



**Public Notice**  
**Technical Committee Agenda**  
*Public Notice for the Policy Committee*

**Regular Meeting**

**September 6, 2011 – 3:30 PM - City of Champaign Council Chambers**

1. Call to Order
2. Roll Call
3. Approval of Agenda
4. Approval of 7/19 Minutes
5. Policy Committee Updates
6. Action & Discussion Items:
  - a. Policy Committee Deliverables
  - b. Construction Update
  - c. Subcommittee Reports and Actions
    - i. OSS/BSS RFP (Fred)
      - i. Approval of 7/7 Minutes
    - ii. Marketing and Outreach (John Kersh)
    - iii. IRU/Transport Contracts & Adoption (Bill DeJarnette)
    - iv. (New Subcommittee) Development of the FTTP Installation RFP specifications
  - d. Meeting Schedule Options (opposite week of Policy Committee meetings):
    - i. 2 & 4<sup>th</sup> Tuesdays @ 12 noon (or)
    - ii. 2 & 4<sup>th</sup> Tuesdays @ 3:30 p.m.
7. Discussion items:
  - a. Tasks or Items for the next meeting
  - b. Next Meetings:
    - September 20, 2011 City of Champaign Council Chambers, 3:30 PM
    - October 4, 2011 City of Champaign Council Chambers, 3:30 PM
8. Audience Participation – 5 minute limit per person
9. Committee Member Comments and Announcement
10. Adjourn

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# UC2B

## MINUTES

7-19-2011

3:30 P.M.

CHAMPAIGN COUNCIL CHAMBERS

MEETING CALLED BY	Bill DeJarnette, Vice-Chair (for Tracy Smith, Chair)
TYPE OF MEETING	UC2B Technical Committee
GENERAL ITEMS	<ul style="list-style-type: none"> <li>• Bill DeJarnette, Vice Chair called the meeting to order.</li> <li>• Quorum was verified – Verbal Roll call was taken (see Roll Call sheet).</li> <li>• Approval of Agenda. Fred Halenar made motion with an added item to discuss- changing meeting times to the 2<sup>nd</sup> &amp; 4<sup>th</sup> days of the month. Mike Vrem 2<sup>nd</sup>. Approved.</li> <li>• Approval of 6/14 Minutes. Fred Halenar made motion. Bill Gray 2<sup>nd</sup>. Approved.</li> </ul>

#5A.

### POLICY COMMITTEE REPORT UPDATE

TERI LEGNER

DISCUSSION	<ul style="list-style-type: none"> <li>○ Last meeting was about a 20 minute meeting discussing the update of the negotiations on the construction contracts (date was July 6<sup>th</sup>).</li> <li>○ There are continued negotiations with the Urbana contractor and the Champaign contractor, in an effort to reduce the scope of services and associated costs for the project (the fiber to the curb project).</li> <li>○ Recently looks like we will proceed with contracts, bids- revised bids from both of those contractors and will carry a smaller contingency throughout the project but the parties involved agree its acceptable (8%). Proceeding in the very near future.</li> </ul>
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#6B.

### ENGINEERING UPDATE AND ISSUES

MIKE SMELTZER

DISCUSSION	<ul style="list-style-type: none"> <li>○ The 2 construction firms liked the suggestions for saving money and each had additional ones &amp; the reduced negotiated bid amounts reflect all those changes.</li> </ul>
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#6C.

### CONSTRUCTION RFP UPDATE (FIBER TO CURB TO HOME)

DISCUSSION	<ul style="list-style-type: none"> <li>○ No new update</li> </ul>
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#6D.

### SUBCOMMITTEE REPORTS & ACTIONS

DISCUSSION	<p><b>OSS/BSS RFP (Fred, Chair)</b></p> <ul style="list-style-type: none"> <li>• Specifications for the OSS/BSS software &amp; evaluation forms are close to being finalized.</li> </ul> <p><b>Marketing, Open Network and Network Offered Services (John Kersh, Chair)</b></p> <ul style="list-style-type: none"> <li>• 2 main issues being worked on: Technology demo – scheduled for September, community outreach events (Champaign &amp; Urbana).</li> <li>• Canvassing update – may partner with a team from GSLIS - Graduate School of Library and Information Science.</li> </ul> <p><b>IRU/Transport Contracts Recommendations (Bill DeJarnette, Chair)</b></p> <ul style="list-style-type: none"> <li>• Discussed Section 1A on the IRU Report and made a couple changes in language.</li> <li>• Fred Halenar made motion to accept the document with changes noted and move it onto the Policy Committee, Mark Toalson 2<sup>nd</sup>, all approved.</li> </ul>
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#6E. PREP & DEVELOPMENT OF FTTP INSTALLATION RFP

DISCUSSION	<ul style="list-style-type: none"><li>○ Deferred – no new update</li></ul>
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#6D. REVIEW & UPDATE PROJECT SCHEDULE FRED HALENAR

DISCUSSION	<ul style="list-style-type: none"><li>○ No new update</li></ul>
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7. DISCUSSION ITEMS

DISCUSSION	<p><b>Tasks or Items for the next meeting:</b></p> <ul style="list-style-type: none"><li>○ Fred Halenar stated the Policy Committee indicated moving forward with the FTTP RFP.</li><li>○ Bill Gray suggested adding Construction Management &amp; Inspection to the agenda.</li></ul> <p><b>Audience Participation:</b></p> <ul style="list-style-type: none"><li>○ None</li></ul> <p><b>Committee Member Comments or Announcements:</b></p> <ul style="list-style-type: none"><li>○ Mike Smeltzer reported that NTIA will be here on Wednesday, Aug. 10th at the Policy Committee Meeting.</li><li>○ Bill Gray announced that Monday, July 25<sup>th</sup> – the sub-award agreements would be discussed along with awarding the contract (noted a special Council Meeting Aug. 1<sup>st</sup> if not then Aug. 22.)</li></ul> <p><b>Fred Halenar motioned to adjourn. Bill Gray 2<sup>nd</sup>. Meeting adjourned.</b></p> <p><b>Next Meetings:</b></p> <ul style="list-style-type: none"><li>○ Discussed changing meeting days/times. Teri Legner was asked to bring a couple suggestions to the next meeting for discussion – needs added to the next meeting agenda.</li><li>○ August 2, 2011 City of Champaign Council Chambers, 3:30 PM</li></ul>
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**OSS/BSS Software Development Team  
Minutes From  
Thursday, July 7, 2011, 11:00 AM Meeting  
At the City of Champaign CM2 Conference Room**

**Call to order:** Fred Halenar called the meeting to order at 11:03 AM.

**Attendees:** Bill DeJarnette, Ross Veach, Mark Toalson, Mike Vrem, Mike Smeltzer (via phone), and Fred Halenar (Chair and note taker)

**Approval of the Agenda:** Motion was made by Mike Smeltzer and seconded by Mike Vrem to approve the agenda as presented. Motion passed unanimously.

**Approval of Minutes:** Motion was mad by Bill DeJarnette and seconded by Mike Vrem to adopt the minutes as presented. Motion passed unanimously.

**OSS/BSS Software Specifications and proposal evaluation criteria:**

- A final review and modification of the specifications were made
- The subcommittee went through a final review of the evaluation criteria
- Mike Smeltzer will revise the proposal evaluation criteria spreadsheet based on the changes suggested at the meeting and provide to the subcommittee members with the post-final version for review

**There was no public participation.**

**Next Meeting:** Another meeting is not expected at this time.

**Adjournment:** Meeting adjourned at 11:45 AM.