

**LOUISA COUNTY BROADBAND AUTHORITY
LOUISA COUNTY OFFICE BUILDING
1 WOOLFOLK AVENUE
LOUISA, VIRGINIA
August 1, 2018 7:00 P.M.**

Present: Mary Johnson, Jeffrey Zivick, Melvin Burruss, Bernie Hill, and Timothy Layne, Mark Luttner, Ed Jarvis, Duane Adams, Jim Ogg (non-voting)

Absent: Tommy Barlow, Mountain Road District

Others Present: Bob Hardy, Louisa County Information Technology Director, Dr. Andrew Cohill, Mark Bowles

CALL TO ORDER

Ms. Johnson called the August 1, 2018, regular meeting of the Broadband Authority (BBA) Board of Directors to order at 7:00 p.m.

Ms. Johnson led the Pledge of Allegiance.

ADOPTION OF THE AGENDA

Mr. Hill stated under New Business he would like to add discussion on Schedule of Values and requested a changed to Mountain Valley's Tower Services.

On the motion of Mr. Hill, seconded by Mr. Jarvis, which carried by a vote of 5-0, the Authority voted to approve the Adoption of the Agenda.

APPROVAL OF THE MINUTES

On the motion of Mr. Jarvis, seconded by Mr. Hill, which carried by a vote of 5-0, the Authority voted to approve the July 5, 2018, regular meeting minutes as amended.

PUBLIC COMMENT

There was none.

NEW BUSINESS

Discussion – FCC Report:

Mr. Ogg asked if this was an order or a report.

Mr. Hardy said it's a report on what FCC has to offer.

Dr. Cohill stated he was asked to give an overview on FCC Grant opportunities.

Dr. Cohill went on to say that Community Connect Grants are very competitive and can go up to three million dollars so by having an operating network and a track record of planning and building in the Community Connect pile the County would be placed near the top. Dr. Cohill mentioned some of the FCC's money requires you to be an ETC (eligible telecommunications carrier) and how that should be something the Authority should consider applying for. Dr. Cohill stated Virginia is increasing the amount of money they are going to make available through VATI (Virginia Telecommunications Initiative) for a wider range of entities to apply for these funds. Dr. Cohill added if the Authority qualifies for ETC status then they will qualify for VATI funds.

Ms. Johnson asked Dr. Cohill how to qualify for an ETC.

Dr. Cohill stated he will research more on the qualifications for an ETC status.

Questions and comments were addressed by the Authority regarding the FCC report.

Mr. Burruss said being that they are not considered a rural county and asked how should the Authority apply for funding of rural destinations the state of Virginia is looking to give money to.

Dr. Cohill stated most of the federal funds are based on a National Broadband Map which the FCC has said they have corrected.

Discussion ensued on the FCC report; funds and restrictions to qualifying.

Discussion – Schedule of Values:

Mr. Hill went over the Schedule of Values with the Authority. He stated Mountain Valley's contract stipulates they must first submit a Schedule of Values approved by the Authority before an invoice is submitted for payment.

Questions and comments were addressed by the Authority regarding Mr. Hill's hand out on the Schedule of Values.

Ms. Johnson mention they were procedurally trying to establish a protocol on how to handle payment of invoices. Ms. Johnson stated she believes everything is in order and asked if anyone else had any objections to the procedure. There were none.

Mr. Hill mentioned that Moss-Nuckols' amount is less than Jouett Elementary and LCHS.

Ms. Johnson said looking at the invoices, everything is broken down for LCHS and is much easier to understand. Ms. Johnson stated as each thing is completed and approved by Wide-Open will make it a lot easier for everyone to understand and follow the process.

Ms. Johnson asked Mr. Hardy when the next check cycle is.

Mr. Hardy stated the next cycle is the Monday before the Board of Supervisors meeting.

Ms. Johnson mentioned the Board of Supervisors meet the 1st and 3rd Monday of the month, with the exception of July and August. Ms. Johnson stated being that the Authority meets on the 1st Wednesday of every month, if something needs to be approved by the Board then the Board can approve/discuss this at their second meeting.

Mr. Adams asked if the Authority wants invoices submitted once a month to the County.

Mr. Hill suggested the invoices be submitted more frequent than that.

Mr. Adams went over the check run process for the County and said he does not see a reason why a private contractor would need to wait for payment paid.

