

# MINUTES



## Meeting of The Orange County Broadband Authority

December 21, 2020

Orange County Broadband Authority Board Members in attendance were James K. White (Chairman), R. Mark Johnson (Vice Chair), S. Teel Goodwin, James Crozier, and Lee H. Frame.

FiberLync (Orange County Broadband Authority) staff participating in the meeting who were in attendance: Lewis Foster (Program Manager), Barbara Tilley (Financial Controller), Eric Lansing (FiberLync Legal Counsel), Jenny Cord, and Mike Lussier.

Mr. James K. White called the meeting to order at 6:30PM.

### **PARTICIPATION VIA ELECTRONIC MEANS**

Pursuant to the emergency ordinance adopted on March 24, 2020, this meeting was held electronically via Zoom video conference and livestreamed on the FiberLync YouTube page for public view. As such, the minutes are required to reflect the physical location of each of the Authority members during their participation.

Chairman – James K. White participated from his residence, located at 22373 Berry Run Road, Orange, Virginia.

Vice Chairman- R. Mark Johnson participated from this residence, located at 13451 Albano Road, Barboursville, Virginia.

S. Teel Goodwin participated from his residence, located at 11464 Rappidan Road Orange, Virginia.

James Crozier participated from the Mine Run Volunteer Fire Department parking lot located at 31077 Old Plank Road, Locust Grove, Virginia.

Lee H. Frame participated from his residence, located at 103 Woodland Trail, Locust Grove, Virginia.

### **ANNOUNCEMENT**

Jim White started the meeting with an announcement that the final hot spot location went live, and the hot spot project was successfully carried out and completed by the FiberLync staff.

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## AGENDA ADOPTION

The motion was made by Lee Frame to adopt the agenda. The motion was seconded by Teel Goodwin and passes unopposed.

## NEW BUSINESS

1. Appointment of Officers for 2021- Eric Lansing explained that it would be appropriate for the Broadband Authority to appoint a separate person for Secretary and Treasures. The Secretary and Treasurer will be appointed through December 2021. Mark Johnson made the motion to appoint Lewis Foster as Secretary and Barbara Tilley as Treasurer. Teel Goodwin seconded both motions. The motions passed with Lewis Foster as Secretary and Barbara Tilley as Treasurer. The motion passed unopposed.
2. Approval and Adoption of the Procurement Policy – Lewis Foster and Eric Lansing explained the need for adoption and approval of a Procurement Policy. Teel Goodwin made a motion to adopt the Procurement Policy and Mark Johnson seconded the motion. The motion passed unopposed.
3. Adoption of Human Resources Policy – Lewis Foster and Eric Lansing spoke about adopting the Orange County Human Resources Policy as the Orange County Broadband Authority Human Resources Policy. A motion was made by James Crosier to adopt the Human Resources Policy. The motion was seconded by Mark Johnson. The motion passed unopposed.
4. Memo of Understanding for FiberLync employee Health Insurance – Eric Lansing spoke about the memo of understanding between FiberLync and Orange County Government to provide health insurance to FiberLync employees. Lee Frame made a motion to pass the MOU resolution. James Crosier seconded the motion. The motion passed unopposed.
5. Business Associate Agreement between FiberLync (Orange County Broadband Authority) and Orange County. Eric Lansing spoke about the need for a Business Associate Agreement between FiberLync (Orange County Broadband Authority) staff and Orange County. A motion was made by Lee Frame and Teel Goodwin seconded the motion. The motion passed unopposed.
6. Memo of Understanding with Orange County Virginia's GIS – Lewis Foster spoke of the need of FiberLync to continue to utilize the resources of Orange County GIS. The memo of understanding between FiberLync (Orange County Broadband Authority) and Orange County GIS. Lee Frame made a motion to adopt the MOU and Teel Goodwin seconded the motion. The motion passed unopposed.
7. Amend the Broadband Authority Operating and Capital Budgets – Barbara Tilley spoke about the current budget and the need to amend the current Operating and Capital budgets. A motion

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was made by Lee Frame to amend the Operating and Capital budgets. Teel Goodwin seconded the motion. The motion passed unopposed.

8. Adoption of Preliminary Rates – Lewis Foster spoke about the Virginia Wireless Authority Act and the requirement to Adopt Preliminary Rates and post publicly twice before holding a public hearing on March 1, 2021 to adopt rates. The motion was passed by Lee Frame and Teel Goodwin seconded. The motion passed unopposed.
9. Contract award for Fiber Splicing and Testing – Lewis Foster spoke about the Request for Proposal and interview process for a Fiber Splicer. The recommendation was to offer Mark Munn LLC the contract. The motion passed by Lee Frame and Teel Goodwin seconded. The motion passed unopposed.

## Other Business

1. Hot Spot Update – Lewis Foster gave an update on the hot spot project in Orange County. FiberLync worked with Orange county to complete the project. The project was completed 4 days before the deadline of December 25, 2020.
2. Program Manager Update – Lewis Foster gave an update to the fiber build project in Orange County. 13 hot spots are now live, and 61 miles of fiber have been installed since July 1, 2020.

## Adjourn

On the motion of Mr. Frame, and seconded by Mr. Crozier the meeting adjourned at 7:28PM.



James K. White, Chairman

