

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

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

Absent: Mark Luttner

Others Present: Christian Goodwin, Interim County Administrator; Michael Lockaby, County Attorney; Bob Hardy, Information Technology Director, and Stephanie Koren, Board of Supervisors, Mineral District

CALL TO ORDER

Mr. Burruss called the July 1, 2014, regular meeting of the Broadband Authority (BBA) Board of Directors to order at approximately 7:04 p.m., which was followed by the Pledge of Allegiance.

NEW BUSINESS

Discussion Item – Request for Proposals (RFP) for Consulting Services

Mr. Lockaby indicated that staff thought it may be helpful for the BBA to hire an outside consultant to assist in the development of a business model, as well as potentially oversee additional projects that may be taken on by the BBA. Mr. Lockaby explained the RFP process, which would be required in order to do such. Mr. Burruss questioned how the BBA would fund a consultant. Mr. Goodwin noted that the Board of Supervisors approved funding to the BBA in the amount of \$100,000 for the initial study.

Discussion ensued amongst the BBA in regards to hiring a consultant versus a Director of Operations, along with the intent of the business model. After discussion, the BBA decided to continue the conversation as a group effort during a work session on Wednesday, July 16, 2014. It was also determined that Mr. Sullivan would begin drafting a statement of work for a RFP for consideration by the BBA.

Discussion Item – State Broadband Conference

A few of the BBA members that attended a Wireless Internet Service Providers of America (WISPA) conference provided a brief overview and their thoughts of the conference. The BBA discussed the possibility of joining WISPA and Mr. Hardy indicated that he would join the group as an individual for the BBA and provide information as it became available.

UNFINISHED BUSINESS

Action Item: Mission Statement

Mr. Burruss noted that a committee was assigned with the task of developing a mission statement and had provided a draft to the BBA for review. The only suggested change was to identify the Louisa County Broadband Authority as the “Authority.”

On the motion of Ms. Johnson, seconded by Mr. Duren, which carried by a vote of 6-0, the Board approved the following mission statement for the BBA:

The mission of the Louisa County Broadband Authority (“Authority”) is to ensure that affordable, high-speed broadband internet service is made available to citizens and businesses throughout Louisa County. The Authority will accomplish this mission by working with willing partners – public and private – to develop, establish, promote, encourage and monitor the growth of a broadband solution that is available to all county residents at reasonable rates. The Authority will remain technology and vendor-agnostic during the development of a county-wide broadband solution, and will remain dedicated to the ideal that affordable broadband service be available to all county residents without regard to geography or demographics.

Action Item: Public-Private Educational Facilities and Infrastructure Act of 2002 (PPEA) Guidelines

Mr. Lockaby reviewed the purpose of the PPEA guidelines and presented the draft copy to the BBA for consideration. Members of the BBA asked general questions for clarification purposes concerning the guidelines.

On the motion of Mr. Wermter, seconded by Mr. Hill, which carried by a vote of 6-0, the Board approved the PPEA Guidelines for the BBA.

Action/Discussion Item: Small Purchase Policy

Mr. Goodwin presented the small purchase procedure that had been provided for the BBA’s consideration and specifically reviewed the small purchase limits.

On the motion of Mr. Hill, seconded by Mr. Sullivan, which carried by a vote of 6-0, the Board approved the small purchase policy as presented.

PUBLIC COMMENT

Mr. Brian Gilbreth, owner of CVALink, addressed the BBA regarding prohibitive costs required in order to expand broadband within Louisa County, along with conflictive and discouraging information located within the Telecommunications Act and Zoning Ordinance.

Mr. Sam Smith, owner of iWISP, agreed with Mr. Gilbreth's comments and stated that the County's ordinances are prohibiting internet service to this area and they needed to be changed.

After discussion, the BBA decided to form a committee made up of Ms. Johnson as chairperson, along with Mr. Wermter and Mr. Duren to review the Ordinances and make suggestions for amendments to make it more advantageous for small carriers to be able to provide such services to residents and businesses in the County. The committee was directed to correspond via email and report back to the BBA at their next meeting.

CHAIRMAN/GENERAL MANAGER'S REPORT

Mr. Burruss commented that the webpage was up and thanked everyone for their undertaking the action items from the last meeting.

Mr. Burruss provided a recap of the meeting, including items to be discussed during the next meeting, which was scheduled for Wednesday, July 16, 2014, at 7:00 p.m. in the Louisa County Office Building.

APPROVAL OF MINUTES

June 11, 2014

On the motion of Mr. Hill, seconded by Ms. Johnson, which carried by a vote of 6-0, the Board approved the minutes of the June 11, 2014, meeting.

Mr. Hardy commented that he thought it would be helpful to have the draft minutes posted on the website for information to the public. After discussion, it was determined that the Clerk would send the transcribed minutes to the BBA via email for review and comments and after three (3) days, the minutes would be posted on the website with a DRAFT watermark. The minutes would still require approval at the next meeting.

CLOSED SESSION

The BBA determined that a closed session to discuss business models as presented on the agenda was not necessary for this meeting.

ADJOURNMENT

On the motion of Mr. Duren, seconded by Mr. Wermter, which carried by a vote of 6-0, the Board voted to adjourn the July 1, 2014, meeting at approximately 7:57 p.m.

BY ORDER OF:

MELVIN BURRUSS, CHAIRMAN
BOARD OF DIRECTORS
LOUISA COUNTY BROADBAND AUTHORITY