

ORANGE COUNTY BROADBAND AUTHORITY MINUTES

MAY 14, 2019

At a Regular Meeting of the Orange County Broadband Authority held on Tuesday, May 14, 2019, beginning at 4:00 p.m., in the Meeting Room of the Gordon Building, 112 West Main Street, Orange, Virginia. Present: James K. White, Chair; R. Mark Johnson, Vice Chair; S. Teel Goodwin; James P. Crozier, and Lee H. Frame. Also present: R. Bryan David, County Administrator; Thomas E. Lacheney, County Attorney; and Alyson A. Simpson, Chief Deputy Clerk.

RE: ADOPTION OF AGENDA

On the motion of Mr. Frame, seconded by Mr. Goodwin, which carried by a vote of 5-0, the Authority adopted the agenda, as modified. Ayes: Johnson, White, Goodwin, Crozier, Frame. Nays: None.

RE: CONSENT AGENDA

On the motion of Mr. Frame, seconded by Mr. Goodwin, which carried by a vote of 5-0, the Authority adopted the Consent Agenda, as presented.

RE: APPROVAL OF MINUTES

As part of the Consent Agenda, the Authority approved the April 23, 2019 Regular Meeting minutes, as presented.

RE: NEW BUSINESS

RE: BROADBAND SURVEY AND MAPPING TOOL

Stephanie Straub, Director of Management Services, introduced a concept to the Authority where the current Arc GIS software could be used to capture data from County residents related to internet service providers and upload/download speeds in the form of a survey. She noted that other localities had been successful in using the survey data, provided voluntarily from residents, to create a mapping tool used to identify unserved and underserved areas. Ms. Straub added the data would be useful when applying for a VATI Grant. She provided a demonstration of the survey interface to the Authority and reviewed the types of questions included on the survey. Ms. Straub requested authorization to launch the broadband coverage survey in order to develop the GIS mapping tool.

Discussion ensued among the Authority regarding: how the survey would be promoted or advertised throughout the County; use of the information for a VATI Grant application; security of the data provided by citizens; the need to make the survey fields optional for responders; and the need to provide the reasoning for collecting the survey data.

On the motion of Mr. Crozier, seconded by Mr. Goodwin, which carried by a vote of 5-0, the Authority authorized staff to launch the broadband coverage survey in order to collect data and build a mapping tool through the Orange County GIS, as presented.

Ayes: Johnson, White, Goodwin, Crozier, Frame. Nays: None.

RE: INTRODUCTION OF BROADBAND PROGRAM MANAGER

Stephanie Straub, Director of Management Services, introduced S. Lewis Foster, newly-hired Broadband Program Manager, to the Authority. Mr. Foster reviewed his efforts to-date, highlighting introductions he had already made and meetings he had attended, and provided an update on the progress of the fiber project.

Members of the Authority welcomed Mr. Foster to Orange County and expressed their enthusiasm for working with him going forward.

RE: AUTHORIZATION TO EXECUTE NON-DISCLOSURE AGREEMENTS

Chairman White expressed the need to develop an efficient process by which the Broadband Program Manager could enter into Non-Disclosure Agreements in order to conduct business with prospective partners or service providers, as the agreements were often required. He sought approval from the Authority to allow the Broadband Program Manager to sign said agreements, subject to review and approval by the County Attorney.

On the motion of Mr. Crozier, seconded by Mr. Frame, which carried by a vote of 5-0, the Authority authorized the Broadband Program Manager to execute Non-Disclosure Agreements on behalf of himself and the Broadband Authority, after review and approval by the County Attorney, as presented.

Ayes: Johnson, White, Goodwin, Crozier, Frame. Nays: None.

RE: OTHER BUSINESS

RE: VATI GRANT REQUEST FOR INFORMATION (RFI) EXAMPLE; ALBEMARLE COUNTY BROADBAND AUTHORITY

Stephanie Straub, Director of Management Services, presented an example to the Authority of a Request for Information (RFI) issued by the Albemarle County Broadband Authority. She explained this type of solicitation was used as part of an application for VATI Grant funding, noting the RFI was a more streamlined option than the PPEA solicitation.

Discussion ensued among the Authority regarding: the structure of an RFI solicitation versus a PPEA solicitation.

The Authority took the information regarding the Request for Information under advisement, and there was no action taken at this time.

RE: INFORMATIONAL ITEMS

There were no Informational Items at this time.

RE: ADJOURN

On the motion of Mr. Frame, seconded by Mr. Goodwin, which carried by a vote of 5-0, the Authority adjourned the meeting at 4:27 p.m.

James K. White, Chairman

R. Bryan David, County Administrator