

# BOARD OF SUPERVISORS



February 8, 2021 Agenda





**WORKSESSION AGENDA**  
**BEDFORD COUNTY BOARD OF SUPERVISORS**  
**TOWN OF BEDFORD MUNICIPAL BUILDING**  
**FEBRUARY 8, 2021**

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**5:00 PM**

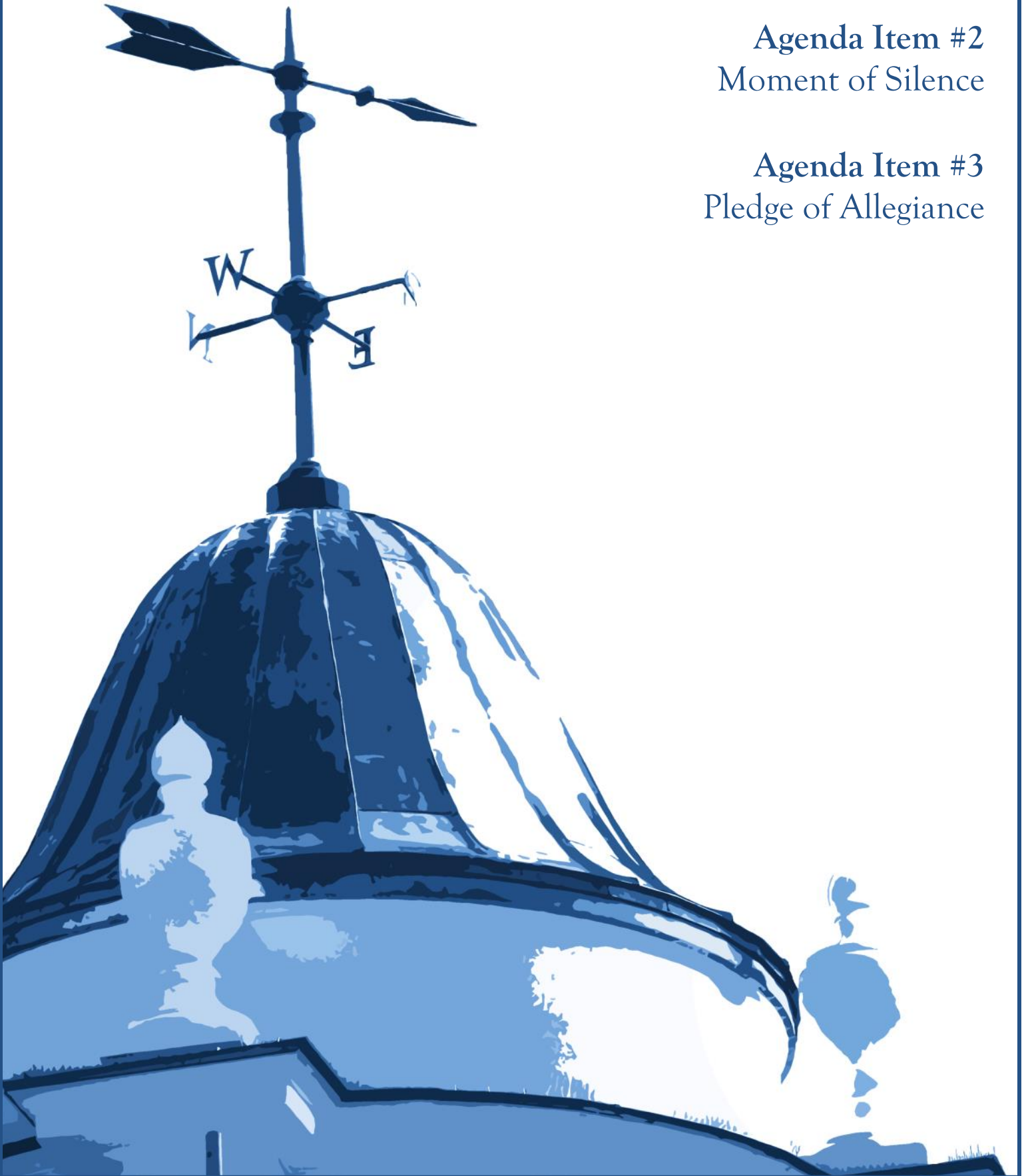
**WORKSESSION**

- (1) Call to Order
- (2) Financial Condition Analysis by Davenport & Co. (*documentation to follow under separate cover*)
- (3) Recess the Board of Supervisors for a dinner break at 6:30 pm

**Agenda Item #1**  
Call to Order & Welcome

**Agenda Item #2**  
Moment of Silence

**Agenda Item #3**  
Pledge of Allegiance



Agenda Item #4  
Approval of Agenda





**REGULAR MEETING AGENDA**  
**BEDFORD COUNTY BOARD OF SUPERVISORS**  
**AND BROADBAND AUTHORITY**  
**TOWN OF BEDFORD MUNICIPAL BUILDING**  
**FEBRUARY 8, 2021**

**7:00 P.M.      REGULAR MEETING**

- (1) Call to Order & Welcome**
- (2) Moment of Silence**
- (3) Pledge of Allegiance**
- (4) Approval of Agenda**
- (5) Citizen Comments**
- (6) Consent Agenda**

- a. Consideration of a resolution for approval of application, acceptance, and appropriation of a 2021 Body-worn Camera Grant from the Virginia Department of Criminal Justice Services in the amount of \$10,267.50 (50% matching funds will be met with funds included in the proposed FY2021-22 budget for the Sheriff's Office). (*Resolution #R 020821-01*)
- b. Consideration of a resolution for approval of application, acceptance and appropriation of a DMV Bedford County Selective Enforcement – Alcohol Grant in the amount of \$32,052.00 (50% match of \$16,026.00 will be met by using the cost of fuel and vehicle maintenance included in the FY2021-2022 budget proposal for the Sheriff's Office) (*Resolution #R 020821-02*)
- c. Consideration of a resolution for approval of application, acceptance and appropriation of a DMV Bedford County Selective Enforcement – Occupant Protection Grant in the amount of \$6,300.00 (50% match of \$3,150.00 will be met by using the cost of fuel and vehicle maintenance included in the FY2021-2022 budget proposal for the Sheriff's Office) (*Resolution #R 020821-03*)
- d. Consideration of a resolution for approval of application, acceptance and appropriation of a DMV Bedford County Selective Enforcement – Speed Grant in the amount of \$11,200.00 (50% match of \$5,600.00 will be met by using the cost



of fuel and vehicle maintenance included in the FY2021-2022 budget proposal for the Sheriff's Office) (*Resolution #R 020821-04*)

