



## ADDITIONS TO THE AGENDA

*April 26, 2021*

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- **Added Documentation, Agenda Item #7** – Minutes from February 22, 2021
- **Added Documentation, Agenda Item #9b** – Consideration of a request for approval of amendments to the ZITEL contract. (Resolution #R 042621-08)
- **Correction – Agenda Item #8d** will be presented by Planner Mark Jordan
- **Correction – Agenda Item #8e** will be presented by Community Development Director Jordan Mitchell



AGENDA

**BEDFORD COUNTY BOARD OF SUPERVISORS**

TOWN OF BEDFORD MUNICIPAL BUILDING

APRIL 26, 2021

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**6:00 PM WORKSESSION**

- (1) Call Board of Supervisors to Order
- (2) Budget discussion
- (3) Recess the Board of Supervisors for a dinner break by 6:30 pm.

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**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 appropriating State funding for the Southern Virginia Internet Crimes Against Children Task Force. *(Resolution #R 042621-01)*
- (7) **Approval of Minutes** – February 22, 2021
- (8) **Public Hearings & Presentations**
  - a. **Public Hearing** – Proposed FY2021-2022 Budget
  - b. **Public Hearing** – FY2021 Tax Rate Ordinance Rate *(Ordinance #O 042621-02)*
  - c. **Public Hearing** – Consideration of a resolution submitted on behalf of Eastlake Community Church for approval of Special Use Permit #SU21-0001 to establish the “Educational Facilities, Primary/Secondary” use on parcels identified as Tax Map #222-A-15 and #223-A-1. *(Resolution #R 042621-03)*
    - *Staff presentation by Planner Mariel Fowler*
  - d. **Public Hearing** – Consideration of a resolution submitted on behalf of Wallace and Gaile Hensley for approval of Special Use Permit #SU21-0002 to establish an

“Office, Medical” use on a portion of a parcel identified as Tax Map #238-A-14B.  
(Resolution #R 042621-04)

- Staff presentation by Planner Mark Jordan

**e. Public Hearing** – Consideration of an ordinance amending select provisions of the Bedford County Subdivision Ordinance. (Ordinance #O 042621-05)

- Staff presentation by Community Development Director Jordan Mitchell

**f. Public Hearing** – Consideration of an ordinance amending select provisions of the Bedford County Zoning Ordinance. (Ordinance #O 042621-06)

- Staff presentation by Community Development Director Jordan Mitchell

**(9) Action & Discussion Items**

**a.** Consideration of a resolution authorizing the adoption of the Central Virginia Planning District Commission Hazard Mitigation Plan – 2020 Update. (Resolution #R 042621-07)

- Staff Presentation by Fire & Rescue Chief Jack Jones, Jr.

**b.** Consideration of a request for approval of amendments to the ZiTEL contract. (Resolution #R 042621-08)

- Staff presentation by County Administrator Robert Hiss

**c.** Consideration of a resolution accepting final project and releasing retainage associated with part #1 of Phase II Broadband, completed by ZiTEL, LLC. (Resolution #R 042621-09)

- Staff presentation by Deputy County Administrator Amanda Kaufman

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

**(11) Board Comments**

**(12) Board Appointments**

**(13) County Administrator Report**

**(14) County Attorney Report**

**(15) Board Information - none**

**(16) Board Calendar and Reminders**

- May 10 – Worksession with VDOT beginning from 5:00 to 6:30 pm; Regular Meeting at 7:00 pm (Town of Bedford Municipal Building – Council Hall)
- May 24 - Worksession from 5:00 – 6:30 pm; Regular Meeting at 7:00 pm (VDOT Public Hearing on Secondary Six-Year Plan) (location to be determined)

**Adjourn**



**WORKSESSION AGENDA**  
**BEDFORD COUNTY BOARD OF SUPERVISORS**  
**TOWN OF BEDFORD MUNICIPAL BUILDING**  
**FEBRUARY 22, 2021**

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**5:30 PM      WORKSESSION**

- (1) Call to Order
- (2) Annual report from the Extension Office (*documentation will be distributed at the worksession*)
- (3) Recess the Board of Supervisors for a dinner break at 6:30 pm

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**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** (*none*)
- (7) **Approval of Minutes** – November 9, 2020
- (8) **Public Hearings & Presentations**
  - a. Consideration of two resolutions initiating amendments to select provisions of the Bedford County Zoning and Subdivision Ordinances. (*Resolution #R 022221-01 and Resolution #R 022221-02*)
    - *Staff presentation by Community Development Director Jordan Mitchell*
  - b. Consideration of an ordinance to amend and readopt the Bedford County Zoning Ordinance by changing the Zoning District Designation of a portion of Tax Map #153-A-28D. (*Ordinance #O 022221-03*)
    - *Staff presentation by Community Development Director Jordan Mitchell*

**(9) Action & Discussion Items**

- a. Consideration of a resolution authorizing grant application submission, acceptance, and supplemental appropriation of an \$80,000 grant with the Virginia Tobacco Region Revitalization Commission. (*Resolution #R 022221-04* )

- *Staff Presentation by Economic Development Director Traci Blido*

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

**(11) Board Comments**

**(12) Board Appointments**

**(13) County Administrator Report**

**(14) County Attorney 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; **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; **and Section 2.2-3711 (A) (8)** Consultation with legal counsel employed or retained by a public body regarding specific legal matters requiring the provision of legal advice by such counsel. Nothing in this subdivision shall be construed to permit the closure of a meeting merely because an attorney representing the public body is in attendance or is consulted on a matter (all are pertaining to personnel related to the Broadband project).

