

**LOUISA COUNTY BROADBAND AUTHORITY  
BOARD OF DIRECTORS  
LOUISA COUNTY OFFICE BUILDING  
1 WOOLFOLK AVENUE  
LOUISA, VIRGINIA  
DECEMBER 17, 2014  
7:00 P.M.**

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

Absent: Garth Wermter

Others Present: Mike Lockaby, County Attorney; and Bob Hardy, Information Technology Director

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**CALL TO ORDER**

Mr. Burruss called the December 17, 2014, 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.

**APPROVAL OF MINUTES**

**December 2, 2014**

On the motion of Ms. Johnson, seconded by Mr. Hill, which carried by a vote of 6-0, the Board approved the minutes of the December 2, 2014, meeting.

**UNFINISHED BUSINESS**

**Discussion Item: Budget**

Mr. Burruss mentioned that a skeleton budget spreadsheet was included in the package and requested that the BBA review it and identify any additional line items for comment at the next meeting. Mr. Lockaby provided a brief overview of the budgeting process and commented that Mr. Goodwin could provide additional details at the next meeting. The BBA discussed capital needs and after discussion, Mr. Burruss requested that Mr. Sullivan communicate with Mr. Goodwin regarding his recommendation on what the BBA's budget request should entail.

**Discussion Item: Update – Telecommunications Ordinance/Master Plan Revisions**

Ms. Johnson said the revisions were still being reviewed and staff was waiting for the consultant to review the plans so they could provide comments as to whether the draft ordinance met Federal Communications Commission (FCC) regulations. Ms. Johnson said she expected comments by the end of the week and planned to email the information to email to the BBA and

hopefully would have a final draft for recommendation to forward to the Planning Commission at the BBA's January meeting. The BBA requested that Ms. Johnson also provide the process for making an ordinance amendment, along with a timeline.

Ms. Johnson briefly reviewed the major changes being presented, which included one significant change that occurred as result of the stakeholder meeting in regards to by-right uses (BBA's directions) versus requiring a conditional use permit (CUP) (Board of Supervisors' direction). Mr. Lockaby further explained the philosophy differences between the two.

### **Discussion Item: Update – Status Report**

Mr. Hill commented that he received comments from Mr. Luttner in regards to the meeting with the FCC and he would make the suggested changes.

### **PUBLIC COMMENT**

Mr. Larry Zemke, Mineral District, addressed the BBA regarding the urgency for a budget request, the proposed ordinance changes in comparison to the goal of making the process simpler, and a timeline from the selected consultant to include the first deliverable, business plan, and project plan.

### **CLOSED SESSION**

On the motion of Ms. Johnson, seconded by Mr. Hill, which carried by a vote of 6-0, the Board voted to enter Closed Session at 7:28 p.m. for the purpose of discussing the following:

1. In accordance with §2.2-3711.A.34 VA Code Ann., for the purpose of discussion or consideration by a local authority created in accordance with the Virginia Wireless Service Authorities Act (§ 15.2-5431.1 et seq.) of confidential proprietary records and trade secrets excluded from this chapter pursuant to subdivision 19 of § 2.2-3705.6, specifically to discuss responses received from the Consulting Services Request for Proposals (RFP).

### **RESUMPTION OF REGULAR SESSION**

On the motion of Mr. Hill, seconded by Ms. Johnson, which carried by a vote of 6-0, the Board voted to return to regular session at approximately 8:50 p.m.

### **RESOLUTION - CERTIFICATION OF CLOSED SESSION**

On the motion of Mr. Hill, seconded by Ms. Johnson, 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.

<u>NAME</u>	<u>VOTE</u>
Mary Johnson	Yes/Aye
Brian Sullivan	Yes/Aye
Bernie Hill	Yes/Aye
Melvin Burruss	Yes/Aye
Steve Duren	Yes/Aye
Garth Wermter	Absent
Mark Luttner	Yes/Aye

**UNFINISHED BUSINESS (cont.)**

**Discussion Item: Selection of Consulting Services Firms for Negotiations**

On the motion of Ms. Johnson, seconded by Mr. Sullivan, which carried by a vote of 6-0, the Board directed the selection committee to move forward to the negotiation phase with Design Nine and Blue Ridge Advisory Services Group.

Mr. Burruss requested that meeting/conference call dates be forwarded to the BBA in order to keep everyone abreast.

Mr. Burruss noted that Mr. Barnes had requested that the BBA provide the Board of Supervisors with a progress update during their second January meeting and commented that everything needed to be finalized prior to that. The BBA further decided that if the consultant had been selected they could also be introduced at that meeting.

**WEBSITE UPDATES**

Mr. Hill mentioned that the status report hadn't changed and Mr. Hardy confirmed that most everything included on the status report was on the website. Mr. Hardy added that he would post the recently approved minutes.

**ADJOURNMENT**

On the motion of Ms. Johnson, seconded by Mr. Sullivan, which carried by a vote of 6-0, the Board voted to adjourn the December 17, 2014, meeting at approximately 9:00 p.m.

BY ORDER OF:

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MELVIN BURRUSS, CHAIRMAN  
BOARD OF DIRECTORS  
LOUISA COUNTY BROADBAND AUTHORITY