

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

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

Absent: Brian Sullivan

Others Present: Fitzgerald Barnes, Patrick Henry District Supervisor; Stephanie Koren, Mineral District Supervisor; Bob Hardy, Louisa County Information Technology Director; and Eamonn Foster, Louisa County Assistant County Attorney

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**CALL TO ORDER**

Ms. Johnson called the November 1, 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. Wermter, seconded by Mr. Luttner, which carried by a vote of 6-0, the Board approved the November 1, 2017, agenda.

**APPROVAL OF THE MINUTES**

On the motion of Mr. Wermter, seconded by Mr. Hill, which carried by a vote of 6-0, the Board approved the October 4, 2017, minutes as amended.

**NEW BUSINESS**

**Action- Amendments to Section 2.4 (Agendas) of the LCBA Rules of Procedure**

Ms. Johnson asked the Authority members whether they would consider moving the public comment period, effective next regular meeting in December, to item four on all agendas rather than as item six.

Mr. Hardy clarified that this action was officially approved in April 2017, therefore the “Public Comment” was to take place after the “Approval of the Minutes” and before any discussion regarding unfinished business.

Ms. Johnson exercised her right as LCBA Chairman to reorder the agenda so that the public comment period was the next item of business in the current meeting.

### **PUBLIC COMMENT**

Gary Vayo, Mineral District, addressed the Authority and stated that he sent out an email to several individuals who were not at the current meeting regarding what he planned to discuss. He stated that he had some questions regarding the Twin Oaks tower location. He stated that it had been advertised that a balloon would be flown at 138 Twin Oaks Road on a certain date. He stated that he came home on October 17<sup>th</sup> and noticed a balloon across the road from his property located on West Old Mountain Road. He stated that the application for Twin Oaks called for the tower to be at 370 West Old Mountain Road, approximately 600 feet across the road from his property. Mr. Vayo stated that he would like the tower put in another location at the Twin Oaks property and mentioned that the Twin Oaks community had 288 acres that they could use for the tower location. Mr. Vayo stated that seven (7) property owners were not notified of the public notice. He stated that he had pictures that he had brought with him that could be distributed to the Authority members if need be. Ms. Johnson stated that she wanted to see the pictures and asked Mr. Vayo if the Authority could have the copies of the pictures. Mr. Vayo agreed. Ms. Johnson stated that the Authority had Mr. Vayo's contact information and informed him of the proper procedure of making his concern known. Ms. Johnson informed Mr. Vayo that he could attend the neighborhood meeting for the Twin Oaks tower application. She stated that she wanted the Authority to take a closer look at the concern. Brief discussion ensued regarding the concern.

### **UNFINISHED BUSINESS**

#### **Discussion- Update on Proposed Tower Locations**

Ms. Johnson stated that she had communicated with Mr. Bussing, who was presently away at a conference, but that he had sent the status report regarding the proposed tower locations and activities that had been completed. Ms. Johnson stated that there had been a good turnout regarding interest in the contract. She stated that, according to her records, it looked like the next action would be bids, which would be due on November 6<sup>th</sup> and the review of the bids would be November 7<sup>th</sup> and 8<sup>th</sup>. She stated that although she was the original designee to review bids, she was unable to attend the meetings on November 7<sup>th</sup> and 8<sup>th</sup>. She asked that Mr. Wermter attend the meetings in her place as he had previously been designated as the alternate member. Ms. Johnson stated that the Authority would meet again on Wednesday, November 15<sup>th</sup> in order to vote on the firm that would be recommended to the Board of Supervisors; and that the Authority was also tentatively scheduled to make a recommendation to the Board of Supervisors at the November 20<sup>th</sup> meeting but no later than at the December 4<sup>th</sup> meeting.

Ms. Johnson stated that they had just heard that notifications had gone out as required by the Community Development Department's regulations regarding the balloon flight test and public hearing. She stated that Mr. Bussing had informed her that the FAA had responded positively, and the CUP application had been submitted. Ms. Johnson stated that next in line would be the Twin Oaks Neighborhood meeting followed by the Development Review Committee meeting

which would review and forward the application to the Planning Commission who would then send it to the Board of Supervisors for the final decision.

