



Lancaster County Broadband Authority

Minutes of Board Meeting

June 19, 2019

1. Call to Order & Approval of Minutes: The meeting of the Lancaster County Broadband Authority convened at 4:30 p.m. in the public meeting room at the County Administration Building. Gary Silverman, Kevin Bean and Margie Armen and Bob Westbrook were present. Cassie Thompson participated by telephone. Les Spivey and Jon Dixon attended as guests. Minutes of the June 5, 2019 meeting were approved as amended.

2. Discussions:

Gary and Margie participated in a telephone conference with CIT and DCHD staff to iron out issues concerning the survey. CIT agreed to provide assistance with collection and analysis of the data. They recommended that the survey be held open for 30 days (shorter than has been done in other jurisdictions) and emphasized that really solid messaging needs to take place around the address and income questions which will be viewed as intrusive. Gary will circulate summary of the call. Also in connection with this meeting, DCHD has issued a new instruction letter and revised the completion date to September 16.

Margie indicated she had prepared a Small Purchase procedure to allow us more flexibility on most purchases. She asked for Jim Cornwell to review the procedure, which he has done with no substantive changes. Members were not prepared to vote on this matter, so it will be deferred until the next meeting. She also indicated that she wants to ask the Board of Supervisors to adopt an authorization for us to engage in Public Private Partnership (P3) arrangements. With unanimous agreement, she will put this request in the monthly BOS report.

Gary put a formal motion to the Authority to adopt a “target” of 1gbps speed for all our work within the County. Gary maintains that only state of the art is worth the investment. Kevin pointed out that the schools already have gigabit lines. Bob argued in favor of aiming high, and Cassie agreed, though noting that this is only a goal and we may not be able to achieve it, but will do the best we can. Margie countered that we should definitely pursue the very best service available, but we should make decisions about speed for each project as it goes ahead. She stated that it makes no sense to create public expectations that may not be attainable for every project, and that we would be tying our hands unnecessarily by naming an across-the-board speed. On a recorded vote, the motion was agreed to. Silverman, Bean and Thompson voted in favor, Armen voted against.

Cassie reported that the two public meetings on June 12 and 15 were fairly well attended and were generally a success. They generated lots of questions and interest. Gary will document the

meetings for the record. We are committing to hold additional public meetings even though we are not required to do so by the grant.

Cassie reported that Ryan MacDougal has accepted the invitation of the Eagle Landing homeowners to meet at their clubhouse on July 1 at 11:30 a.m. Cassie will attend, and invited anyone who is available to come.

Cassie indicated it's "all hands on deck" for the Project Management Team meeting tomorrow night. We discussed the agenda and went through the slides, dividing up responsibility for various topics that will be covered.

Gary raised the point that we need a project management tool and a person to keep it updated. Cassie will solicit expressions of interest.

Bob thinks that he should not participate in any discussions about Northern Neck Electric Coop that would be covered by a Non-Disclosure Agreement and he will recuse himself on these matters.

3. Action Items

Margie will insure the website materials are provided to John McCalla before he leaves on vacation on the 30th. Then, Kevin will take over maintenance.

Logistics pertaining to the survey. We need to get the printing and mailing info from Bonnie Dickson. Margie will contact her for that. She will also draft a privacy statement for anyone who handles survey data that they will not compromise address or income info.

Cassie will draft another story for the Rappahannock Record.

Margie and Gary are both going to attend Rep. Wittman's district-wide meeting in Tappahannock on June 24th at 9:30 a.m.

Margie will prepare and deliver the BOS Report on June 26th.

4. Schedule Next Meeting(s) and Adjourn. The meeting adjourned at 6:20 p.m. The next meeting will be held at 4:30 p.m. June 25, 2019, in the public meeting room.

Respectfully submitted,



Secretary