

**LOUISA COUNTY BROADBAND AUTHORITY
BOARD OF DIRECTORS
LOUISA COUNTY OFFICE BUILDING
1 WOOLFOLK AVENUE
LOUISA, VIRGINIA
July 6, 2016 7:00 P.M.**

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

Absent: Mary Johnson; Brian Sullivan; and Fitzgerald Barnes, Patrick Henry District Supervisor

Others Present: Christy Monolo, Assistant County Attorney; Stephanie Koren, Mineral District Supervisor (7:03 p.m.), and Bob Hardy

CALL TO ORDER

Mr. Wermter called the July 6, 2016 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. Luttner, which carried by a vote of 5-0, the Board voted to adopt the July 6, 2016, agenda.

APPROVAL OF MINUTES

June 1, 2016- Regular Meeting

There was a minor change to the votes in reference to Mr. Hardy's nomination for secretary. It was clarified that the votes were 6-0, not 6-1. It was also mentioned that the RFP title in the unfinished business portion of the meeting should be amended to distinguish between the LCBBA RFP and the update on the LCPS RFP. On the motion of Mr. Hill, seconded by Mr. Luttner, which carried by a vote 5-0, the Board approved the June 1, 2016, minutes.

NEW BUSINESS

Establishment of Additional Committees

Mr. Wermter discussed the need to have a liaison with other public broadband authorities and similar public- private partnership. He stated the need for a small subcommittee that could report back to the Broadband Authority.

The point was made that the Board may be creating too many groups, and should consolidate some. Mr. Wermter stated the importance to have some standing committees. It was also stated that items one and three could be combined if need be.

The establishment of five subcommittees was opened up and Mr. Burruss expressed interest in acting as liaison between the tower construction companies. Ms. Koren stated her interest in the coordination of state and federal efforts to advance broadband initiatives.

Mr. Luttner stated that he would be interested in serving as liaison with other public authorities and similar public- private partnership. Mr. Burruss stated that he would be interested in being the secondary.

Mr. Hill stated that he would act as secondary to Ms. Koren in the coordination of state and federal efforts to advance broadband initiatives.

Mr. Wermter stated that including the five listed, there were nine standing subcommittees. Mr. Luttner stated that he would also be interested in acting as secondary in the identification of alternative funding sources, to include private grants, public funds, and partnership opportunities.

Ms. Koren stated that Mr. Barnes would also be happy to serve in whatever capacity he could.

It was asked what the meaning of the fourth subcommittee was. Mr. Wermter stated that it was simply a committee created to act as liaison for the project management team. He stated that the county staff would probably have quite a bit responsibility for this subcommittee.

Mr. Wermter stated that in addition to the first two subcommittees, Mr. Luttner would serve as chairman for liaison with other public broadband authorities and similar public- private partnerships with Mr. Burruss acting as secondary. Ms. Koren would serve as chairman for the subcommittee to coordinate state and federal efforts to advance broadband initiatives.

In regard to the subcommittee for identification of alternative funding sources, to include private grants, public funds, and partnership opportunities, Mr. Wermter requested that Mr. Sullivan act as chairman with Mr. Luttner participating.

In regard to the subcommittee for project management liaison for wireless tower construction, Mr. Wermter requested that Mr. Duren act as chairman with Mr. Hardy acting as secondary.

For the subcommittee on organization of intra-county efforts, including LCPS, EMS, and private efforts, Mr. Wermter requested Mr. Duren to act as chairman with Mr. Luttner acting as secondary.

In regard to the other four standing subcommittees, Mr. Wermter mentioned that Mr. Duren was responsible for the tower review committee.

In addition, Mr. Wermter mentioned that the ISP Outreach and Marketing Committee had Mr. Sullivan chairing with Ms. Johnson participating.

Mr. Wermter stated that in regard to the Public Relations subcommittee, he would change the order from Ms. Johnson participating with himself acting as chairman to Ms. Johnson chairing, with Mr. Wermter participating.

The RFP review subcommittee had Ms. Johnson and Mr. Hill serving. Mr. Wermter stated that for personal reasons, he would remain a part of the committee but as an inactive participate unless otherwise needed. Therefore, Mr. Hill would act as chairman with Ms. Johnson acting as secondary.

There was no further discussion.

On the motion of Mr. Hill, seconded by Mr. Luttner, which carried by a vote of 5-0, the Authority approved the establishment of additional subcommittees to the Broadband Authority.

UNFINISHED BUSINESS

Discussion – Update from Tower Review Committee

Mr. Duren stated that there were no updates at the time.

Mr. Wermter stated that Mr. Duren had already mapped out the location of the towers and asked if it was added to the GIS. It was confirmed that they were all there. Mr. Wermter asked if a visual could be put on the website. Mr. Hardy stated that he did not believe the towers were layered into the public GIS but that he could put up the page that would show the towers, radios, water towers, and properties.

