



Washtenaw County Broadband Task Force (BBTF)

Thursday, May 23, 2019
8:00 – 9:00 A.M.
Chelsea District Library, McKune Room
221 S. Main Street, Chelsea, MI 48118

I. Call to Order | Introductions

In Attendance:

Barb Fuller	Sharon Township/Michigan Broadband Cooperative
Melanie Bell	Chelsea Library/Michigan Broadband Cooperative
Mike Compton	Dexter Township
Shannon Beeman	Washtenaw County Commissioner – District 3
Ben Fineman	Michigan Broadband Cooperative
John Kingsley	Webster Township
Andrew DeLeeuw	Washtenaw County
Kyle Mazurek	Comcast
Lisa Moutinho	Washtenaw County Staff Support

II. Public Comment #1

No public Comment

III. Approval of Meeting Minutes

A. May 9, 2019

Minutes of May 9, 2019 approved by consensus

IV. Action Items

A. Data Project Workgroup

i. Approval of survey methodology, budget and online questions

-The group discussed the survey and the questions that would help to solicit information, such as the projected take rate, how to best perform a speed test and the language that would yield the best possible data.

-ACD is willing to help with data collection, although we need to work through the ownership issues, conversations are ongoing.

-What is the best course of action for the survey, send with tax bills or standalone mailing? (Andrew to determine per-unit cost and if we go this route, will work with us to get before BOC in July)

-Need to determine value/ask from BOC – overall budget that this group may require to achieve their objective. Some things to consider:

-Cost to prepare grant application \$80k

-Need to quantify take rate (random sampling/canvassing) \$10k

-Township partnerships? \$unknown

-Need to propose repeating survey every 2 years, until countywide broadband equity is achieved.

-This information should be included in report to BOC in July

B. RFP Readiness Workgroup

- i. To move forward with gathering the data through ACD.net for the June tax bill

-Much of their work was covered by the report/conversation surrounding the Data Project group.

-Group discussed the feasibility of a grant application by the end of August, determination was made that we will not pursue at this time, due to the constraints and lack of survey information.

C. By-Laws Workgroup

- i. Proposed By-Laws

-Modified and approved for presentation to the BOC in July

-Note – each interested township will be permitted to appoint one representative

-Andrew will check to see how we'll handle the 'other governmental' units and report back at our next meeting.

D. Meeting Schedule Policy

- Keep in mind, absent any reports from the workgroups, the meetings may be cancelled. Be sure to watch your email for this information.

V. Workgroup Updates

A. Data Project Workgroup (discussed, above)

B. RFP Readiness Workgroup (discussed, above)

VI. Report of the Chair

A. Proposed Task Force Steering Committee

-Lisa to reconcile the two lists for next meeting

VII. Next Steps | Assignments

A. July 10, 2019 BOC Meeting –Task Force Report with approval of Bylaws,

VIII. Public Comment #2

No Public Comment

IX. Announcements

A. Sharing email information

X. Adjournment

The meeting adjourned at 8:49 am

NEXT MEETING:

Thursday, June 6, 2019 8:00 a.m.

Chelsea District Library, McKune Room