



Lancaster County Broadband Authority
Minutes of Board Meeting
February 9, 2023
5:00 p.m.
8311 Mary Ball Road, Lancaster, VA 22503

February 9, 2023

1. Call to Order: Cassie Thompson called the meeting to order at 5:00 p.m. in the Board/Commission meeting room of the County Administration Building. Cassie Thompson, Kevin Bean, Chérie Kiser, Craig Giese, and Michele Craddock were present. Don Gill joined the meeting at approximately 5:15. Nicholas Pascaretti attended by video conference.

2. Public Comment: Cassie Thompson invited the public to make comments. There were no public comments.

3. Approval of Minutes: Michele Craddock made a motion to approve the minutes of the January 12, 2023 meeting. Cassie Thompson seconded the motion. The directors voted in favor of the motion by a vote of 4-0:

- Chérie Kiser – voted in favor of the motion.
- Cassie Thompson – voted in favor of the motion.
- Kevin Bean – voted in favor of the motion.
- Michele Craddock – voted in favor of the motion.

4. Annual Meeting: The directors addressed the annual meeting items in accordance with the Bylaws.

Election of Officers

Cassie Thompson informed the directors that she decided not to seek re-election as Chair. The directors discussed the officer positions, made nominations and voted as follows:

Chair

Michele Craddock made a motion to nominate Chérie Kiser. Cassie Thompson seconded the motion. The directors voted in favor of the motion by a vote of 4-0:

- Chérie Kiser – voted in favor of the motion.
- Cassie Thompson – voted in favor of the motion.
- Kevin Bean – voted in favor of the motion.
- Michele Craddock – voted in favor of the motion.

Vice Chair

Chérie Kiser made a motion to nominate Michele Craddock. Cassie Thompson seconded the motion. The directors voted in favor of the motion by a vote of 4-0:

- Chérie Kiser – voted in favor of the motion.
- Cassie Thompson – voted in favor of the motion.
- Kevin Bean – voted in favor of the motion.
- Michele Craddock – voted in favor of the motion.

Treasurer

Chérie Kiser made a motion to nominate Kevin Bean. Michele Craddock seconded the motion. The directors voted in favor of the motion by a vote of 4-0:

- Chérie Kiser – voted in favor of the motion.
- Cassie Thompson – voted in favor of the motion.
- Kevin Bean – voted in favor of the motion.
- Michele Craddock – voted in favor of the motion.

Secretary

Chérie Kiser made a motion to nominate Michele Craddock. Cassie Thompson seconded the motion. The directors voted in favor of the motion by a vote of 4-0:

- Chérie Kiser – voted in favor of the motion.
- Cassie Thompson – voted in favor of the motion.
- Kevin Bean – voted in favor of the motion.
- Michele Craddock – voted in favor of the motion.

Representative to the Northern Neck Broadband Authority

Chérie Kiser made a motion to nominate Kevin Bean. Michele Craddock seconded the motion. The directors voted in favor of the motion by a vote of 4-0:

- Chérie Kiser – voted in favor of the motion.
- Cassie Thompson – voted in favor of the motion.
- Kevin Bean – voted in favor of the motion.
- Michele Craddock – voted in favor of the motion.

Annual Audit

The audit of the LCBA's books and records is included in the County's annual audit. Don Gill reported the auditors (Robinson, Farmer, Cox Associates, PLLC) opined that the County's financial statements are in accordance with the accounting principles accepted in the United States of America.

Review of the Bylaws

The directors reviewed the Amended and Restated Bylaws and determined that no substantive changes were necessary.

5. Discussions:

The directors discussed the revisions to the draft budget. Chérie Kiser made a motion to approve the draft budget. Cassie Thompson seconded the motion. The directors voted in favor of the motion by a vote of 4-0:

- Chérie Kiser – voted in favor of the motion.
 - Cassie Thompson – voted in favor of the motion.
 - Kevin Bean – voted in favor of the motion.
 - Michele Craddock – voted in favor of the motion.
- a. Nicholas Pascaretti provided an update on the APB/Dominion project status. The project is on schedule. APB will begin construction at the end of this quarter or the beginning of next quarter when Dominion completes the construction of the middle mile. APB stated the project may be completed ahead of schedule due to the significant progress Dominion is making on the construction of the middle mile.
 - b. Nicholas Pascaretti provided an update on the regional VATI grant project between the LCBA, Breezeline, Caroline, Lancaster, Mathews, and Middlesex counties. Construction is complete in all the counties. All service areas in Lancaster County (including approximately 315 residences) have been released from technical operations and Breezeline is marketing to the residents in those areas.
 - c. Nicholas Pascaretti provided an update on BTS’s Fixed wireless deployment related to the County’s CARES Act project. BTS has enrolled 280 subscribers and the service is working well.
 - d. **Closed Session:** At 5:45 p.m., we entered a closed session pursuant to Virginia Code Section 2.2-3711(A)(1), discussion, consideration, or interviews of prospective candidate for employment, assignment, . . .of any public body and Section 2.2-3711(A)(29), discussion of public contracts. The specific matters discussed were limited to the discussion of prospective candidates for assignment to the LCBA and public contracts. The closed meeting concluded at 6:10 p.m. Each director certified that the matters specified above were the only matters discussed.

5. Schedule the next meeting and adjourn: Kevin Bean made a motion to adjourn the meeting. Cassie Thompson seconded the motion. The directors voted in favor of the motion by a vote of 4-0:

- Chérie Kiser – voted in favor of the motion.
- Cassie Thompson – voted in favor of the motion.
- Kevin Bean – voted in favor of the motion.
- Michele Craddock – voted in favor of the motion.

The meeting was adjourned at 6:12 p.m. The next regular meeting will be held on Thursday April 13, 2023 at 5:00 p.m. in the County Administrator’s conference room located in the County Administration Building.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "M. B. Craddock". The signature is written in a cursive style with a large initial "M" and "B".

Secretary