



## Lancaster County Broadband Authority

### Minutes of Board Meeting

August 5, 2019

**1. Call to Order & Approval of Minutes:** The special meeting of the Lancaster County Broadband Authority convened at 11:00 a.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, Wally Dawson, Chuck Rusinak, Frank Mastel, and Mark Lea participated as invited guests. Charlotte Silverman acted as recorder.

#### **2. Discussions:**

The purpose of this meeting was to brainstorm the items that would be needed to create a viable project plan.

A significant discussion centered around the proper contracting vehicle to obtain preliminary input on our project. It was determined that the best format would be an RFI (Request for Information) rather than an RFQ (Request for Qualifications) or an RFP (Request for Proposals).

The Scope of Work to be outlined in the RFI would be to provide fiber to the home for the entire county within 5 - 10 years.

It was argued that the RFI should be broad and general because “we don’t know what we don’t know,” and that an RFI could be issued without having first settled on the comprehensive plan that will be required to qualify for grant funds.

The urgency of issuing an RFI is to be able to issue a follow-on RFP by December that will identify the contractor with whom we would apply for RUS ReConnect 75% grant next April/May.

**5. Schedule Next Meeting(s) and Adjourn.** The meeting adjourned at 12:45 p.m. Gary will convene an RFI committee meeting at 3 p.m. on August 7 to follow up on matters discussed at this meeting.

Respectfully submitted,

Secretary