



Lancaster County Broadband Authority

Minutes of Board Meeting

June 26 , 2019

1. Call to Order & Approval of Minutes: The special 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, Margie Armen and Bob Westbrook were present. Jimmie Carter attended as a guest. Bonnie Dickson and Sheri Lynch joined the meeting briefly. Don Gill also joined the meeting briefly near the end. Minutes of the June 19, 2019 meeting were approved as presented.

2. Discussions:

Margie moved approval of the Small Purchase procedure presented at the last meeting. Gary seconded and approval was unanimous.

Cassie noted that the Eagle Landing HOA has scheduled a meeting for July 1 at 11:00 a.m. It is expected that Senator McDougle will be present. Gary and Cassie will attend, but this is Eagle Landing's meeting, not ours. Gary reminded that we have committed to hold a candidate forum for all candidates and that will be a public meeting run by us.

Gary reported that he and Margie both attended Rep. Wittman's task force meeting on June 24th. At that meeting VATI and RUS selection criteria were discussed along with a number of other matters. It was confirmed that to date no grants for either program have been made to entities in the Northern Neck.

Gary noted that the Project Management Team meeting was held June 20, and that it generated a lot of interest and helpful suggestions. Cassie observed that the Verizon representative to the Project Management Team has been unresponsive, and that she is continuing to look for someone to participate. Margie will put out a meeting summary and contact list.

Cassie pointed out that the website is running, but that content needs to be updated. John McCalla is going on vacation June 30, so it is important to get the passwords, etc. before he leaves. That way we can make changes while he is out. Margie noted that we should delete the Meeting Agendas heading, as we don't publish agendas far enough in advance for them to be useful. This tab should be devoted to our meeting schedule instead. Gary pointed out that we also should publish a list of FAQs.

On the subject of outreach pertaining the survey, Cassie mentioned there is an article in the June 26 Rappahannock Record publicizing the survey and that on July 3, she will be interviewed on

Bay FM and WIGO. She asked for input on questions, etc. Both the article and the interviews will talk about the importance of the survey and our commitment to privacy of the survey respondents. Both address the personal information that will be requested on the survey, and both will explain how important that information is to the survey results. Cassie asked Margie to draft a privacy statement for anyone who handles survey data which address information included. As suggested by the Project Management Team, we will also make arrangements to participate with a booth at the Irvington Farmer's Market on July 6. Expenditure to print a banner to use at that and other events was approved. Margie will follow up on this matter.

Bonnie Dickson joined the meeting briefly with Sheri Lynch, the representative of BMS in Lynchburg. BMS is the printing firm we will use to print, stuff and mail the surveys. Sheri confirmed that BMS can purge duplicates from the County's 14,400+ entity tax mailing list, but she advised against printing the survey on colored paper is very expensive. She can have a banner put on the outside of the envelope in red ink. It would read "Broadband Survey Enclosed." We thanked Bonnie and Sheri for stopping by and indicated we would be in touch as soon as possible about the printing and mailing.

Other logistical items remain to be completed to get the survey out. These are outlined in the Action Items.

Bob introduced Jimmie Carter to discuss his views on why Lancaster County is in a unique position to serve as a model for what state assistance can accomplish. We are, Carter said, in the country, but not in the sticks. Our population is sophisticated and that opens up greater opportunity to make positive use of the internet services we are seeking to provide. Bob concluded there is a real case to be made for ROI in our county, in job growth and real estate value increases, both of which can also be expected to increase tax revenue. For example, Jimmie reported that he has proposed to the Richmond Federal Reserve that 150 Fed employees be relocated to Lancaster County to prove the point that quality of life and productivity can both benefit, but to do that we need the capacity to access true broadband internet. Cassie expressed the Authority's thanks for the information, and indicated that we will want to continue the discussion over time.

Don Gill reported that Atlantic Broadband has announced that it will apply for VATI grant on behalf of 8 counties where it operates. To participate in the grant, each County will be asked to contribute \$25,000. If there is no contribution, the County will not be included in the grant proposal. We will follow up with Atlantic Broadband at our upcoming meeting.

3. Action Items

Margie will draft a cover letter, format the survey questionnaire for printing, and get the documents to BMS in a timely fashion. She will also check into mailing requirements for bulk mail on the return envelope. She will get a banner printed and make arrangements for the Irvington Farmer's Market.

Cassie will get a Post Office Box and arrange for the Library to have a public computer dedicated to the survey. Cassie and Margie will both attend the Farmer's Market.

Kevin will insure the website is working for people to take the survey online.

4. Schedule Next Meeting(s) and Adjourn. The meeting adjourned at 6:40 p.m. The next meeting will be held at 4:30 p.m. July 3, 2019, in the public meeting room. This will be a closed meeting to discuss contract matters.

Respectfully submitted,

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

Secretary