**(7) Approval of Minutes** – *to follow under separate cover*

**(8) Public Hearings & Presentations** - *none*

**(9) Action & Discussion Items**

**a.** Consideration of a resolution authorizing the execution of contract for On-Call Architectural and Engineering Services. (*Resolution #R 020821-05*)

- *Staff Presentation by Public Works Director Sheldon Cash*

**b.** Consideration of a resolution accepting final project and releasing retainage associated with Phase II Broadband completed by ZiTEL, LLC. (*Resolution #R 020821-06*)

- *Staff Presentation by Deputy County Administrator Amanda Kaufman*

**(10) Board Committee Reports** - *none*

**(11) Board Comments**

**(12) Board Appointments**

**(13) County Administrator Report**

**a. Closed Session pursuant to Section 2.2-3711 (A) (1)** Discussion, consideration, or interviews of prospective candidates for employment; assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of specific public officers, appointees, or employees of any public body; and evaluation of performance of departments or schools of public institutions of higher education where such evaluation will necessarily involve discussion of the performance of specific individuals. Any teacher shall be permitted to be present during a closed meeting in which there is a discussion or consideration of a disciplinary matter that involves the teacher and some student and the student involved in the matter is present, provided the teacher makes a written request to be present to the presiding officer of the appropriate board. Nothing in this subdivision, however, shall be construed to authorize a closed meeting by a local governing body or an elected school board to discuss compensation matters that affect the membership of such body or board collectively; **and Section 2.2-3711 (A) (29)** Discussion of the award of a public contract involving the expenditure of public funds, including interviews of bidders or offerors, and discussion of the terms or scope of such contract, where discussion in an open session would adversely affect the bargaining position or negotiating strategy of the public body (both are pertaining to personnel related to the Broadband project).

**(14) County Attorney Report**

**(15) Board Information** – *none*

**(16) Board Calendar and Reminders**

- February 16 – Budget Worksession beginning at 5:00 pm (Ground Floor Meeting Room)
- February 22 – Annual dinner with the Extension Office at 5:30 pm; Regular Meeting at 7:00 pm (Town Council Hall)
- March 1 – Budget Worksession beginning at 5:00 pm (Ground Floor Training Room)
- March 8 - Worksession from 5:00 – 6:30 pm; Regular Meeting at 7:00 pm (Town Council Hall)

**Adjourn**



Agenda Item #5  
Citizen Comments



Agenda Item #6  
Consent Agenda





## BEDFORD COUNTY BOARD OF SUPERVISORS

### Agenda Item Summary

**MEETING DATE:** 2/8/2021

**AGENDA ITEM** #6a

**RESOLUTION** #R 020821-01

Work Session     Regular Meeting

Consent     Public Hearing     Action     Closed Session     Information

**ITEM TITLE:** BODY-WORN CAMERA GRANT FOR THE SHERIFF'S OFFICE

**RECOMMENDATION**

Approval of Resolution

**SUMMARY**

The Bedford County Sheriff's Office has prepared a Body-Worn Camera Grant to be submitted to the Virginia Department of Criminal Justice Services. This is a competitive grant for law enforcement agencies to implement or expand a Body-Worn program to further enhance problem solving and officer interactions with the public to build community trust. The Sheriff's office wishes to use the grant to purchase 10 body-worn cameras at a cost of \$10,267.50. The Sheriff's Office will be required to provide a 50% cash match of \$3,422.50 which is included in the Sheriff's proposed budget for FY 2021-2022. Grant funds will be awarded for a 12 month period beginning on April 1, 2020. The grant application has been submitted to meet the January 29, 2021 deadline. The Sheriff, Mike Miller, is requesting that the Board of Supervisors authorize the submission of the grant application for \$6,845 and a \$3,422.50 match to the Virginia Department of Justice Services. If funds are awarded, the Sheriff also requests that the awarded funds be accepted and appropriated.

**PRIOR ACTIONS**

None

**FISCAL IMPACT**

None

**CONTACTS**

Petrina Grubbs/Grants Specialist, BCSO

**ATTACHMENTS**

Resolution

**REVIEWED BY**

Robert Hiss, County Administrator



At a regular meeting of the Board of Supervisors of the County of Bedford, Virginia held at the Town of Bedford Municipal Building on the 8<sup>th</sup> day of February 2021, beginning at 7:00 pm:

**MEMBERS:**

**VOTE:**

Tommy W. Scott, Chair  
 Tammy Parker, Vice-Chair  
 Mickey Johnson  
 Edgar Tuck  
 Charla Bansley  
 John Sharp  
 Bob Davis

On motion of Supervisor \_\_\_\_\_, which carried by a vote of \_\_\_\_\_, the following was adopted:

**A RESOLUTION**

**BODY-WORN CAMERA GRANT APPLICATION FOR THE SHERIFF'S OFFICE**

**WHEREAS**, the Bedford County Sheriff's Office has prepared a 2021 Body-Worn Camera Grant application to be submitted to the Virginia Department of Criminal Justice Services; and

**WHEREAS**, the application will request \$10,267.50 to expand current program with 15 additional Body-Worn cameras; and

**WHEREAS**, the grant requires a 50% local match which will be met with funds included in the proposed FY 2021-2022 budget for the Sheriff's Office.

