

**Approved Meeting Minutes**  
**Ultra High Speed Broadband Task Force Meeting**  
**Friday, October 16, 2009**  
**8:00 a.m. to 4:00 p.m.**



**Location:** Thomson Reuters  
D4 – Special Events Room  
610 Opperman Drive  
Eagan, MN 55123

**Facilitator:** Anne Losby

**Task force members in attendance:** Steve Cawley, Brent Christensen, Tom Garrison, Paul Bergman (for Barb Gervais), Mike Martin (for John Gibbs), JoAnne Johnson, Tim Lovaasen, Ullas Kamath (for Gopal Khanna), Rick King, Bob Isaacson (for Dan McElroy), Mike O'Connor, Vijay Sethi, Dick Sjoberg, Andrew Schriener (for John Stanoch), Chris Swanson, Mike McDermott (for Karen Smith), Robyn West, Glenn Wilson.

**Replacements:**

Paul Bergman for Barb Gervais  
Mike Martin for John Gibbs  
Ullas Kamath for Gopal Khanna  
Mike McDermott for Karen Smith  
Andrew Schriener for John Stanoch

Not in attendance: Jack Geller, Kim Ross, Craig Taylor, Mary Ellen Wells, Peg Werner.

**Public attendees:** Ann Treacy, Bob Bass, Tony Mendoza, Myron Lowe, Tom Berkelman, Ruthie Batulis, Rep. Sandra Masin.

**Staff in attendance:** Shirley Walz and Michelle Engdahl from Thomson Reuters; Diane Wells from the MN Department of Commerce.

**8:00 – 8:15 Opening comments; review meeting agenda – Rick King**

The meeting was called to order. Rick King welcomed everybody and noted the substitutes. Rick King reminded everyone that this was an extended meeting time but that if we finished early, we would adjourn. He noted that for the final meeting on October 30, we would meet until we were finished with the report, so lunch would be provided if needed. Rick also noted that he had received a note from John Gibbs and Dick Sjoberg wishing to preserve their right to file a minority report. Assuming the task force can reach consensus on issues #4 and #6, Rick believes it is likely they won't have any issues with those sections and those are the only sections open for a minority report. The objective Rick is asking for today is to try to work through to consensus.

Rick King asked for comment or additions to the agenda.

Andy Schriener indicated that the task force had been asked to go through the draft report (version 6) and read it front to back. Andy noted that there was language that he had not seen before and wanted to know if there was time on the agenda to go through that. Rick responded that was slotted for 12:30 to 3:30.

Motion to approve the agenda. Seconded. Approved.

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**8:15 – 8:30 Public Comments**

Rick King opened up the meeting for public comment. No member of the public requested to speak.

**8:30 – 10:00 Recommendation #4 – Evaluation of strategies, financing, financial incentives used in other states/countries to support broadband development and Recommendation #6 – Cost estimate**

Review and approve sub-group recommendations

Rick King turned the discussion over to Dick Sjoberg to lead. Dick gave an overview of the sub-group's work. He indicated that they researched what it costs to provide service and looked at what other states did. The idea was to give the Legislature a fairly objective idea of what it would cost to bring broadband to the unserved areas. A variety of resources were used to get a good idea of what the cost would be using various technologies. Dick summarized the recommendations. There was a discussion of the federal Internet freedom act and a decision by the sub-group to focus on what the state could do.

Mike O'Connor complimented the sub-group on the work that was done. Given that the task force has only two weeks left to complete this report, Mike indicated he had a couple of broad ideas that he would like to bring up for discussion. First, rather than have this group do some complicated financial analysis and come up with some fairly detailed numbers, could we add a recommendation in the report that this issue be studied further. There are a lot of people that have expertise in this area. We could characterize the section as providing examples and showing the issues and possibilities but let the next group demonstrate the realities. Tom Garrison added that he would like to see the current language made more neutral.

