

**LOUISA COUNTY BROADBAND AUTHORITY
BOARD OF DIRECTORS
LOUISA COUNTY OFFICE BUILDING
1 WOOLFOLK AVENUE
LOUISA, VIRGINIA
April 6, 2016 7:00 P.M.**

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

Absent: Mark Lutner and Brian Sullivan

Others Present: Bob Hardy, Information Technology Director; Stephanie Koren, Board of Supervisors, Mineral District; and Christy Monolo, Assistant County Attorney

CALL TO ORDER

Mr. Burruss called the April 6, 2016 regular meeting of the Broadband Authority (BBA) Board of Directors to order at 7:02 p.m.

Mr. Burruss led the Pledge of Allegiance.

ADOPTION OF THE AGENDA

On the motion of Mr. Wermter, seconded by Ms. Johnson, which carried by a vote of 5-0, the Board approved the April 6, 2016, agenda. There were no changes.

APPROVAL OF MINUTES

March 2, 2016

Mr. Hill noted a grammatical correction on page three. On the motion of Mr. Hill, seconded by Mr. Duren, which carried by a vote 3-0-2, with Mr. Wermter and Ms. Johnson abstaining, the Authority approved the March 2, 2016, minutes as amended.

NEW BUSINESS

Action Item- RFP Wireless Broadband Towers

Mr. Hill mentioned a handout that he had been working on which was passed out. There were some changes made to the verbiage from current packet as opposed to the one that was sent out in the middle of March. Under the network operations section, it was pointed out that the beginning of operations period should be edited to say “begin after we accept the construction and could be renewed for up to five years”.

Mr. Hardy raised the question about if operation should wait until all end towers are together.

Mr. Hill answered that it would be asked in the RFP in regards to how to define the plan to do it.

The other change was in Section 3.B., to request a hard copy as well as a pdf version that could be sent via USB flash drive, CD-ROM, or DVD but *not* via email.

Mr. Lutner proposed moving the five points in the second criteria under proposal evaluation criteria to the last section, making a total of ten points.

Mr. Hardy recommended making one grammatical change in regards to the wording of policy. Ms. Monolo stated that the Procurement office could reject any and all proposals if they are not complete.

Ms. Johnson stated that the pages just needed to be amended and sent to the Procurement Office.

On the motion of Mr. Duren, seconded by Mr. Hill, which carried by a vote of 5-0, the Authority approved to accept the proposal for Wireless Network Infrastructure and ongoing Network Operations as amended by the changes from Mr. Hill.

UNFINISHED BUSINESS

Discussion – Results on Meeting with Nelson County

Ms. Monolo spoke about the comparison between the Wireless tower project in Nelson County compared with Louisa County's project. The Authority in Nelson County emphasized the importance of public relations. They advised to consider letting people know what the Authority is and is not doing currently. For a steady source of revenue, Nelson County has allowed cell companies on their towers. They have one ISP for two of those towers. The other takeaway point was that recruiting ISPs should be emphasized rather than assuming that they will automatically come.

Mr. Hardy brought up the point of technical education as to how many wireless providers can be put on a tower. He stated that it is fortunate to get just two providers on the towers so as they don't bleed over onto other frequencies. He spoke more in depth about the technicalities and the importance that the Board is educated on these technicalities.

Mr. Hardy encouraged stipulating that there be a wireless access point on the tower, typically the first person. Anytime that there is an aerial resource, one must stipulate that they are serving customers. He also advised putting a public safety and public access point on the towers. Mr. Hill said that one could use a low spot on the tower for local use. In case of emergency, local EMS could still get access to their data terminals if close to an access point.

Mr. Burruss raised the question as to what kind of policy for management of the polls should be in place.

Mr. Hardy advised letting the first offer get access to the tower. Mr. Hill said that first order of business should be to form a committee that handles this situation.

Ms. Johnson raised the question about whether the Authority could structurally allow cell services to come in and use the towers as a source of revenue.

Mr. Burruss stated that the RFP had been passed.

Ms. Johnson- Update to Negotiate Space on Towers

There was no update at this time from Ms. Johnson.

Mr. Burruss raised the question as to whether there needed to be a structural analysis done on the second tower.

Mr. Hardy said there had not been one to date. He then discussed the physical structure of running cables and the weight of it on the tower. Further discussion ensued.

Ms. Johnson asked about the budget and how much of the allocated budget had been spent. It was stated that there should be a Budget Update added to the agenda for the upcoming meeting.

There was no further discussion.

Update on the School District

Mr. Hardy stated that the School District had issued RFPs and is reviewing them now. He stated that the bids vary in price. In addition, the bids are for providing existing fiber service, laying fiber for the school district, as well as laying fiber and lighting it up for the school district. All bids end up going to the SLC for the funding to get approved.

Mr. Burruss asked that Mr. Hardy update the Authority at the upcoming meeting.

Ms. Johnson asked how long this would be advertised. It was stated to be about six weeks.

PUBLIC COMMENT

There were no comments at this time.

CHAIRMAN'S REPORT

The report had already been incorporated into the discussion portion of the meeting.

A question was raised as to who advertises the press releases. Mr. Hardy said that the RFPs will be posted on EVA (Electronic Virginia).

Ms. Johnson asked about how to start strategizing on how to educate the public on the project. It was stated that there is a need for someone to outline and to be a layman's person.

Mr. Hill suggested that a two-person PR committee be formed. It was stated that this be tabled until the following meeting.

Mr. Burruss asked Mr. Hardy to be the Technical Advisor and overseer of the project moving forward.

WEBSITE UPDATES

It was stated that the mobile websites be updated to reflect the RFPs posting.

FINAL COMMENTS

It was stated that the Authority members for Nelson County were the Board of Supervisors. It was stated that Alex Dixon be notified of the publication for the RFPs.

NEXT MEETING

The next Broadband Authority meeting will take place on Wednesday, May 4, 2016, at 7:00 pm.

ADJOURNMENT

On the motion of Mr. Wermter, seconded by Ms. Johnson, which carried by a vote of 5-0, the Board voted to adjourn the April 6, 2016, work session at approximately 7:45 p.m.

BY ORDER OF:

MELVIN BURRUSS, CHAIRMAN
BOARD OF DIRECTORS
LOUISA COUNTY BROADBAND AUTHORITY