**NOW, THEREFORE, BE IT RESOLVED**, by the Bedford County Board of Supervisors, that the Board does hereby authorize the submission of a grant application in the amount of \$10,267.50 to the Virginia Department of Criminal Justice Services. If awarded, the Board authorizes acceptance and appropriation of the funds awarded.



## BEDFORD COUNTY BOARD OF SUPERVISORS

### Agenda Item Summary

**MEETING DATE:** 2/8/2021

**AGENDA ITEM** #6b

**RESOLUTION** #R 020821-02

Work Session     Regular Meeting

Consent     Public Hearing     Action     Closed Session     Information

**ITEM TITLE:** DMV SELECTIVE ENFORCEMENT- ALCOHOL GRANT FOR THE SHERIFF'S OFFICE

**RECOMMENDATION**

Approval of Resolution

**SUMMARY**

The Bedford County Sheriff's Office has prepared a grant application to be submitted to the Department of Motor Vehicles in the amount of \$32,052.00 to enforce DUI regulations within the County in an effort to reduce crashes and ensure safety. The grant award period is from 10/1/2021 to 9/30/2022. The grant requires a local match of 50% which may be satisfied by using the cost of fuel and vehicle maintenance included in the FY 2021-2022 proposed budget. The requested amount of \$32,052.00 is to continue funding overtime for DUI checkpoints and patrols, to provide deputy training, and to purchase 5 Intoxilyzers. The deadline for the grant application is February 28, 2021. Sheriff Mike Miller is requesting the Board of Supervisors authorize the submission of the grant application in the amount of \$32,052.00 to the Department of Motor Vehicles. If funds are awarded, the Sheriff also requests that the awarded funds are accepted and appropriated.

**PRIOR ACTIONS**

None

**FISCAL IMPACT**

None

**CONTACTS**

Petrina Grubbs/Grants Specialist, BCSO

**ATTACHMENTS**

Resolution

**REVIEWED BY**

Robert Hiss, County Administrator



At a regular meeting of the Board of Supervisors of the County of Bedford, Virginia held at the Town of Bedford Municipal Building on the 8<sup>th</sup> day of February 2021, beginning at 7:00 pm:

**MEMBERS:**

Tommy W. Scott, Chair  
 Tammy Parker, Vice-Chair  
 Mickey Johnson  
 Edgar Tuck  
 Charla Bansley  
 John Sharp  
 Bob Davis

**VOTE:**

On motion of Supervisor \_\_\_\_\_, which carried by a vote of \_\_\_\_\_, the following was adopted:

**A RESOLUTION**

**DMV SELECTIVE ENFORCEMENT – ALCOHOL GRANT APPLICATION FOR THE SHERIFF’S OFFICE**

**WHEREAS**, the Bedford County Sheriff’s Office has prepared a DMV Bedford County Selective Enforcement - Alcohol grant application for grant funding with the Department of Motor Vehicles; and

**WHEREAS**, the grant, if funded, will provide \$32,052.00 from October 1, 2021 to September 30, 2022; and

**WHEREAS**, these funds will be used to provide DUI/Safety checkpoints, training, and the purchase of 5 Intoxilyzers; and

**WHEREAS**, the grant requires a 50% match of \$16,026.00 which will be met by using the cost of fuel and vehicle maintenance included in the FY2021-2022 budget proposal.

**NOW, THEREFORE, BE IT RESOLVED**, by the Bedford County Board of Supervisors, that that the Board does hereby authorize the submission of a grant application in the amount of \$32,052.00 to the Department of Motor Vehicles. If awarded, the Board authorizes acceptance and appropriation of the funds awarded.



## BEDFORD COUNTY BOARD OF SUPERVISORS

### Agenda Item Summary

**MEETING DATE:** 2/8/2021

**AGENDA ITEM** #6c

**RESOLUTION** #R 020821-03

Work Session     Regular Meeting

Consent     Public Hearing     Action     Closed Session     Information

**ITEM TITLE:** DMV SELECTIVE ENFORCEMENT- OCCUPANT PROTECTION GRANT FOR THE SHERIFF'S OFFICE

**RECOMMENDATION**

Approval of Resolution

**SUMMARY**

The Bedford County Sheriff's Office has prepared a grant application to be submitted to the Department of Motor Vehicles in the amount of \$6,300.00 to enforce DUI regulations within the County in an effort to reduce crashes and ensure safety. The grant award period is from 10/1/2021 to 9/30/2022. The grant requires a local match of 50% which may be satisfied by using the cost of fuel and vehicle maintenance included in the FY 2021-2022 proposed budget. The requested amount of \$6,300.00 is to continue funding overtime to enforce the use of seatbelt and child safety seats. The deadline for the grant application is February 28, 2021. Sheriff Mike Miller is requesting the Board of Supervisors authorize the submission of the grant application in the amount of \$6,300.00 to the Department of Motor Vehicles. If funds are awarded, the Sheriff also requests that the awarded funds are accepted and appropriated.

**PRIOR ACTIONS**

None

**FISCAL IMPACT**

None

**CONTACTS**

Petrina Grubbs/Grants Specialist, BCSO

**ATTACHMENTS**

Resolution

**REVIEWED BY**

Robert Hiss, County Administrator





At a regular meeting of the Board of Supervisors of the County of Bedford, Virginia held at the Town of Bedford Municipal Building on the 8<sup>th</sup> day of February 2021, beginning at 7:00 pm:

**MEMBERS:**

Tommy W. Scott, Chair  
 Tammy Parker, Vice-Chair  
 Mickey Johnson  
 Edgar Tuck  
 Charla Bansley  
 John Sharp  
 Bob Davis

**VOTE:**

On motion of Supervisor \_\_\_\_\_, which carried by a vote of \_\_\_\_\_, the following was adopted:

**A RESOLUTION**

**DMV SELECTIVE ENFORCEMENT – OCCUPANT PROTECTION GRANT APPLICATION  
 FOR THE SHERIFF’S OFFICE**

**WHEREAS**, the Bedford County Sheriff’s Office has prepared a DMV Bedford County Selective Enforcement – Occupant Protection grant application for grant funding with the Department of Motor Vehicles; and

**WHEREAS**, the grant, if funded, will provide \$6,300.00 from October 1, 2021 to September 30, 2022; and

**WHEREAS**, these funds will be used to enforce the use of seatbelts and child safety seats; and

**WHEREAS**, the grant requires a 50% match of \$3,150.00 which will be met by using the cost of fuel and vehicle maintenance included in the FY2021-2022 budget proposal.