Ms. Johnson discussed Mr. Bussing's report which included the following tower location items and their progress:

**i. Twin Oaks**

There were no comments or questions.

**ii. Trevilians Elementary School**

Ms. Johnson informed Mr. Hardy that a meeting needed to be scheduled with the school and the consultant to locate a tower site at the property.

**iii. Buckner/Bumpass Park**

Ms. Johnson stated that letters had been sent out to the Lake Anna Rescue Squad because she was under the impression they were the adjacent neighbor to the park, however, she stated that the Bumpass Fire Department was the correct adjacent neighbor. She stated that Mr. Hardy had spoken with the Bumpass fire chief, but that he still needed to sign a formal letter to accept the encroachment of the setback.

**iv. Cross County Road Site**

Ms. Johnson stated that the location's process was moving along, although she was unsure whether Mr. Bussing had worked with the County Attorney's Office to draft an MOU. She stated that as soon as an MOU was signed, the tower location would progress as well.

**Discussion- EMS Radio Towers**

Mr. Hardy did not have specific updates regarding the location but stated that they were looking at a small road located where the Louisa County School Board had donated land for the Water Authority to put up a small water tower for the power generation station there. He stated that he believed there was space there for the Gordonsville area radio tower. He stated that the Zion Crossroads radio tower would be located where the Zion Crossroads' water tower was. Mr. Hardy stated that the latest plans included waterlines that were not on the original plans that Fire and EMS had; therefore the plans were being restructured to reflect those updates. Mr. Hardy stated that both locations would go through the CUP application process and that the Authority would either co-locate on the towers or would apply with them.

Ms. Johnson stated that the EMS radio tower project would be the perfect opportunity to collaborate with other agencies. She inquired as to how fast the process was moving with the EMS Radio towers.

Mr. Hardy stated that he was not sure, as he had not seen the plans.

Ms. Johnson stated that she would contact the Bumpass fire chief regarding the Buckner/Bumpass Park and have an update for the Authority at the next regular meeting in December.

There were no further comments.

**Discussion- Louisa County Public Information Sub-Committee**

**i. Website Updates**

Ms. Johnson stated that she had received a comment from a citizen who requested that the LCBA remain current posting meeting minutes.

Mr. Hardy stated that he had updated the most recently approved minutes and had rearranged the quick links in the top right- hand corner.

Ms. Johnson stated that she welcomed input from citizens regarding whether the information included on the webpage was meeting the needs of citizens.

**WEBSITE UPDATES**

There were none.

**PUBLIC HEARINGS**

There were none.

**CHAIRMAN/GENERAL MANAGER'S REPORT**

There was none.

**CONSENT AGENDA**

There was none.

**APPROVAL OF THE BILLS**

There were none.

Mr. Hardy mentioned the bill that was approved at the regular meeting in October and stated that the Board of Supervisors had requested that more documentation be sent in the future. He stated that Mr. Goodwin had asked for more documentation regarding that particular invoice, which had since been approved and paid.

Ms. Johnson stated that there was now a procedure in place regarding the approval of the bills and more documentation would be included in the future when invoices were sent.

Mr. Hill advised that deliverables be approved first and then payments be approved as two separate actions. Ms. Johnson concurred and stated that this issue had been resolved.

**CLOSED SESSION**

There was none.

**FINAL COMMENTS**

There were none.

**NEXT MEETING**

The next Broadband Authority meeting will take place on Wednesday, November 15, 2017, at 7:00 pm.

**ADJOURNMENT**

On the motion of Mr. Wermter, seconded by Mr. Hill, which carried by a vote of 6-0, the Board voted to adjourn the November 1, 2017, regular meeting at approximately 7:28 p.m.

BY ORDER OF:

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MARY JOHNSON, CHAIRMAN  
BOARD OF DIRECTORS  
LOUISA COUNTY BROADBAND AUTHORITY