

**LOUISA COUNTY BROADBAND AUTHORITY  
BOARD OF DIRECTORS  
LOUISA COUNTY OFFICE BUILDING  
1 WOOLFOLK AVENUE  
LOUISA, VIRGINIA  
FEBRUARY 3, 2016 7:00 P.M.**

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

Absent: Brian Sullivan

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

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**CALL TO ORDER**

Mr. Burruss called the February 3, 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 AND AMENDMENT OF THE AGENDA**

On the motion of Mr. Wermter, seconded by Mr. Hill, which carried by a vote of 6-0, the Board approved the January 20, 2016, agenda as amended with the following changes:

- Update on the Design Nine Contract

**APPROVAL OF MINUTES**

**November 4, 2015**

On the motion of Mr. Wermter, seconded by Ms. Johnson, which carried by a vote 6-0, the Authority approved the November 4, 2015, minutes as amended.

**January 20, 2016**

On the motion of Mr. Wermter, seconded by Ms. Johnson, which carried by a vote 6-0, the Authority approve the January 20, 2016, minutes as amended.

**NEW BUSINESS**

**Approval of Design Nine Phase 1 – Work and Contract Renewal**

Ms. Monolo stated that the Design Nine contract expired on January 7, 2016. There could be one more six month renewal which would expire July 7, 2016. Therefore there would need to be an RFP for the specific services needed. Mr. Wermter stated that he was more in favor of creating an RFP for full project management.

On the motion of Mr. Wermter, seconded by Mr. Hill, which carried by a vote 6-0, the Authority approved to extend the terms of the contract on an as directed basis through July 7, 2016.

### **Review of Project Scope of Work**

Discussion ensued among the Authority regarding the project scope of work. There was a concern about the proposal in the contract stating that the BBA would need assistance in the sighting decisions and the question was raised as to who would be responsible for that sort of assistance.

Ms. Koren stated that she met with George Condaleeze who has been tasked with making a propagation map with towers that are over 70' and thought it would be helpful to work alongside Design Nine. She also mentioned that Mr. Condaleeze is providing a map of all towers of 2.4 and 5.8 gigahertz.

Ms. Koren mentioned that Twin Oaks also offered a three acre parcel to put a tower on Old Mountain Road.

### **Project Scope of Work from Mr. Wermter and Mr. Hill**

Design Nine provided a list of tasks in response to what is required to make the towers operational. Mr. Hill believed the list to be fairly complete although Design Nine did not list who would be responsible for each particular task. Mr. Hill added to the document and stated that instead of paying monthly, they would look at performance milestones and pay accordingly in that way.

Mr. Hill stated that he believes there needed to be a detailed project schedule so that it can be monitored.

Mr. Wermter, Mr. Hill, and Mr. Hardy talked about the importance of creating an RFP by April at the latest.

Mr. Barnes mentioned that he would like the project manager to be independent from the construction group.

Mr. Hill asked if there were county practices in place that dictated what needed to be followed. Mr. Hardy answered that the county allows for both professional and non-professional contracts.

Ms. Johnson asked whether Louisa County Procurement required taking the lowest bidder. It was stated that that was not required.

Mr. Hardy indicated that the next step should be choosing a project manager who would have an option of bidding on turn-key projects. There would be two options as follows:

1. project manager and design
2. project manager, design, and build

Ms. Monolo addressed additional requirement that must be in writing, and that the design build would be more advantageous to the County than a competitive seal bid for the construction part of the contract. She stated that prior to making a determination on using design build for a specific construction project, there would need to be a professional engineer or architect to look at the project before moving forward.

Mr. Burruss tasked Mr. Hill, Mr. Hardy, and Mr. Wermter to come up with an RFP for the project manager and design by the next meeting date as well as the following meeting.

On the motion of Ms. Johnson, seconded by Mr. Wermter, which carried by a vote of 6-0, the Authority agreed to develop a draft of an RFP for project management and design as well as project management supervision of the entire construction. The document would be submitted by April 6, 2016 for approval.

## **OLD BUSINESS**

### **Discussion – Update on Tower Review & Management**

Ms. Johnson stated that she would schedule a meeting with Community Development Director, Allyson Finchum, to discuss the consistency in the Comp Plan for the Telecommunications master plan.

Mr. Duren stated there was no new business on the towers. The GIF document was used to verify existing towers and was already in the system.

Ms. Johnson advised going to the tower owners and asking them to review their conditional use permits. If the purposes were for just EMS, then she advised asking them to revise their conditional use permit in order for Louisa County to occupy or control that area on their tower. The purpose would be for the BBA to have some control over the space.

Mr. Hardy brought up the importance of understanding the technical concepts of wireless and broadband on towers. He mentioned considering several gentlemen to come in and speak on the subject. Further discussion regarding the issue ensued among the members.

## **PUBLIC COMMENT**

There were no comments at this time.

## **CHAIRMAN'S REPORT**

Mr. Burruss mentioned to Mr. Hill that he would like to get the bylaws secured because elections were coming up. There was further discussion on the month in which elections should take place.

**WEBSITE UPDATES**

Mr. Hardy mentioned that he would update the amended minutes.

**NEXT MEETING**

The next Broadband Authority meeting will take place on Thursday, March 10, 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 February 3, 2016, work session at approximately 8:25 p.m.

BY ORDER OF:

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MELVIN BURRUSS, CHAIRMAN  
BOARD OF DIRECTORS  
LOUISA COUNTY BROADBAND AUTHORITY