

**LOUISA COUNTY BROADBAND AUTHORITY  
BOARD OF DIRECTORS  
LOUISA COUNTY OFFICE BUILDING  
1 WOOLFOLK AVENUE  
LOUISA, VIRGINIA  
March 2, 2016 7:00 P.M.**

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Present: Melvin Burruss, Bernie Hill, Steve Duren, Mark Lutner, and Brian Sullivan (arrived at 7:50 pm)

Absent: Garth Wermter, and Mary Johnson

Others Present: Bob Hardy, Information Technology Director; Stephanie Koren, Board of Supervisors, Mineral District (arrived at 7:45 pm); Fitzgerald Barnes, Board of Supervisors, Patrick Henry District (arrived at 7:30 pm); and Christy Monolo, Assistant County Attorney

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**CALL TO ORDER**

Mr. Burruss called the March 2, 2016 regular meeting of the Broadband Authority (BBA) Board of Directors to order at 7:01 p.m.

Mr. Burruss led the Pledge of Allegiance.

**ADOPTION OF THE AGENDA**

On the motion of Mr. Hill, seconded by Mr. Lutner, which carried by a vote of 4-0, the Board approved the February 3, 2016, agenda. There were no changes.

**APPROVAL OF MINUTES**

**November 18, 2015, Worksession**

On the motion of Mr. Lutner, seconded by Mr. Hill, which carried by a vote 4-0, the Authority approved the November 18, 2015, minutes as amended.

**February 3, 2016**

On the motion of Mr. Lutner, seconded by Mr. Hill, which carried by a vote 4-0, the Authority approve the February 3, 2016, minutes as amended.

**NEW BUSINESS**

**Request for an RFP for Project Manager**

Mr. Wermter discussed language used in the RFP outline and the possibility of duplication and

inconsistency. He requested ideas to be submitted to him by BBA members, as he planned to finalize the RFP on the upcoming Saturday or Sunday and to speak with Lori Lyons on Monday or Tuesday of the following week.

There was further discussion about the color coding, formatting, and language issues with the RFP. Mr. Wermster mentioned including language that states holding the firm accountable for design, work and milestones along the way.

In addition Mr. Hardy mentioned changing several words such as “build”, “bid”, and getting a separate bids for the radios and ongoing network operations. He also stated that some of the specifications for the performance milestones were too detailed for the RFP.

It was stated that activities should not be considered to be milestones.

Discussion ensued among the Authority about whether or not to make the meeting for the proposal mandatory in order to address questions in person rather than in writing. Mr. Hardy proposed writing addendums and requiring contractors to sign within thirty days, stating that they had read all addendums.

Mr. Burruss asked who would be taking and answering the questions. Mr. Lutner stated that he would take care of answering the questions.

Mr. Duren stated that the LCBBA wanted a minimum of ten towers with the possibility for several more.

Mr. Hardy also made the suggestion to change the height of the towers from limiting them at 180’ and expanding them if need be.

## **OLD BUSINESS**

### **Discussion – Update on Towers**

Ms. Lori Lyons had not spoken with the tower owners at this time.

### **Update on RFP for Tower Construction Services-**

Mr. Hill discussed providing wireless broadband services under state contracts. VIDA initiated the contract which should have provided statewide coverage, however it was stated that the details were not there yet.

## **PUBLIC COMMENT**

There were no comments at this time.

## **CHAIRMAN’S REPORT**

There was no report at this time.

**WEBSITE UPDATES**

Mr. Hardy mentioned that he would update the two new sets of minutes.

**FINAL COMMENTS**

Mr. Barnes proposed putting a projected timeline online for citizens that were interested in the project. Mr. Sullivan asked if the County could lease draft RFPs. It was stated that the LCBBA had the ability to change anything; it is all negotiable. If it is official, it takes the form of an addendum.

**NEXT MEETING**

The next Broadband Authority meeting will take place on Thursday, April 6, 2016, at 7:00 pm.

**ADJOURNMENT**

On the motion of Mr. Hill, seconded by Mr. Sullivan, which carried by a vote of 5-0, the Board voted to adjourn the March 2, 2016, work session at approximately 8:15 p.m.

BY ORDER OF:

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MELVIN BURRUSS, CHAIRMAN  
BOARD OF DIRECTORS  
LOUISA COUNTY BROADBAND AUTHORITY