

**LOUISA COUNTY BROADBAND AUTHORITY
BOARD OF DIRECTORS
LOUISA COUNTY OFFICE BUILDING
1 WOOLFOLK AVENUE
LOUISA, VIRGINIA
DECEMBER 2, 2014
7:00 P.M.**

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

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

CALL TO ORDER

Mr. Burruss called the December 2, 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. Burruss added a discussion regarding the development of a budget request for Fiscal Year 2016.

APPROVAL OF MINUTES

November 4, 2014

On the motion of Mr. Wermter, seconded by Mr. Hill, which carried by a vote of 6-0-1, with Ms. Johnson abstaining due to her absence from the meeting, the Board approved the minutes of the November 4, 2014, meeting.

NEW BUSINESS

Discussion Item – Staffing Update

Ms. Johnson stated that she had accepted a position with the County of Louisa in the Community Development Department and she planned to continue attending the Broadband Authority meetings as a staff liaison, but anticipated that her Board of Supervisors representative would make a new appointment to the Authority.

Discussion Item – Budget

The BBA briefly discussed formulating a budget request for Fiscal Year 2016 and requested that staff forward a template with recommended operationally based line items for the BBA to discuss at the next meeting.

UNFINISHED BUSINESS

Letters of Support

Mr. Goodwin said the final draft of the letters of support the BBA created in response to the request by CVALink were included in the packet for final approval. The BBA suggested that a sentence be added to the end of each letter explicitly stating the Authority's support.

On the motion of Ms. Johnson, seconded by Mr. Hill, which carried by a vote of 6-1, with Mr. Sullivan voting against, the Board voted to approve the letters with the stated changes.

Discussion Item: Update – Firm for Consulting Services

It was reported that the selection committee would be interviewing four (4) firms on Wednesday, December 3, 2014, and would develop a recommendation for the BBA to consider. Members of the BBA questioned the name of the selected firms and expressed their desire of having each of them present to the entire Authority, rather than just the selection committee. Mr. Goodwin explained the procurement process and after much discussion, the BBA decided that each interview would be videoed, if legal, and forwarded to each BBA member for review. Further, the selection committee would rank each firm and the BBA would then be tasked with selecting the top two (2) finalists for negotiations during the December 17, 2014, worksession with a tentative final decision date for January 6, 2015.

Discussion Item: Update – Telecommunications Ordinance/Master Plan Revisions

Ms. Johnson said a coordination meeting was held with all of the stakeholders and some considerations that needed to be incorporated in the ordinance were able to further clarified, specifically relating to coordination with the existing Zoning Ordinance, the proposed process for by-right uses, and the fee schedule. Ms. Johnson said she would provide the BBA with interim updates via email for review and comments and hopefully have a final draft of the proposed ordinance revisions to present at the BBA's January meeting.

Discussion Item: Update – Status Report

Mr. Hill said the status report was for informational purposes only and as such, the BBA needed to ensure its accuracy and confirm that it appropriately represented their work in the past and future. Mr. Hill welcomed feedback and indicated that the document could be provided to Board of Supervisors to give an update on the BBA's status.

WEBSITE UPDATES

Mr. Hardy indicated that he would update the website based on information that was included in the status report.

ADJOURNMENT

On the motion of Mr. Sullivan, seconded by Mr. Wermter, which carried by a vote of 7-0, the Board voted to schedule a worksession on Wednesday, December 17, 2014, at 7:00 p.m. in the Louisa County Office Building specifically to recommend two finalists for the consulting services.

On the motion of Ms. Johnson, seconded by Mr. Hill, which carried by a vote of 7-0, the Board voted to adjourn the December 2, 2014, meeting at approximately 8:08 p.m.

BY ORDER OF:

MELVIN BURRUSS, CHAIRMAN
BOARD OF DIRECTORS
LOUISA COUNTY BROADBAND AUTHORITY