**NOW, THEREFORE, BE IT RESOLVED**, by the Bedford County Board of Supervisors, that that the Board does hereby authorize the submission of a grant application in the amount of \$6,300.00 to the Department of Motor Vehicles. If awarded, the Board authorizes acceptance and appropriation of the funds awarded.



## BEDFORD COUNTY BOARD OF SUPERVISORS

### Agenda Item Summary

**MEETING DATE:** 2/8/2021

**AGENDA ITEM** #6d

**RESOLUTION** #R 020821-04

Work Session     Regular Meeting

Consent     Public Hearing     Action     Closed Session     Information

**ITEM TITLE:** DMV SELECTIVE ENFORCEMENT- SPEED GRANT FOR THE SHERIFF'S OFFICE

**RECOMMENDATION**

Approval of Resolution

**SUMMARY**

The Bedford County Sheriff's Office has prepared a grant application to be submitted to the Department of Motor Vehicles in the amount of \$11,200.00 to enforce DUI regulations within the County in an effort to reduce crashes and ensure safety. The grant award period is from 10/1/2021 to 9/30/2022. The grant requires a local match of 50% which may be satisfied by using the cost of fuel and vehicle maintenance included in the FY 2021-2022 proposed budget. The requested amount of \$11,200.00 is to continue funding overtime for speed enforcement. The deadline for the grant application is February 28, 2021. Sheriff Mike Miller is requesting the Board of Supervisors authorize the submission of the grant application in the amount of \$11,200.00 to the Department of Motor Vehicles. If funds are awarded, the Sheriff also requests that the awarded funds are accepted and appropriated.

**PRIOR ACTIONS**

None

**FISCAL IMPACT**

None

**CONTACTS**

Petrina Grubbs/Grants Specialist, BCSO

**ATTACHMENTS**

Resolution

**REVIEWED BY**

Robert Hiss, County Administrator



At a regular meeting of the Board of Supervisors of the County of Bedford, Virginia held at the Town of Bedford Municipal Building on the 8<sup>th</sup> day of February 2021, beginning at 7:00 pm:

**MEMBERS:**

Tommy W. Scott, Chair  
 Tammy Parker, Vice-Chair  
 Mickey Johnson  
 Edgar Tuck  
 Charla Bansley  
 John Sharp  
 Bob Davis

**VOTE:**

On motion of Supervisor \_\_\_\_\_, which carried by a vote of \_\_\_\_\_, the following was adopted:

**A RESOLUTION**

**DMV SELECTIVE ENFORCEMENT – SPEED GRANT APPLICATION FOR THE SHERIFF’S OFFICE**

**WHEREAS**, the Bedford County Sheriff’s Office has prepared a DMV Bedford County Selective Enforcement - Speed grant application for grant funding with the Department of Motor Vehicles; and

**WHEREAS**, the grant, if funded, will provide \$11,200.00 from October 1, 2021 to September 30, 2022; and

**WHEREAS**, these funds will be used to provide speed patrols; and

**WHEREAS**, the grant requires a 50% match of \$5,600.00 which will be met by using the cost of fuel and vehicle maintenance included in the FY2021-2022 budget proposal.

**NOW, THEREFORE, BE IT RESOLVED**, by the Bedford County Board of Supervisors, that that the Board does hereby authorize the submission of a grant application in the amount of \$11,200.00 to the Department of Motor Vehicles. If awarded, the Board authorizes acceptance and appropriation of the funds awarded.

