UC2B Policy Board Agenda

Regular Meeting- also joint meeting of Technical Committee

June 15, 2011 12:00 PM – 1:30 PM

Council Chambers, 102 N. Neil Street, Champaign, Illinois

I.   Call to Order

II.   Roll Call (By Roster) – Determine Quorum

III.   Approve Agenda

IV.   Approval of Minutes from 5/18/11 and 6/1-2/11

V.   **ACTION/DISCUSSION ITEMS** (note in this section we will go to audience for comment prior to discussion by Board of each item, comments are limited to 5 min in length per person)

     a.   Grant required approvals - **Mike Smeltzer**
- None required for 6/15/11 meeting

     b.   Technical Committee Report and Request for approvals of items forwarded from Technical Committee and its sub-committees - **Tracy Smith**

     c.   FTTP RFP Decisions- should construction and management be included together as one RFP or not- **Tracy Smith**

     d.   Discussion of pursuing a change order for ring design in order to include a production class facility-Rough Cost Estimates - **Mike Smeltzer**

     e.   Update on lead agency negotiations and consulting assistance for UC2B business model options and operations planning - **Teri Legner**

     f.   Marketing Committee Update - **Brandon Bowersox/John Kersh**

     g.   Status of Non-Voting Member - **Rev. Bogan**

     h.   NTIA/Grant Update – **Mike Smeltzer**

     i.   Discussion of Construction Timeline - **Paul Duke/Mike Smeltzer**

VII.   Tasks to complete for next meeting

VI.   Items for next meeting's agenda

IX.   Public Participation

UC2B Policy Board Agenda

X.	Board Comments

XI.	Next Meeting:

- June 22, 2011 Regular Meeting - from 12:00 PM to 1:30 PM
Room EC1*, 102 N. Neil Street, Champaign, Illinois

	Please note change in meeting room location

UC2B Policy Committee Minutes

Regular Meeting
May 18, 2011

Location:
City of Champaign Council Chambers
102 N. Neil, Champaign, Illinois

Committee Members Present: Brian Bell as proxy for Abdul Alkalimat, Rev. Zernial
Bogan, Brandon Bowersox, , Mike DeLorenzo, Deborah Frank Feinen, Tracy Smith, Pete
Resnick and Richard Schnuer

Committee Members Absent: Minor Jackson

I. The meeting was called to order at 12:03 p.m. by Committee Chair Feinen.

II. Roll call

III. Approve Agenda: Committee Member Resnick, seconded by Committee Member
Bogan moved to approve the agenda. The motion was passed by voice vote.

IV. Approve Minutes: Committee Member Bowersox, seconded by Committee
Member Resnick, moved to approve the minutes of the May 4th meeting as written. The
motion was passed by voice vote.

V. Action Items:

        a.   **Grant Required Approvals:** None

        b.   **Approvals of Items Forwarded from the Technical Committee
            and its Subcommittees:**   Committee Member Smith stated that the
            Technical Committee had approved the IRU subcommittee's four
            recommendations.

        c.   **FTTP RFP Decisions** – Committee Member Smith stated that the
            Technical committee will have its recommendations after the June 7th
            meeting.

        d.   **Amendments proposed to By-Laws** - None

VI. Discussion Items:

1. **Discussion of pursuing a change order for ring design in order to include a production class facility:** Mike Smeltzer updated the committee. Bill DeJarnette, Fred Halenar and Mike Smeltzer met to discuss the broad plan for a change order. They are still working on getting bid documents out, which prevented further progress on this topic, but should have a change order plan very soon.

2. **IRU Issues - Bill DeJarnette from City of Urbana responded to Committee Members' questions on this ma**tter. Committee Member's Bowersox and Resnick discussed **dark fiber an**d long term ownership vs. leasing IRU's. **Committee Mem**ber Bowersox, seconded by Committee Member Resnick moved to approve items 1 through 4, with the change of deleting the words "dark fiber" from line 5 on Item #3. The Committee approved by voice vote.

