



Lancaster County Broadband Authority

Minutes of Board Meetings

January 22 and 29, 2020

January 22, 2020

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 of the County Administration Building. Cassie Thompson, Gary Silverman, Mark McKercher, and Margie Armen were present.

2. Discussions:

A. The draft budget and narrative were discussed and agreed to. Anticipating that we would submit a ReConnect grant request and that it would be approved, Margie recommended including a request for one FTE at a salary (including benefits) of \$96,000 per annum. This would be for a technologically qualified individual to serve as the project manager during the build out. As a county employee, this individual would represent and protect the county's and the Authority's interest as the project moves forward. Since the individual would be hired to start no earlier than January 2021, the amount requested in the budget was \$48,000. Next, we reviewed and agreed on the other items that would be included in our budget request. The budget request and accompanying narrative are an attachment to these minutes. Budget materials are required to be submitted no later than COB January 25. Margie will revise and submit the agreed-on materials.

B. Also in anticipation of a successful ReConnect attempt, we agreed to request that the Board of Supervisors support the project with a local contribution of \$8.3 million. This amount will be the local investment required to support a grant of \$25 million. We will present our case for this investment at the January Board Meeting. We plan to explain that the contribution will not be needed if we do not receive a grant, but that unless we have a firm commitment to make a contribution equal to 25% of the \$33 million total project cost, our application for the grant will not be considered.

C. We again discussed the mountain of work that will be required to complete the ReConnect grant application, and agreed that, whatever it takes, it will be worth it. If we are chosen, we get our system. If we aren't chosen we have a huge leg up on any project we may wish to pursue in the future.

D. Gary reported that Broadband Telecom Services will reduce its fee to \$50,000 because of the quantity and quality of work that we have already completed, and because of our willingness to team with them rather than ask them to do everything themselves. Gary has a copy of their proposed agreement and he asked everyone for their input. Margie will also review and coordinate with Jim Cornwell.

3. Recess and Schedule of Next Meeting: At 6:35 p.m., the meeting recessed to the call of the Chair.

January 29, 2020

1. Call to Order & Approval of Minutes: Chair Cassie Thompson reconvened the meeting of the Lancaster County Broadband Authority at 4:30 p.m. in the public meeting room of the County Administration Building. Cassie Thompson, Mark McKercher and Gary Silverman were present. Margie Armen observed by phone. There were no minutes presented for approval.

2. Discussions:

Margie reported that the budget documents were delivered on time, despite problems with the county email being down on the due date.

Cassie reported that 6 members of the Project Management Team will attend the regular meeting on February 5 and also attend the in-person meeting with DHCD on the 6th.

To prepare for that meeting, Mark will update the project plan, and Margie will update the Quicken reports on our expenditures.

Gary suggested that it is not too early to start thinking about VATI. He believes Region 3 (South and West of Kilmarnock) may be the best opportunity because there are a number of smaller projects in that area.

3. Schedule Next Meeting and Adjourn. The meeting adjourned at 7:00 p.m. The next regularly scheduled meeting will be held on February 5, 2020 at 4:30 p.m. in the public meeting room of the County Administration Building.

Respectfully submitted,



Secretary