

**ORANGE COUNTY BROADBAND AUTHORITY MINUTES**

**SEPTEMBER 11, 2018**

At a Regular Meeting of the Orange County Broadband Authority held on Tuesday, September 11, 2018, beginning at 3:15 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; and Alyson A. Simpson, Chief Deputy Clerk.

\* Mr. Goodwin arrived at 3:35 p.m.

RE: NEW BUSINESS

RE: APPROVAL OF MINUTES

On the motion of Mr. Crozier, seconded by Mr. Johnson, which carried by a vote of 3-0-1, with Mr. Frame abstaining and Mr. Goodwin being absent, the Authority approved the August 14, 2018 Regular Meeting minutes, as presented.

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

RE: RESOLUTION TO ADOPT AND APPROPRIATE THE FY2018-2019 BUDGET

Glenda Bradley, Assistant County Administrator for Management Services, explained that the proposed Fiscal Year 2019 Budget for the Broadband Authority had been prepared for the Authority's consideration. She indicated that the Fiscal Year 2018 Budget had been used as the baseline, with all FY18 expenditures being removed from the totals. Ms. Bradley noted the proposed resolution reflected a carry forward and re-appropriation of those funds remaining at the end of FY18 and did not include any new funding.

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

**A RESOLUTION TO ADOPT AND APPROPRIATE THE ORANGE COUNTY BROADBAND AUTHORITY BUDGET FOR FISCAL YEAR 2019**

WHEREAS, the Fiscal Year 2018 budget was duly prepared, presented, and adopted by the Orange County Broadband Authority on September 12, 2017; and

WHEREAS, the following amounts remained unspent and available at June 30, 2018, for ongoing projects;

NOW, THEREFORE, BE IT RESOLVED, on this 11<sup>th</sup> day of September, 2018, that the Orange County Broadband Authority hereby approves the carry forward and re-appropriation of the following funds to Fiscal Year 2019:

Revenues:

Network Revenues

30052017-39900	Appropriated Fund Balance	\$296,675
		\$296,675

Expenditures:

Network Expenditures

48180001-43100	Professional Services	\$141,609
48180001-43600	Advertising	\$617

48180001-45900	Contingency	\$54,000
48180001-46000	Office Supplies	\$449
49480001-48090	Construction/Improvements	\$100,000
		<u>\$296,675</u>

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

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

RE: COMMUNICATIONS PLAN UPDATE; BRANDING AND WEB DESIGN

Stephanie Straub, Director of Management Services, re-introduced Jenn Eddy of EddyAlexander. Ms. Eddy reviewed the changes to the proposed website design and content since the last discussion on August 14, 2018, and indicated she was seeking additional input from the Authority on the design and content.

\* Mr. Goodwin arrived at 3:35 p.m.

Discussion ensued regarding: the use of a survey on the website to obtain public input; the use of a contact form for users to complete; the desire to use local photographs on the website to represent the County; development of an FAQ section; inclusion of testimonials; development of a series of questions for the website content to answer; changes to the contact phone number for the Authority; and the desire to perform an overall review of all the website content.

By consensus, the Authority requested that changes be made to the proposed website content and that the newly-requested content be available for discussion and review at the next meeting on September 25, 2018.

RE: OTHER BUSINESS

There were no matters for Other Business 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 3:58 p.m.

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James K. White, Chairman

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R. Bryan David, County Administrator