3. **Marketing Committee Update** - John Kersh and Committee Member Brandon Bowersox addressed the Committee regarding the Marketing Committee's recommendations. The Marketing Committee recommends three items, 1. Door to Door canvassing. 2. Merging of two subcommittees. 3. Community Awareness. The Committee discussed the items. Committee Member Bogan moved that the Committee skip the Marketing Committee report and move along on the agenda to Item G (Update on lead agency negotiations). The motion failed due to lack of a second. The committee members had a discussion about marketing and decided to putthis item on the next agenda.

4. **Digital Equity Committee Resolution #2** – Committee Member Schnuer made a motion to adopt the resolution as written. Committee Member Resnick seconded. The committee approved by voice vote.

5. **Reuse of existing infrastructure** – Bill DeJarnette from City of Urbana was in attendance to answer questions. Committee Member Schnuer moved to adopt the recommendation of the Technical Committee provided in their memo which state their recommendation to reuse existing infrastructure where possible and building new infrastructure when the proposed infrastructure does not meet the relevant business imperatives, reserving leasing for a means to meet temporary needs where neither option is feasible. Motion was seconded by Committee Member Resnick. Additionally, Committee Member Schnuer proposed a sunsetting policy to provide the City's advantages in the possible purchasing of said infrastructure in the case of a shift in the Technology market, to be reviewed by UC2B as of June 30, 2013. Committee

members discussed and agree with the sunsetting policy. The committee approved by voice vote.

6. **NTIA Bi-weekly phone conference update** – Mike Smeltzer stated that the NTIA will make a site visit on August 11 and 12, 2011. Mike will send the committee members an outline of the itinerary closer to the visit.

7. **Update on Lead Agency negotiations** – Committee Member Schnuer explained that the Lead Agency's purpose is to empower the UC2B Policy Committee. The City of Champaign is willing and happy to step up as the Lead Agency. The City of Urbana had indicated that it was unable to assume that role at this time. Committee Member Schnuer moved to draw up as resolution naming City of Champaign as Lead Agency. Motion was seconded by Mike DeLorenzo. The Committee approved by voice vote.

8. **Discussion of timeline** – none

9. **Technology Committee Report** – none

VII. Tasks to complete for next meeting - none

VIII. Items for next meeting's agenda - none

IX. Public Participation - none

X. Board Comments - none

XI. Adjournment: Acting Committee Chair Bowersox adjourned the meeting at 1:35 p.m.   The Next meeting will be June 1, 2011 from 12:00 to 1:30 p.m., Council Chambers, 102 N. Neil Street, Champaign, IL 61820

 UC2B Policy Board Minutes

Regular Meeting
June 1, 2011

Location:
City of Champaign Council Chambers
102 N. Neil Street
Champaign, IL 61820

Committee Members Present: Brian Bell as proxy for Abdul Alkalimat, Rev. Zernial Bogan, Brandon Bowersox, Mike DeLorenzo, Deborah Frank Feinen, Tracy Smith, Pete Resnick and Richard Schnuer

Committee Members Absent: Minor Jackson

I.   The meeting was called to order at 12:03 p.m. by Committee Chair Feinen

II.   Roll Call

III.   Approve Agenda: Committee Member Resnick, seconded by Committee Member Bogan moved to approve the agenda. The motion was passed by voice vote.

IV.   Approve Minutes: There were no minutes to approve.

V.   Action Items:

   a) Grant required approvals: Mike Smeltzer presented a revision of the budget that went out with the packet of materials. NTIA did not like some prior budget amendments adopted by the Policy Committee at Mike's request, so this proposed revision reverses some of the prior changes. Mike asked the Committee to approve the revised version. Motion by Committee Member Schnuer, seconded by Committee Member DeLorenzo. No audience comments.

      Meeting was interrupted by a fire alarm.

