



Lancaster County Broadband Authority
Minutes of Board Meeting
October 16, 2019

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 at the County Administration Building. Cassie Thompson, Gary Silverman, Kevin Bean and Margie Armen we're present. Bob Westbrook also attended and Charlotte Silverman attended as a guest. Minutes of the August 21 meeting were approved as submitted. Combined minutes of the August 22, 28, 31 and September 3 meetings were approved as submitted. Minutes of the September 4 meeting were approved as amended. Minutes of the September 19 meeting were approved with a clarification. In the absence of a quorum, no meeting was held on October 4, but Cassie and Gary held an informal discussion with members of the public who were present.

2. Discussions

- a. Cassie moved that because of the vacancy in the Vice Chair position and considering our experience with payments to date that all Authority members be authorized to provide the second signature on checks. Approved unanimously. Margie and Gary will need to execute signature cards at Chesapeake Bank Main Street office.
- b. Kevin moved that we ratify the purchase of a back-up hard drive and back-up power supply or our laptops. Amounts expended were \$109 and 201 respectively. Approved unanimously.
- c. Gary advised that the software license for Biarri Networks, the acquisition of which was approved at the last meeting had increased in cost and would require an additional \$1,000. His motion to allow the additional expenditure was approved unanimously. The amount will be funded from the EDA account. In the program it would be possible to assign weight to various factors, such as the number of passes, the number of students and property values. After some discussion, it was agreed to weight all evaluation factors equally.
- d. Dates were agreed for public meetings to report the results of the community needs assessment survey and the analysis provided by CIT. Meetings will be held in the Lancaster Community Library on November 4 at 7 p.m. and November 9 at 1 p.m. Gary and Kevin will present on the 4th, Margie and Cassie on the 9th. Gary will prepare slides.

- e. Bob suggested that we start thinking about long term budget issues. If we expect to have a need for substantial funds for matching grants or other items, it would be helpful to start thinking about that now so that the County can be more proactive in its support.
- f. Gary reported that he met with Mark Lea and Kevin to discuss criteria for evaluating responses to our RFI. In the review process, it would be possible to assign weight to various factors, such as the number of students and home values. After some discussion, it was agreed to weight all evaluation factors equally. Kevin reported that the RFI was still not up on the eVA site, and for that reason we agreed to extend the closing date again to November 12.
- g. Cassie has followed up on advertising for our vacancy. She has proposed selection criteria as follows: interest in serving in the citizens of Lancaster County. leadership ability and ability to work successfully in a team-based environment. As provided in our Bylaws, we will not consider the district in which candidates reside. We will ask all interested parties to submit a resume and make themselves available for an interview, and make a recommendation to the Board of Supervisors when we have identified our preferred candidate.
- h. Cassie will follow up with FOIA training. Possible dates are December 2, 5, 11, or 12.
- i. We agreed to reschedule the November 6 meeting to November 7 at 4:30 p.m. to allow anyone who wants to attend the Region 6 GoVirginia meeting on the 6th to do so. That meeting is an all- day event in Doswell, VA. Margie and Cassie are planning to attend.
- j. We also agreed that due to the press of business, we will need an extra meeting and scheduled one for November 1 at 1 p.m. in the public meeting room.
- k. Gary will make some housekeeping changes on the website.
- l. Margie distributed the boxes of business cards. Total cost was \$215 from VistaPrint.
- m. Margie will prepare the BOS report for October 31, and Gary will deliver it. Margie will deliver the November 21 report.
- n. We spent some time discussing the format for a project plan that we can submit to the DHCD to secure our grant. Authority members agreed to a trial until the end of the year of an MS Project based plan kept at a very high level of detail. Charlotte will input data.
- o. Margie requested approval of her draft Non-Disclosure Agreement for NNEC. The draft has been reviewed and approved by County Attorney, Jim Cornwell. She will send a copy to Jim Moss.
- p. Gary and Cassie reported on their meeting with Sam Taylor, who is Senator Warner's Regional Director. Senator Warner would like to be helpful to us and is willing to support our request to USDA Rural Utilities Service to adjust its selection criteria.

Specifically, we would like them to raise the density level that will be considered as qualifying and to allow consideration of the presence of unserved public school students to be included as a new evaluation factor. Margie will draft a letter.

- q. Cassie reported that Fran Bradley has been in contact, and that we need to respond. Margie will contact Matt Ames to follow up. Fran was not aware of our RFI.

3. Action Items: As noted above.

4. Schedule next meeting and adjourn: The meeting adjourned at 7:05 p.m. The next meetings will be on November 1 at 1 p.m. and November 7 at 4:30 p.m. Both meetings will be held in the public meeting room of the County Administration Building.

Respectfully submitted,

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

Secretary