



Fluvanna County
BROADBAND ACCESS TASKFORCE (BAT)
CHARTER

Approved
By BOS:

Jan 4, 2017

1. Purpose. Access to high speed internet service is crucial to the future economic development, education, and quality of life in Fluvanna County for our businesses and residences. To that end, the Broadband Access Taskforce (BAT) is established to:

- a. Assess our current status county-wide, including mapping the locations of all known fiber and cable lines, towers, and other potential contributory assets;
- b. Identify shortfalls and underserved areas;
- c. Develop alternatives and options; and
- d. Identify potential funding methodologies and sources.

The ultimate goal of the BAT and follow-on efforts is to collaborate with industry resources to develop a plan to expand affordable, reliable, and high capacity broadband internet access to all County businesses and residents.

2. Taskforce Duration. The work of the taskforce is intended to be completed and a final report submitted to the Board of Supervisors by October 31, 2017, unless an extension is approved by the Board.

3. Taskforce Membership. Important to the success of the taskforce is to seek members with skills that will enhance the work of the BAT. The taskforce will seek members who have the ability to make proactive, positive contributions, as well as members who bring special skills and/or knowledge of current technology.

a. Membership shall be comprised as follows, with the residents and business representatives being appointed by the Board of Supervisors.

- (1) County Administrator (or designee)
- (2) Director of Community & Economic Development
- (3) Planning/Zoning Department Representative
- (4) Five County Residents (One from each Election District)
- (5) Two Local Business Members
- (6) Two Fluvanna County Public Schools Representatives
- (7) One Chamber of Commerce Board Representative
- (8) Representative(s) from the Thomas Jefferson Planning District Commission

- b. The Chair may request other ad hoc members to participate in taskforce efforts, as needed. This will likely include numerous subject matter experts and representatives from local internet service providers to brief the Taskforce on issues pertaining to current system offerings, funding sources, and future expansion plans.
- c. The Board of Supervisors will also appoint a Supervisor as a liaison to the Taskforce.

4. Organizational Structure

- a. The County Administrator, or his designee, will serve as Taskforce Chair.
- b. A Vice Chair and Recording Secretary will be selected by simple majority of appointed members.

5. Meetings

- a. Meetings are generally scheduled for the 1st and 3rd Mondays of each month at 6:00 pm.
- b. Meetings will be advertised via the County website. Special meetings may be called by the Chair with the consent of a majority of appointed members, and with 72-hour notice to all members and the posting on the County website.
- c. A quorum shall consist of a simple majority of appointed members.
- d. The Taskforce shall be governed in its proceedings by the current edition of Robert's Rules of Order, Newly Revised.
- e. Decisions will commonly be made by consensus. A formal vote shall be taken when a decision is required for policy recommendations and action items, or if the decision requires referral to the Board of Supervisors for formal approval.

6. Minutes. Minutes of each meeting will be prepared by the Secretary, and following adoption by the Taskforce, shall be posted on the County website.

7. Recommendations and Reports. Taskforce reports and action recommendations will be submitted in writing to the County Administrator for consideration by the Board of Supervisors on a regular meeting agenda. Documentation will include background information and justification for any recommended actions.