

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

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

Absent: Steve Duren

Others Present: Christian Goodwin, County Administrator; Michael Lockaby, County Attorney; Bob Hardy, Information Technology Director, and Fitzgerald Barnes, Board of Supervisors, Patrick Henry District

CALL TO ORDER

Mr. Burruss called the October 7, 2014, regular meeting of the Broadband Authority (BBA) Board of Directors to order at approximately 7:00 p.m., which was followed by the Pledge of Allegiance.

ADOPTION OF AGENDA

Mr. Hill requested that a discussion item be added to the agenda in regards to hiring a firm for revising the current telecommunication ordinance.

On the motion of Mr. Wermter, seconded by Ms. Johnson, which carried by a vote of 6-0, the Board approved the agenda for the October 7, meeting.

APPROVAL OF MINUTES

August 20, 2014

On the motion of Mr. Hill, seconded by Mr. Luttner, which carried by a vote of 6-0, the Board approved the minutes of the August 20, 2014, meeting.

UNFINISHED BUSINESS

Discussion Item: Update – RFP for Consulting Services

Mr. Goodwin indicated that the RFP for Consulting Services had been issued and provided an overview of some of the questions received thus far. Mr. Goodwin noted that the RFP was publicized on Virginia's e-procurement site, the County's website, and in the Richmond Times

Dispatch. Additionally, Mr. Goodwin stated that the optional pre-proposal meeting was scheduled for October 14, 2014, and proposals were due on October 24, 2014.

Discussion Item: Telecommunications Ordinance/Master Plan Revisions

Ms. Johnson indicated that the Community Development Department was still in the process of reviewing the proposed revisions. The timeline of review was discussed and Mr. Burruss questioned the significance of having the CDD review the changes since time was of the essence, which was addressed by Ms. Johnson. Mr. Lockaby noted that the topic relating to hiring an outside firm to review the revisions was added to the agenda to provide the ability for the documents to be reviewed concurrently with the CDD. Mr. Goodwin stated that the estimated cost was \$1,800 and additional discussion was held in regards to the source of funds, the firm's background and reputation, and member's opinions in regards to the need for an additional review team. Mr. Burruss questioned if the review could be completed by the next regular meeting. Mr. Lockaby said yes.

On the motion of Mr. Wermter, seconded by Mr. Hill, which carried by a vote of 6-0, the Board voted to approve the expenditure of \$1,800 for review of the Telecommunications Ordinance by an outside firm.

Discussion Item: Potential Grant Opportunity

Mr. Lockaby provided an update concerning the Federal Communications Commission's (FCC) pilot program for rural and experimental broadband. Questions were asked about the details of the grant and the BBA's strategy, which were addressed by Mr. Lockaby and Mr. Hardy.

Mr. Sullivan expressed his interest in being involved with this process and himself and Mr. Hill were selected to be part of a committee to explore this opportunity.

Mr. Goodwin said he performed more research on the Department of Housing and Community Development (DHCD) funding and found that they had a planning grant available for studies similar to the one requested in the RFP recently issued by the County. Mr. Goodwin added that the new funding cycle would start January 2015. Mr. Goodwin said DHCD had a copy of the RFP and was looking to see if there was an opportunity for the BBA to contract in a way that would provide eligibility for the funding. Mr. Goodwin added that DHCD also had infrastructure funding as well, which he would continue to look into.

Discussion Item: Firm for Revising Current Ordinance

This item was discussed during the Telecommunications Ordinance/Master Plan revisions topic above.

PUBLIC COMMENT

Mr. Larry Zemke, Mineral District, addressed the BBA regarding a timeframe for deliverables from the consultant and the need for a project/business plan in relation to grant funding, along

with the responsibilities of and potential conflicts between the consultant hired under the RFP and the firm hired to review the Telecommunications Ordinance. Mr. Sullivan provided a summary of the proposed timeline and Mr. Lockaby provided a brief overview of the scope of work of each consultant.

Mr. Burruss requested that any further questions be placed in writing to the BBA.

CLOSED SESSION

On the motion of Mr. Wermter, seconded by Mr. Hill, which carried by a vote of 6-0, the Board voted to enter Closed Session at 7:47 p.m. for the purpose of discussing the following:

1. In accordance with §2.2-3711.A.7 VA Code Ann., for the purpose of consultation with legal counsel regarding specific legal matters requiring the provision of legal advice by counsel regarding parliamentary procedure.

RESUMPTION OF REGULAR SESSION

On the motion of Mr. Wermter, seconded by Mr. Hill, which carried by a vote of 6-0, the Board voted to return to regular session at approximately 8:00 p.m.

RESOLUTION - CERTIFICATION OF CLOSED SESSION

On the motion of Mr. Wermter, seconded by Mr. Hill, which carried by a vote of 6-0, 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.

NAME

Mary Johnson
Brian Sullivan
Bernie Hill

VOTE

Yes/Aye
Yes/Aye
Yes/Aye

Melvin Burruss
Steve Duren
Garth Wermter

Yes/Aye
Absent
Yes/Aye

OTHER INFORMATION AND INQUIRIES

Website Updates

Mr. Burruss questioned how the website was updated. Mr. Hardy explained the process and solicited input from the BBA. After discussion, the BBA decided to make “Website Updates” a standing agenda item to provide input for bullet points on the website homepage to highlight the progression of the BBA. The possibility of including a generic timeline, along with current undertakings, accomplishments, next steps, and a long-term plan was also discussed and the BBA requested that information be presented at the next meeting for consideration.

On the motion of Mr. Wermter, seconded by Mr. Sullivan, which carried by a vote of 6-0, the Board voted to make a standing agenda item for website updates.

Mr. Goodwin suggested that staff put the list together and send to the chairman the morning after the meeting for approval. After discussion, the BBA decided to jointly compile and review the list during each meeting to be placed on the website the following day.

Sponsorships

Mr. Burruss said there were a lot of events that asked for sponsorships and questioned for the BBA’s input in regards to sponsoring events for exposure and public relations purposes. Mr. Lockaby said there were legal limitations and he would look into what they were for an authority.

Monthly Newsletter

Mr. Barnes discussed the importance of transparency and the idea of creating a monthly broadband newsletter.

ADJOURNMENT

On the motion of Mr. Sullivan, seconded by Mr. Hill, which carried by a vote of 6-0, the Board voted to adjourn the October 7, 2014, meeting at approximately 8:30 p.m.

BY ORDER OF:

MELVIN BURRUSS, CHAIRMAN
BOARD OF DIRECTORS
LOUISA COUNTY BROADBAND AUTHORITY