**(15) Board Information**

- a. Bedford Regional Water Authority meeting minutes from January 19, 9021

**(16) Board Calendar and Reminders**

- March 1 – Budget Worksession beginning at 5:00 pm (County Administration Building - Ground Floor Training Room)
- March 8 - Worksession from 5:00 – 6:30 pm; Regular Meeting at 7:00 pm (Town Council Hall)
- March 15 – Budget Worksession beginning at 5:00 pm (County Administration Building - Ground Floor Training Room)
- March 22 - Worksession from 5:00 – 6:30 pm; Regular Meeting at 7:00 pm (Town Council Hall)

**Adjourn**

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**5:30 PM WORKSESSION**

**Board of Supervisors:** Tommy Scott, District 5, Chair; Tammy Parker, District 7, Vice-Chair; Mickey Johnson, District 1; Edgar Tuck, District 2; Charla Bansley, District 3; John Sharp, District 4; and Bob Davis, District 6

**Staff:** County Administrator Robert Hiss, County Attorney Patrick Skelley, Deputy County Administrator Amanda Kaufman, Economic Development Director Traci Blido, and Executive Assistant Brigitte Lockett

Chairman Scott called the worksession to order and turned the meeting over to County Administrator Robert Hiss, who noted the worksession would be the annual meeting with the Cooperative Extension Office. He then turned the meeting over to Extension Agent Scott Baker.

Mr. Baker, along with Extension Agent Susan Prillaman, 4-H Agent Maribeth Martin, and Administrative Assistant Sandy Seals, addressed the Board with an update on the Extension Office's activities, projects, and programs from the past year. He thanked the Board and staff for their support, noted that due to the pandemic's impact in 2020, they moved many of their classes and programs to a virtual setting to accommodate attendees. Mr. Baker and his staff then gave a brief presentation to the Board that highlighted their programs for agricultural and natural resources, water quality, 4-H, library partnership, family and consumer science (such as food preservation, nutrition, etc.), and master gardeners. (The full presentation will be kept on file in the Administration Office for public review.) Mr. Baker noted there were 113 volunteers who contributed 5,601 hours in the past year assisting with their programs. He said he worked with Economic Development Director Traci Blido to secure funding assistance for beef processors with COVID funding, which has been a very successful project.

Mr. Baker then turned the meeting over to Mrs. Prillaman, who briefly reviewed her cooking, nutrition, food preservation, and food safety certification programs.

Mrs. Martin reviewed her 4-H programs, which included in-person programming, the teen leadership club, special interest programming through the library, partnering with the school system, teen visits with our Delegates, teen volunteer programs, etc. Mrs. Martin noted that four local teens were inducted into the 4-H All Stars, which is difficult to achieve. She also touched briefly on the grants and donations they've received over the past year for various programs, such as the garden-to-go program (a kit which enables children to grow a variety of vegetables). Mrs. Martin noted 4-H camp was virtual this year, with various kits being provided to children for activities.

Mr. Baker stated that, as far as we know, 4-H camp will be in-person this year. He then answered questions from the Board. The Board thanked Mr. Scott for his office's contributions to the community.

There being no further discussion, the Board recessed for dinner at 6:00 pm.

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**7:00 PM      REGULAR MEETING**

**Board of Supervisors:** Tommy Scott, District 5, Chair; Tammy Parker, District 7, Vice-Chair; Mickey Johnson, District 1; Edgar Tuck, District 2; Charla Bansley, District 3; John Sharp, District 4; and Bob Davis, District 6

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**Staff:** County Administrator Robert Hiss, County Attorney Patrick Skelley, Deputy County Administrator Amanda Kaufman, Community Development Director Jordan Mitchell, Economic Development Director Traci Blido, and Executive Assistant Brigitte Luckett

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- (1) Chairman Scott called the Board of Supervisors and the Broadband Authority to order and welcomed those in attendance.
  - (2) Chairman Scott asked the room to observe a moment of silence.
  - (3) Chairman Scott led the room in the pledge of allegiance.

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**(4) Approval of Agenda**

**Supervisor Johnson made a motion approve the agenda.**

**Voting yes:    Mr. Johnson, Mr. Tuck, Mrs. Bansley, Mr. Sharp, Mr. Scott, Mr. Davis,  
and Mrs. Parker**

**Voting no:     None**

**Motion passed.**

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- (5) **Citizen Comments** – *there were no citizens desiring to speak*

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- (6) **Consent Agenda** (*none*)

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(7) **Approval of Minutes**

**Supervisor Tuck made a motion to approve the minutes of November 9, 2020.**

**Voting yes: Mr. Johnson, Mr. Tuck, Mrs. Bansley, Mr. Sharp, Mr. Scott, Mr. Davis, and Mrs. Parker**

**Voting no: None**

**Motion passed.**

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(8) **Public Hearings & Presentations**

(8a) Community Development Director Jordan Mitchell addressed the Board with two resolutions initiating amendments to select provisions of the Bedford County Zoning and Subdivision Ordinances. Mr. Jordan noted these changes are either for clarification, or are needed to update the processes in place due to the switch to the new software, or would make the process for obtaining permits easier for residents. Mr. Mitchell briefly reviewed the suggested amendments, which are also outlined in the resolutions below. He then answered clarifying questions from the Board.

*It was noted that the following items were placed in the wrong section of the agenda and should have been an Action Item; therefore, no citizen comment period was opened.*

**Supervisor Sharp made a motion to approve Resolution #R 022221-01 and #R 022221-02.**

**R 022221-01**

**WHEREAS**, the regulations of the Bedford County Zoning Ordinance are designed to achieve the general purposes of promoting the public health, safety, convenience, and general welfare; and

**WHEREAS**, the Board of Supervisors understands that the social, economic, and physical development characteristics of Bedford County are not permanent but dynamic conditions; and that the Zoning Ordinance must be periodically examined and amended to respond to these changing community conditions; and

**NOW, THEREFORE, BE IT RESOLVED**, that in the furtherance of promoting the public necessity, convenience, general welfare, and for good zoning practice the Bedford County Board of Supervisors hereby initiates amendments to the regulations of the Bedford County Zoning Ordinance as follows:

**Part I.**

That **Section 30-79, Permitted Use Table**, be amended to permit a "Broadcasting Tower, Radio" use in the AP zoning district by special use with more stringent standards specified in article IV:

Sec. 30-79. - Permitted uses by district.