Mr. Hill agreed with Mr. Adams comment.

Mr. Adams and the Authority expressed how pleased they are with the Schedule of Values report.

On the motion of Mr. Burruss, seconded by Mr. Layne, which carried by a vote of 5-0, the Authority voted to approve the current Schedule of Values.

Mountain Valley's Tower Services/ Change Order:

Dr. Cohill noted a very large tree was discovered when in the process of placing one of the anchors at the Moss-Nuckols site. He stated the tree was not identified in the original footprint of the tower so a small change order will need to be made to have the tree removed. Dr. Cohill added the limbs will need to be chipped and the logs will be left on site, per the School's request.

Ms. Johnson asked for the amount of the change order.

Dr. Cohill stated the amount is \$3,810.00.

Mr. Burruss asked why the School wants the logs to stay on the property.

Dr. Cohill responded they do not have anyone interested in buying the logs.

Mr. Adams asked for the cost of the entire project at the Moss-Nuckols site.

Mr. Hill stated roughly \$101,000.00.

Mr. Adams asked about the additional bill for the tree and how did Mountain Valley not see this

tree during the initial site evaluation.

Dr. Cohill said some of the anchors had to be moved which varied from the original site plan.

Mr. Adams asked if the site location was moved before or after the bid was submitted.

Dr. Cohill stated it was after Mountain Valley was engaged in the project. He said a septic line was discovered, which caused the anchor points to be moved slightly.

Discussion ensued on the movement of the anchors.

Mr. Adams suggested Dr. Cohill give the bill for the removal of the tree to his sub-contractor and have them pay for the tree removal.

Dr. Cohill said he will do so.

Ms. Johnson stated moving forward, the site plan for Trevilians, Dr. Cohill will make sure the property corners are located, marked, and accurately shown on the site plan prior to being submitted.

Mr. Hill asked if the request for the change order has been withdrawn.

Ms. Johnson confirmed with Dr. Cohill that he will be taking care of the change order request.

Dr. Cohill confirmed.

UNFINISHED BUSINESS:

Discussion – LCHS, Jouett Elementary School, and Moss-Nuckols Elementary School Tower Construction

Mr. Bowles, Mountain Valley Representative, stated LCHS has its foundation and electrical work put in, which is reflected in the status report. He noted there was a manufacture error in the steel found on-site and the manufacturer has acknowledge the mistake and new steel has been sent out. The current plan for LCHS is to advance construction on Wednesday of next week and equipment cabinets for all three sites are scheduled to be deliver on August 7th.

Ms. Johnson asked Mr. Bowles if he foresees any other challenges besides weather for the sites.

Mr. Bowles said he does not foresee any challenges ahead besides the weather.

Mr. Bowles stated the foundation is ready to be poured at Jouett Elementary. He added they have been working around the rain but were able to get the propane, generator, and the equipment pad installed along with the interconnect condo and grounding.

Ms. Johnson asked if any geotechnical studies were done on the sites.

Mr. Bowles said they have been done, and will send copies to the Authority.

Mr. Bowles stated the foundation work for the Moss-Nuckols site has been postponed the last couple of weeks due to the rain. Mr. Bowles noted the tree needs to come down fairly soon because it affects safety and is causing a delay in progress.

Mr. Adams asked who did the bid for the tree removal.

Mr. Bowles stated Williams Brothers.

Discussion – Proposed Towers

Trevilians Elementary School

Ms. Johnson stated a Neighborhood Meeting was held and the Planning Commission meeting and is scheduled for August 9, 2018.

Ms. Johnson asked if Dr. Cohill had anything else to add besides what was reflected in the status report.

Dr. Cohill said he did not.

Ms. Johnson said this tower will go before the Board of Supervisors for approval at their September 4th meeting if there is enough room on their Agenda. Ms. Johnson also said she is assuming the site plans are being worked on and will be ready for the Board's approval in September.

Holly Grove Site

Ms. Johnson stated they have been playing telephone tag with the Landowner on this site, and that it is possibly time to seek other properties in the Holly Grove area.

Mr. Hill recommended to put an advertisement in the newspaper indicating we need a no cost site in the Holly Grove area.

Mr. Adams asked if the police attachment is a suitable location. Deputies swap their personal vehicles for their police vehicles and vice versa. Mr. Adams asked if we have looked into this location.

