

**LOUISA COUNTY BROADBAND AUTHORITY
BOARD OF DIRECTORS
LOUISA COUNTY OFFICE BUILDING
1 WOOLFOLK AVENUE
LOUISA, VIRGINIA
August 2, 2017 7:00 P.M.**

Present: Steve Duren, Bernie Hill, Mary Johnson, and Garth Wermter

Absent: Melvin Burruss, Brian Sullivan, and Mark Luttner

Others Present: Stephanie Koren, Mineral District Supervisor; Bob Hardy, Louisa County Information Technology Director; and Sandra Robinson, Louisa County Attorney

CALL TO ORDER

Ms. Johnson called the August 2, 2017 regular meeting of the Broadband Authority (BBA) Board of Directors to order at 7:00 p.m.

Ms. Johnson led the Pledge of Allegiance.

ADOPTION OF THE AGENDA

On the motion of Mr. Wermter, seconded by Mr. Hill, which carried by a vote of 4-0, the Board approved the August 2, 2017, agenda.

APPROVAL OF THE MINUTES

On the motion of Mr. Hill, seconded by Mr. Duren, which carried by a vote of 4-0, the Board approved the July 19, 2017, minutes as amended.

NEW BUSINESS

There was none.

UNFINISHED BUSINESS

Discussion- Update on Approved CUP Applications

Mr. Bussing stated that site plans had been prepared and would be printed in order to be submitted to the County. He stated that the engineers and the County had been in touch regarding the plans and that there were a couple of changes that would be processed the following day, Thursday, August 3, 2017, before they were sent out. Mr. Bussing stated that the site plans would then be mailed to the County by the following Monday, August 7, 2017.

Mr. Bussing provided the Authority with an update on the next tower sites. He stated that at the Twin Oak property, the surveyor had flagged and staked the site. There was a ten day comment period for the Twin Oaks community to provide feedback regarding the site.

Mr. Bussing stated that he visited Buckner Bumpass Park on August 2, 2017, and that the site looked ideal for a wireless tower. He stated that they would start the pre-engineering and engineering processes on that site and that they would get a site design ready to start the CUP application process for the site.

Mr. Bussing stated that every site process required a balloon site and FAA paperwork.

Ms. Johnson requested that a sketch be provided for the Advisory Committee and the Director by the following Wednesday, August 9, 2017.

Mr. Bussing stated that the sketch would be done by the following Monday, August 7, 2017.

Mr. Bussing stated that they had done some mapping and RF propagation work for several other properties which included Red Hill, Zion Crossroads water tank and a couple of private properties. He stated that they still needed to go out to those sites and talk to the owners. He indicated that based on the mapping so far, all of the sites would be acceptable to integrate into the network design overall as far as the locations and areas they would serve. He stated that he would check out the sites over the next few weeks and would continue the process.

Mr. Hill inquired as to whether there would be any more interest in the private property site option in that vicinity if the Bumpass Park location was chosen. Mr. Bussing stated that if the Bumpass Park location was chosen, that they probably would not proceed with the private property site since it was in such close vicinity to the Jouett Elementary School site.

Mr. Hill asked if the owner on Rt. 655, near the Locust Creek Fire Department, had been contacted. He clarified that the property owner had volunteered the property for a potential site.

Ms. Johnson stated that she was not aware of that offer and would follow up with them.

Mr. Hardy clarified that the Red Hill tower did not have a specific property site yet, and the Zion Crossroads water tower would have a tower built adjacent to it.

Ms. Johnson inquired whether there would be a meeting scheduled with Trevilians Elementary School in order to get the process started on that site. Mr. Bussing stated that he would set a meeting up.

Ms. Johnson stated that the Red Hill and Zion Crossroads locations were the EMS radio tower locations. Therefore the Authority was not in control of that schedule, but that the sites had definite potential.

Mr. Bussing stated that he would be meeting with Chief Greene and other stakeholders regarding those locations.

Discussion- Update on Next Tower Sites

Ms. Johnson stated that she had asked Mr. Bussing to superimpose the County lines on the map.

Discussion- Coordination with Existing Tower Owners

Mr. Bussing stated that on more recent CUP approvals, there was language included in the agreements that would open the door for the Authority to work with tower owners. He stated that they were reaching out to tower owners to see if there were opportunities to work together based on the conditions in the CUP. Mr. Bussing stated that those meetings should be almost completed by the Authority's next meeting, on September 6, 2017, and that he would be able to provide an update at that time.

Ms. Johnson requested that something be put into writing at meetings with tower owners as far as lease based costs were concerned.

Discussion- Louisa County Public Information Sub- Committee

Ms. Johnson discussed the various phases that the Authority had completed and emphasized that the processes required due diligence. She stated that she did not think the Authority was taking as long as other communities had taken on the project. She stated that a high level of planning had been involved which also took time. She discussed how lengthy the CUP process was and that it bothered her when she heard remarks that alluded to the opinion that the Authority was not doing anything. She stated that as part of Public Relations, it might be good to get those aspects outlined and to make them known to the general public.

Mr. Hill stated that that was one approach but that another would be to outline what processes and phases would occur in the future.

Ms. Johnson concurred. She stated that the challenge was deciding what the best media mechanism would be to get the word out that would also reach the greatest population.