*Sec. 30-79-2. Permitted use table.*

Permitted uses by district shall be as shown in the following table where:

"R" Indicates a use by right

"S" Indicates a special use

"\*" Indicates more stringent standards as specified in article IV



USES	AP	AR	AV	R-1	R-2	R-3	R-4	PRD	RMH	C-1	C-2	NC	PCD	I-1	I-2	PID	EP
<b>Miscellaneous Uses</b>																	
Broadcasting Tower, Radio	S*		S*							S*	S*			S*	S*		

**Part II.**

That **Section 30-82-3, Home Occupation, Type I and Type II**, general standards be amended to increase the percentage of the home to 50% from 25% and the storage of goods or products to 20% from 10%:

*Sec. 30-82-3. Home Occupation, Type I and Type II*

- (b) General standards:
  - (1) More than one (1) home occupation may be permitted provided the total maximum floor area requirement is not exceeded. The maximum floor area permitted for a home occupation(s) shall be fifty (50) percent of the finished floor area of the dwelling unit. An accessory building or structure may be used with the home occupation, provided the total floor area devoted to the home occupation in the accessory structure and dwelling unit combined does not exceed Fifty (50) percent of the finished floor area of the dwelling unit. Storage of goods or products shall not exceed twenty (20) percent of the finished floor area.

**Part III.**

That **Section 30-100-2, Yard, setback, height, and distance between buildings requirements**, be amended to clarify subsection “d” for the purposes of calculating setbacks.

*Sec. 30-100-2. Yard, setback, height, and distance between buildings requirement*

- (d) A structure built over the common lot line, between two (2) lots under the same ownership, will in effect combine these lots and they will hereafter function as one (1) lot for the purpose of calculating setbacks for new construction activity related to the structure (including decks, porches, and any additions to the structure).

**Part IV.**

That **Section 30-100-5, Single-family detached dwellings; number permitted on a single lot**, be amended to state that the zoning administrator can waive requirements of zoning ordinance and subdivision ordinance in order to facility a subdivision of a lot with two or more single family dwelling units on it.

*Sec. 30-100-5. Single-family detached dwellings; number permitted on a single lot*

Only one (1) single-family detached dwelling shall be permitted on any lot. The zoning administrator can waive any requirement(s) in the zoning and subdivision ordinance in order to facilitate the subdivision of any existing lot that has two (2) or more single-family detached dwellings.

**Part V.**

That **Section 30-100-9, Location and Design of Fences**, be amended to add subsection “b” to limit the height of a fence in residential zoning districts to six (6) feet in height in front of the building line for properties with residential uses:

*Sec. 30-100-9. Location and design of fences.*

- (a) Except as provided for in sections 30-92 and 30-100-8, fences may be constructed in any location, on any lot.
- (b) On any lot in a residential zoning district (R-1, R-2, R-3, R-4, and PRD) with a residential use, fences located in front of the building line shall not exceed six (6) feet in height.

**AND BE IT FURTHER RESOLVED**, that the proposed amendment be referred to the Planning Commission for review and recommendation to be forwarded to the Board of Supervisors for final consideration and action in accordance with all procedural and public notification requirements as prescribed by local ordinance and state statute.

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**R 022221-02**

**WHEREAS**, the regulations of the Bedford County Subdivision Ordinance are designed to achieve the general purposes of establishing subdivision standards and procedures that guide the orderly, beneficial growth of the community by assuring the orderly subdivision of land and its development to promote public health, safety, convenience, and general welfare within the County; and

**WHEREAS**, the Board of Supervisors understands that the social, economic, and physical development characteristics of Bedford County are not permanent but dynamic conditions; and that the Subdivision Ordinance must be periodically examined and amended to respond to these changing community conditions; and

**NOW, THEREFORE, BE IT RESOLVED**, that in the furtherance of promoting the orderly subdivision of land, public health, safety, convenience, and general welfare the Bedford County Board of Supervisors hereby initiates amendments to the regulations of the Bedford County Subdivision Ordinance as follows:

**Part I.**

That **Section 31-90, Filing**, of a Preliminary Plan be amended to revise the filing requirements in relation to digital review (energov system):

*Sec. 31-90. - Filing.*

- (a) Prior to county review, a subdivider shall file with the subdivision agent a completed application with fee payment for preliminary plan review. **A digital file of the preliminary plan is required at the time of submittal. If hard copies of the preliminary plan are required, the subdivision agent will notify the subdivider. A surveyor or engineer must prepare a preliminary plan.**

**Part II.**

That **Section 31-91, Content**, of a Preliminary Plan be amended to revise the content that is required in the Vicinity Map:

Sec. 31-91. - Content.

The preliminary plan shall include the following information:

(2) *Vicinity sketch map.* A vicinity sketch map showing the location of the proposed subdivision with respect to adjoining property including the area within one (1) to three (3) mile radius of the proposed subdivision. In addition, this map shall show the locations, names, and route numbers of all existing roads and may provide the names and locations of railroads, political boundaries, subdivisions, public schools, parks, libraries, and fire and rescue stations. The vicinity map shall be shown on an insert on the first sheet with the scale of the map referenced and a north arrow.

**Part III.**

That **Section 31-107, Filing**, of a Final Plat be amended to revise the filing requirements in relation to digital review (energov system):

Sec. 31-107. - Filing.

(a) After approval of the preliminary plan for a major subdivision or where a preliminary plan is not required, a subdivider shall file with the subdivision agent an application for final plat approval. A digital file of the final plat is required at the time of submittal. If hard copies of the final plat are required, the subdivision agent will notify the subdivider.

**Part IV.**

That **Section 31-290, Access to Adjoining Property**, of a Final Plat be amended to state that access to adjoining property is only required when the Virginia Department of Transportation requires it:

Sec. 31-290. - Access to adjoining property.

When required by the Virginia Department of Transportation, street(s) shall be dedicated at strategic locations to provide for future access to adjoining properties which may be subdivided in the future. Each street connection shall intersect property lines at a ninety (90) degree angle or as otherwise approved by the subdivision agent. Whenever a parcel of land located adjacent to an existing subdivision is to be subdivided, a street shall be located so as to connect with the platted street connection of the adjacent existing subdivision. The developer of the new subdivision shall be required to improve the connecting street including the dedicated street connection of the existing subdivision.

**AND BE IT FURTHER RESOLVED**, that the proposed amendment be referred to the Planning Commission for review and recommendation to be forwarded to the Board of Supervisors for final consideration and action in accordance with all procedural and public notification requirements as prescribed by local ordinance and state statute.