There were no further questions.

Discussion- Update from ISP Outreach and Marketing Committee

Both Mr. Sullivan and Ms. Johnson were absent. There were no updates.

Discussion- Update from PR Committee

There were no updates.

Discussion- Update from the RFP Review Committee

Mr. Hill stated that he and Ms. Johnson had not yet discussed a strategy yet, but Sam Massie had helped them check on the background references in the proposals for the firms. Mr. Hill confirmed with Mr. Massie that, because of the nature of an RFP, the Authority could add items to proposals as well as remove items from the proposals as part of the negotiating strategy. Mr. Hill said that they planned to pursue that approach.

Mr. Wermter asked if they had narrowed down to two vendors, and if they had reviewed references. Mr. Hill stated that they had.

It was asked if one vendor provided additional information. Mr. Hill stated that they offered different services. He stated that they had asked explicitly for the firms to identify what was not part of their proposal. Mr. Hill stated that that allowed the Board to negotiate the cost if the items were included. Mr. Hill stated that they would be doing that in the future.

Mr. Wermter stated that the goal of the RFP was to get the ten towers up and operational. One item to discuss was what decision to make if the price could not be kept as is. He also stated that that the Board of Supervisors would be active in making that decision, not just the Broadband Authority. Mr. Hill stated the importance of keeping two viable options in order to have competition and options.

Discussion- Review Text of Resolution to Encourage the Board of Supervisors to Evaluate Broadband Infrastructure as Part of Future Development Efforts

This item was moved to a follow up meeting as there was no update. Mr. Wermter stated that he would check with Mr. Goodwin as to the status of the item. Ms. Monolo stated that there was a resolution attached in the packet for the June 1, 2016 meeting. Mr. Wermter clarified that the resolution would be presented to the Board of Supervisors at the regular meeting to be held on August 1, 2016.

PUBLIC COMMENTS

There were none.

PUBLIC HEARINGS

There were none.

CHAIRMAN'S REPORT

Mr. Wermter requested that members introspect on how they could move the Authority forward. He expressed that he hoped that everyone would re-up and get creative with how to move the project forward.

CLOSED SESSION

On the motion of Mr. Wermter, seconded by Mr. Hill, which carried by a vote of 5-0, the Board voted to enter Closed Session at approximately 7:33 p.m. for the purpose of discussing the following:

1. In accordance with §2.2-3711.A.29 VA Code Ann., for the purpose of discussion of the award of a public contract involving the expenditure of public funds, including interviews of bidders or offerors, and discussion of the terms or scope of such contract, where discussion in an open session would adversely affect the bargaining position or negotiating strategy of the public body.

RESUMPTION OF REGULAR SESSION

On the motion of Mr. Hill, seconded by Mr. Luttner, which carried by a vote of 5-0, the Board voted to return to regular session at approximately 8:29 p.m.

RESOLUTION - CERTIFICATION OF CLOSED SESSION

On the motion of Mr. Hill, seconded by Mr. Luttner, which carried by a vote of 5-0, the Board voted to adopt the following resolution:

WHEREAS, the Louisa County Broadband Authority Board of Directors has convened a Closed Meeting pursuant to an affirmative recorded vote and in accordance with the provisions of the Virginia Freedom of Information Act; and

WHEREAS, §2.2-3712.D of the Code of Virginia requires a certification by the Louisa County Broadband Authority Board of Directors that such closed meeting was conducted in conformity with the Virginia Law.

NOW, THEREFORE BE IT RESOLVED that the Louisa County Broadband Authority Board of Directors does hereby certify that, to the best of each member's knowledge, (i) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting to which this certification resolution applies, and (ii) only such public business matters as were identified in the motion convening the closed meeting was heard, discussed or considered by the Louisa County Broadband Authority Board of Directors.

<u>NAME</u>	<u>VOTE</u>
Melvin Burruss	Yes/Aye
Steve Duren	Yes/Aye
Mark Luttner	Yes/Aye
Garth Wermter	Yes/Aye
Bernie Hill	Yes/Aye

WEBSITE UPDATES

Mr. Hardy stated that he would get the link from the tower map onto the County website as well as upload the most recent minutes that were approved. He also stated that he made a correction to the meeting time listed on the website.

FINAL COMMENTS

Mr. Wermter stated that he did not believe that there would be a need for a work session. Therefore the next regular meeting would be held at the beginning of August.

NEXT MEETING

The next Broadband Authority meeting will take place on Wednesday, August 3, 2016, at 7:00 pm.

ADJOURNMENT

On the motion of Mr. Hill, seconded by Mr. Luttner, which carried by a vote of 5-0, the Board voted to adjourn the July 6, 2016, regular meeting at approximately 8:30 p.m.

BY ORDER OF:

GARTH WERMTER, CHAIRMAN
BOARD OF DIRECTORS
LOUISA COUNTY BROADBAND AUTHORITY