

Lancaster County Broadband Authority



Minutes of Meeting

October 26, 2018 9:30 a.m.

County Administration Building

1. Call to Order & Approval of Minutes: The regular meeting of the Lancaster County Broadband Authority convened at 9:30 a.m. in the Public Meeting Room of the County Administration Building. Cassie Thompson, Kevin Bean, and Gary Silverman were present along with Bob Westbrook and a guest Richard Tucker. David Pere and Margie Armen participated by phone. Minutes of the prior meeting were approved as corrected.

2. Discussions:

A. Website. Glenn Rowe reports that it will cost \$300 per month to put us on lancova.com. The County will pick up the tab for this. At a minimum, we will want to have our meeting schedule, an email address for general information (broadband@lancova.com or similar), and our official documents and minutes. It may not be possible to use Wordpress for our website because of issues with Rack Space, so we may want to put in a link to a separate website that we will control and maintain.

B. External Legal Support. Dave has been in touch with Carla Carter from Suffolk County. She works with their Broadband Authority and also has local connections. He has invited her to attend one of our meetings, but it is not certain when she will be able to attend.

C. Board of Supervisors. Bob mentioned that the Board of Supervisors was pleased with the report that was presented at the October 25th meeting and has placed us permanently on the agenda.

D. Budget Issues. County Budget planning starts the 1st week in January with submissions due the 1st week in February. We need to be ready to document our budget needs so we get County funds in 2019. Cassie met with Roy Carter and reported that EDA has committed \$20K to the Boys and Girls Club for this year and \$5K to the League for the Northern Neck. It will likely give us \$5K if we meet with them prior to their January meeting. Again, we need to be ready to document our needs and get in line for \$20K in 2019.

E. Survey Concerns. We still don't have a firm date from CIT of when our survey instrument will be ready. With only \$5,000 in the kitty, we need to start thinking of creative ways to get our survey out, whenever it is available. We will not be able to do a County-wide mailing without more money. We can publish the whole survey in the Rappahannock Record and use public computers in the Library and put volunteers out at the Walmart and Tri-Star with iPads if we get

wi-fi at those locations. We can send a printed survey home with every student in the LCPS. Using these techniques can help keep costs down if we need to.

F. CDBG Grant. The first date for DHCD to process CDBG grant applications is January 15. There is still confusion about whether we need CIT's participation/endorsement to qualify. We definitely intend to apply for the grant. We are following through with the preliminary items, including getting on CAMS.

G. Legal matters. Margie reported that our Articles of Incorporation have been accepted and we have our EIN. Proposed By Laws have been circulated, but we will defer action until a future meeting. Dave pointed to many areas where it would be helpful to have advice of outside counsel. Margie pointed out that Jim Cornwell has several times offered to help and mentioned that he has represented the Eastern Shore Broadband Authority. It would be helpful to have Jim come to our meeting.

H. Closed sessions. Margie reminded members that any discussions concerning the ABB contract for the County are confidential contract considerations that are properly excluded from the public minutes of our meetings. This is consistent with the Virginia FOIA law.

H. Dominion Energy. We continue to pursue the opportunity to put a conduit under the Rappahannock beside the Dominion line. Gary reported that Dominion does not appear to be interested in assisting with this effort. He has been in contact with their representative, Amanda Mayhew, who has not been clear whether a permit has yet been issued for the drilling. VMRC would be the permitting agency. If a permit has been issued, it may be too late to piggy back on Dominion's work plans, but if no permit has been issued, the next date for a permit is June. Margie mentioned that this could be a good moment to engage the Governor's new Chief Broadband Advisor, Evan Feinman. Also, Bob mentioned bringing in the various counties of the NNK and Middle Peninsula. It was also suggested that the State Corporation Commission may also be helpful. Richard Tucker indicated that Verizon already has a line connecting Saluda to White Stone. It is not clear whether it runs under the river or over the bridge.

3. Action Items:

Margie: Call Jim Cornwell and invite him to the next Authority meeting. Prepare a template for letters to County Administrators and to the Governor's Chief Broadband Advisor regarding our effort to press Dominion to run a conduit under the river for later installation of broadband.

Gary: Contact VMRC to determine whether they have issued a permit to Dominion. Continue to work on getting CAMS access.

Dave: Contact CIT to ascertain when the survey will be ready and follow up to confirm that we are definitely going to apply for the CDBG grant and to clarify whether CIT or DHCD has the lead on the grant process.

Cassie: Contact Rappahannock Record to publish our new meeting schedule on the second and fourth Fridays of each month.

Kevin: Check on the Northern Neck Broadband Authority's intention to request funding from VATI for a proposal this year.

4. Schedule Next Meeting(s) and Adjourn. The next meeting will be at the regular place and time: the public meeting room at 9:30 on November 9. The meeting adjourned at 11:45 a.m.

Respectfully submitted,

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

Secretary