**Voting yes: Mr. Johnson, Mr. Tuck, Mrs. Bansley, Mr. Sharp, Mr. Scott, Mr. Davis,  
and Mrs. Parker**

**Voting no: None**

**Motion passed.**

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**(8b)** Community Development Director Jordan Mitchell addressed the Board with an ordinance to amend and readopt the Bedford County Zoning Ordinance by changing the zoning district designation of a portion of Tax Map #153-A-28D. Mr. Mitchell stated New London Professional Center LLC is the applicant, and they are requesting to establish “General Office” and “Guidance Services” uses on the property. The affected parcel is located at 1088 New London Road and 1170 London Lakes Drive, and is split zoned; the applicant wishes to rezone the R-1 portion of the acreage to C-2. No voluntary proffers have been offered. Mr. Mitchell then displayed a variety of maps and photographs illustrating both the current and proposed use. He stated that the Planning Commission held a public hearing on this request on January 16, 2021 and recommended approval to the Board of Supervisors by a 7-0 vote; no citizens spoke in opposition at that meeting. Mr. Mitchell then answered questions from the Board.

Will Sigler with Cardinal Survey also addressed the Board, stating he didn’t have anything to add to what Mr. Mitchell had already presented. In response to a question from Supervisor Bansley, Mr. Sigler stated he has not heard any complaints from citizens regarding this request.

The citizen comment portion of the public hearing was opened.

Daniel Cranford, 1185 Jubal Early Road, Forest, addressed the Board to voice his opposition to this request. It abuts the side of his property and there is no proposed screening between them, it may impact his property value, and there may be bright lighting installed. Mr. Cranford said he feels property owners should be able to use their property as they see fit, but he is concerned about the negative impacts on his property from this request.

There being no one else desiring to speak, this portion of the public hearing was closed.

Mr. Jordan stated there are existing trees that will be left in place, and some substantial buffers will be required when the site plan is submitted for approval. The lighting will be cast downward and will, for the most part, be shielded from the adjoining property owner by the height of the proposed structure.

**Supervisor Bansley made a motion to approve Ordinance #O 022221-03.**

**WHEREAS**, New London Professional Center LLC have submitted Rezoning application #RZ20-0005 to rezone the R-1, Low Density Residential district, portion of Tax Map #153-A-28D to C-2, General Commercial district, in order to establish a “General Office” and “Guidance Services” uses on the property; and

**WHEREAS**, the application has been submitted pursuant to Section 30-14 of the Zoning Ordinance; and

**WHEREAS**, the Board of Supervisors has carefully considered the public record, the public testimony, and the recommendations of the Planning Commission; and

**WHEREAS**, the Board of Supervisors finds that the public necessity, general welfare, and good zoning practice requires adoption of an ordinance to amend the zoning district designation of the subject property; and

WHEREAS, the Board of Supervisors finds that the requested rezoning meets the goals and objectives of the Comprehensive Plan and the purposes of the Zoning Ordinance; and

WHEREAS, no proffers have been voluntarily offered by the applicant for acceptance by the Board of Supervisors; and

NOW, THEREFORE, BE IT ORDAINED, by the Bedford County Board of Supervisors that the Board does hereby amend and readopt the Zoning Ordinance by changing the zoning district designation of the R-1 portion of a parcel identified as 153-A-28D to C-2; and

BE IT FURTHER ORDAINED, that should any portion or provision of this ordinance be held by any court to be unconstitutional or invalid, that decision shall not affect the validity of the ordinance as a whole, or any part of the ordinance other than the part held to be unconstitutional or invalid.

**Voting yes: Mr. Johnson, Mr. Tuck, Mrs. Bansley, Mr. Sharp, Mr. Scott, Mr. Davis, and Mrs. Parker**

**Voting no: None**

**Motion passed.**

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Supervisor Sharp commended Mr. Crandall for his comment regarding respecting property rights.

**(9) Action & Discussion Items**

**(9a)** Economic Development Director Traci Blido addressed the Board with a resolution authorizing the application submission, acceptance, and supplemental appropriation of an \$80,000 grant with the Virginia Tobacco Region Revitalization Commission. Mrs. Blido reviewed the details of this request, which are also detailed in the resolution below, and noted that there is an \$80,000 local match for this grant if it is awarded. She then answered clarifying questions from the Board.

**Supervisor Johnson made a motion to approve Resolution #R 022221-04.**

WHEREAS, on January 8, 2021, The Virginia Tobacco Region Revitalization Commission (TRRC) approved a new round of funding in the Southern Virginia Grant Program, with an application deadline of March 9, 2021; and

WHEREAS, on February 4, 2021, the Bedford County Economic Development Authority (EDA) met and discussed the need to continue development in the New London Business and Technology Center park to make it attractive for business prospects to Bedford County; and

WHEREAS, the EDA recently sold its only small, pad-ready, graded site in the park to a manufacturer that will add 15 jobs; and

WHEREAS, the Office of Economic Development staff and the EDA has identified Lot 10a and 12a in the New London park as the most cost-effective to fully grade at an amount of roughly \$80,000 per lot; and

WHEREAS, the TRRC staff has indicated this project is ideal for the grant program as it helps attract new jobs and investment in the historical tobacco growing Southern Virginia footprint.

**NOW, THEREFORE, BE IT RESOLVED**, by the Bedford County Board of Supervisors, that it approves the submission of this grant application, and if the subsequent cash match is approved from the CIP fund program for FY22, the Board also agrees to accept and appropriate the \$80,000 in grant funds, should it be awarded.

**Voting yes: Mr. Johnson, Mr. Tuck, Mrs. Bansley, Mr. Sharp, Mr. Scott, Mr. Davis, and Mrs. Parker**

**Voting no: None**

**Motion passed.**

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

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**(11) Board Member Comments**

Supervisor Bansley commended Mrs. Blido for the tremendous job she has done with the New London Business Park.

Supervisor Tuck stated Delegate Byron's bill addressing wake zones did not pass. He said TLAC is therefore working on developing "no wake surfing" guidelines, as well as reviewing existing wake zones.

