



Lancaster County Broadband Authority

Minutes of Board Meeting

May 15, 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, Gary Silverman, Kevin Bean and Margie Armen were present along with Supervisor Bob Westbrook. Don Kierson, Les Spivey, Francis Edwards, Chuck Rusinak, and Jon Dixon attended as guests. There were no minutes of the May 1 meeting.

2. Discussions:

A. As of May 7, VDHCD has tentatively approved our planning grant. Hearty congratulations to Gary for spearheading this successful effort! VDHCD will provide us \$3,000 upon completion of 5 items listed in their acceptance letter no later than August 9, 2019. The acceptance letter is very confusing and contains internal inconsistencies and contradictions. It was agreed that we need clarification, and Gary will follow up with DCHD to obtain it. Meanwhile, there are 4 reasonably clear basic requirements: hold an initial public meeting, form a management team and hold two meetings of that team, conduct a business needs survey. The fifth item pertains to a community needs survey, and the requirement here is in doubt because of CIT's change in status. (It is no longer supporting community needs surveys or their assessment.)

We need to hold an initial public meeting that will inform the public of the terms and conditions of the grant. We discussed holding this meeting at the public library. They have a room that will seat 150. The date is TBD, but will be on a Saturday. In the interim, Cassie offered a list of potential nominees to form a management team, and for that team to be truly representative of the community. Other nominations were solicited from the floor. All potential nominees will be contacted no later than May 28th.

B. VATI has moved up its submission date by three months to September 3rd. This will make it extremely difficult to have a submission this year. It was agreed that we need to prioritize the Planning Grant activities because this will give us maximum credibility and improve our effectiveness for the remainder of our work. Meanwhile, Gary will attend the VATI input meetings in Richmond on May 17th and 28th.

C. Cassie raised the question of our letter to other Counties' Administrators and Broadband Authorities, etc. asking for support to encourage Dominion Energy to do

more in support of Broadband. It was agreed that we do not have the bandwidth to do this right now in view of the Planning Grant and VATI situations. We will ask the Northern Neck Broadband Authority to take the lead.

- D. David mentioned that our volunteer web developer has bowed out citing time constraints. We need a new provider. Chuck Rusinak may have a lead on a volunteer, and Margie will contact her nephew (who designed our seal and logo).
- E. Northern Neck Electric Coop has asked for us to sign a Non Disclosure Agreement in order to get their service maps. We agreed in principle to accept an NDA. Gary will send it to Margie to look over, with the intention of signing it.
- F. After some discussion, the Authority declined to invite Biarri Networks to make a public presentation of their software.
- G. David again raised the issue of getting Matt Ames on board to assist with Atlantic Broadband matters. His pro forma presentation contemplates four informational meetings. Margie stated her view that we do not need all four, and that he should adapt his presentation to our requirements.
- H. Fran Bradley of Atlantic Broadband has asked for a face-to-face meeting to discuss outstanding issues regarding the new CATV franchise. Margie will draft a response letter and ask Fran to propose dates.
- I. Gary requested funding to attend the Fiber Connect Conference June 2 – 5 in Orlando Florida. The Board approved with the expectation that expenses will not exceed Gary's estimate of \$950 plus car rental. EDA funds will be used for this expense.
- J. Gary and David will attend a meeting with Austin Walton, LA to Rep. Rob Wittman on Tuesday May 21st in the Rayburn Building. Gary will prepare slides for that meeting.
- K. There will be a Virginia Association of Telecommunications Officers and Advisors (VATOA) on June 14 in Virginia Beach. David is planning to attend.
- L. The next Board of Supervisors meeting is May 30. Margie will prepare the report and Gary will deliver it – to announce acceptance of the grant!
- M. Chuck Rusinak provided a summary of Governor Northam's vision for broadband and asked that it be included as an attachment to the minutes of this meeting.

3. Action Items:

- A. Cassie – contact Library to get dates to schedule a meeting, and then place a notice in the Rappahannock Record.

- B. Margie – will prepare a report for the Board of Supervisors (by 5/24), draft a letter to Fran Bradley and call Jerry Davis to request assistance re Dominion.
- C. Gary – will talk to VDHCD, attend the VATI meeting, prepare and present slides for the Wittman meeting.
- D. David – will contact Matt Ames and attend the May 21st meeting with Wittman’s staff.
- E. Everyone – will contact their potential management team members no later than May 28th, and provide a list of their expected contacts to Margie before May 23rd.

4. 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. June 5, 2019, in the public meeting room. It was agreed that we may need a special meeting before then to deal with the VDHCD issues.

Respectfully submitted,



Secretary

Attachment