



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

MUNICIPAL FTTP FEASIBILITY TASK FORCE MEETING

Tuesday, October 18, 2016 and
6:30 p.m. – Standard Meeting – Rosemont Conference Room

1. Call to Order
2. Attendance Role Call
 - a. Mike Taylor
 - b. Richard Sakelik
 - c. Bob Martin
 - d. Ray Kindley
3. Approval of the Meeting Agenda
 - a. Approved without changes
4. Approval of Previous Meeting Minutes
 - a. Approved without changes
5. Review Direction from the Council on RFP Process
 - a. Continue to work toward identifying the best vendor for the study
 - b. Be prepared to look for cost reduction in the proposals in these areas
 - i. Legal Review
 - ii. Deep Dive Citizen Engagement (will be conducted later if study says go forward)
 1. Discussion on if reducing cost in this area would make the take rate calculation useless.
6. Vendor Interview Preparation
 - a. Select Day and Time for Best Task Force Member Participation
 - i. Best Date and Time of Day for member participation

1. November 10, 15, 17
 2. Start time of interviews between 5:30 and 6:00pm
 - b. Review and Finalize Interview Process & Standardized Questions
 - i. Interview Process Discussion
 1. Attempt one candidate a day but no more than two on one date
 2. Limit interviews to 1 hour - 1 hour 30 min
 - ii. Interview Agenda Proposed
 1. Re-arrange 4 & 5 on proposed agenda
 - c. Approve Candidate Interview Grading Criteria
 - i. Categories of questions defined with weighting
 1. Market Research / Citizen Outreach – 15%
 2. Fiber Network High Level Design – 25%
 3. Legal / Municipal Code Analysis – 10%
 4. Business Plan / Financing Model – 30%
 5. Future Casting & Municipal Fiber – 20%
7. Other Business
 - a. Final Meeting prior to Interviews: November 1, 2016 6:30 pm
 - b. Request a legal opinion or guidance on conducting interviews with vendors that do not open the process up for vendor claims of an unfair process
8. Adjournment