Supervisor Davis voiced his opposition to the "forced mask rules", as he has been informed by a physician that masks are not effective. He stated compliance with the pandemic mandates are destroying small businesses. Supervisor Davis also noted the high costs of insurance, and said the Governor's executive orders are destroying Virginia.

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**(12) Board Appointments** *(none)*

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**(13) County Administrator Report**

Mr. Hiss reminded the Board that the next meeting will be a budget work session in the Administration building and will focus on the CIP. Also, the census results won't be coming out until later this fall, which will push back redistricting until after the election. Supervisor Sharp suggested appointing citizens to the Redistricting Committee in the summer so they are in place by the fall; Mr. Hiss concurred.

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**(14) County Attorney Report**

Attorney Skelley called for a motion to go into closed session.

**Vice-Chair Parker and Supervisor Bansley made the 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; **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; specifically, pertaining to personnel related to the Broadband project.

**Voting yes: Mr. Johnson, Mr. Tuck, Mrs. Bansley, Mr. Sharp, Mr. Scott, Mr. Davis, and Mrs. Parker**

**Voting no: none**

**Motion passed.**

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

**Voting yes: Mr. Johnson, Mr. Tuck, Mrs. Bansley, Mr. Sharp, Mr. Scott, Mr. Davis, and Mrs. Parker**

**Voting no: none**

**Motion passed.**

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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.

<u><b>MEMBERS:</b></u>	<u><b>VOTE:</b></u>
Tommy Scott, Chair	Yes
Tammy Parker, Vice-Chair	Yes
Mickey Johnson	Yes
Edgar Tuck	Yes
Charla Bansley	Yes

John Sharp Yes

Bob Davis Yes

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**(15) Board Information**

**(15a)** The Board was given the Bedford Regional Water Authority meeting minutes from January 19, 2021 for review.

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**(16) Board Calendar & Reminders**

- March 1 – Budget Worksession beginning at 5:00 pm (CIP discussion) (County Administration Building - Ground Floor Training Room)
- March 8 - Worksession from 5:00 – 6:30 pm; Regular Meeting at 7:00 pm (Town Council Hall)
- March 15 – Budget Worksession beginning at 5:00 pm (County Administration Building - Ground Floor Training Room)
- March 22 - Worksession from 5:00 – 6:30 pm; Regular Meeting at 7:00 pm (Town Council Hall)

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**Adjourn**

**Supervisor Sharp made a motion to adjourn at 8:34 pm.**

**Voting yes: Mr. Johnson, Mr. Tuck, Mrs. Bansley, Mr. Sharp, Mr. Scott, Mr. Davis, and Mrs. Parker**

**Voting no: none**

**Motion passed.**





## BEDFORD COUNTY BOARD OF SUPERVISORS

### Agenda Item Summary

**MEETING DATE:** 4/26/2021

**AGENDA ITEM** #9b

**RESOLUTION** #R 042621-08

Work Session     Regular Meeting

Consent     Public Hearing     Action     Closed Session     Information

**ITEM TITLE:** Approve Contract Addendum with Zitel, LLC for fiber broadband project Part 2

#### **RECOMMENDATION**

Approve the resolution and contract addendum with Zitel, LLC

#### **SUMMARY**

Zitel, LLC responded to the Phase II Bedford County Internet Initiative RFP funded thru the CARES Act. The purpose of Phase II was to continue addressing internet coverage gaps in our community. Zitel, LLC proposed more areas for broadband than were funded under the Part 1 contract. To further develop broadband in the County, a Part 2 scope of work was developed using previously submitted Zitel projects. The selected project area for Part 2 is the Trents Ferry and Woods Landing neighborhoods in Boonsboro.

The Part 2 project contemplates providing high speed fiber broadband to 822 homes. This project consists of approximately 14 miles of fiber with the majority being buried in 1.25" fiber conduit. Two conduit lines will be installed, one for use by Zitel and another for future lease use by the County. Project is anticipated to take 4.5 months to complete and has a contractual deadline of September 30, 2021. Zitel is to provide biweekly project reports during the construction period and provide quarterly performance reports to track the success and return on investment of the project for 2 years post acceptance of the 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.

#### **FISCAL IMPACT**

Cost share to the County is \$437,923.20. Total project cost is \$857,222.

#### **CONTACTS**

Robert Hiss, County Administrator  
Patrick Skelley, County Attorney

**ATTACHMENTS**

Contract Addendum

Scope of Work

Propogation map

Easement viability statement

Quarterly reporting matrix

**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 26<sup>th</sup> day of April 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**

**TO APPROVE A CONTRACT ADDENDUM WITH ZITEL, LLC FOR FIBER BROADBAND PROJECT PART 2**

**WHEREAS**, Zitel, LLC responded to the Phase II Bedford County Internet Initiative RFP funded thru the CARES Act for the purpose of continuing to address internet coverage gaps in our community; and

**WHEREAS**, to further develop broadband in the County, a Part 2 scope of work was developed using previously submitted Zitel projects – the Trents Ferry and Woods Landing neighborhoods in Boonsboro; and

**WHEREAS**, the project contemplates providing broadband fiber to 822 homes along a 14 miles route; and

**WHEREAS**, it is expected this project be completed by September 30, 2021.

**NOW, THEREFORE, BE IT RESOLVED**, by the Bedford County Board of Supervisors, to appropriate \$437,923.20 from fund balance and authorize the County Administrator to execute the contract addendum pending the receipt of performance and payment assurance as outlined in the Addendum.

## ADDENDUM TO AGREEMENT

THIS ADDENDUM TO AGREEMENT is made this \_\_\_ day of April, by and between ZiTEL, LLC, a Virginia limited liability company (the “Contractor”) whose address is 1123 Celebration Avenue, Suite 103, Moneta, Virginia 24121, and the Bedford County Broadband Authority, a political subdivision of the Commonwealth of Virginia (the “Authority”).

WHEREAS, the parties entered into an Agreement dated November 10, 2020 (the “Agreement”), whereby Contractor agreed to install certain broadband internet infrastructure and provide broadband internet service in various locations in Bedford County; and

WHEREAS Contractor’s proposal originally contemplated providing such broadband infrastructure and service in certain areas of the County according to the scope of work attached hereto as Exhibit A (the “Additional Work”); and

WHEREAS, the Agreement as executed did not encompass such Additional Work; and

WHEREAS, pursuant to Virginia Code §2.2-4309 the parties desire to modify the Agreement for the purpose of completing such Additional Work according to the terms and conditions set forth herein, and in accordance with the terms of conditions of the Agreement, which are incorporated by reference herein.

