

ORANGE COUNTY BROADBAND AUTHORITY MINUTES

JULY 26, 2016

At a Regular Meeting of the Orange County Broadband Authority held on Tuesday, July 26, 2016, beginning at 3:00 p.m., in the Meeting Room of the Gordon Building, 112 West Main Street, Orange, Virginia. Present: James K. White, Chair; Lee H. Frame, Vice Chair; R. Mark Johnson; and James P. Crozier. Absent: S. Teel Goodwin. Also present: R. Bryan David, County Administrator; Thomas E. Lacheney, County Attorney; and Alyson A. Simpson, Chief Deputy Clerk.

RE: NEW BUSINESS

RE: APPROVAL OF MINUTES

On the motion of Mr. Frame, seconded by Mr. Crozier, which carried by a vote of 4-0, with Mr. Goodwin being absent, the Authority approved the July 12, 2016 Organizational Meeting minutes, as presented.

RE: REVIEW OF PROPOSED FY2016-2017 OPERATING AND CAPITAL BUDGETS

R. Bryan David, County Administrator, and Glenda Bradley, Assistant County Administrator for Finance and Management Services, presented a resolution to the Authority regarding adoption of the FY2016-2017 Operating and Capital budgets. Ms. Bradley noted that the proposed revenues for the Authority consisted of funding from the Capital Improvements Plan, which had already been appropriated. The funding was then applied to several expenditure line items for the Authority in estimated amounts that could be moved around as necessary.

On the motion of Mr. Frame, seconded by Mr. Crozier, which carried by a vote of 4-0, with Mr. Goodwin being absent, the Authority adopted the following resolution, as presented:

A RESOLUTION TO ADOPT AND APPROPRIATE THE ORANGE COUNTY BROADBAND AUTHORITY BUDGET FOR FISCAL YEAR 2017

WHEREAS, the Fiscal Year 2017 budget was duly prepared and presented to the Orange County Broadband Authority for consideration on July 26, 2016;

NOW, THEREFORE, BE IT RESOLVED, on this 26th day of July, 2016, that the Orange County Broadband Authority hereby establishes, adopts, and appropriates its Fiscal Year 2017 Budget, as follows:

Revenues:

Network Op Revenue		FY17 Proposed
30051010-39312	Transfer from CIP Fund	\$170,270
		<hr/> \$170,270

Expenditures:

Network Operations		FY17 Proposed
48180001-43100	Professional Services	\$100,000
48180001-43600	Advertising	\$770
48180001-45900	Contingency	\$69,000
48180001-46000	Office Supplies	\$500
		<hr/> \$170,270

BE IT FURTHER RESOLVED, that estimates of expenditures and revenues are approved in total and appropriations are hereby authorized in total.

RE: ASSIGNMENT OF SPECIFIC CONTRACTS BY THE BOARD OF SUPERVISORS TO THE ORANGE COUNTY BROADBAND AUTHORITY

R. Bryan David, County Administrator, explained that the Authority had previously discussed whether contracts, either current or future, would be assigned from the Board of Supervisors for management. Such contracts would be for professional services and capital acquisition relative to public safety and broadband. Mr. David noted that the County Attorney opined that it would be appropriate for the Board of Supervisors to formally assign such contracts to the Authority on an as-needed basis. He indicated that the only contract currently necessary for assignment was the contract with Federal Engineering for Radio Engineering and Consulting Services.

Discussion ensued regarding: whether or not there would be additional contracts for assignment; and the fact that future goods and services could be procured by the Broadband Authority itself.

On the motion of Mr. Frame, seconded by Mr. Johnson, which carried by a vote of 4-0, with Mr. Goodwin being absent, the Authority authorized the County Attorney and the County Administrator to do those things necessary, after approval by the Board of Supervisors, to accept the assignment of Contract SE-00-17NT with Federal Engineering for Radio Engineering and Consulting Services.

RE: AUTHORIZATION FOR PROCUREMENT OF PROFESSIONAL SERVICES

Stephanie Straub, Financial Management Specialist, indicated that the Authority previously identified the need to proceed with retaining qualified professional services in anticipation of the Orange County Public Schools' E-rate Fiber Optics Wide-Area-Network project and the Rural Broadband Initiative. Such services would include initially formulating a strategic plan, development of a business model for the Authority, preparation of network operations policies and procedures, and other related considerations.

Ms. Straub presented a draft Request for Proposals to the Authority for consideration to procure these specialized professional services. She added that a recommended firm would be presented to the Authority in September or October.

Discussion ensued regarding: desired changes to the RFP to include organizations as potential partners; desired changes to the RFP for the weighting criteria; proposed advertising and timeline for the RFP; turnaround time; and representation on the Selection Committee.

On the motion of Mr. Frame, seconded by Mr. Crozier, which carried by a vote of 4-0, with Mr. Goodwin being absent, the Authority authorized staff to proceed with releasing a Request for Proposals, as modified, in order to solicit specialized professional services to advise the Authority on necessary capital and operational considerations.

RE: OLD BUSINESS

Mr. White presented a video to the Authority from the Rockbridge Area Network Authority (RANA), which presented background information on the creation of RANA and its purpose.

Discussion ensued regarding: the use and application of existing data and models, as well as the potential use of surveys to collect data and information.

RE: INFORMATIONAL ITEMS

There were no Informational Items at this time.

RE: SCHEDULE NEXT MEETING

At this time, the Authority took no action to schedule its next meeting, which would instead be scheduled when needed.

RE: ADJOURN

On the motion of Mr. Frame, seconded by Mr. Crozier, which carried by a vote of 4-0, with Mr. Goodwin being absent, the Authority adjourned the meeting at 3:45 p.m.

James K. White, Chair

R. Bryan David, County Administrator