

**LOUISA COUNTY BROADBAND AUTHORITY
BOARD OF DIRECTORS
LOUISA COUNTY OFFICE BUILDING
1 WOOLFOLK AVENUE
LOUISA, VIRGINIA
May 3, 2017 7:00 P.M.**

Present: Melvin Burruss, Steve Duren, Bernie Hill, Mary Johnson, Mark Luttner, Brian Sullivan, Garth Wermter

Others Present: Christy Monolo, Assistant County Attorney; Stephanie Koren, Mineral District Supervisor (arrived at 8:50 pm); and Bob Hardy, Louisa County Information Technology Director

CALL TO ORDER

Mr. Wermter called the May 3, 2017 regular meeting of the Broadband Authority (BBA) Board of Directors to order at 7:00 p.m.

Mr. Wermter led the Pledge of Allegiance.

ADOPTION OF THE AGENDA

On the motion of Mr. Hill, seconded by Mr. Sullivan, which carried by a vote of 7-0, the Board voted to adopt the May 3, 2017, agenda.

APPROVAL OF MINUTES

Two small grammatical corrections were noted in the second paragraph and last paragraph on page 3 of the minutes. On the motion of Ms. Johnson, seconded by Mr. Duren, which carried by a vote of 7-0, the Board approved the April 5, 2017, minutes as amended.

NEW BUSINESS

There was none.

UNFINISHED BUSINESS

Discussion- Update on Tower Locations

Mr. Bussing stated that he had included a packet for each of the fast track tower locations, as a second step to the previous tower book. The remaining proposed tower locations were also included. Each packet contained a short status bar on the location in general as well as the next action steps that needed to be taken. Mr. Bussing discussed the high school and middle school campuses, and stated that Wide Open Networks was working on the lease language with Louisa

County Public Schools. He stated that the lease language was being reviewed by Louisa County Public Schools for finalization. He stated that the balloon tests would be conducted the following week at the three school sites as well as the Holly Grove site. Mr. Bussing stated that all four of the aforementioned sites were on track to be submitted in the May 22, 2017, application deadline. He stated that the lease and balloon flight statuses were the same for Moss Nuckols Elementary School and Jouett Elementary School. He stated that he met with the Holly Grove Volunteer Rescue Squad, who was supportive of placing a tower on the site. He stated that the coverage looked good from that tower and that the application should be submitted by May 22nd. Mr. Bussing stated that the tower should provide good coverage to the Holly Grove community and that the map reflected a 120 foot tower. Mr. Bussing stated that the towers would come in 20 foot sections but that it was possible to get a 10 foot tower section. He stated that another consideration would be to put a two inch mast on the top of the 120 foot tower for analogue voice that the rescue or fire department could use.

Ms. Johnson inquired whether the topography sloped off on the back of the Holly Grove property. Mr. Bussing stated that the red line on the map indicated the potential setback of the property line. He stated that the tower would be too close to the building which would be problematic.

Mr. Hill asked what would be sacrificed by having a 120 foot tower rather than a 180 foot tower. Mr. Bussing stated that currently, eight potential tower sites had been identified but that ten had been budgeted for. He stated that Wide Open Networks recommended going with a 120 foot tower because the property was available as well as the site at the Ruritan Club which was about 2 miles away. He stated that close coverage would be better.

There was brief discussion on the population density and potential LTE coverage in the Holly Grove area. Mr. Bussing stated that Trevilians was the most spread out area with 60 homes within a mile of the tower. Mr. Bussing stated that the difference between the fire and rescue site and the Ruritan Club was about 800 total address points.

Mr. Hardy stated that he recalled there being 17,000-18,000 address points in the county. He stated that after looking at the maps for the lake area, southwest, and northwest ends of the county, it did not look like there was much coverage in those areas.

Mr. Bussing stated that he would get the GIS person in touch with Mr. Hardy in order to explain the data source. Mr. Hardy stated that the county had provided an address layer to Wide Open Networks. There was brief discussion on the data included in the address map.

Mr. Burruss inquired as to what the purpose of the balloon flight was. Mr. Bussing stated that the flights were a requirement of the CUP process. Mr. Bussing stated that they would try to conduct a balloon flight at the Louisa County High School first.