Ms. Johnson challenged the Authority members to be thinking of the best media outlet. She emphasized that social media platforms required maintenance.

Ms. Johnson stated that if it was cleared by the County Attorney's Office and the Board of Supervisors, that she would be open to having a Facebook page and volunteered to maintain it. She reiterated that there needed to be an outlet used to reach the general public.

Ms. Koren stated that the legalities needed to be in place for the media outlet, whatever option was chosen.

Mr. Duren stated that nothing was better than results. Once a tower was put up, he believed that people would be more positive about the project.

Ms. Johnson suggested that ideas be channeled through the County Attorney's Office so that the Authority would know what constraints there were.

Mr. Wermter stated that maintaining and updating social media outlets would continue to be an issue. He stated that every time a question was answered, another question would come up. He stated that the Board of Supervisors and citizens were looking for some action. He stated that he agreed that there needed to be a more concerted effort.

Mr. Bussing offered that halfway through the meeting cycle, he could give updates and that Wide Open Network had done printed material for other projects that included a project information sheet. He suggested that Wide Open Networks put together material that would include the next few project phases. He stated that he would talk to Dr. Cohill about putting material together.

Ms. Johnson stated that it would be important that the Authority review any material such as what Mr. Bussing offered and that she supported the proposed idea.

Ms. Robinson stated that a quick option would be to notify individuals via email that had already volunteered their email addresses. She stated that all that would be required would be to ask the individuals for permission to send additional notifications or to be placed on a mailing list for updates on the process. She stated that this would prevent any incurred costs for printed materials, prevent the ongoing maintenance concern and would be a viable short term option until other aspects of social media were decided on.

Ms. Johnson stated that she supported the idea of a distribution list. She stated that the mechanics behind that mailing list would have to be figured out. Ms. Johnson inquired as to whether social media could be used to solicit email addresses.

Ms. Robinson stated that using the County website would serve the same function that a social media outlet would. She stated that there were several levels of discussion regarding the various social media outlets.

Ms. Johnson mentioned that restrictions could be placed on social media. Ms. Johnson requested that Mr. Bussing start the first steps of the process.

Mr. Hardy stated that there was an alert sign-up tool through the County's website platform, CivicPlus, which had an email list containing the email addresses of the people that had signed up to be notified. He stated that any time there was an addition of information to the webpage, those people would receive an email notification.

Ms. Johnson stated that a status report needed to be available to the general public.

Ms. Koren stated that it was important that citizens knew that the Authority was using the most viable option for the project, and that they were not ruling out large companies but that they currently did not seem interested in getting involved.

Mr. Bussing stated that he would provide a short summary to Mr. Hill that he could enhance if need be. He stated that the summary could be distributed through whatever avenue the Authority saw fit.

Mr. Hardy indicated where the NewsFlash was located on the County website and stated that one was already in place for the Broadband Authority.

Discussion- New Zoning Laws for Wireless Communications Infrastructure (Effective July 1, 2017)

Ms. Robinson stated that what stuck out to her regarding the new regulations was that there could not be a CUP required for wireless service providers to have equipment installed on certain structures. She stated that the County nor the Broadband Authority fell within that definition so there was no immediate impact on the project. She stated that she would look more closely at the laws.

Mr. Hardy stated that Mr. Goodwin had responded that he did not think that the regulations greatly affected the County's project. Mr. Hardy stated that it was largely written for Department of Transportation but also included localities and public right-of-ways owned by localities. Mr. Hardy said he was unsure what areas in Louisa County that might include. He stated that there did not seem to be any requirements that the County had to do for people that applied. He stated that some regulations he thought would apply to the County were the limit of charges that could be charged for an application for co-location but that the limit was \$100 per site. He stated that the regulations allowed for applying for up to thirty-five (35) sites at once.

Ms. Robinson clarified that it was \$100 per the first five (5) sites and thirty-five (35) co-locaters on one application. She stated that the fee reduced to no more than \$50 per each additional site after the fifth site.

Further discussion regarding the new regulations ensued.

Ms. Robinson stated that once she was able to review the regulations in more detail, she would be able to summarize the impact that they would have on the Louisa County Broadband project. She said she would like to include the Department of Community Development in that exchange.

PUBLIC COMMENTS

There were none.

PUBLIC HEARINGS

There were none.

CHAIRMAN/GENERAL MANAGER’S REPORT

Ms. Johnson expressed that she was glad to put some deadlines in place to keep the process moving forward with the project.

CONSENT AGENDA

There was none.

APPROVAL OF THE BILLS

There were none.

CLOSED SESSION

There was none.

FINAL COMMENTS

There were none.

WEBSITE UPDATES

Mr. Hardy stated that he had posted the most recently approved minutes on the website and had started putting together an update but had not completed it. Ms. Johnson requested that the update be transferred to Mr. Hill for completion.

NEXT MEETING

The next Broadband Authority meeting will take place on Wednesday, September 6, 2017, at 7:00 pm.

ADJOURNMENT

On the motion of Mr. Hill, seconded by Mr. Wermter, which carried by a vote of 4-0, the Board voted to adjourn the August 2, 2017, regular meeting at approximately 7:58 p.m.

BY ORDER OF:

MARY JOHNSON, CHAIRMAN
BOARD OF DIRECTORS
LOUISA COUNTY BROADBAND AUTHORITY