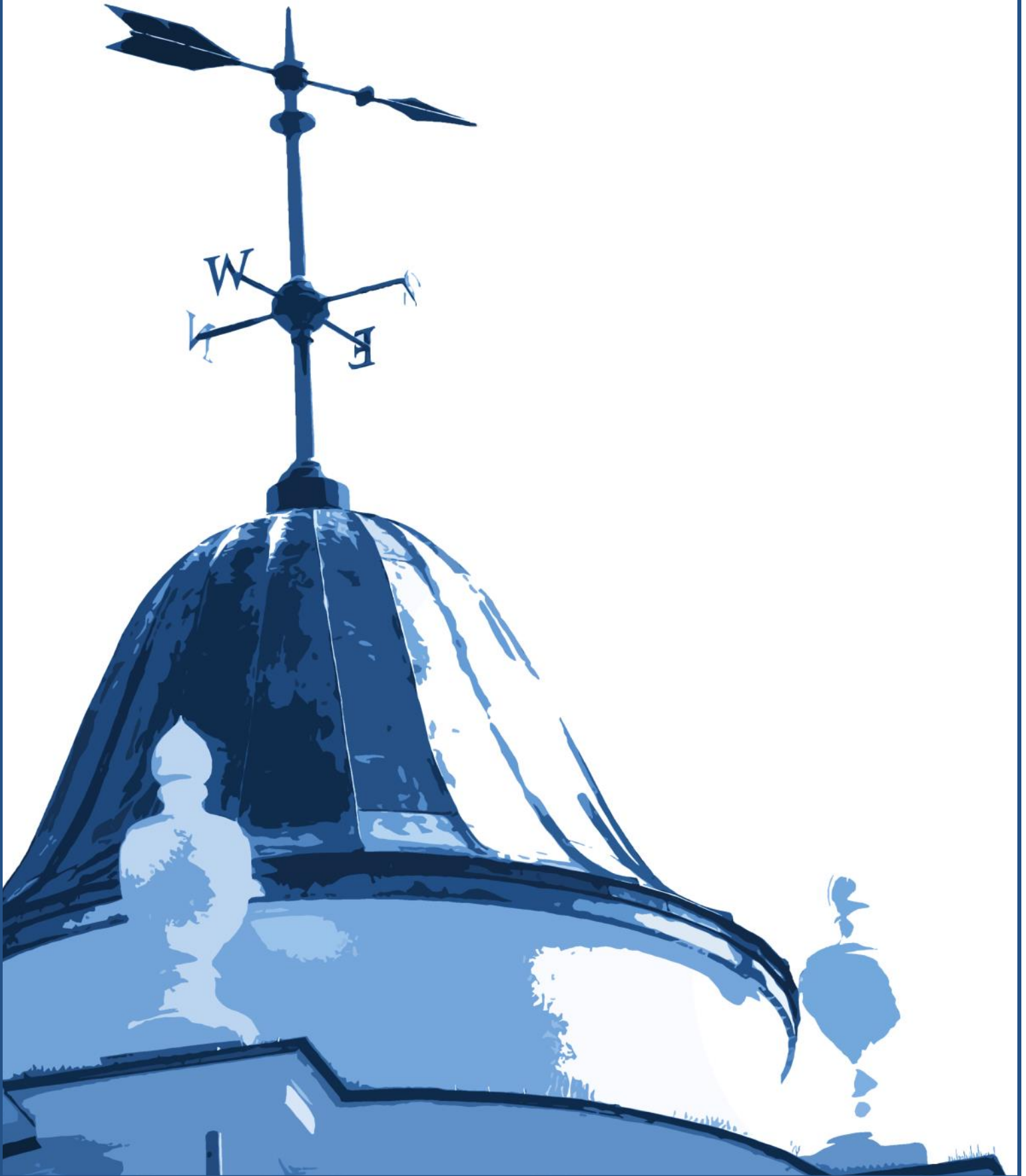
Agenda Item #7  
Approval of Minutes



Agenda Item #8  
Public Hearings and Presentations



Agenda Item #9  
Action and Discussion Items







## BEDFORD COUNTY BOARD OF SUPERVISORS

### Agenda Item Summary

**MEETING DATE:** 2/8/2021

**AGENDA ITEM** #9a

**RESOLUTION** #R 020821-05

Work Session     Regular Meeting

Consent     Public Hearing     Action     Closed Session     Information

**ITEM TITLE:** Consideration of a Request to Execute Contracts for on call Architectural & Engineering Services

#### **RECOMMENDATION**

Authorize the execution of contracts for on call architectural and engineering services.

#### **SUMMARY**

The Board authorized staff to issue a Request for Proposals for on-call Architectural and Engineering services on September 28<sup>th</sup>. In response to this advertisement 13 responses were received. The County requires assistance from architecture and engineering firms on occasions. This assistance often requires the development of detailed drawings and studies for items such as: architectural design, civil, mechanical, electrical, plumbing, structural, and various other specialties. These on call services are critical for the timely response to needs at County facilities. The County's existing contract has recently expired. Proposals were reviewed and the selection committee (with representation from Public Works and Parks & Rec) scheduled interviews with the highest ranked firms.

The selection committee is recommending that on call contracts be established with multiple firms to allow greater flexibility for the County. The following firms are recommended for on call contracts:

- Master Engineers and Designers (Lynchburg VA)
- Spectrum Design (Roanoke VA)
- Virginia A&E (Forest VA)
- Wiley Wilson (Lynchburg VA)

Code allows annual contracts renewable up to 5 years.

#### **PRIOR ACTIONS**

The Board authorized the issuance of a Request for Proposals on September 28<sup>th</sup>.

#### **FISCAL IMPACT**

Various A&E fees are budgeted within the operating or capital improvement budgets for each project.



**CONTACTS**

Sheldon Cash, Director of Public Works

**ATTACHMENTS**

Resolution

**REVIEWED BY**

Fiscal Management     County Attorney     County Administrator



At a regular meeting of the Board of Supervisors of the County of Bedford, Virginia held at the Town of Bedford Municipal Building on the 8<sup>th</sup> day of February 2021, beginning at 7:00 pm.:

**MEMBERS:**

Tommy W. Scott, Chair  
 Tammy Parker, Vice-Chair  
 Mickey Johnson  
 Edgar Tuck  
 Charla Bansley  
 John Sharp  
 Bob Davis

**VOTE:**

On motion of Supervisor \_\_\_\_\_, which carried by a vote of \_\_\_\_\_, the following was adopted:

**A RESOLUTION AUTHORIZING THE EXECUTION OF CONTRACTS FOR ON-CALL ARCHITECTURAL & ENGINEERING SERVICES**

**WHEREAS**, the County's existing contract for on-call Architectural & Engineering services has expired; and

**WHEREAS**, it is necessary to have readily accessible architects and engineers to assist with the maintenance and improvements of County facilities; and

**WHEREAS**, the Board directed staff to issue a Request for Proposals (RFP) on September 28, 2020; and

**WHEREAS**, in response to the RFP, thirteen proposals were received; and

**WHEREAS**, a selection committee reviewed the submitted proposals and interviewed top ranking firms; and

**WHEREAS**, the selection committee is recommending award of contracts to multiple firms to allow greater flexibility; and

**NOW, THEREFORE, BE IT RESOLVED** that the Bedford County Board of Supervisors does hereby authorize the County Administrator to execute a contract with Master Engineers and Designers, Lynchburg, VA; and

**NOW, THEREFORE, BE IT FURTHER RESOLVED** that the Bedford County Board of Supervisors does hereby authorize the County Administrator to execute a contract with Spectrum Design, Roanoke VA; and

**NOW, THEREFORE, BE IT FURTHER RESOLVED** that the Bedford County Board of Supervisors does hereby authorize the County Administrator to execute a contract with Virginia A&E, Forest, VA; and

**NOW, THEREFORE, BE IT FURTHER RESOLVED** that the Bedford County Board of Supervisors does hereby authorize the County Administrator to execute a contract with Wiley Wilson, Lynchburg, VA.