Dick Sjoberg responded that this report is supposed to be high level. The financials behind the examples could have been obtained but he didn't believe people would read that. The examples provided are actual Minnesota construction costs. A consulting firm was also kind enough to provide high level estimates of work that they have done in Minnesota over the past two years. An example filed at the FCC of work done in Nebraska was also included for reference.

Rick King noted that he wasn't hearing any objections to the idea of recommending further, detailed study. Comments were made that the information that was provided was good and provided an overview of the types of costs to expect.

There was discussion of specifically mentioning grant programs in the text of the report, with examples from Idaho and California cited. Idaho's program is funded by the state; California has two programs, one funded from California PUC requirements in the separate AT&T and Verizon mergers and the other by a surcharge on telephone customers. There was also discussion about recommending that the FCC consider expanding the federal Universal Service Fund (USF) to cover broadband. The task force discussed recommending a separate study only or also making some specific recommendations and whether we are running out of time or this is just too specialized of an area. Mike O'Connor also noted his concern with numbers that are so big they create shock and then the shocker number is all that anyone remembers. We do a disservice by creating that shock and are better off pushing this to another study where the numbers can be fully analyzed and developed.

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The task force moved on to discussing specific issues with the language provided by the sub-group. There was also discussion of differentiating between the 6% of Minnesota households unserved and the 82% of households that are underserved based on the 2015 speed goals recommended by the task force. The list of sources of funds at the end of the sub-group language was discussed and amended. Rick noted the language on broadband adoption that the sub-group had included and asked for comments and it was agreed to put some of the numerical data presented in the text into a tabular form. Mike and JoAnne agreed to work on the language over lunch to wordsmith some of the hard language in this section.

**10:00 – 10:15 Break**

**10:15 – 11:30 Final wording approval or recommendations approved at October 2<sup>nd</sup> meeting**

**Recommendation #7 – Economic development opportunities**

The group discussed the language in this section. Tom mentioned inserting language from Andrew Cohill. Mike indicated that the quote in the box seemed to be more on healthcare. With those changes noted, Rick asked if everyone was in agreement with Recommendation #7. Unanimous approval noted.

**Recommendation #8 – Evaluation of how broadband access can benefit organizations and institutions**

Anne handed out some language that Kim Ross had provided. Edited shared interactive television bullet point under e.learning to include telepresence. Rick asked if everyone was in agreement with Recommendation #8. Unanimous approval noted.

**Ongoing council**

Discussion was held on the language regarding the ongoing council. It was noted that language in other sections of the report will need to be made consistent with this section. Rick asked if there were other comments or any disagreement. There was none. Consensus on the language.

**Recommendation #5 -- Evaluation and recommendation of security, vulnerability, and redundancy actions necessary to ensure reliability**

Mike went over the changes that had been made to this section. Rick asked if there were any comments. There were none. Consensus was reached on the language.

**Recommendation #2 – Policies and actions necessary to achieve ubiquitous broadband**

Mike went over the changes to this section. A typographical error was noted. Rick asked if there were any changes to this section. Language was approved through consensus.

There was some discussion about moving the recommendations around to reflect the task force's priorities but it was noted that the numbering was based on the law so no changes were made.

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**Miscellaneous**

Rick King returned to Recommendation #5 as he was reminded that a portion of the language that had been in the body of the text was moved to an appendix. He asked the task force if the consensus on the language regarding Recommendation #5 included the language that had been moved into appendix C. Mike had the only comment and that was the language parallels the language in ubiquity so any changes to typos or wording changes made to the ubiquity language should also be made to the language in Recommendation #5.

Rick King referred the task force to the handout on “Report completion and printing – major milestones.” Rick noted that there will be edits from today’s meeting. Then by October 21, a few outside people would do an end-to-end review. On October 28, task force members will get that version. It will be in the final format. The task force will have a couple of days to go through the report prior to the October 30 meeting. At that meeting our sole agenda will be the little stuff. We will fix that stuff. On Monday, November 2 it will go to printing. Task force members, legislators, the governor, people attending the roll out events will all be offered hard copies. Now, we will look at some possible treatments for the way the report will look.