Mr. Hardy said this is a suitable location and it's in the vicinity of all four of the areas they have been looking into for the site. He added that both Governors have said they will make state equipment available for the Broadband Authority.

Mr. Adams recommended advertising from Mr. Layne's Facebook page that the Authority is looking for a no cost lease agreement for an internet tower.

Ms. Johnson asked Mr. Hill if he could look into publicizing a no cost solution.

Mr. Hill confirmed.

Buckner Bypass Park

Ms. Johnson stated one RFP for the Buckner Bypass Park is in legal for review and will be released soon. She said there will be an RFP sent out to solicit a cell phone company and to enter into a public/private partnership or a tower company they can exchange benefits from. Ms. Johnson said this RFP is to be released possibly by the end of this week.

Discussion – Co-location of Louisa County EMS Radio Towers

Ms. Johnson stated the applications are going to the Board of Supervisors for review. Ms. Johnson noted once a Conditional Use Permit is approved then the Authority will have to file for a Co-location application.

Mr. Hardy stated this item is on the Agenda for Monday's Board of Supervisors meeting. Mr. Hardy said he has asked Community Development about the Co-location process, however, it was not clearly defined on what that was going to be. Mr. Hardy mentioned he had heard the CUP would be for a tower that can handle up to four carriers on it.

Mr. Ogg asked if the Authority can be considered a carrier.

Ms. Johnson said yes, and Dr. Cohill will submit the application.

Mr. Hardy stated the Tower from the original design from the RFP shows the tower behind the County Building as a hub for backhaul radios. Mr. Hardy said the issue is applying for co-location for three more antennas and radios going from LCHS to the towers behind the building then the same thing for Moss-Nuckols and Trevilians. He said the County had a structural analysis done on the tower and it can't handle the three antennas and radios. He said he has been in communication with American Tower to co-locate, and there is a \$289 fee and a \$389 fee involved. He said it is likely the county can get on American Tower which seems to be a better deal. Mr. Hardy stated the elevation may have to be adjusted slightly for one of the radios.

Ms. Johnson asked if there is a cost for this.

Mr. Hardy stated there is a possibly of a cost associated with it.

Discussion ensued on the extra cost on the Tower and what is included in the cost.

Discussion – Systems Operations (Towers, Backhaul, and Fiber)

Mr. Hardy stated the Board of Supervisors approved assigning the responsibility for operation of the fiber and wireless backbone infrastructure to the County's and Schools' IT Department. Mr. Hardy stated the fiber at the schools are being installed, and School Bus Road has been

completed. Mr. Hardy stated he has met with the Louisa Town Mayor and discussed the path of how they will get through the Town of Louisa and the route to connect to other buildings with the fiber. Mr. Hardy stated on Route 33 from Thomas Jefferson to Jouett is prescriptive easement for the VDOT road way. Mr. Hardy said the Schools and the County are now faced with acquiring easements.

Mr. Burruss asked if they are in the phase where they can start to hook-up to the residences.

Mr. Hardy stated they have not reached that phase yet. Mr. Hardy mentioned the Authority may want to discuss proposals to the Board of Supervisors on how the Authority can make use of the fiber through an ISP.

Questions and comments ensued on installing the fiber and the easements.

Discussion – System-wide Lease RFP

Mr. Hardy stated the Authority still needs a signed contract. He added there was a small change which was discussed in the Selection Committee with negotiations with SCS. Mr. Hardy said they are ready to sign the contract once it goes through legal one more time.

Mr. Hardy mentioned there is a check ready to go in the approval of bills that include the charges to the electric companies to provide service to the H frames and generators on site. Mr. Hardy stated CVEC requires Mountain Valley to dig a trench, then CVEC will come along with a contractor and puts in the cable and Mountain Valley will cover it up.

Ms. Johnson asked if Mr. Hardy was our liaison for speaking with SCS and keeping them informed.

Mr. Hardy confirmed he is.

Mr. Adams stated it would be nice for them to start attending the meetings once the contract is signed.

