

Lancaster County Broadband Authority



Minutes of Meeting

July 27, 2018 9:30 a.m.

County Administration Building

1. Call to Order & Approval of Minutes: The first meeting of the Lancaster County Broadband Authority convened at 9:30 a.m. in the County Administrator's Office. Cassie Thompson, Gary Silverman, Kevin Bean, Margie Armen and David Pere were present along with Supervisor Bob Westbrook. The members invited Supervisor Westbrook to continue to participate in meetings as a liaison to the Board of Supervisors. There were no prior minutes presented for approval.

2. New Business:

A. Election of Officers. The slate of officers was chosen and unanimously approved:

Chair Cassie Thompson
Vice Chair David Pere
Secretary Margie Armen
Treasurer Kevin Bean

B. Swearing in. At the conclusion of the meeting, new authority members took the oath of office. Without objection, approval of these minutes at the next meeting will be deemed ratification of the election, noted above and all other matters discussed and agreed to at the first meeting.

C. Time and Location of Future Meetings. Regular meetings will be held on Friday mornings, at 9:30 a.m. in the public meeting room of the County Administration Building located at 8511 Mary Ball Road in Lancaster Courthouse. All meetings will be open to the public. Public notice of meetings will be provided through an entry in the Calendar column of the Rappahannock Record.

D. Committees and Committee Meetings. Members agreed to form 5 Committees to assist in the performance of the Authority's work. Committees and their chairs are as follows:

Organization – David Pere
Outreach – Cassie Thompson
Technical – Kevin Bean
Financial – Gary Silverman
Policy/Legal – Margie Armen

While upcoming Committee meetings will be announced at the regular public meetings and Committee meetings will be open to the public, unless directed otherwise, notice of Committee meetings will not be published in advance. Cassie asked each Committee chair to continue to

seek out volunteers to participate in the Authority's work. Volunteers will be asked to provide a statement of interest, which will be reviewed and approved by all members of the Authority.

E. Filing of Articles of Incorporation and Drafting of Bylaws. The Authority formally requested that Don Gill file its Articles of Incorporation that were approved by the Board of Supervisors on July 26, 2018. Margie will begin work on drafting Bylaws, which will cover the Authority's procedures for conducting business.

F. Reports and Tasks.

Outreach –

- Cassie reported that a representative from the Eagle Landing community would like to come to the meeting next Friday (August 3). Eagle Landing has no service and is considering applying for a Virginia Technology Initiative (VATI) grant for the community.
- David and Kevin will attend the Middle Peninsula Alliance meeting next Wednesday morning as the County's designated representatives. They will bring up our request that MPA support the plan to ask Dominion Energy to allow us to place a conduit in their right of way under the Rappahannock for future fiber. Before the meeting they will see if Liz Povar or Robin Meigel may have information about any directives from the state to Dominion regarding cooperating with local broadband initiatives.
- David and Kevin will also contact the Middlesex Broadband Authority to encourage them to take an interest in engaging Dominion Energy about the conduit.
- Cassie suggested that we invite local internet providers (one at a time) to our meetings to ask them how we can help make their service better.

Organization –

- David reported that Chuck Kirby of CIT would like to meet with us via video conference on Wednesday afternoon. The Organization Committee will take the meeting in the public meeting room and will invite Don Gill to attend also.
- David will explore the content of the CIT revised survey with Chuck with an eye toward allowing us to really get a bead on the needs of our students. (See below.)

Finance –

- Gary reported that state grant money for start-up expenses has largely been phased out. We will approach the EDA with a proposal for start-up expenses, including a firm estimate of our survey costs. The amount to be requested is TBD when we have all the supporting information. EDA may also be expected to ask for an additional presentation from us at that time. Gary is also looking into possible funding or in-kind support from the Foundation for Historic Christ Church. Other possible sources to approach for funds include the Wiley Foundation and the Education Foundation.

Technological --

- Kevin will follow up with Glenn Rowe about getting our email and website up and running.
- Kevin will also reach out to his ABB contact to obtain their coverage maps.

Policy/Legal –

- Gary and David noted that the comment period for the Rural Utilities Service Pilot Program proposed regulations has opened and will close Sept. 10. One of the items they

are requesting input on is mapping, which we should support. Margie can take this on with input from other members.

- Margie reminded members to prepare their pen and ink hardcopy of the Financial Disclosure Statement and their supplementary statements to submit to Don Gill. She also noted that any member who is trying through community or other channels to get broadband service at the home, need not consider that effort to pose a conflict of interest.
- Margie also reported that after locating and reviewing the official guidelines from the Department of Taxation regarding the Communications Sales and Use Tax, it is clear that no additional funds are on the table from the Metrocast franchise fee. Franchise fees have been included in the County's payment from the state. Nevertheless, David noted that ABB should be audited to insure the County has full information about their service.

Other –

- With regard to the survey, Bob reported that if we intend to send surveys home with students from Lancaster Public Schools, there will be privacy concerns regarding students' addresses. These issues will have to be worked out before we can survey through students. Bob pointed out that the student population is roughly 1/10 of the total County population, so it is important not to miss this element.
- It was agreed that some outreach to the Northern Neck Planning District Commission and their Broadband Authority. We will have to find out who is the Lancaster County representative to that Authority.
- David and Bob are planning to attend the Northern Neck Electric Cooperative annual meeting along with Gary who is a coop member.

3. Old Business: There was no old business.

4. Schedule Next Meeting and Adjourn. The next meeting will be held at 9:30 a.m. on Friday August 3 in the public meeting room of the County Administration Building. The meeting adjourned at 12 p.m.

Respectfully submitted,



Margie Armen,
Secretary