Anne Losby presented some examples for the report cover and inside layout. First was the cover. There are three options which treat the size of the state seal and the visual on the cover differently (big picture/big state seal, big picture/small state seal or medium sized picture and state seal). Two color options were presented, blue and orange. The cover options can be mixed and matched to the color options. There was a discussion that a collage of diverse pictures representative of Minnesota should be used instead of just one. Bob Isaacson from DEED noted that his department and Tourism should be able to make some stock photos available. Anne summarized that the preferred option would have the cover design of option B (big picture/small seal) but with a collage of pictures and the featured color would be maroon.

Anne Losby then presented the two options for the inside layout. The first option would be a columnar format with an image provided with each section header. The second option was noncolumnar and with a smaller image at each section header. There was consensus for the noncolumnar option (option 2). Quotes can be included with option 2. The report will be on white paper with black ink for the text, with headers in maroon and maybe maroon divider pages.

Lunch break 11:30 – 12:30

**12:30 – 3:30 Discuss remaining areas of version 6 of the report**

Rick King noted that there were a few edits to Recommendations 4 and 6 that would be taken up when the copies were available. Rick then indicated that we would go around the table and each task force member can bring up a page and an edit item and we will deal with each, continuing to go around the table until there were no more edits by members. If edits have to do with consistency of language, we’ll make notes for the end-to-end read. We will try to get people out of here before the scheduled 4:00 end time. The October 30 meeting we will start at the normal 9:30 a.m. time. We will also plan to provide lunch tickets like today but if we finish before then, we won’t have to use them.

The task force then spent approximately the next 90 minutes going around the room to edit portions of the text of version 6 of the report until all were addressed. Edits were noted and when possible made directly to the electronic draft of the report by staff.

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Rick King then returned the conversation to the revised language for Recommendations #4/6. Mike and JoAnne explained the language that they had developed. Some edits were suggested and noted by staff. There was agreement that language for grants didn't need to be called out. Rick called for agreement on Recommendations #4/6. Consensus reached.

Rick King then asked Mike Martin to check with John Gibbs on whether a minority report would be filed on this section. Dick Sjoberg has withdrawn his request. One other person had said that they would likely file a minority report if John Gibbs did.

**3:30 – 4:00 Plans for last meetings**

Rick King reminded the group that we will start on October 30 at 9:30 a.m. We will plan for lunch but only go as long as necessary. The only agenda item will be to finalize the report. Task force members will get it a couple of days ahead so go over it in advance of the meeting. All of the deadlines are on the handout. The night before the next meeting, we have organized to have drinks and dinner at the Cherokee Sirloin Room in Eagan. That event will start at approximately 5:30 and we will order off the menu. We had looked at the calendar and this seemed to be the only time to get everyone together without requiring additional travel.

Rick also mentioned that if task force members have hometown newspapers, we will have a short write up on the report prepared that can be used as an editorial but please make sure it will be held until November 6. We will do a press release. We will do a press conference. We will send out over the wire. The press conference will have Commissioner Wilson, Rep. Johnson, Sen. Doll, Eric Jolly from the Science Museum and Rick King. Task force members have the schedule for the planned testimony for the legislative hearing. Generally others testify in an open format. Legislators can ask questions. We will be taping a community access program that afternoon.

On November 9 the Minnesota High Tech Association will be hosting a breakfast. They have 40 signed up so far. Rick would like the format to be a panel like we will have at the Blandin conference in Duluth. Panels are meant to be diverse: say what we agreed upon but a little contention is good. For the Blandin conference, we have the panel lined up.

Tom Garrison asked if we could have a group photo taken at the October 30 meeting. Rick will arrange for that.

Rick then introduced Rep. Sandra Masin who was the House sponsor of the bill that created the task force. Rep. Masin thanked everyone for their hard work.

Rick asked for any other comments. There were none.

Meeting adjourned at 2:57 p.m.