Mr. Wermter asked if a taller tower was an option at the Holly Grove site. Mr. Bussing stated that it was not an option due to setbacks. Brief discussion ensued.

Mr. Bussing stated that he did not think the difference in height would be an issue since it was

expected that other service providers would come and fill in with smaller towers.

Mr. Sullivan stated that to clarify, all three tower locations were still viable, but that he had told Mr. Bussing to continue to look at all three locations so that the process was not slowed down. Mr. Sullivan emphasized that this was not to imply that any decision had been made and that a final decision by the Authority still needed to be made. He stated that it was simply investigative work.

Ms. Johnson suggested that the decision be made fairly quickly. Mr. Hardy stated that the Holly Grove Ruritan Club site had more local and long-range houses, but that the Holly Grove Rescue site had 6.9 miles that stretched down into Goochland and Hanover Counties. He stated that the Ruritan Club site covered more of Louisa County and its citizens in its numbers. Ms. Johnson concurred.

Mr. Wermter asked whether the Louisa Ruritan Club had been contacted yet. Mr. Sullivan stated that he knew that the Ruritan Club was interested but wanted to get the Authority's consensus before he began making calls. He stated that he did not foresee any issue there and would hopefully talk to them the following week.

Brief discussion followed regarding the potential Ruritan tower location and coverage there. Mr. Bussing stated that the Holly Grove application could be held after the May 22nd deadline since they still needed to meet with the Ruritan Club and have permission to be on the site, and FAA paperwork still needed to be done.

Mr. Hardy stated that he had spoken with Ms. Finchum and that she had encouraged the Authority that applications did not have to be complete to submit. He stated that the public hearing would not be ready by May but would need to be ready for the June public hearing.

There was brief discussion on the timeline for upcoming meetings.

There was brief discussion on the maps that were included and the radiuses. Ms. Johnson stated that if the selected locations for the CUP process were promising, that site plans could be prepared for the construction permits. She stated that they could be submitted as preliminary, and as soon as they were approved, they would give it an official review thus shortening the review time.

Mr. Wermter asked Mr. Bussing if he had a recommendation for either of the Holly Grove sites. Mr. Bussing stated that there was an issue of overlap between the Ruritan site and the Jouett Elementary school site. He stated that either site could be advantageous but currently, he recommended submitted an application for the Holly Grove rescue site location.

There was brief discussion regarding the permitting of the two Holly Grove locations. Mr. Wermter stated that he wanted the Authority to give Mr. Bussing approval on the fast track site locations. He stated that he believed there was a consensus on three of the sites, and for the fourth location, the question was really which location the Authority wanted to have first. Mr. Wermter stated that CUPs could be submitted for both potential Holly Grove sites.

Ms. Johnson stated that she wanted to prioritize the Ruritan Club site location. Mr. Hill concurred.

Mr. Bussing stated that Wide Open Networks could do a direct comparison of the two sites with potential overlaps and numbers. He stated that he would get GIS personnel to begin working on the project.

Brief discussion followed regarding coverage at the Holly Grove sites.

Ms. Johnson stated that if the application was filed by May 22nd, the neighborhood meeting would likely be June 14th, with the Development Review Committee Meeting on June 28th, and the joint Planning Commission/Board of Supervisors meeting on July 3rd or July 17th. Ms. Johnson stated that she would be glad to help with the process if necessary.

On the motion of Mr. Sullivan, seconded by Mr. Hill, which carried by a vote of 7-0, the Board voted to proceed with the three agreed upon school sites.

On the motion of Mr. Sullivan, seconded by Mr. Burruss, which carried by a vote of 7-0, the Board voted to proceed with conditional use permits for the two prospective Holly Grove sites, both the Ruritan Club and Volunteer Rescue Squad, with the intention of down-selecting to a single site as soon as possible.