PUBLIC COMMENTS

Mr. Sandy Voellinger, Jackson District, stated one of the things he is lacking as a resident is what the actual plan is for a value proposition, when he will start to receive service and what service can he receive so he can continue to evaluate his options. Mr. Voellinger said he is in a current phase where he is not able to work from home and is currently commuting to D.C., Fredericksburg, Charlottesville, and Richmond to find good Wi- Fi. Mr. Voellinger wants a better understanding of the communication plan for residents to better understand:

- Investments as taxpayer and how it is going to benefit us in the long run
- The timeline of how long this will take

Ms. Johnson said they are rapidly approaching the point where a lot of this is up to the Anchor Tenant and the product they will be proposing to the citizens of Louisa County.

Mr. Voellinger briefly elaborated on his conversations with Clayton a representative with SCS.

Mr. Hardy stated Mr. Clay Stewart is the Operating Officer with SCS, and they have been working hard on their website and providing information and timelines on the towers. Mr. Hardy mentioned they have a schedule of when they are going to switch over to LTE, which they plan on doing soon.

Mr. Voellinger asked what the difference between LTE and Wisp is. Mr. Voellinger also stressed on how the Authority can better inform citizens on information about the Towers.

Ms. Johnson said the Authority has been struggling with getting their message out and do not think they can fully answer Mr. Voellinger's questions yet.

Mr. Burruss stated we are getting to the point where there should be a Marketing Plan.

Mr. Luttner said with the Comprehensive Plan under revision there should be no reason why an appendix with a strategy of formulation should be included

Ms. Johnson said nobody on this Authority is a marketing expert which creates a challenge in publicizing the broadband project.

Discussion ensued regarding the Marketing Plan.

Mr. Justin Raminburg(SP), Jackson District, asked questions regarding SCS's contracted bid and pricing for plans. He asked for the Authority to provide an accurate pricing for the plans.

Mr. Hardy stated the prices listed is what they charge all their customers, but the difference is the speed of the internet service with LTE being the fastest of the different plans.

Mr. Raminburg asked if the Authority had a timeframe of when the Jouett Tower would be ready.

Mr. Hardy stated the Jouett Tower should be ready by the end of August to start putting the equipment in.

Mr. Raminburg asked how long does it take for the equipment to be put in.

Mr. Hardy replied the contract with the Anchor Tenant states two months.

CHAIRMAN/GENERAL MANAGER'S REPORT

None

DIRECTOR AND LIAISON REPORTS

None

CONSENT AGENDA

Mr. Adams referred to an item scheduled to be placed on the August 6th agenda regarding the supplemental appropriation in the amount of \$30,000 (\$20,000 for utilities and \$10,000 for consultation fees) for the Broadband Authority and asked what it was being used for.

Mr. Hardy stated they are investing in a million dollar infrastructure that needs to be operated by someone. He said the Authority has given the responsibility to the County's IT Department and the School and there are things these departments need to operate a wireless network. Mr. Hardy stated there needs to be someone with technical expertise to operate this network and the fiber network.

Mr. Adams asked how long the \$10,000 will pay out.

Mr. Hardy stated he was unsure on how long, but he knows it is a down payment.

Questions and comments were addressed regarding the \$10,000 consultation fees.

APPROVAL OF THE BILLS

Mr. Hardy said they have been asked several times for financial accounting and where the Authority stands on this project and the CIP budget. Mr. Hardy stated he has done three different ways of looking at the numbers – 1) a history of what has been allocated by the Board of Supervisors for the Broadband project, 2) what has been spent each year, and 3) what has been carried over each year to date.

Mr. Hardy stated the invoices from Mountain Valley are included in the hand out the Authority will be approving tonight. He added Wide-Open Networks has been paid, along with Lake Anna Surveys. He noted this was followed by six bills, two of which were Mountain Valley to install conduit from the Tower to the school in each of the locations and is not part of their contract.

On the motion of Mr. Hill, seconded by Mr. Burruss, which carried by a vote of 5-0, the Authority voted to approve the following bills:

- Moss-Nuckols Progress Payment
- LCHS Progress Payment
- Jouett Progress Payment
- Mountain Valley
- Virginia Electric Co.
- CVEC
- Dominion Energy
- Rappahannock Electric

CLOSED SESSION

None

ADJOURNMENT

On the motion of Mr. Hill, seconded by Mr. Burruss, which carried by a vote of 5-0, the Board voted to adjourn the August 1, 2018, regular meeting at approximately 9:01 p.m.

NEXT MEETING

The next Broadband Authority meeting will take place on Wednesday, September 5, 2018, at 7:00 p.m.