      The Committee members resumed discussing the budget revisions with a few questions about the budget categories. Voice vote: Motion carried.

   b) Technical Committee Report: no update

   c) FTTP RFP Decisions – no update

d) Discussion of pursuing a change order – Fred Halenar, Bill DeJarnette and Mike Smeltzer had met and they are making progress, but a recommended change order is not complete at this time.

e) Update on lead agency negotiations – Teri Legner explained that the threeconsortium members have been meeting and working towards   memorandum of that would designate the City of Champaign as Lead Agency for Operations, including providing staff support to the Policy Committee, and would recognize the University's interest to withdraw from support of UC2B's retail services in the future. Committee Member Schnuer, seconded by Brandon Bowersox, moved to approve UC2B resolution No. 2011-01; A resolution delegating operational responsibilities (attached), which delegates certain responsibilities to the City of Champaign as an interim measure until the Committee designates the City as lead agency for operations.

The committee meeting was recessed until 2 p.m. on June 2nd due to fire alarms.

Committee Member Pete Resnick seconded by Committee Member Schnuer, moved to recess to 2pm June 2 at the Champaign City Council Chambers. Motion passed through voice vote.

June 2, 2011

Committee Members in attendance: Brian Bell as proxy for Abdul Alkalimat, Brandon Bowersox, Mike DeLorenzo, Deborah Frank Feinen, Pete Resnick, Richard A. Schnuer, Mike Vrem as proxy for Tracy Smith.

Committee Chair Feinen called the meeting to order at 2:03 p.m.

Committee Member Schnuer resumed his presentation of Resolution No. 2011-01 A resolution delegating operational responsibilities. Brandon Bowersox stated that The City of Urbana supports the resolution.   No audience comments. Motion passed by voice vote.

f) Update on action items – Teri Legner will have an update at the next meeting.

g) Letters of interest from professional services firms. Teri Legner updated the committee. She sent forms requesting a letter of interest to 12 companies and 5 responded.   Teri had invited representatives of all three UC2B member agencies to participate in the selection process. A committee has been formed and will meet to discuss the interview process on Thursday June 9 at 11:00 a.m. at the Champaign City Building. The Committee includes: Fred Halenar, Fred Stavins, Teri Legner, (from the City of Champaign) Mike Smeltzer, John Kersh, and Tracy Smith, (from the University of Illinois) and Ron Eldridge and Mike Monson (from the City of Urbana). Teri asked Committee Chair Feinen for a recommendation of a Policy Board Committee member to be added to the Committee.

h) A motion was made by Committee Member Pete Resnick, seconded by Mike Vrem, to appoint Committee Member Brandon Bowersox (City of Urbana) to the interview committee. Motion approved by Voice Vote.

i) Marketing Committee Update – Brandon Bowersox presented a memo outlining the marketing committee's focus for the next three months.   Motion to approve the marketing committee's memo with the understanding that all work should be in conjunction with the City of Champaign, was made by Mike DeLorenzo, seconded by Mike Vrem. Motion passed by Voice Vote.

j) Statue of Non-voting member – moved to next meeting.

k) Mike Smeltzer provided the committee with a written report on the NTIA bi-weekly phone call. Committee Member Bowersox suggested that Teri Legner be added to this conference call. Teri Legner will contact Mike Smeltzer to be added to meeting.

l) Committee Chair Feinen asked about the possibility of weekly meetings. After some discussion the Committee decided to schedule an additional meeting on June 22, 2011 for any additional approvals. Additional meetings will be scheduled as needed. Committee Chair Feinen adjourned the meeting at 2:35 p.m.

Next meeting is scheduled for June 15, 2011 from 12:00 noon to 2:00 p.m. in the Council Chambers at the City of Champaign, City Building, 102 N. Neil Street.

Date: Wednesday, June 1, 2011

TO: UC 2B Policy Board

From: Zernial Bogan

Re: Voting Rights for Community Members of UC2B Policy Committee

This proposal is for the approval of granting voting powers to the non–
voting community members on the UC2B Policy Committee.
There are several reasons for this proposal:

1. The UC 2B Consortium was given a $22.5 million grant from the ARRA
stimulus fund in order to enhance the digital communications and fiber
optics for the Community, primarily targeting the unserved and
underserved, of Urbana and Champaign. The underserved deserve to have
representatives with voting powers.

