data Project Workgroup
- Work on survey has begun, potential for summer tax bills still exists
  - Working on their anticipated budget
  - Concern surrounding ownership of data
  - Merit Speedtest, currently underway in the UP would be well suited for our needs, timing (summer tax bills) may be a challenge as it relies on schools to assign to students
- D. RFP Readiness Workgroup
- Ben/Shannon to meet in near term to work on data test tool
  - Grant available, CMIC, \$20m pool, those municipalities previously receiving Connect America money are not eligible for this one (Bridgewater/Manchester)
- E. By-Laws Workgroup
- Work is ongoing – utilizing corporation counsel for guidance on conflict of interest, stipend, multi county collaboration
- V. Old Business | Workgroup Updates
- A. Township Engagement Workgroup
1. Determine lead BBTF member for Workgroup  
Done
  2. Clarify BBTF Liaison Assignments to Townships  
Done (attached)
  3. Confirm contact/point person for interested Townships  
In progress
  4. Draft a list of likely cost sharing partners  
In progress
  5. Compile informational support materials to share  
In progress
  6. Draft Q&A  
In progress
- B. Data Project Workgroup
1. Determine lead BBTF member for Workgroup  
Done
  2. Potential MERIT partnership  
In Progress
  3. Develop survey instrument
    - a. Establish timeline
    - b. Establish survey universe
    - c. Clarify list procurement  
In progress

- d. Outline survey methodology (e.g. # of responses needed for validation of results, geocoding, online/US mail format)  
In progress
    - e. Plan for receipt of survey responses and subsequent data entry  
In progress
    - f. Estimate project costs (e.g. printing, mailing cost, mail prep, web site, domain name)  
In progress
    - g. Identify funding  
In progress
  - C. RFP Readiness Workgroup
    - 1. Determine lead BBTF member for Workgroup  
Done
    - 2. Identify key RFP elements to prepare for quick response
      - a. Research grant opportunities  
In progress
  - D. By-Laws Workgroup
    - 1. Review DRAFT By-Laws
      - a. Pending: Conflict of interest provision  
In progress
- VI. Future Agenda Items
  - A. Adopt By-Laws
  - B. Appoint Task Force Steering Committee
    - 1. A core group from prior Broadband Equity Sub-Committee
    - 2. A representative from the County Administrator's Office
  - C. Approve Introductory Packet for distribution to Townships
    - 1. Introductory letter
    - 2. Template resolution of support
    - 3. FAQ
    - 4. Broadband Coverage Map
- VII. Next Steps | Assignments
- VIII. Public Comment #2  
  
No public comment
- IX. Announcements
  - A. Sharing email information  
List will be provided at next meeting
- X. Adjournment  
The meeting adjourned at 8:41 am

Attachments:

- Draft By-Laws
- Draft Workgroup Progress Report Form & Reporting Schedule

**NEXT MEETING:**

**Thursday, May 23, 2019 8:00 a.m.**  
Chelsea District Library, McKune Room