## BEDFORD COUNTY BROADBAND AUTHORITY

### Agenda Item Summary

**MEETING DATE:** 2/8/2021

**AGENDA ITEM** #9b

**RESOLUTION** #R 020821 - 06

Work Session     Regular Meeting

Consent     Public Hearing     Action     Closed Session     Information

**ITEM TITLE:** Consideration of a resolution accepting final project and releasing retainage associated with Phase II Broadband, completed by ZiTEL, LLC. (tabled from the January 25, 2021 meeting)

#### **RECOMMENDATION**

ZiTEL reached full completion of this project in January 2021 and staff recommends approval of this resolution to accept the project and release final retainage.

#### **SUMMARY**

The purpose of Phase II of the Bedford County Internet Initiative was to continue addressing internet coverage gaps in our community. An RFP was issued on August 21, 2020 and held open until September 14, 2020. The proposal submitted by ZiTEL was supported by the RFP review committee and a contract was approved by the Board of Supervisors on October 26, 2020.

ZiTEL installed 48.1 miles of fiber at four different sites throughout the county. The four sites are Big Island, Diamond Hill, Cedar Key, and Staunton River. The fiber installed is estimated to accommodate 1,820 households with fiber internet connections.

Bedford County was awarded \$564,500 in grant dollars through State CARES funds, to be used toward the Diamond Hill and Staunton River portions of ZiTEL's project.

#### **PRIOR ACTIONS**

October 26, 2020: Resolution approving a network services agreement with ZiTEL, LLC. for the expansion of broadband internet as part of phase II of the Bedford County Internet Initiative in the amount of \$1,234,500.

Resolution directing the County Administrator to Accept and Appropriate Funds from the State of Virginia for Fast-Track Broadband Projects, if awarded.

#### **FISCAL IMPACT**

The remaining retainage associated with this project is \$61,725. The total contract amount was for \$1,234,500.

#### **CONTACTS**

Amanda Kaufman, Deputy County Administrator

**ATTACHMENTS**

Certificate of Final Completion from the Atlantic Company  
Project Status report from the Atlantic Company  
Grant Award Letter from State of Virginia

**REVIEWED BY**

Robert Hiss, County Administrator



At a regular meeting of the Broadband Authority of the County of Bedford, Virginia held at the Town of Bedford Municipal Building on the 8<sup>th</sup> day of February, 2021 beginning at 7:00 pm.:

**MEMBERS:**

Tommy Scott, Chair  
 Tammy Parker, Vice-Chair  
 Mickey Johnson  
 Edgar Tuck  
 Charla Bansley  
 John Sharp  
 Bob Davis

**VOTE:**

On motion of Supervisor \_\_\_\_\_, which carried by a vote of \_\_\_\_\_, the following was adopted:

**A RESOLUTION ACCEPTING FINAL PROJECT AND RELEASING RETAINAGE ASSOCIATED WITH PHASE II BROADBAND, COMPLETED BY ZITEL, LLC.**

**WHEREAS**, the Board of Supervisors established internet access as a priority and committed to use CARES Act funding toward addressing unserved and underserved areas; and

**WHEREAS**, ZiTEL, LLC was awarded a network services agreement in October 2020 in the amount of 1,234,500; and

**WHEREAS**, ZiTEL, LLC. has reached full completion of this project, that will provide fiber internet access to 1,820 Bedford County households; and

**NOW, THEREFORE, BE IT RESOLVED**, that the Bedford County Broadband Authority does accept the final project associated with Phase II Broadband, as completed by ZiTEL, LLC. and authorizes the County Administrator to release final retainage in an amount of \$61,725.

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**Subject:** FW: Cedar Key  
**Attachments:** Feeder Distribution.png

**From:** Brandon Camden <[brandon.camden@thesgng.com](mailto:brandon.camden@thesgng.com)>  
**Sent:** Friday, January 29, 2021 6:05 PM  
**To:** Amanda Kaufman <[akaufman@bedfordcountyva.gov](mailto:akaufman@bedfordcountyva.gov)>  
**Cc:** Robert Hiss <[rhiss@bedfordcountyva.gov](mailto:rhiss@bedfordcountyva.gov)>; George Condyles <[gcondyles@atlanticgroup.us.com](mailto:gcondyles@atlanticgroup.us.com)>  
**Subject:** RE: Cedar Key

Yes sorry it's been one crazy week.

The fiber that is still visible in Cedar key is part of the drop layer. There are 3 overall layers in a fiber to the home build. The Feeder layer is the "backbone", it connects the core of the network. It's the highest count fiber and usually only run on main roads or paths. It connects your Central Office to your Point of Presence buildings. This is composes about 80% of what ZITEL was awarded for the cares act funds. The next layer would be the Distribution layer. It is your branches or lateral builds, the side roads off of the backbone; ruffly the last 20%. These go down side roads and into subdivisions etc. Then finally there is your Drop layer. The actual fiber from a splice point to the house; we did not include any budget or build on this layer to be funded from cares funding. We consider this our cost and are modeled into our business model. We are also using a Distributed Split model with fiber reuse. What that means is we have splitters our in the field at certain splice points instead of every drop being from back to a LCP cabinet; aka "home run". It is a more cost efficient build topology but with the fiber reuse it some times inter mingles are Distribution Layer and our Drop layers. We design it to use the same fiber part of the way for Distribution to the splitter, then it converts and turns into a Drop layer or cable going to the house.

I know that's a lot of technical jargon to absorb so an example would be:

From 122 down route 608 (White house) down 608 Tolers Ferry would all be considered Feeder / Backbone. This is actually the budget we submitted for the "Cedar Key" portion of the Cares Act. The reasoning was Cedar Key is all private roads.

