



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

MUNICIPAL FTTP FEASIBILITY TASK FORCE MEETING

Wednesday, August 31, 2016 and
6:30 p.m. – Standard Meeting – Bolton Conference Room

1. Call to Order
2. Attendance Role Call
 - a. Bob Martin
 - b. Kazi Ahmed
 - c. Mike Taylor
 - d. Amit Armstrong
3. Approval of the Meeting Agenda – Approved to tablet items for the future
 - a. Update Item 6 to: Communicate to Vendors updated timeline for selection and interview.
 - b. Update Item 7 to: Remove/Table until Next meeting
4. Approval of Previous Meeting Minutes
 - a. Approval made no changes
5. Review Graded RFP Scorecards and Establish List of Candidates to Interview
 - a. Group Dialog on Results
 - i. Kazi suggested this approach: Interviews, Reference Calls and then a decision.
 1. Critical question for reference check: Did the results meet expectations?
 - ii. Mike suggested he has concerns that we are on the edge of an explosion in other technologies that may make fiber obsolete soon.
 - iii. Mike was interested in learning about other organizations that failed and were successful.

- iv. Read into record Anthan's written notes on his vendor rating
 - b. Review Blind detailed Score Card
 - i. No conversation it looked reasonable
 - c. Review Overall score card and discussion on results
 - i. Identify how many to interview and who (recommend 3 max)
 - ii. Agreed to the top 3 scored vendors
- ~~6. Complete Criteria for Conducting Vendor Interviews to be Held on August 30th~~
- ~~7. Establish Criteria for Grading Interviews and Awarding RFP~~
- 8. Other Business
 - a. Revisit Interview Schedule Pending Direction from Council on costs
 - i. Shane will discuss with City Manager the need for additional funding and a go forward strategy
 - ii. Shane will discuss with legal counsel go forward strategy to meet RFP requirements
 - iii. Bob suggested we put it on the council agenda to drive community education on the goal and topic
 - 1. Share the process the due diligence we are undertaking
 - 2. Provide a confidence builder to the city and citizens
 - b. Revisit Task Force Meeting Schedule with understanding council needs to respond to funding request
 - i. Will set the next meeting based upon council response to funding
 - ii. Next meeting will be for discussion of interview preparations
- 9. Adjournment