The Authority discussed the additional locations as mentioned at the previous regular meeting. Mr. Hardy discussed the original ten proposed sites by Design Nine. He discussed the maps and included an analysis with the four fast track towers with his personal recommendations to the Authority. Mr. Hardy stated that with the existing towers included, some of the towers would overlap. The Authority discussed the maps and portions of Louisa County that were not covered and other potential site locations. Mr. Hardy suggested asking for volunteers that would allow their land be used for tower sites. Ms. Johnson concurred.

Mr. Wermter emphasized that more sites needed to be identified for consensus. There was brief discussion on the fiber at school sites. Mr. Hardy stated that the schools liked the idea of having towers as back-up for fiber and serving surrounding citizens with the towers. He stated that the schools were open to having a tower at every school location.

Brief discussion ensued regarding the additional proposed tower locations. It was stated that 134 West Mountain Road was deeded to Twin Oaks Community. It was stated that there was a potential location on the corner of Twin Oaks that could be used as a site location. It was suggested that the idea be discussed further with the Twin Oaks Community.

There was a brief discussion regarding the Thomas Jefferson Elementary School area and coverage there.

There was discussion regarding the next phase of the project. Ms. Johnson stated that the Twin Oaks site should be the next priority.

Mr. Sullivan stated that there needed to be more coverage in the northwest end of the county. Mr. Hardy mentioned several different private companies that were already located in that area of the county.

There was further discussion regarding the Green Springs District area and if there was a possibility of having coverage in the district without placing a tower in the district itself.

There was further discussion regarding the map that Mr. Hardy proposed. Mr. Sullivan suggested that Mr. Bussing create a package for the Green Springs district. Ms. Johnson inquired as to whether the Authority would supply parcel numbers to Mr. Bussing. Ms. Johnson stated that she was compelled to make it public knowledge regarding which areas needed additional tower locations.

Mr. Wermter advised that the Authority go through and decide which sites would be appropriate. Mr. Hardy stated that he had attempted to include areas that did not have any other coverage. He suggested that Ms. Koren, Mr. Barnes and Mr. Goodwin be notified about the potential five sites first.

Further discussion ensued regarding potential tower locations. Four additional non-fast track sites were potentially identified including Bumpass, Twin Oaks, Bowler's Mill, and the Lake Louisa area. There was brief discussion on a fifth site. Mr. Wermter suggested listing seven or eight potential sites for Mr. Bussing to investigate. Ms. Johnson stated that Elk Creek would be another good area to consider.

Mr. Bussing stated that he would look into the areas of Buckner/Bumpass Park, Elk Creek/Lake Anna southern area, Bowler's Mill Lake area, Lake Louisa area, vacant school property/Orchid Lake area, and Twin Oaks. He stated that he would get GIS personnel to put together a package for the vacant school property. He stated that Trevilians Fire Department and Rescue might be a place to serve Lake Louisa. He stated that they would pull the parcels and do the wireless propagation studies.

Mr. Sullivan emphasized that Trevilians would not be serving the actual school but rather would be serving the area of Trevilians itself.

Mr. Bussing stated that they had looked at the Louisa County Landfill as a potential location. There was further discussion regarding the need for a tower location there. Mr. Hardy stated that a new tower would be going up at the Animal Shelter. It was decided that a location at the landfill would not be necessary as there were four overlapping WISP zones there.

Mr. Wermter inquired as to the population density of the area between Montpelier and Jouett. Mr. Hardy stated that there were not many developments, but that the area had more than Trevilians did.

Mr. Sullivan emphasized that the Authority needed to get permission from the Board of Supervisors before moving forward with the six specific regions.

There was further discussion regarding the vacant school lot.

It was decided that the six identified locations be brought before Mr. Barnes, Ms. Koren, and Mr. Goodwin. Mr. Wermter stated that he would like population numbers before the Authority did that. Mr. Bussing advised the Authority to begin looking at properties over 35 acres as potential site location areas.

Discussion- Update on CUP Permit Process

Mr. Bussing stated that a great deal of progress had been made on the fast-track sites in the past month. The FAA paperwork had been submitted and had already been approved for Jouett and Moss Nuckols with no comments or additions. He stated that Dan McKenny had reached out and had communicated with Ed Jarvis, Louisa County Airport Manager. Mr. Bussing stated that they had had a meeting with the Holly Grove Rescue Squad and if they did move forward with that site, they would begin discussing a potential lease. He stated that there would have to be an agreement between the two property owners since it would be on a property line.

