



Lancaster County Broadband Authority  
Minutes of Board Meetings  
January 6, 8 and 14, 2020

### January 6, 2020

- 1. Call to Order & Approval of Minutes:** The special meeting of the Lancaster County Broadband Authority convened at 9:00 a.m. in the public meeting room of the County Administration Building. Cassie Thompson, Gary Silverman, Mark McKercher, Kevin Bean and Margie Armen were present. Mark Lea also participated as a member of the RFI committee. The purpose of the meeting was to interview two of the respondents to the LCBA's Request for Information, which was published on Commonwealth Connect and which closed on November 20, 2019. No minutes were presented for approval.
- 2. Closed Session:** At 9:10, we entered a closed session to discuss contract matters. Under VA Code 2.2-3711.29. The meeting concluded at 5:30 p.m. and each member certified that only contract matters had been discussed and that no action was taken. The meeting then recessed to the call of the Chair.
- 3. Recess and Schedule of Next Meeting:** The special meeting recessed at 5:30 p.m. to the call of the Chair, scheduled for January 8, 2020.

### January 8, 2020

- 1. Call to Order & Approval of Minutes:** The special meeting of the Lancaster County Broadband Authority reconvened at 2:00 p.m. in the public meeting room of the County Administration Building. Cassie Thompson, Mark McKercher and Margie Armen were present. The purpose of the meeting was to interview another respondent to the November RFI. There were no minutes presented for approval.
- 2. Closed Session:** The meeting recessed at 4:15 to the call of the Chair. Each member of the Board certified that only contract matters were discussed and that no action was taken.

### January 8, 2020

- 1. Call to Order & Approval of Minutes:** The regular meeting of the Lancaster County Broadband Authority convened at 4:30 p.m. in the public meeting room of the County Administration Building. Cassie Thompson, Mark McKercher, Kevin Bean and Margie Armen

were present. Gary Silverman participated by telephone. Minutes of the December 18, 2019 meeting were approved as presented.

## **2. Discussion**

Margie offered a brief outline of a draft budget, which was largely approved. More discussion will be required before we make a final draft to submit to the Board of Supervisors on January 24.

We considered a making a presentation to the Economic Development Authority on January 16. Gary Silverman offered a slide deck to support the presentation. There was a discussion of whether we should make a presentation at all, and if so, what we should say. At the end of the discussion, it was agreed to use the slides as presented.

We discussed the complexity of making an application for a RUS grant, the costs involved and the extremely tight time deadlines. Notwithstanding all the downsides, we generally agreed to continue to press forward. Further discussions will be needed.

## **3. Closed session**

At approximately 5:15 p.m. we entered a closed session to inform Gary Silverman of the results of the 2:00 p.m. interview and to discuss related contract matters. The closed session recessed to the call of the Chair at 5:35 p.m. and each member certified that only contract matters under VA Code 2.2-3711.29 were discussed and that no final action was taken.

**4. Schedule Next Meeting(s) and Recess.** The regular meeting recessed to the call of the Chair at 5:35 p.m. The next regular meeting will be held at 4:30 p.m. January 22, 2020 in the public meeting room.

## **January 14, 2020**

### **1. Closed Meeting:**

The closed meeting continued from January 8 reconvened at 9:30 a.m. in the public meeting room. Cassie Thompson, Gary Silverman, and Mark McKercher were present. Margie Armen attended by telephone as an observer. The purpose was to conclude discussions concerning contract matters under VA Code 2.2-3711.29. The meeting adjourned at 10:20 a.m. Those members present and voting each certified that only contract matters were discussed and that no final action was taken.

### **2. Open Meeting:**

The open meeting continued from January 8 reconvened at 10:20 a.m. with Cassie Thompson, Gary Silverman and Mark McKercher present. Those present agreed unanimously to the following motion:

To authorize entering into negotiations with Broadband Telecom Services to provide a comprehensive plan for broadband deployment in Lancaster County including a multi-use grant application to submit to RUS ReConnect, VATI and other grantors. Negotiations will establish contract terms at a cost not to exceed \$85,000.

**3. Schedule next meeting and adjournment:** The open meeting then adjourned at 10:20 a.m. The next open meeting will be the regularly scheduled meeting on January 22, 2020 at 4:30 p.m. in the public meeting room of the County Administration Building.

Respectfully submitted,

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

Secretary