

**LOUISA COUNTY BROADBAND AUTHORITY
BOARD OF DIRECTORS
LOUISA COUNTY OFFICE BUILDING
1 WOOLFOLK AVENUE
LOUISA, VIRGINIA
JUNE 11, 2014
7:00 P.M.**

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

Others Present: Michael Lockaby, County Attorney; Bob Hardy, Information Technology Director, Stephanie Koren, Board of Supervisors, Mineral District; and Fitzgerald Barnes, Board of Supervisors, Patrick Henry District

INTRODUCTIONS

Brief introductions and background information was provided by each member of the Louisa County Broadband Authority (BBA).

CALL TO ORDER

Mr. Lockaby called the June 11, 2014, regular meeting of the Broadband Authority (BBA) Board of Directors to order at approximately 7:15 p.m., which was followed by the Pledge of Allegiance.

Mr. Lockaby questioned if each member had returned a completed Statement of Economic Interest Form and had been sworn in by the Clerk of the Circuit Court. Mr. Duren and Mr. Burruss had not yet been sworn in and were therefore informed that they would not be able to vote until that was done; however, they could still participate in the proceedings.

ADOPTION OF THE AGENDA

On the motion of Ms. Johnson, which carried by a vote of 5-0, the Board voted to adopt the June 11, 2014, agenda.

NEW BUSINESS

Action Item: Adoption of By-laws

Discussions were held in regards to meeting dates and frequencies and notification requirements for meetings. After discussion, the BBA voted by a vote of 5-0 to meet on the first Tuesday of each month at 7:00 p.m. at the Louisa County Office Building with the option of setting additional planning meetings each month.

On the motion of Mr. Sullivan, seconded by Mr. Wermter, which carried by a vote of 5-0, the Board voted to adopt the by-laws of the Louisa County Broadband Authority.

Action Item: Election of Officers

A brief discussion was held regarding the responsibilities of the chair.

On the motion of Mr. Wermter, seconded by Mr. Sullivan, which carried by a vote of 5-0, the Board voted to elect:

- Melvin Burruss as Chairman;
- Bernie Hill as Vice-Chairman;
- Staff from the Louisa County Administration Department as Clerk; and
- Brian Sullivan as Treasurer.

Discussion Item: History of Broadband Initiatives in Louisa County

Mr. Hardy provided an overview of the following:

- Past broadband initiatives in Louisa County;
- The makeup of other broadband authorities;
- Wireless Internet Service Providers (ISP) in Louisa County;
- Effects of broadband shortfalls in the County; and
- Potential alternate technology options.

Questions were asked regarding access to prior studies and planning documents that were generated and the methodology for determining a subscription rate in the proposed business model.

Discussion Item: Goals & Objectives of the BBA

Discussions were held in regards to:

- Goals and objectives going forward;
- Mission statement for the BBA;
- Boundaries and limitations of the BBA's activities; and
- Existing public and private infrastructure and current resources.

After discussion, it was determined that Mr. Hardy would provide samples of mission statements from other agencies and Mr. Hill was appointed to chair the mission statement sub-committee while Mr. Sullivan and Mr. Wermter would produce a first draft of the mission statement. Ms. Johnson also agreed that she would participate in developing the first draft via email.

Additional brief discussions were held regarding public outreach and the development of a webpage.

Discussion Item: Freedom of Information & Public Procurement

Mr. Lockaby updated the BAA on the Freedom of Information Act (FOIA), including open meetings, exclusions, and public records along with public procurement guidelines and tools, including invitation for bids (IFB), request for proposals (RFP), cooperative contracts, and the Public-Private Education and Infrastructure Act of 2002 (PPEA).

Discussions were held regarding the lowest, responsive and responsible bidder, small purchase policy, and PPEA guidelines. After discussion, the BBA requested that Mr. Lockaby draft a small purchase policy and PPEA guidelines for the Authority's consideration.

ADJOURNMENT

Mr. Burruss provided a recap of the meeting, including items to be completed by the next meeting, which was scheduled for Tuesday, July 1, 2014, at 7:00 p.m. in the Public Meeting Room of the Louisa County Office Building.

On the motion of Mr. Wermter, seconded by Mr. Sullivan, which carried by a vote of 5-0, the Board voted to adjourn the June 11, 2014, meeting at approximately 8:45 p.m.

BY ORDER OF:

MELVIN BURRUSS, CHAIRMAN
BOARD OF DIRECTORS
LOUISA COUNTY BROADBAND AUTHORITY