2. The Community participation, now and in the future, is vitally
important for the continuance of UC 2B. This defines and demands that
the community have an active participatory role and voice in the
decision-making of UC 2B Policy Board.

3. According to the BTOP manual for construction and operation, there
is supposed to be an active community training process in progress,
which would directly benefit the community for economic stimulus and

empowerment through employment, funded by the ARRA grant funds.

4. The Representative Voice of the Community, the layperson, cannot truly represent, the voice of the community, unless that voice has a vote. The shadow of mistrust and tension, held by the community, toward mainstream power structure, when funds of this magnitude are at stake, could be greatly relaxed when the community feels it has a part in the decision-making of the UC2B Policy Committee

5. The UC 2B Consortium should not feel threatened or intimidated by one vote from the everyday community member. Instead, it should welcome that vote as a means of helping to mend community relations and bridge the digital divide within our community.

When the government agencies, which formed the consortium of UC 2B goes behind the closed doors and make their decisions, the community needs to feel and wants to feel that it had some part in the overall process of that decision-making. The decisions made at the UC 2B policy board should always include the voice of the community, not just by consultation, but with the voice of a vote. Building strong community relations is and should always be one of the major cornerstones in the operation and existence of UC 2B.

NTIA and Grant Update – 6/10/11

The regularly scheduled call with NTIA for the morning of 6/15 has been moved to 6/17 at the request of our grant officer to accommodate his schedule.

The June 1st call (on the morning of our fire-alarm-shortened meeting) was brief. Sandeep confirmed that we are good to go with our proposed route changes as far as he is concerned. Once we have the approvals from the various environmental and preservation agencies, Sandeep will submit the whole package for approval by his manager with a positive recommendation.

 I told him that we are waiting on a ruling from the State of Illinois on the eligibility of DCEO funds to pay for engineering fees before we officially submit the revised budget that the Policy Board approved on 6/1. He asked for a little more narrative for a couple of the reallocations to better help him understand what we were doing. I will provide that before or with the information from DCEO.

For the core network equipment – the big, heavy-duty routers and switches that sit at the two core nodes – our plan has been to purchase this equipment through the University's or the State's existing purchase agreements with network equipment vendors. Those agreements are the result of competitive bidding processes, and the University and the State typically get healthy discounts. The same would be used for the servers that will provide network monitoring, flow collection, authentication, DHCP, DNS as well as run our asset management and OSS/BSS software.

That is fine with NTIA, but we will need to file an official Award Action Request (AAR) that details the process that was used to develop each of the purchase agreements that we intend to use. They can all be included on one AAR, but it will take some time to accumulate all of those details and to write them up. The current thinking is to deploy the same brands of hardware that the University is using for each of those functions in order to leverage the existing knowledge base and the available spare parts.

Sandeep was glad to hear that our construction bids were out, and will be interested to hear about the responses, as will all of us.

Adtran FTTP Electronics – I spent two days with Adtran earlier this week with essentially a 3-pronged agenda. First, the product manager for their ONTs (the box that sits at a customer site and converts light pulses on the fiber to electrical pulses on copper) had earlier volunteered to discuss the features that we would like in a combined ONT/Gateway device. Adtran does not currently make a combined device, but plans to do so soon. A Gateway typically assigns IP addresses, performs network

address translation, provides a few wired Ethernet jacks, provides Wi-Fi wireless access and sometimes provides some level of firewall service. In their RFP response, Adtran had bid stand-alone Gateways, which are workable but not as desirable as only having one box at each customer site.

Most of our wish list for a combined ONT/Gateway is not unusual, but the "community" wireless service would depend on the combined ONT/gateway having certain capabilities that not all Wi-Fi chip sets support. Adtran's timetable for this new ONT/Gateway may be a little later than we would like, but they seemed willing to work with us if we are at all close. In general, I was very pleased with Adtran's willingness to listen and possibly incorporate our needs into their product design.