From the turn on Cedars Key to each splice point / turn is all considered Distribution layers. We are spliced into each of these Vaults with live light from our CO (Central Office). These have been tested and verified. We have one at Witcher Creek Ln and Gobbler Ridge Ln

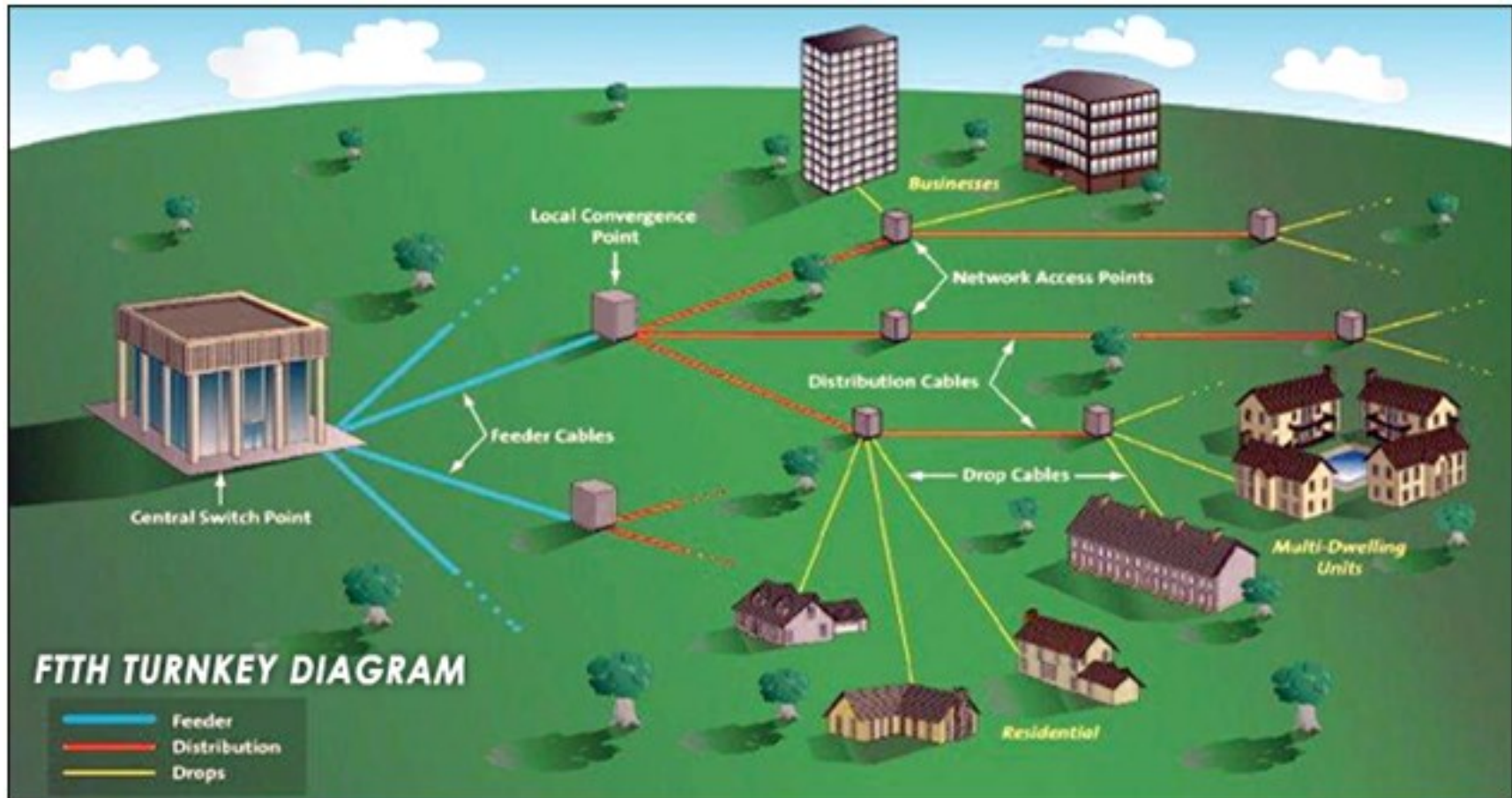
What is laying on the ground is essentially a long Drop layer. It is stretched out to reach the end of Bay Terrace, and will terminate at our splice vault at the intersection of Gobbler Ridge Ln and Cedar Key Ln. I received several calls from Cedar Key that involved an unordinary build with the houses being on one side of the road and the septic being under and on the other side of the road. We did not want to damage anyone's property so I personally setup and meet with James Erler the President of Cedar Key HoA on the 15<sup>th</sup> to walk the routes and give me a full explanation on what was what in the field. We have plats, and information from the Health Department and pending weather that drop will be installed to provide services to 112 and 109 Bay Terrace within our next 2 working days.

I hope this helps and feel free to call me and ask any questions.

Thanks,



Brandon Camden  
President  
ZiTEL  
540-328-1970  
540-461-0800



Key for the attached graphic:

- Blue - CARES (Complete)
- Orange - CARES (Complete)
- Yellow - Zitel (Accomplished as Service Orders come in)

