

ORANGE COUNTY BROADBAND AUTHORITY MINUTES

AUGUST 27, 2019

At a Regular Meeting of the Orange County Broadband Authority held on Tuesday, August 27, 2019, beginning at 4:15 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; S. Lewis Foster, Broadband Program Manager; and Alyson A. Simpson, Chief Deputy Clerk.

RE: ADOPTION OF AGENDA

On the motion of Mr. Crozier, 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. Goodwin, seconded by Mr. Frame, 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 July 23, 2019 Regular Meeting minutes, as presented.

RE: APPROVAL OF MINUTES

As part of the Consent Agenda, the Authority approved the August 6, 2019 Regular Meeting minutes, as presented.

RE: NEW BUSINESS

RE: FIBER SYSTEM EASEMENTS

Stephanie Straub, Director of Management Services, presented easements to the Authority with Rapidan Service Authority (RSA) and Tricord Incorporated for the public safety communications system, indicating the easements were necessary for access to the Wilderness Area radio tower. She requested the Authority authorize staff to execute the easements.

Discussion ensued among the Authority regarding: clarification and verification on the ownership of the various parcels.

On the motion of Mr. Frame, seconded by Mr. Goodwin, which carried by a vote of 5-0, the Authority authorized staff to execute the necessary easements for the public safety communications system with Rapidan Service Authority and Tricord Incorporated, as presented.

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

RE: AWARD OF THE CONTRACT FOR FIBER INSTALLATION

Amanda Amos, Procurement Coordinator, explained that staff had released a solicitation for proposals for fiber installation, maintenance, and emergency restoration, which was advertised through the County website, in The Orange Review, and on Virginia's e-procurement website. She indicated that one (1) response was received.

Ms. Amos stated that staff's recommendation was to award the contract to Computer Cabling & Telephone Services, Inc.

On the motion of Mr. Frame, seconded by Mr. Goodwin, which carried by a vote of 5-0, the Authority authorized staff to enter into a contract with Computer Cabling & Telephone Services, Inc. for fiber installation, maintenance, and emergency restoration for a period of one (1) year, with the possibility of four (4) one-year renewals, as presented.

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

RE: VATI GRANT APPLICATION COMMITMENT AND RELATIONSHIP LETTERS; SERVICE AREAS ONE AND SIX

S. Lewis Foster, Broadband Program Manager, presented letters of commitment and relationship for Barboursville (Service Area One) and Burr Hill, Locust Grove, and Mine Run (Service Area Six). Mr. Foster explained that staff had prepared an application for Virginia Telecommunication Initiative (VATI) grant funds and the letters were a requirement of the grant process. Further, he noted that the letters provided financial commitment, defined roles of the applicant and co-applicant, and assured completion of the project within twelve (12) months.

Mr. Foster requested the Authority's approval and submission of the letters with the VATI grant applications.

On the motion of Mr. Frame, seconded by Mr. Goodwin, which carried by a vote of 5-0, the Authority approved the commitment and relationship letters for submission with the VATI grant applications for Service Area One and Service Area Six, as presented.

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

RE: OLD BUSINESS

RE: CONSTRUCTION OF THE FIBER LATERALS

S. Lewis Foster, Broadband Program Manager, explained that the Authority had previously approved funds for fiber connections to various public safety facilities and other County-owned facilities throughout the County. He indicated that changes to routing requirements and fiber size had caused an increase in construction costs. He provided an overview of the updated quotes by site. Mr. Foster requested approval of the updated costs to connect the identified facilities.

Mr. Foster highlighted the importance of completing the project prior to the end of the year and proposed an incentive for "substantial completion" of the project, as well as a liquidated damage fee for not meeting "substantial completion."

On the motion of Mr. Frame, seconded by Mr. Crozier, which carried by a vote of 5-0, the Authority approved the updated construction costs of \$1,160,805 to connect the six (6) identified facilities within 80 working days, and included the following conditions:

- i. a 5% incentive for substantial completion of the six facilities within 70 working days; or
- ii. a liquidated damages fee of \$200 per day for not meeting substantial completion of the identified sites within 80 working days.

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

RE: OTHER BUSINESS

RE: BROADBAND PROGRAM MANAGER REPORT

S. Lewis Foster, Broadband Program Manager, provided a report to the Authority, which included information on the following topics:

- An update on the VATI Grant efforts;
- The status of the fiber optics project;
- Accomplishments to-date;
- Upcoming meetings; and
- A summary of current projects.

RE: INFORMATIONAL ITEMS

There were no Informational Items at this time.

RE: ADJOURN

On the motion of Mr. Frame, seconded by Mr. Johnson, which carried by a vote of 5-0, the Authority adjourned the meeting at 4:47 p.m.

James K. White, Chairman

R. Bryan David, County Administrator