



Lancaster County Broadband Authority
Minutes of Board Meetings
December 4, 2019

1. Call to Order & Closed Meeting: Cassie Thompson convened a special meeting of the Lancaster County Broadband Authority at 3:15 p.m. in the public meeting room of the County Administration Building. Margie Armen, Gary Silverman and Cassie Thompson were present and Mark McKercher was a guest. The Board immediately entered a closed session to discuss personnel matters under VA Code 2.2-3711.1 and any related contract issues under VA Code 2.2-3711.29, .32 and .33. The closed meeting concluded at 4:30 and each member certified that only authorized matters were discussed and that no action was taken.

2. Open Meeting & Approval of Minutes: The regular meeting followed immediately. The Cassie Thompson, Margie Armen, and Gary Silverman were present along with Bob Westbrook. Mark McKercher and Charlotte Silverman attended as guests. Minutes of the November 7 meeting were approved as presented. No minutes were offered for the meeting on November 18, which was cancelled in the absence of a quorum.

2. Discussions

- a. Margie proposed several housekeeping matters: January meetings will be moved from the first and third Wednesdays to the second and fourth Wednesdays on account of New Year's Day occurring on Wednesday. Cassie will deliver the December report to the Board of Supervisors.
- b. Margie also noted that several months back, the Board had approved producing a Treasurer's report. She offered a possible format for the report and it was agreed that more information and consideration would be needed before a report could be agreed upon.
- c. The discussion about the Treasurer's report prompted more discussion about the budget and about the allocation of expenses among our various sources of funds: the County's appropriation, the EDA grant and the Telecommunications grant. Until now, we have been using the EDA funds as a source of cash flow and no charges have been presented to the County. It was agreed that we would review expenses to date with an eye toward rationalizing the application of funds.
- d. Charlotte informed the Board that the EDA will be requiring a formal application for grants during its 2020 cycle. She also informed us that the application deadline is set for

December 12 (though it is likely to be extended). No decision was made on whether to apply.

- e. Another discussion on the proposed Project Management Plan followed. Margie noted that we have not yet agreed to purchase and use MS Project. Cassie and Margie requested Gary to get a read out from DCHD as to the level of detail and specificity that will be required for the Project Management Plan in connection with the Telecommunications Planning Grant.
- f. Margie made a motion to recommend that the Board of Supervisors appoint Mark McMcKercher to fill the vacancy on the Authority. The motion was approved unanimously. Cassie reminded everyone that the position being filled will be that of Director and the position of Vice Chair will not be filled at this time.

4. Closed Meeting: At 6:30 p.m. the Board entered a closed meeting to deal with contract matters under VA Code 2.2-3711.29, .32 and .33. The meeting concluded at 7:00 p.m. and each member certified that only contract matters were discussed and no action was taken.

5. Action Items: As noted above.

6.. Schedule next meeting and adjourn: The meeting adjourned at 7:00 p.m. The next regular meeting will be held on December 18, 2019. A FOIA training session will be held on December 11 at 3:00 p.m. Both of these meetings will be held in the public meeting room of the County Administration Building.

Respectfully submitted,



Secretary