

**Jefferson County Broadband Team Meeting
Tuesday, October 22nd, 2019 @11:00 AM
Old Charles Town Library Meeting Room
200 E. Washington Street (Samuel Street Entrance)
Charles Town, West Virginia 25414**

AGENDA

Members Present: Sandy McDonald, Stephanie Grove, Ralph Lorenzetti, Ev Ehrlich, Lyn Goodwin, Todd Fagan, Jim Bowden attended by phone. Patsy Noland arrived at 11:40

Members not present: Jeff Polczynski, Russell Burgess

Others present: Jennifer Wishmyer Region 9, Bill Clark Region 9, Mayor Helen Dettmer Bolivar, Laura Whittington Bolivar, Mayor Bob Trainor Charles town, Liz Cook Charles Town

Commissioner Ralph Lorenzetti welcomed everyone and participants introduced themselves. New citizen members gave an introduction and representatives from municipalities were noted.

Commissioner Lorenzetti determined a quorum was present and called the meeting to order. Commissioner Noland had an emergency and would have chaired the meeting.

The Agenda and Minutes were approved on a motion by Lyn Goodwin, and seconded by Sandy McDonald motion and carried

Bill Clark gave a brief update of planning project status and The SBDC CDBG suggested Guidance

Bill Clark suggested the group concentrate on developing a Scope of Work and think Adding actions items that are not included in the sample RFP and of particular interest to Jefferson County. Some ideas such as followed.

- A) Determination of broadband coverage and proof of lack of coverage for potential grants; EDA, HUD, USDA, etc.
- B) Interviews with existing providers and future plans for coverage.
- C) Fiber locations and access for business
- D) Potential fixed wireless providers and review of assets
- E) Specific needs of Jefferson County

Teame member Ev Ehrlich offered suggestions and questioned why the proposed planning process includes an engineering firm to survey users. Bill Clark suggested that in especially the eastern panhandle our grant requests will need to include proof that the speeds don't meet standards and a survey may be the best method. Much of the existing maps are driven by providers' service areas but its speculated that speed vary from location to location. The Items included comparable experiences within the State and a review of what worked best.

Also an inclusion of future migration needs – meeting the current standard of 25 up/3 down, that exists today and a vision and roadmap as to increase to future higher standards in five years and beyond.

Patsy Noland was given the chair for the rest of the meeting.

A goal of the committee is to invite and include Municipalities within Jefferson County and the community informed. Should a member or citizen identify potential broadband champions with expertise that could be useful to our mission and interest they should contact the Commission office; The Mayors and municipal reps attending described the Internet situations with their community. In Charles Town access to cell service on the downtown streets, A WIFI solution should be investigated in the scope.

The municipalities are encouraged to have a rep attend the Broadband Team meeting

There was no new business items submitted – Additional suggestions and input;

Bill will send out a word document for member to adjust and make suggested improvements.

The sample timeline was Develop reasonable timeline for work

Public comment- No comments were heard..

The Team will review the RFP and timeline. Based on the proposed timeline the team will meet on Wednesday November 6th prior to advertising the RFP

Adjourn at 12:22 PM