The second topic was the timing of a higher density Active Ethernet blade for the Active Ethernet chassis. The current blades will only support 240 customers per chassis. Adtran had hinted in their literature that a higher density blade was in the works, and that possibly even higher densities were on the horizon.

Shive-Hattery used a maximum of 504 customers per chassis in designing the 12 Fiber Distribution Hub service areas. A new single slot 24-port blade will be available on August 21st, as will the next release of code for the TA-5000 chassis that those blades plug into. A TA-5000 has 21 usable slots (21x24=504.) That date is before we could possibly have any FTTP customers ready to connect, so August 21st would appear to be the delivery day that we will specify in purchase orders to Adtran for the FTTP equipment.

August 21st is later than when the Marketing Committee had hoped to have public FTTP demonstrations, but we are covered on that score. Adtran has agreed to ship the University some ONT's, Gateways and a demo TA-5000 chassis equipped with some Active Ethernet cards as well as some cards for an unrelated project that the University is considering. Unless that demo unit gets hung up, we may still be able to have some Fiber-to-the Premise demonstrations in July or early August.

The final topic with Adtran was to better understand their Element Management System (EMS) with an eye towards how it would integrate with a UC2B OSS/BSS system. The big news here is that in September, Adtran will release a mini-management system that sits on top of their EMS and provides some of the functionality that we desire in a full-blown OSS/BSS.

They call that system the Advanced Operational Environment (AOE), and it is guaranteed to provide a consistent application interface that OSS/BSS systems can integrate with, so that no matter how Adtran may change their electronics in the future, they will do all the integration work within AOE so that it always looks the same to an OSS/BSS system. The development of the AOE system came about as the result of requests from Adtran customers, who wanted Adtran to provide a software solution that would not only manage the Adtran electronics, but one that would manage equipment inventory, circuits, services and customer connections.

What I saw was still a work in progress, but the initial modules they have planned should be attractive for UC2B. This of course will be vetted with the Technical Committee and the sub-committee that is developing the OSS/BSS RFP, but this could work out quite well for UC2B. This software will not be free, but it will seamlessly integrate with the hardware we will be deploying. The other folks from the University who met with Adtran were impressed with it as well and are considering using it to manage the other possible Adtran TA-5000 deployment. Typically CITES uses homegrown network management systems, so that would be a significant change. The Adtran AOE system even includes a quick diagnostic routine that will trouble shoot a non-functional customer connection from end-to-end and then suggest possible remedies.

I have a two-page specifications sheet that I will share with the OSS/BSS committee as soon as I can get to a scanner.

Revised Environmental Assessment – Columbia Telecommunications Corporation (CTC) has filed our requests with the State Historic Preservation Agency as well as with Fish and Wildlife.

Construction Update – There was standing room only for the mandatory pre-bid meeting on Thursday June 2nd. There was a good mix of regional and local contractors in attendance. The University's bids are due on June 15th. Champaign's bids are due on June 17th, and Urbana's bids are due on June 21st.
You have now scheduled a special Policy Board meeting for Wednesday June 22nd, so if any action based on the bid responses is required, you can be timely in taking it.

If the combined winning bids are well within the budget, no meeting will be necessary for this topic. If combined they are over budget, we will have a series of recommendations for reducing the scope of the proposed construction to get us within our construction budget. We will know a lot more after we see the Champaign bids on the 17th and can plan accordingly then.

Save the Date – October 5th will be the Central Illinois Broadband Summit at the iHotel & Conference Center. An Illinois Broadband Deployment Council meeting will be in the morning. A Partnership for a Connected Illinois meeting, and a Central Illinois ARRA project spotlight will be in the afternoon. You are all invited and if you can spend the entire day, you will learn about Central Management Services big BTOP project, as well as hear from the team doing research on UC2B.

I attended the Southern Illinois region broadband summit meeting last week in Carbondale. The two projects in that area are both private companies, so while there are certainly similarities to UC2B, there are also some significant differences. The keynote speaker in the afternoon was former Congressman Glenn Poshard – the President of SIU – who has been a long-time broadband and economic development advocate for that region.

Mike