



22500 Salamo Road  
West Linn, Oregon 97068  
<http://westlinnoregon.gov>

# MUNICIPAL FTTP FEASIBILITY TASK FORCE MEETING

Tuesday, August 09, 2016 and  
6:30 p.m. – Standard Meeting – Rosemont Conference Room

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1. Call to Order
2. Attendance Role Call

Kazi Ahmed	Amit Armstrong
Dean Sur	Richard Sakelik
Brian Gilday	Anathan Thandri
Mike Taylor	
3. Approval of Previous Meeting Minutes (If applicable)
  - a. No previous minutes to approve
4. Appointed Member & Staff Introductions
  - a. All members in attendance presented for 3-5 minutes on education, and job experience.
5. Review of Task Force Operating Agreement
  - a. The definition of FTTP is missing from the document and it was requested as an addition to the opening paragraph of the operating agreement.
6. Review of published RFP Schedule & Scope of Work
  - a. Discussion on minor change to RFP to support more community input during the community research phase.
  - b. The task force requested a Q&A session from a founding member of the Sandy Net Municipal FTTP organization.
  - c. Add to bullet 1.4.1 point 2 add “statistically relevant”

- d. Concerns expressed about estimated cost of study and the task force having the right expectations for its deliverable.
  - e. Concerns that the council understands the expectation of what the feasibility study will produce in research and documentation.
  - f. Discussion on the possibility of after reviewing the responses the task force may suggest not to hire anyone.
  - g. Move August 30 Interviews to Sept 06
  - h. Move September 02 RFP award date to September 16 and push rest of dates to support the move
7. Review RFP grading Criteria & Discuss Grading System Requirements
- a. Grading Criteria items mentioned
    - i. Statistically relevant survey that will stand up to public scrutiny
  - b. The Task Force requested the City IT Manager send out a first draft of the RFP grading criteria.
8. Other Business
- a. The task force requested permission to hold off on posting minutes of the meeting while deliberations are being conducted by the task force
  - b. The task force requested redacted access to the City of Hillsboro study final report.
9. Adjournment