

**LOUISA COUNTY BROADBAND AUTHORITY
BOARD OF DIRECTORS
LOUISA COUNTY OFFICE BUILDING
1 WOOLFOLK AVENUE
LOUISA, VIRGINIA
October 7, 2015 7:00 P.M.**

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

Board Liaisons: Mr. Barnes, Patrick Henry District arrived at 7:25 pm

Others Present: Christian Goodwin, County Administrator; Bob Hardy, Information Technology Director; and Christy Monolo, Assistant County Attorney

CALL TO ORDER

Mr. Burruss called the October 7, 2015, regular meeting of the Broadband Authority (BBA) Board of Directors to order at 7:00 p.m.

Mr. Burruss led the Pledge of Allegiance.

ADOPTION OF THE AGENDA

On the motion of Ms. Johnson, seconded by Mr. Hill, which carried by a vote of 7-0, the Board approved the October 8, 2015, agenda.

NEW BUSINESS

Discussion – Rules of Procedure

Mr. Hill updated the members on the revised version of the rules of procedure with additions made by Ms. Monolo. These changes are required if the BBA are to have electronic meetings, and that the essential language that was in the previous version would need to be added. Ms. Monolo added that when closed session or electronic participation is present the language must be included within the minutes and is required by the FOIA statute. Ms. Monolo noted that a policy would need to be adopted if electronic participation is to be utilized.

Ms. Johnson noted support to enable Authority members to attend the meetings electronically.

Mr. Sullivan asked for explanation regarding the consent agenda. Mr. Goodwin explained the consent agenda includes items that all members of the authority would be in full agreement and would need no discussion. Mr. Goodwin noted consent agenda items may be moved to the regular agenda for discussion, if needed. Mr. Sullivan questioned if majority vote is for all items discussed. Mr. Hardy explained the By-Laws cover that. Mr. Sullivan asked for clarification

regarding terminology of questions. Mr. Goodwin and Mr. Hardy explained that this was another term for motions, to be voted on.

Mr. Luttner noted he is in favor of utilizing electronic attendance and questioned if not having electronic attendance in prior meetings had inhibited the BBA from completing business. Mr. Burruss and Mr. Sullivan stated there have been some impediments to the flow of business. Mr. Luttner asked if there is access via Skype or teleconference would be issue. Mr. Hardy said access is available, however Skype would be harder to set up. Mr. Sullivan noted his company has the means and equipment to be used as a resource as needed. Mr. Hardy stated he would need notice no later than 3 p.m. on date of meeting for Skype or teleconference.

Mr. Duren questioned whether a change be made where it is stated that the will of the majority of members must be carried out since it sometimes takes two thirds. Mr. Sullivan stated the two thirds requirement was only to suspend parliamentary producer or a specific rule.

Mr. Burruss noted the language may need to be reworded to state the chair may now cancel or postpone a scheduled meeting except in the event of inclement weather. Further discussion ensued between the members regarding the rescheduling of meetings. Mr. Hardy suggested rewording the rule to state, the chair may cancel or postpone a scheduled meeting in the event of inclement weather or insufficient business to require such a meeting.

Mr. Burruss recommended reviewing the consistency of By-Laws with the Rules of Procedures.

Mr. Burruss discussed what kind of committees the board could have and what the committees would be able to do. Mr. Burruss noted the number of attendees that constitutes a meeting would be three or more. Mr. Goodwin confirmed that a meeting with two or less can be held without it being a public meeting. Mr. Goodwin said any meeting of three or more would constitute a public meeting and would need to be advertised and/or published. Mr. Burruss stated he would like this section reworded. Mr. Burruss noted he would also like it stated in this section that the chair would be an ad-hoc member of all the committees and attend each.

Ms. Johnson asked Mr. Goodwin what type of notifications would need to be made for a public meeting. Mr. Goodwin stated that the notification would be posted and listed on the website as well. Further discussion ensued between the members regarding the number of committee members.

Ms. Johnson noted she would like to see an official standing committee report added. It was decided that committee reports would be given during the Chairman's Report section of the agenda, rather than revising the By-Laws.

Mr. Wermter recommended implementing a management process of the time and charges that are being incurred by Design Nine. Mr. Sullivan agreed.

Mr. Burruss stated after changes have been implemented a vote will be obtained at the next meeting.

Committee Report's

Mr. Wermter briefly updated the members regarding the Wireless Operational Program. Mr. Wermter reviewed the implementation of bringing on Design Nine and contractual recommendations for the estimation. Mr. Wermter stated he spoke with Andrew to review what estimations are required. Mr. Wermter is waiting to hear back from Design Nine with an update on scheduling to present to the BBA in November. Mr. Wermter addressed all comments, questions, and concerns.

Mr. Burruss recommended putting together a timeframe after receipt of the estimation. Mr. Burruss scheduled a work session on November 18th at 7 p.m.

Mr. Duren briefly noted his reviewing of files and sites for the existing towers in Louisa County. Mr. Burruss asked what we will have after verification has been completed. Mr. Duren stated it would be a knowledgebase and understanding of all existing towers which would create a database as well as update the maps currently used by Mr. Hardy. Mr. Burruss asked when Mr. Duren would begin contacting tower owners. Mr. Duren noted he would prefer to gather pertinent and correct information before speaking with the owners. Mr. Burruss asked if the remaining sites could be visited before the next meeting. Mr. Duren said yes. Mr. Burruss stated we could then begin implementing the process with Design Nine. Ms. Johnson stated there would be much more work involved before the implementation could take place regarding more ground work such as research, reviewing of the Planning Department files, and going out to location. Mr. Burruss asked if an intern could be utilized to call these owners. Several members stated they would be able to make those calls when needed.

Treasurer's Report

Mr. Sullivan stated the following concerns of the By-Laws not matching up with the rules of procedures:

- The right to call emergency meetings;
- Annual Audit Requirements; and
- Financial Requirements.

WEBSITE UPDATES

Mr. Hardy updated there are minutes to be approved and posted. Mr. Hardy stated the By-Laws will be going once finalized.

Mr. Barnes commented that he would like to see a county map that includes the following:

- Tower locations;
- Fiber lines locations;
- Owners of lines; and
- Wireless and fiber.

ADJOURNMENT

On the motion of Mr. Wermter, seconded by Ms. Johnson, which carried by a vote of 7-0, the Board voted to adjourn the October 7, 2015, work session at approximately 8:16 p.m.

BY ORDER OF:

MELVIN BURRUSS, CHAIRMAN
BOARD OF DIRECTORS
LOUISA COUNTY BROADBAND AUTHORITY