



Lancaster County Broadband Authority

Minutes of Board Meeting

June 5, 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. Cassie Thompson, Gary Silverman, and Margie Armen were present. Les Spivey and Charlotte Silverman attended as guests. Minutes of the May 15, 2019 were approved as amended.

2. Discussions:

Our most recent exchange with Fran Bradley of Atlantic Broadband requested an in-person meeting on either a Thursday or Friday in June. However, he is not available on Thursdays or Fridays, and he is not available in June, either. We suggested an alternative meeting on Monday July 8, 2019, which he has agreed to.

Several matters were raised concerning requirements of the VADHCD Telecommunications Planning Grant. We still don't have clarification from the VADHCD staff of the conflicting requirements of the grant, but we are moving ahead with the public meeting and filling out the project management team.

We set two dates for the public meeting, Wednesday June 12 at 7:00 p.m. and Saturday June 15 at 1:30 p.m. Both meetings will be held in the upstairs conference space at the Lancaster Community Library in Kilmarnock. Cassie will place announcements in the Rapp Record. Gary prepared a slide deck for the meetings, which we reviewed, revised and approved.

Cassie asked for contact information for the nominees for the Project Management Team. The team is nearly complete. We set Thursday June 20th at 7:00 p.m. as the date for the initial meeting in the Library. A date for the final meeting will be set later.

We also discussed the business survey called for under the grant. It was agreed we still did not know what was expected on this point, and that we would ask for more guidance from VADCHD.

Gary summarized his experience at the Fiber Conference in Orlando. He discussed presentations by several mapping software vendors and other conference topics. He also turned in his travel expense voucher.

Cassie mentioned that some representatives from the Eagle Landing community offered to draft a VATI submission for us. While that is a very generous offer, a VATI submission is an action that we cannot delegate since it involves selecting a vendor to do the work. Cassie will get back to them with that information.

Margie indicated that she had reviewed the Non Disclosure Agreement from NNEC, and that it was over broad and not relevant to the information we are requesting. She will respond to the request. In connection with the NDA, Bob Westbrook had raised the question whether there were some discussions he should not participate in, we agreed that he is an ex-officio member of the Authority and that we wouldn't want to exclude him from any of our deliberations. If anything arises that changes that thinking, we will address it on a case-by-case basis.

3. Action Items:

- A. Cassie – will confirm July 8 meeting with Fran Bradley. She will also finalize arrangements for the Management Team meeting, and send materials to our new volunteer for the website.
- B. Margie – will send letters to Jim Moss of NNEC and draft a letter for Gerald Fulcher, the Verizon rep who has agreed to serve on our Management Team, and needs to inform his management what he will be doing with us. Will write an invitation to Francis Edwards, Margaret Ransone and Ryan MacDougal to attend one of our upcoming meetings.
- C. Gary – will revise the public meeting slides and continue to seek guidance from VADCHD about the survey.
- D. Kevin will provide a representative of the public schools to serve on the Management Team.

4. Schedule Next Meeting(s) and Adjourn. The meeting adjourned at 6:35 p.m. The next meeting will be held at 4:30 p.m. June 19, 2019, in the public meeting room.

Respectfully submitted,



Secretary

Attachment