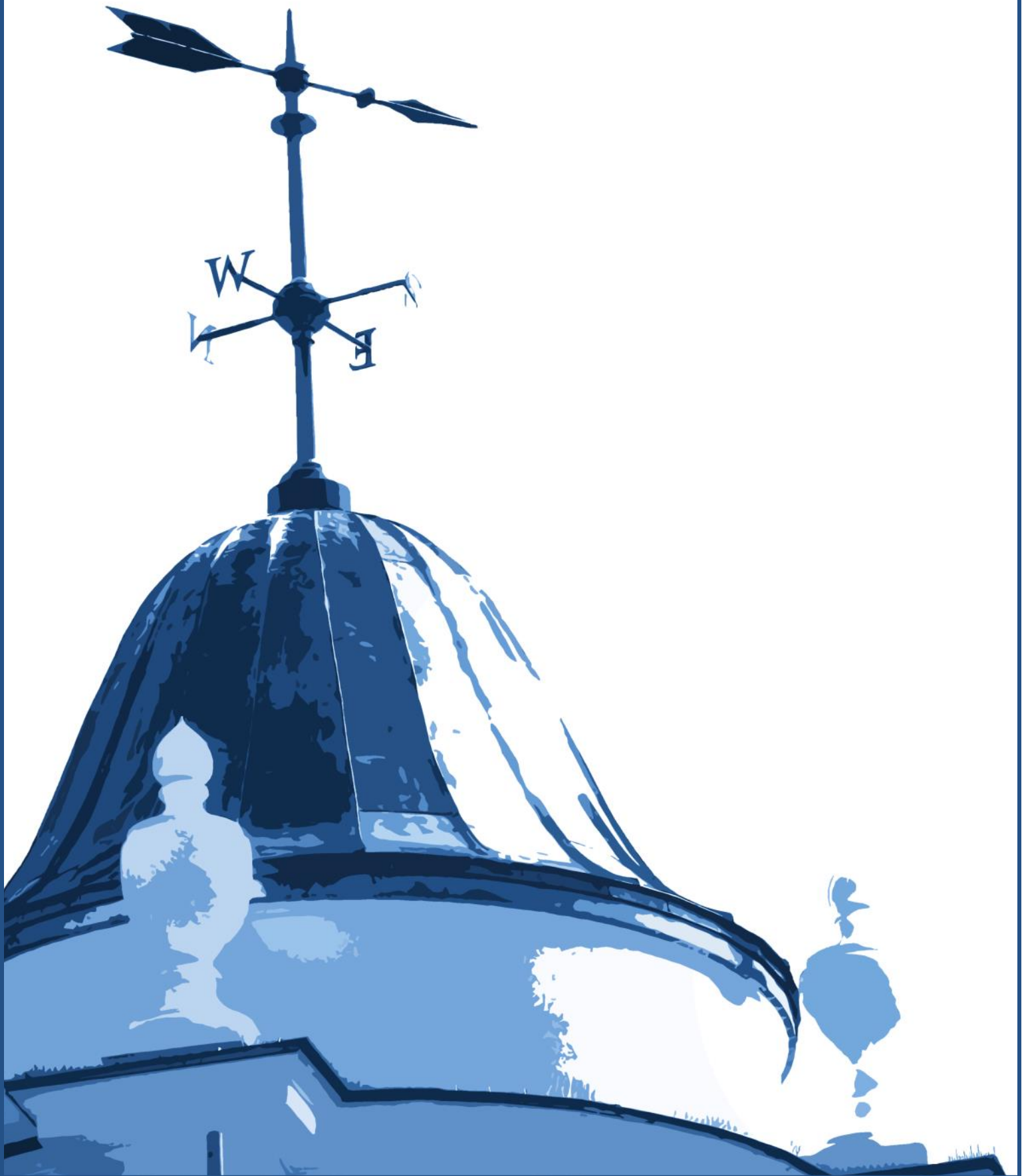
Agenda Item #10  
Board Committee Reports



Agenda Item #11  
Board Member Comments



Agenda Item #12  
Board Appointments





Agenda Item #13  
County Administrator Report





At a worksession of the Broadband Authority of the County of Bedford, Virginia held at the Town of Bedford Municipal Building on the 8<sup>th</sup> day of February 2021:

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**Supervisor \_\_\_\_\_ made a motion to enter into Closed Session pursuant to Section 2.2-3711 (A) (1)** Discussion, consideration, or interviews of prospective candidates for employment; assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of specific public officers, appointees, or employees of any public body; and evaluation of performance of departments or schools of public institutions of higher education where such evaluation will necessarily involve discussion of the performance of specific individuals. Any teacher shall be permitted to be present during a closed meeting in which there is a discussion or consideration of a disciplinary matter that involves the teacher and some student and the student involved in the matter is present, provided the teacher makes a written request to be present to the presiding officer of the appropriate board. Nothing in this subdivision, however, shall be construed to authorize a closed meeting by a local governing body or an elected school board to discuss compensation matters that affect the membership of such body or board collectively (specifically, pertaining to personnel related to the Broadband Authority).

**Voting yes:**

**Voting no:**

**Motion \_\_\_\_\_.**

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**Supervisor \_\_\_\_\_ made a motion to go back into regular session.**

**Voting yes:**

**Voting no:**

**Motion \_\_\_\_\_.**

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**WHEREAS**, the Broadband Authority has convened a Closed Meeting, pursuant to an affirmative recorded vote and in accordance with the provisions of the Virginia Freedom of Information Act; and

**WHEREAS**, §2.2-3712 of the Code of Virginia requires a certification by the Bedford County Broadband Authority that such closed meeting was conducted in conformity with Virginia Law.

**NOW, THEREFORE BE IT RESOLVED**, that the Bedford County Broadband Authority does hereby certify that, to the best of each member's knowledge, (i) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting to which this certification resolution applies, and (ii) only such public business matters as were identified in the motion convening the closed meeting was heard, discussed or considered by the Bedford County Broadband Authority.

**MEMBERS:**

Tommy Scott, Chair

Tammy Parker, Vice-Chair

Mickey Johnson

Edgar Tuck

Charla Bansley

John Sharp

Bob Davis

**VOTE:**



Agenda Item #14  
County Attorney Report



Agenda Item #15  
Board Information



## Agenda Item #16

### Board Calendars & Reminders

- February 16, 2021 – Budget Worksession beginning at 5:00 pm (Ground Floor Training Room)
- February 22, 2021 – Annual dinner with the Extension Office at 5:30 pm; Regular Meeting at 7:00 pm (Town Council Hall)
- March 1, 2021 – Budget Worksession beginning at 5:00 pm (Ground Floor Training Room)
- March 8, 2020 - Worksession from 5:00 – 6:30 pm; Regular meeting at 7:00 pm (Town Council Hall)