NOW, THEREFORE, in consideration of the mutual covenants set forth herein, the parties agree as follows:

1. The Contractor shall complete the Additional Work according to the plans, designs, and specifications set forth in Exhibit A.
2. Should there be any conflict between the terms of this Addendum and the terms of the Agreement, the terms of this Addendum shall control.
3. As compensation for such Additional Work, the Authority shall compensate Contractor in the amount of \$437,923.20, in partial payments, to be made in accordance with the payment terms in the Agreement, which terms include, but are not limited to, five-percent (5%) retainage of each payment to be retained until Final Completion of the Additional Work.
4. Contractor shall obtain a Performance Bond and Payment Bond in amounts sufficient to cover the total project cost.
5. Time remains of the essence. The deadline for Completion of the Additional Work shall be September 30, 2021.
6. Contractor is solely responsible for the purchase, cost, and construction of any “Point of Presence” real or personal property that is necessary for the functionality of the Additional Work.

- 7. For a period of two years from final acceptance of the Additional Work by the Authority, Contractor shall offer free installation of broadband service to all customers whose properties are within one-thousand (1000') feet of the main fiber conduit.
- 8. As contemplated by Attachment D of the Agreement, ownership of the conduit for both the Agreement and the Additional work shall rest with the Authority, and Contractor shall maintain the conduit for the economic life of the conduit. Contractor shall own its fiber. Contractor shall not permit any other entity to use the conduit for any purpose without the express written consent from, and reasonable compensation (whether by lump sum or periodic payment) provided to, the Authority.
- 9. Contractor will provide the Authority bi-weekly progress reports regarding the construction (either directly, or by a third-party inspector) in a form acceptable to the Authority.
- 10. For a period of two years from final acceptance of the Additional Work by the Authority, Contractor shall provide quarterly performance reports to the Authority with the following data:
  - (a) Number of subscribers with established broadband internet service;
  - (b) Number of subscribers who have requested service, and are waiting in que for installation from Contractor;
  - (c) Length of time each subscriber has been waiting in que; and
  - (d) Average speed of data transfer afforded to each subscriber.
- 11. The rights and duties of this Addendum shall be binding on the parties' respective successors and assigns. Contractor shall not assign its rights or delegate its duties under this Addendum without the consent of Authority, which consent shall not be unreasonably withheld.

WITNESS these signatures:

ZiTEL, LLC, a Limited Liability Company

Bedford County Broadband Authority

By: \_\_\_\_\_

By: \_\_\_\_\_

Its: \_\_\_\_\_

Its: Secretary, by authorization dated \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_



## Site #1 – Trents Ferry and Woods Landing – Easement Viability

Statements taken from a 3/2/21 email from Brandon Camden:

I have preliminarily went over the planned build with VDOT and gave a list of roads that ZITEL will intend to pull permits for, right of way usage for underground or overhead crossings for aerial.

Anticipated timeline for VDOT can only be based on past experiences. ZITEL has applied and been issued permits for similar builds in a 2–3-week timeline.

AEP Pole Permit Process:

Plan a route.

ZITEL field surveys the route and stakes the poles.

ZITEL submits the pole request via AEP Portal.

Depending on the size of the proposal AEP handles it in house or passes it on to their engineering contractor to go stake the poles again.

The engineering firm creates make ready engineering and passes it back to AEP.

ZITEL pays upfront any make ready material cost.

AEP preforms any make ready for their plant.

AEP notifies any other attaches for them to perform their make ready.

AEP issues a permit to ZITEL.

ZITEL starts construction.

Anticipated timeline for Pole Connects (AEP) can only be based on what ZITEL's Joint Use Representative estimated verbally as 1 to 4 months. All still pending make ready timelines in others control.

Engineered drawings can be available after ZITEL is officially going to start a project. Underground drawings can be in the range of 200 through 400 drawings depending on the level of detail required by VDOT and the elevation scales. Aerial drawings through AEP are handled

all electronically and done through there portal with no real way to display the drawings until after the permit is issued via their engineered firm.

## FORM C – Scope of Services and Cost

Respondents must answer all items for each site included in their proposal. Respondents may partner with other vendors to achieve the requested items; if partnering with others, only one vendor must be identified as the proposing vendor for this proposal.

Descriptions of requested items for each site are included below:

1. **Address/Coordinates of Proposed Site:** Provide an address of the proposed site. If the site does not have an address, provide coordinates with as much accuracy as available.
2. **Easement Viability:** Provide proof that the site proposed is viable. Each site must include an attachment with the header “Site #X – Easement Viability.” The attachment should include a signed letter from the property owner, stating that they are supportive of an easement on the property if the associated site is selected through this RFP process. If an easement has already been executed, that is also acceptable for this item. If you are proposing a site that is located on County or School District property, please coordinate your request for an easement viability letter through the following contacts:

County:

Patrick Skelley

p.skelley@bedfordcountyva.gov

School District:

Mac Duis

mduis@bedford.k12.va.us

3. **Coverage:** Provide a propagation map for the site, showing specifically where service would be provided. The map should be zoomed in enough that the anticipated site-specific coverage area is discernable. Each site must include its own propagation map with the header “Site #X – Propagation Map.” Include the number of households and businesses that fall within the propagation area that will be served by the site.
4. **Speed:** The County will not consider proposals for any sites that contemplate speeds below 25 MBS downlink and 3 MBS uplink. Please confirm that the speed offered at each site will meet or exceed these parameters. Additionally, list out all speeds that will be provided as options to customers at each site.
5. **Full Cost to Customer:** Provide the full cost to customer for each site.  
Start-Up Costs: One dollar figure should be provided that is inclusive of ALL start-up costs associated with a new customer. This singular dollar figure should include the full cost of start-up, including, but not limited to, installation fees, hardware, subscriber modules, etc.



