



Lancaster County Broadband Authority

Minutes of Board Meeting

August 21, 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 Margie Armen were present. Kevin Bean joined the meeting at 5 p.m. Les Spivey attended as a guest. Minutes of the August 7 meeting were approved as presented.

2. Closed Session

At the beginning of the meeting Don Gill came in to inform us of a matter related to the Board of Supervisors closed session, which we participated in on July 25th. We apologized to Les for leaving the room and indicated that we would adjourn to Don's office for short closed session on contract matters, citing VA Code 2.2-3711.29 and 33. We indicated that we needed to have this discussion now rather than at the end of the meeting so that Don could go home. Upon our return, each member certified that only contract matters were discussed and no action was taken.

3. Discussion

Cassie indicated concern that about 225 out of 7,700 survey reminder postcards mailed had been returned as undeliverable. Margie reported that she had checked 25 randomly selected postcards against the mailing lists we provided. With one exception, all the postcards were addressed consistent with the list. However, the addresses included a 9-digit zip code, whereas the list only had 5-digit zips. Noting that none of the letters in the first mailing were returned, Margie presumes that the reasons for the return, may have something to do with how the Postal Service treats post cards, or that the glitch was something to do with 9-digit as opposed to 5-digit zip codes.

Cassie also noted that the survey will close August 22. There are 60 more paper surveys to enter. Margie took half and Cassie will do the others. Jean Plymale has asked for a conference call on Friday. Cassie and Gary will make the call. Jean thinks it is likely we will break their all-time record for survey responses!

We discussed the logistics of the September 3 meeting. We agreed that we should provide "coffee and doughnuts." Cassie will handle this.

Margie presented the Confidentiality and Conflict of Interest Agreement she prepared for the RFI/RFP Committee. Gary asked whether members of the Authority should also sign the

Agreement. Margie responded that members of the Authority already have a duty of confidentiality by virtue of being a public officer, so no specific additional confidentiality agreement is needed. The Agreement was unanimously approved. Gary will circulate it to the RFI Committee Members before the next meeting.

Gary would also like input for the RFI. Anyone who has any questions to include should present them to Gary. Cassie outlined a protocol for dealing with vendors who may respond to the RFI. Members of the RFI Committee are welcome to attend any meetings with potential vendors, but only members of the Authority will engage directly with vendors.

Margie asked for approval of the Virginia P3 Guidelines which were circulated prior to the meeting. These are standard Guidelines and adoption is a prerequisite to being able to use the Public Private Partnership (P3) method of contracting. Approval was unanimous.

3. Closed Session

At 6 p.m., the Board unanimously approved entering a closed session under VA Code 2.2-3711.29, .32, and 33 to discuss ongoing contract matters. The closed session concluded at 6:45 when each member of the Board certified that only contract matters were discussed and that no action was taken.

4. Action Items

Margie will prepare the monthly report for the Board of Supervisors and Cassie will deliver it. Other action items are noted above.

5. Schedule Next Meeting(s) and Adjourn. The meeting adjourned at 6:35 p.m. The next meeting will be a closed session with Northern Neck Electric Coop on Thursday August 22 at 1 p.m. to discuss contract matters. A further closed session will be held at the regular meeting time of 4:30 p.m. on August 28, to finalize our presentation to the Board of Supervisors on contract issues. The next meeting will be a work session at 3 p.m. on August 31st to set up the Library for the public meeting on September 3rd.

Respectfully submitted,



Secretary