

**LOUISA COUNTY BROADBAND AUTHORITY  
BOARD OF DIRECTORS  
LOUISA COUNTY OFFICE BUILDING  
1 WOOLFOLK AVENUE  
LOUISA, VIRGINIA  
May 4, 2016 7:00 P.M.**

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Present: Melvin Burruss, Bernie Hill, Mary Johnson, Garth Wermter, Mark Lutner, and Brian Sullivan

Absent: Steve Duren

Others Present: Christian Goodwin, County Administrator; Christy Monolo, Assistant County Attorney; Stephanie Koren, Mineral District Supervisor (arrived at 7:15 pm)

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**CALL TO ORDER**

Mr. Burruss called the May 4, 2016 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**

Mr. Burruss requested to add two items to the agenda: elections and a resolution encouraging broadband activity in the county. On the motion of Mr. Hill, seconded by Mr. Wermter, which carried by a vote of 6-0, the Board voted to modify the May 4, 2016, agenda.

**APPROVAL OF MINUTES**

**April 6, 2016**

On the motion of Ms. Johnson, seconded by Mr. Wermter, which carried by a vote 6-0, the Authority approved the April 6, 2016, minutes.

**NEW BUSINESS**

**Elections- Status of Bylaws**

Mr. Burruss asked Ms. Monolo about the elections and status of the bylaws. She stated that no changes have been made to the bylaws and under current bylaws, elections should be held in June, when the first organizational meeting of the bylaws is.

Mr. Burruss stated that individuals should begin to consider which positions they would like to

serve in since all four officers' terms would be expiring soon.

There was discussion on a resolution being sent to the Board of Supervisors, asking them to encourage developers to invest in Broadband infrastructure as part of their proposed development efforts. Mr. Goodwin stated that it would likely not be a part of the County Code of Ordinances but rather asked the Board to assess the availability and developer commitment to putting infrastructure in place for future developments. This would be encouragement to use in the process of conditions for proffers. It would certainly be formal communication from the Broadband Authority. If the resolution was made part of the zoning ordinance, it would officially be part of the function.

It was stated that the staff (Mr. Goodwin and Mr. Hardy) would develop a resolution for consideration.

## **UNFINISHED BUSINESS**

### **Discussion – Update on the RFP**

Mr. Hill stated that the RFP was issued on schedule and due on May 10, 2016. Ten firms attended the voluntary pre-proposal conference. He stated that there were quite a few questions which Sam Massie answered through writing as part of Addendum 1. Most questions were focused on the procedural aspect and the construction components and prices. It was requested that the firms give a written assumption when providing an answer. There were several questions that mentioned that the costs were understated.

There was discussion on whether or not there was any indication that firms would submit applications. There was no indication.

Mr. Sullivan asked whether there was a new evaluation process. Mr. Hill stated that the assessments would be based on the evaluation criteria already stated in the RFP. The assessments would be recommended to the Authority by Mr. Hill and Mr. Wermter.

Mr. Wermter stated that it was a fairly complex RFP.

Mr. Burruss stated that tentatively, the target date for full Board approval would be June 1, 2016. If not, the date would be in the middle of June.

There was no further discussion.

### **Update on Finances- Mr. Sullivan and Mr. Goodwin**

Mr. Goodwin stated that at the end of last year, the carry-over was approximately \$55,000 which was added to this year's budget of \$1.095 million for infrastructure development for a total of \$1.145 million unencumbered outstanding balance. This included the current PO for Design 9 that is for \$5,000 of which \$2,122.34 was paid to date. The remaining balance was \$2, 877.66.

Mr. Goodwin stated that there are no outstanding invoices at this time.

### **Update on the School District Cable**

Mr. Hardy was not present. Mr. Goodwin stated that he had spoken with Mr. Hardy briefly and that there was no update available that this time. The school staff was reluctant to discuss any details until they had relayed information to their school board.

### **Board of Supervisors Report/ Update**

Ms. Koren stated there were no updates. The budget was approved.

Mr. Burruss asked Ms. Koren what her take was on the proposed resolution to be brought before the Board of Supervisors. She stated that she supported it. She also stated that if and when VDOT makes alternations to the Rt. 208 corridor to put in fiber on Rt. 208.

### **Discussion-Public Relations Committee**

Mr. Burruss asked if any more thought had been put into the Public Relations Committee and who would like to be on it. Ms. Johnson emphasized the importance of staying ahead and get the information to the public in a timely manner.

Mr. Wermter asked what kind of County staff support there was. He emphasized the importance of having a consistent interface which requires the assistance of County staff.

Mr. Sullivan stated that it is important that these responsibilities need to be internal rather than relying on the County Administrator and his staff.

Ms. Johnson suggested formulating a schedule with Mr. Burruss, Mr. Wermter, Mr. Goodwin, and county staff for the upcoming meeting in June. Mr. Burruss emphasized not being too ambitious with the updates and the amount that can be handled on a regular basis.

Mr. Sullivan also stated that there should be a sub-committee (two-person) for WISP. He mentioned that someone needed to start recruiting and assessing WISPs to bring into the County. His statement was supported and it was stated that Mr. Sullivan and Mr. Duren would communicate further on this topic.

There were no further comments.

### **PUBLIC COMMENTS**

There were none.

**PUBLIC HEARINGS**

There were none.

**CHAIRMAN'S REPORT**

Mr. Burruss thanked Mr. Goodwin for doing the press release.

**WEBSITE UPDATES**

It was noted that there had been updates to the website with the addition of the RFP and the addendum.

**FINAL COMMENTS**

There were no comments.

**NEXT MEETING**

The next Broadband Authority meeting will take place on Wednesday, June 1, 2016, at 7:00 pm.

**ADJOURNMENT**

On the motion of Mr. Wermter, seconded by Mr. Hill, which carried by a vote of 6-0, the Board voted to adjourn the May 4, 2016, work session at approximately 7:40 p.m.

BY ORDER OF:

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MELVIN BURRUSS, CHAIRMAN  
BOARD OF DIRECTORS  
LOUISA COUNTY BROADBAND AUTHORITY