



## Lancaster County Broadband Authority

### Minutes of Board Meeting

September 18, 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, and Kevin Bean were present. Mark McKercher, Lee Capps and Charlotte Silverman attended as guests. Approval of the minutes of the September 4, 2019 meeting was deferred as changes to the draft minutes had not yet been circulated.

### 2. Discussion

- A. A discussion ensued regarding the status of the video of the September 3, 2019 “field hearing” conducted by Rep. Rob Wittman at the Lancaster Community Library. Kevin noted that the video is long and that he will have to do more compression in order for it to be accessible on the Authority website.
- B. The final draft of the RFI completed by the RFI team was discussed. It was approved for dissemination by a vote of 3-0. Since Margie is out of the country, it was decided there was enough time before the agreed-on September 30<sup>th</sup> issue date to allow her to review while out of the country to confirm there were no legal concerns that would need to be addressed prior to dissemination. While the three Authority members believed there should be no legal concerns, all agreed to wait until the weekend before September 30<sup>th</sup> for any response from Margie. Kevin will see to its dissemination on September 30<sup>th</sup>.
- C. Gary and Cassie provided a summary of the reaction of the Governor’s Broadband Advisory Council (BAC) to the presentation they provided to the BAC on the problems and possible solutions rural communities face as they look to expand broadband in their localities. The key takeaways were: 1) the BAC Chair, Delegate Byron, commended the Authority on the actions we have taken to date and encouraged us to continue as planned; 2) the Chair took an action, based on our presentation, to consider state central materials acquisition to get volume discounts and tasked the Chief Broadband Advisor, Evan Feinman to evaluate government/state procurement; 3) Feinman was also tasked to evaluate wording in the VATI program guidance so as not to favor one technology versus another; 5) Sen. Ryan McDougle, who arranged for us to be on the BAC agenda, stated that he once again was asking the BAC to consider who should qualify for VATI, i.e. Southwest Virginia has had the tobacco grants available to them for broadband expansion and they can also apply to VATI.

- D. Agreement was reached to allow Kevin and Gary to review the four software programs that are available support more detailed mapping. They will review the programs and make a recommendation to the Authority regarding purchase of a license. These programs would enable us to make more precise calculations that would, for example, determine the number of fiber strands and peripheral electronics required for specific projects. This would result in more accurate cost estimates and help us optimize an overall plan for those with <10: mb/s service. It was also agreed that the cost would not exceed \$5,000.
- E. Charlotte Silverman presented an overview of a RACI chart documenting the Authority members who will be Responsible, Accountable, Consulted, and Informed (RACI) about particular actions as well as an Action/Decision spreadsheet. It was well received and can be further explained to the full Authority and a decision made regarding adoption of this process for tracking action items, due dates and the responsible Authority member.
- F. The need for the establishment of a finance committee was tabled. This committee would be involved in how we move forward and the development of a market strategy. As this becomes further defined, it will be presented to the full Authority for approval and possibly for identification of committee members.
- G. Cassie stated that she is in contact with Carla Holmes, Community Development Relationship Manager, Woodforest Bank, concerning organizing a meeting with local bank Community Reinvestment Act representatives to discuss ways these banks may be willing to assist with our broadband efforts. More information will be provided as this effort moves along.
- H. Cassie reported that Authority Vice-Chair, David Pere, has resigned, and she observed that we need to formalize our process for seeking replacement candidates when a member leaves. As stated in the Bylaws, the Authority will seek a qualified candidate and will recommend their appointment to the Board of Supervisors. We need to seek replacement candidates, organize the receipt of resumes and set up times for interviews. There will be further discussion of this at the next meeting.

**3. Action Items:** As noted above.

**4. Schedule next meeting and adjourn:** The meeting adjourned at 6:40 p.m. The next meeting will be on October 2, 2019 at 4:30 p.m. in the public meeting room of the County Administration Building.

Respectfully submitted,



Chair