Ongoing Costs: What will the monthly charges be for customers at each site. Provide an amount that is specific to each internet speed. These amounts need to be fully inclusive of all fees that will be associated with monthly service, including, but not limited to, internet service, equipment rental, other fees, etc. Include the maximum escalation percentage for the first three years.

**6. Proposed Infrastructure and Technology Solution:** What infrastructure solution is specifically being proposed for this site?

Placement of several "Small Cell/Micro Cell" tower facilities in areas of little to no Broadband service. Small Cell must have a power source and backhaul capability. Power Source may be commercial power or solar power as per individual locations. Back Haul can be accomplished via licensed or unlicensed Microwave as per line of site and other mitigating factors. In addition backhaul can be accomplished with Fiber Optic Cable with strand count that can be expandable to meet existing and future channels and bandwidth.

Small Cell site shall have but not limited to the following components: Tower (Steel or Wood), Equipment Cabinets, Power Source, Backhaul, security fencing.

Types of Tower Facilities:

Steel:

1. Constructed with fixed foundation of concrete with anchor bolts to American National Standards Institute). Not to exceed 50' AGL.
2. Compound: 10' x10' with 6 foot fence. (Steel or Wood). Equipment door of 4'. Compound to be (21A) stone over Geotech Weed Control barrier.
3. Ground rod system exothermic welded. Grounding system to tie together tower, antennas, cables, radio equipment, fence and any other structure requirements.
4. Grounding to be 5 Ohm or Less.
5. Power Source : Commercial or Solar with meter base.
6. Facility must set on valid Easement with documentation as per each site.
7. Either Fiber Optic or Microwave system must be terminated at the Wireless Facility and connected to an active fiber network.
8. Equipment located in an All-Weather manufactured enclosure.

Wood:

1. Wooden Pole must meet current specifications for Wooden Utility Poles (American National Standards Institute). Not to exceed 50' AGL.
2. Compound: 10' x 10' with 6' fence. (Steel or Wood). Equipment Door of 4'. Compound to be (21A) stone over Geotech Weed Control barrier.

3. Ground Rod System exothermically welded. Grounding system to tie together tower, antennas, cables, radio equipment, fence and any other structure requirements.
4. Grounding to be 5 Ohm or Less.
5. Power Source : Commercial or Solar with meter base.
6. Facility must set on valid Easement with documentation as per each site.
7. Either Fiber Optic or Microwave system must be terminated at the Wireless Facility and connected to an active fiber network.
8. Equipment located in an All-Weather manufactured enclosure.

Small Cell/micro Cell is defined as a Wireless communications Facility of less than 50' AGL. This facility provides Licensed and Un-licensed Wireless Broadband Service as defined by the Federal Communications Commission and should meet all standards set by The Commonwealth of Virginia and Bedford County, Virginia Planning Ordinances concerning Wireless Communications Facilities. (see on-line references)

7. **Cost for Infrastructure and Technology Solution:** What are the full costs associated with the infrastructure and technology solution associated with this site? Provide a specific, itemized breakdown of all costs. Also indicate whether each itemization is part of the proposal to be funded by the County or if it will be funded by the Respondent. In addition to the itemization, include the total cost (which should equal the itemization) and the total proposed County-funded/Respondent funded break.
8. **Future Expansion:** If your solution includes above-ground infrastructure, would it be technically feasible (would there be space, would the structure support it, etc), for other providers to collocate equipment on it in the future?
9. **Timeline:** Can you reach substantial completion on this site before December 19, 2020? What would your anticipated completion date be? Substantial completion is defined as 95% or more complete.
10. **Additional Clarifications:** If necessary, you may use up to 350 words to provide additional clarification for any of the first 9 items.

**All items for all proposed sites must be answered. Do not provide additional information in any box if it is not specifically requested. You can provide clarifying comments in the appropriate section, if necessary. You may add additional site charts if your proposal contains more than what is provided in this document.**

<b>Site #1 - Trents Ferry and Woods Landing</b>	
<b>1. Address/Coordinates of Proposed Site</b>	Propagation Map Attached
<b>2. Easement Viability</b>	
Is a letter from the property owner included as an attachment with "Site #1 – Easement Viability" as the header? <b>Y/N</b>	No - see statement attached
Is the letter signed by the property owner and does it contain a drawing of the site? <b>Y/N</b>	No – see statement attached
<b>3. Coverage</b>	
Is a propagation map for the specific site included as an attachment with "Site #1 – Propagation Map" as the header? <b>Y/N</b>	Yes – provided by Brandon Camden via email on 3/2/21
How many households and businesses will have access to internet from this site?	822 – provided by Brandon Camden via email on 3/2/21
<b>4. Speed</b>	
Are all internet speeds proposed to be offered at this site a minimum of 25 MBS downlink and 3MBS uplink? <b>Y/N</b>	Yes – provided by Brandon Camden via email on 3/2/21
What specific internet speeds will be available to customers at this site? Please list all speeds that apply.	100Mbps 1Gpbs 10Gpbs (still in beta/future planned)
<b>5. Full Cost to Customer</b>	
What will the full start-up cost be (not including monthly charges) for a new customer? Include <u>one singular dollar figure</u> that aggregates all costs to initiating service (do not include additional information here). Costs associated with start-up include, but are not limited to installation, equipment, subscriber modules, etc.).	Provided by Brandon Camden via phone on 4/7/21: The install cost to the customer will be \$0 if their home/business is located within 1,000 feet of the main footprint. There will be no installation charges for anyone who hooks up to the service along this route within the first two years. The two-year period begins on the date the project is accepted by the Board of Supervisors.
What will the monthly charges be? This cost must be fully representative of all charges that can be expected on a customer's monthly bill. Provide this information for every internet speed to be offered at this site.	Provided in original RFP response: Speed: 100Mbps - Monthly Fee: \$49.99 Speed: 1Gpbs - Monthly Fee: \$89.99 Speed: 10Gpbs - Monthly Fee: \$TBD
What will the maximum escalation be for the next three years on monthly service fees?	Provided in original RFP response: Year 1: %0 Year 2: %0 Year 3: %5
<b>6. Proposed Infrastructure and Technology Solution</b>	
What infrastructure and technology solution are you proposing for this site? Be as specific as possible, while limiting your response to no more than 350 words.	