Mr. Bussing stated that he had not heard from service providers following the letter but would be calling them now that a more defined plan of the network was decided. Mr. Bussing stated that Dr. Cohill might be attending the next Board of Supervisors meeting.

Mr. Bussing stated that balloon tests would be done the following week and that the applications would be submitted for the May 22nd deadline. He stated that they would be working on the Ruritan Club site and would try to submit it as a partial application.

Mr. Bussing gave project timeline updates. He stated that the joint Board of Supervisors and Planning Commission meeting would cut lag time by a month.

PUBLIC COMMENTS

There were none.

PUBLIC HEARINGS

There were none.

CHAIRMAN/GENERAL MANAGER'S REPORT

Mr. Wermter reminded the Authority that the next regular meeting would be the annual organizational meeting. Mr. Wermter reminded the Authority that the goal was to build infrastructure to allow others to serve 100% of the population, and that the first phase of the project would not serve 100% of the population.

Mr. Burruss asked for an update regarding the LCBA presentation at the Board of Supervisors meeting held on April 17, 2017. Mr. Wermter stated that he had reported to the Board of Supervisors that the Authority had the four fast track towers ready to begin the CUP process but

that the timeline was not where the Authority wanted it to be. Mr. Wermter stated that he had emphasized the main goal of the Authority at the Board meeting which was that citizens would not be served directly off of the towers but that the towers would provide infrastructure for others to serve directly off of the towers or from down stations. Mr. Wermter stated that he still expected to be on budget partly because they had not gone out to bid and partly because they were still using the same guide tower design. He stated that he had shared with the Board that if monopoles were implemented, that it might reduce the number of towers needed but that the Authority was pushing toward the guide tower approach.

It was asked whether the finance concerns had been discussed. Mr. Sullivan, treasurer, stated that he would discuss the Broadband's treasury concerns with Mr. Goodwin. There was brief discussion on the budget, operating funds, and possible appropriations.

Ms. Koren confirmed that the July Board of Supervisors meeting would be on Wednesday, July 5, 2017.

CONSENT AGENDA

There was none.

APPROVAL OF THE BILLS

There were none.

CLOSED SESSION

There was none.

WEBSITE UPDATES

Mr. Hardy stated that he would be posting the approved April minutes on the website. Mr. Wermter noted that it would be beneficial to mention the Holly Grove area and three schools identified for the four fast track sites. Mr. Sullivan stated that he would put together paragraphs on each of the four sites to be posted on the website. Mr. Hardy stated that Louisa County had a new website, and that the Broadband page had been updated.

Mr. Burruss stated that he wanted to make sure that the Authority was not exceeding the budget of \$100,000. It was agreed that if any changes were made, that the Authority would need to know before those changes were implemented. Mr. Burruss stated that if something required a change in cost, Wide Open Networks would definitely let the Authority know before changes were made. He stated that currently, what the company was doing was within scope of the contract and that they were not expecting overages currently.

Mr. Hardy mentioned that the Authority was covering the cost of the planning portion under its original budget of \$100,000. The estimate of \$1.1 million included the estimate of the design, meetings, balloon tests, and everything that was currently being done. He stated that there was

an overlap of budget that the Board authorized money for that the Authority was going to cover under the original \$100,000 CIP project. He stated that there was an additional CIP project of \$1.1 million in case there were higher expenses on the towers themselves.

It was stated that the press release had been posted on the website.

FINAL COMMENTS

Ms. Koren apologized for being late to the meeting.

NEXT MEETING

The next Broadband Authority meeting will take place on Wednesday, June 7, 2017, at 7:00 pm.

ADJOURNMENT

On the motion of Ms. Johnson, seconded by Mr. Sullivan, which carried by a vote of 7-0, the Board voted to adjourn the May 3, 2017, regular meeting at approximately 9:04 p.m.

BY ORDER OF:

GARTH WERMTER, CHAIRMAN
BOARD OF DIRECTORS
LOUISA COUNTY BROADBAND AUTHORITY