

A regular meeting of the Albemarle County Broadband Authority was held on September 20, 2017, at 5:00 p.m., in room 241 of the County Office Building, McIntire Road, Charlottesville, Virginia.

PRESENT: Ms. Liz Palmer, Mr. Rick Randolph, Mr. Landon McDowell, Mr. Bucky Walsh, Mr. Mike Culp, and Mr. Bill Fritz

ABSENT: None

Also Present: Mr. Andy Herrick

Agenda Item No. 1. Establish Quorum and Call to Order.

Mr. Herrick established a quorum and requested nominations for chair.

Agenda Item No. 2 Election of Officers

Mr. Culp nominated Mr. Walsh for chair. Ms. Palmer seconded. By a unanimous vote Mr. Walsh was elected chair.

Ms. Palmer nominated Mr. Culp for vice-chair. By a unanimous vote Mr. Culp was elected vice-chair.

Ms. Palmer nominated Mr. Fritz for secretary. By a unanimous vote Mr. Fritz was elected secretary.

Mr. Walsh nominated Mr. Randolph for treasurer. By a unanimous vote Mr. Randolph was elected treasurer.

Agenda Item No. 3 Approval of Agenda

Ms. Palmer moved to accept the agenda. The agenda was accepted by a unanimous vote.

Agenda Item No. 4 Approval of Minutes

There were no previous minutes to approve.

Agenda Item No. 5 New Business

Item No. 5a. Adoption of by-laws

A copy of proposed by-laws that had been prepared by Mr. Culp and distributed prior to the meeting was discussed. Mr. Herrick suggested that the Board may operate under rules of procedure as opposed to by-laws. The by-laws as proposed had issues regarding remote participation which is permitted only in very limited circumstances such as emergencies or where there is a physical necessity. Mr. Herrick is investigating indemnification and insurance for the Authority. The proposed by-laws do not set a limit on the number of meetings that may be missed. The issue of how many votes were required to take action was discussed. It was verified that 4 (four) votes are required to take action. Mr. Culp moved

that the discussion of by-laws be tabled until the next meeting. Ms. Palmer seconded. The motion passed unanimously.

Mr. Culp moved that the schedule for future meetings contained in the August 22 posted schedule be adopted (Third Wednesday of each month at 5:00 p.m. in Room 241). Ms. Palmer seconded. The motion passed unanimously.

Special meetings may occur on other dates and at other locations in the community. The possibility of meeting in Scottsville prior to a Scottsville Town Council meeting was discussed.

Item No. 5b. History of Broadband Initiatives in Albemarle County

Mr. Culp provided a brief history of broadband efforts in the County. A Task Force was established in 2013 which included eight (8) providers. A management team applied for a Virginia Telecommunications Initiative (VATI) grant. The management team recommended the creation of a Broadband Authority. At this point Mr. Culp announced that with the creation of an Authority all of the Authority members will have an Albemarle.org email. This address should be used for all Authority related emails.

Item No. 5c. ABBA Setup Checklist Discussion

No discussion of this item occurred.

Item No. 5d Active Projects and Requests

Mr. Culp announced that the County has been awarded an \$118,000 VATI grant for work to be completed by CenturyLink.

Mr. Culp gave an update on the VATI Round II grants. The County must be the applicant. If a grant is awarded, the County the Broadband Authority will monitor the awardee's progress. Public notice of intent to apply must be run by September 30, 2017. The deadline to submit an application is October 31, 2017. The public notice must say what areas are to be served. Mr. Culp will work with the providers to identify those areas. Mr. Randolph stated that one criterion for projects we apply for should be the ability to provide interconnectivity and service where none exists. Mr. Culp stated that the state coverage map overstates actual coverage and he is attempting to generate more details by having people submit speed tests. Ms. Palmer stated that previous applications done with service providers proposed projects that provided the most coverage at the least cost, and that the Authority should continue to work with providers to identify those projects that cover the most people for the least cost. Ms. Palmer stated that the Board of Supervisors is discussing funding for matching grants and other things.

Mr. Culp stated that the Economic Development Authority may be a partner in providing service. Mr. Culp also state that the U.S. Department of Agriculture may be a source of funding.

Mr. Culp stated that Verizon did not accept any of the Phase II Connect America Funds.

Mr. Culp stated that an auction using funds left over from the Phase II Connect America Funds will occur and he will provide more details at a later date.

Mr. Culp stated that Central Virginia Electric Co-op should be requested to present to the Broadband Authority information on what they are working on. Mr. Culp stated that one of the problems they have is that any service they provide must be available to all Co-op members at the same time.

Mr. Culp stated that cost sharing efforts should be discussed at a future meeting. Mr. Culp stated the Authority should discuss with providers what they are willing to do. Mr. Culp stated that the providers should identify contacts the Authority can work with. Mr. Culp stated he has a list of people that want service. Mr. Culp stated that improved methods of communicating with the providers is needed.

Mr. Culp will prepare the public notice for VATI Round II and distribute it to the Authority members for review and comment. Mr. Culp will share the list of projects with the providers.

Item No. 5e. ABBA Goals and Objectives Discussion

Mr. Walsh will develop and share some preliminary ideas on why we exist, what do we want to do and how will we measure success.

Item No. 5f. Criteria for ABBA Projects

Mr. Walsh stated that this item will be discussed at a later date.

Item No. 6 Unfinished Business

No discussion of this item occurred.

Item No. 7. Other Matters

Mr. Culp stated he had scheduled the meeting for one hour unless more time was needed. Everyone agreed this was appropriate.

Mr. Fritz announced he will miss the October 18 meeting. Mr. Culp offered to act as secretary at that meeting.

Mr. Walsh stated that future agendas will have time for public comment.

Ms. Palmer moved for adjournment. Mr. Randolph seconded. By unanimous vote the meeting was adjourned at 6:00 p.m.