



Lancaster County Broadband Authority

Minutes of Board Meeting

February 20, 2019

1. Call to Order & Approval of Minutes: The meeting of the Lancaster County Broadband Authority convened at 4:30 p.m. in the public meeting room at the County Administration Building. Cassie Thompson, David Pere, Kevin Bean, and Gary Silverman were present along with Supervisor Bob Westbrook and Charlotte Silverman. Also, Chuck Peters and Frank Maspell attended as guests. Minutes of the prior meeting were approved as presented.

2. Discussions:

- A. Gary reported that the CDBG materials were filed timely on Thursday February 14. Because the CDBG is a federally funded grant, the CAMS system would not accept our submission on behalf of the authority. Gary worked through Don Gill to get our submission in. Informally, we heard that our submission looked good, but the VDHCD has 30 days to notify us of their decision. Assuming we are selected for the grant, we will have to go to Richmond to meet with their staff about implementation. Many thanks to Gary for getting this done!
- B. Kevin confirmed that John May, George Bott, Sharon Gill and Robin Meigel will be removed from our Google Drive. Don Gill will be added and Joe Urban (website) will remain on.
- C. Dave asked for clarification about who is responsible for our website. According to the By Laws, Dave is responsible for the website, but Margie is responsible for providing copies of our minutes and official documents for posting. Dave will follow up with Joe Urban.
- D. Gary discussed the webinar he had attended sponsored by Border Networks. Following up with the sponsor, Gary got a further contact recommendation regarding an Arkansas rural electric cooperative that might be useful to help get NNEC more comfortable with allowing its poles to be used for broadband deployment. Kevin raised the point that talking with individual vendors could pose a problem if we want to deal with them later. Margie emphasized that Kevin's point was well taken, and that we should not be having one on one discussions with any possible vendor.
- E. Dave and Gary are planning to meet with Don Pierson re: how we will process future grant applications. Charlotte will join that discussion.

- F. Dave reported that he had spoken with Jean Plymale of CIT. Jean was aware that we are working with VA DHCD and expect to receive CDBG funding. She noted that VA DHCD has an organized pilot program, which we might expect to participate in. Dave also reported that CIT's survey is now ready, and he read the survey questions to the group. Some questions remain about distributing the survey and processing the responses. Bob was concerned that one person on our Authority would assume responsibility for all aspects of the survey.
- G. Our guest, Frank Maspell added that we need to assure privacy and be aware that by aggregating data from several sources, individuals may become identifiable, even though each underlying source by itself may offer complete privacy. We agreed, and thanked him for that input.
- H. A further discussion followed about writing to the State Corporation Commission and others about Dominion's role in assisting broadband deployment. Margie wrote letters in November that weren't sent. She will circulate those letters again, and seek more information about what exactly we want to communicate and to whom.
- I. Bob telephoned Don Gill to get a report on the letter we had drafted to Fran Bradley. The letter was sent out on the 20th, and the due date for information (March 1st) was not extended. Don will get us a copy of the signed letter for our files. Also, Don informed Gary that, as requested, he has set aside a file drawer in Betty Stevens' office for Authority records.
- J. Dave demonstrated Trello, the work flow process system he has recommended that we adopt.
- K. At 6:40 our guests left the meeting, so we could begin a closed session. Before leaving, Frank Maspell stated that he had come because he operates a small business on River Road, near the end of the line for ABb and its broadband service. He indicated he would be glad to help with grant writing or any other need we may have. We thanked him and the other guests for attending and asked them for contact information.

3. Closed Session: Cassie moved and Kevin seconded a motion, which was unanimously approved, that we adjourn for a brief closed session under section 2.23712 of the Virginia Code to discuss obtaining legal representation (exemption 2.23711 (A)(8)). Bob Westbrook was invited to stay for the closed discussion. That meeting adjourned at 7:00 with the unanimous certification that no other matters were discussed.

4. Action Items:

- A. Gary will meet with Dave, Charlotte and Don Pierson to discuss future grant applications.
- B. Margie will email Dave .PDF copies of all approved minutes from 2019, follow up with White Stone about getting a copy of their contract with ABb, resend a copy of the letter

that was drafted in November regarding Dominion and the Norris Bridge conduit, and prepare the report for the Board of Supervisors.

C. Kevin will return the hard copy of the Kilmarmock ABb contract file to Tom Saunders with our thanks.

D. Dave will present the monthly report at the BOS meeting on February 28th.

5. Schedule Next Meeting(s) and Adjourn. The meeting adjourned at 7:00 p.m. The next meeting will be held at 4:30 p.m. March 6, 2019, in the public meeting room.

Respectfully submitted,

A handwritten signature in black ink that reads "Margie Armon". The signature is written in a cursive, flowing style.

Secretary