



Lancaster County Broadband Authority

Minutes of Board Meeting

August 7, 2019

1. Call to Order & Approval of Minutes: The regular meeting of the Lancaster County Broadband Authority convened at 4:35 p.m. in the public meeting room at the County Administration Building. Cassie Thompson, David Pere, Kevin Bean, Gary Silverman and Margie Armen were present. Bob Westbrook and Les Spivey attended as guests. Minutes of the July 17, 24 and 31 meetings were approved as presented.

2. Discussions:

Updates of Survey information. Chuck Kirby has offered to extend the survey closing date by two weeks because transition issues with the Commonwealth Connect website caused the survey to be unavailable for nearly a week. That would also extend our compliance date from September 9 to September 16. We decided to decline the offer, because we have already announced the survey closing date and because we want to move forward with our compliance review as soon as possible. Cassie will respond to Chuck.

We confirmed the slate of volunteers for the manning the tent at the August 15 concert and at Walmart on Saturday morning. Gary reported that Belle Isle does not allow solicitation at their events, so we will not be doing that. Margie indicated that she will be attending the August 15 EDA presentation, and Gary will attend also.

Margie reported that the survey reminder postcards will be mailed either the 8th or the 9th and that they have first class postage, which should ensure delivery within 3 days.

Gary reported on the project plan meeting held on the 5th, and broadly discussed issues related to the RFI, and mapping information we will supply with it. Margie reminded the group that we are required to create a 10-year comprehensive plan for broadband implementation, and she stated that we should agree on at least the broad outlines of a plan before issuing an RFI. Kevin and Gary maintain that the responses to the RFI will give us the information we need to formulate a comprehensive plan. We agreed that at this time we should point all our efforts at securing a RUS ReConnect award for our unserved areas.

We discussed the need for a confidentiality agreement before proceeding further with the RFI process. Margie will draft one and bring it to the next meeting for approval.

Bob invited members to review materials prepared by SPI, Inc. that discuss P3 projects.

3. Closed Session

At 5:35 p.m., the Board unanimously approved entering a closed session under VA Code 2.2-3711.29, .32, and 33 to discuss ongoing contract matters. The closed session concluded at 6:30, when each member of the Board certified that only contract matters were discussed and that no action was taken.

In the brief open session that followed, David moved that we engage Matt Ames of Hubacher, Ames and Taylor, LLC and that no more than \$4,000 be allotted to this activity. The motion was seconded by Margie and approved unanimously. Margie will contact Matt.

4. Action Items

Action items are noted above.

5. Schedule Next Meeting(s) and Adjourn. The meeting adjourned at 6:35 p.m. The next regular meeting will be held on August 21, 2019 at 4:30 p.m. in the public meeting room.

Respectfully submitted,

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

Secretary