Provided by Brandon Camden via email on 3/2/21:

Zitel internet service is delivered on a managed ONT/Router with a built in wifi platform. Zitel provides the router and managed wifi to the subscribers. Our field technicians perform home installations, locating the routers to optimize performance for each home. The system then uses a cloud management approach that allows us to monitor the performance of the router and internet network remotely. Technicians can respond to most user questions and issues remotely and in real time, without requiring a field visit. This expansion of Zitel's footprint will connect into fiber along route 122 terminating into our backbone and data center in Downtown Moneta. Our current datacenter is provided by Pixel Factory via Mid-Atlantic Broadband's fiber backbone and will be upgraded with this expansion.

Provided by Brandon Camden via email on 3/24/21:

ZiTEL utilizes a direct buried method of installing most of its underground plant. We use a vibratory plow to install the cable into the ground 36+" without using traditional open trench or innerduct systems. This method can be used on any non-paved footprint. It is the preferred method due to its reduction in time, restoration, and cost. For any paved or "non-distributable" areas we use an HDD to bore underneath the surface and install innerduct. Our fiber is then plowed up to the innerduct, pulled through the innerduct, and picked back up with the plow on the other side of the bore shot. Typically, a "flowerpot" or vault is set for future access to the innerduct. For Bedford county we installed a 1 ¼" future duct whenever we utilized the HDD for cross a state paved road area, or in high traffic of difficult areas.

Provided by Brandon Camden via email on 3/24/21:

I would put in a completely vacant 1 ¼ " future use duct. 4x1 duct has a 10 week longer lead time on acquiring it, with 12.5+ times cost. 1 ¼" is basically the industry standard for communications also. Everyone in the industry uses 1.25 basically such as Verizon, CenturyLink, Shentel even including the Facebook build that is about to move from Franklin through Bedford. If you want me to have the 4x1 conduit installed I can price it out and check current availability

Provided by Brandon Camden via phone on 4/7/21:

Zitel would like to run dual conduit. One line of conduit would be County-owned for future locations of providers (can fit 3-4 lines in the duct), and one would be owned by Zitel. Both conduit lines will be 1 ¼ inch; according to Mr. Camden, this is standard and it is cheaper than smaller line, which is why he does not plan to install a smaller conduit for Zitel's run. He has stated that Zitel will never lease space in their conduit that is part of this project to any other company.

Provided by Brandon Camden via email on 4/9/21:

We will need a new POP for the Trent's Ferry build. Points of presence include routers, switches, servers, and other devices necessary for traffic to cross over ours and others interconnected networks. A point of presence can be as simple as "a single server mounted in someone else's cabinet." – a Co-Lo, but for the expansion throughout that area will would be placing our own structure for full

deployments of advanced infrastructure. We are asking for no additional funding from the county for this POP.

It would greatly improve our ability to expand in both the Trent’s Ferry / Boonsboro area and Big Island footprints if the county had any land available for use or could help facilitate the acquisition of land roughly in a 50’ x 50’ or similar footprint.

**7. Itemized Costs Associated with Full Infrastructure and Technology Solution**

Provided by Brandon Camden via email on 4/15/21:

Item Name	Total Cost of Item	Proposed as County-Funded (CF) OR Respondent-Funded (RF)?
Permitting, Make-Ready, Engineering for Backbone/Distribution	\$62,800.76	RF
Construction Labor Cost for Backbone/Distribution	\$262,847.34	CF
Construction Labor Cost for Backbone/Distribution	\$54,072.19	RF
Material Cost for Backbone/Distribution	\$175,075.86	CF
Material Cost for Backbone/Distribution	\$175,075.85	RF
Point of Presence Cost	\$127,350.00	RF
Total Cost of Proposed Infrastructure and Technology Solution. This should equal the itemized figures above.	\$857,222.00	
Total Cost Proposed as County-Funded. This should equal the itemized CF figures above.	\$437,923.20	
Total Cost Proposed as Respondent-Funded. This should equal the itemized RF figures above.	\$419,298.80	

**8. Future Use**

<p>Would it be technically feasible, as proposed, for another provider to collocate equipment on your solution in the future? Y/N</p>	<p>Provided by Brandon Camden via phone on 4/7/21:</p> <p>Yes, collocation in Zitel’s conduit is technically feasible, but Zitel will never lease space to any other user in this conduit. Zitel’s decision to use a larger size conduit is due to cost and availability.</p>
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<b>9. Completion</b>	
What would your anticipated date of full completion be for this site?	<p>From Brandon Camden via email on 3/2/21:</p> <p>Estimated at 4.5 months from the date of the contract being signed:</p> <p>An estimated 45 days to acquire permits and materials. An estimated 3 months for construction. This does not include actual installations in homes and businesses.</p>
<b>10. Provide any clarifying comments, if necessary, for any items above. Be specific about which item you are providing clarification for. Limit your total response to no more than 350 words.</b>	
<p>The project budget is based on [REDACTED] miles of underground fiber and [REDACTED] miles of overhead fiber installation.</p> <p>There was no estimated timeline provided regarding the actual installation projections of the 822 homes and businesses in the project footprint. However, information was provided regarding the installation crew. Provided by Brandon Camden via email on 3/17/21:</p> <p>We have no real accurate way other than the demand of customer interest. The timelines that we have had since starting the project was not exactly an ideal time frame for us until the cares act extensions. That being said we already completed main line builds before that came out. We are working hard with the same goal in mind. Customer turn ups are top priority.</p> <p>We currently have available 4 separate install crews. None will exclusively be dedicated to only Trents Ferry / Woods Landing they will be assigned based on volume and scheduling, but their average installs are 3 per day. We expect to have 2 crews in that area almost daily from turn up start dates, but could have as many as 6 depending the demand. We expect Trents Ferry take rate to exceed other previous areas and are estimating bringing on 2 additional crews for a total of 6 to handle the new volume after that build.</p> <p>We currently have 4 available crews, currently utilizing only 2 to meet our current demand and the customers schedules. If all 1820 customers called in today, lived within our footprint, were within 1000' of a splice point, and were able to be scheduled in a perfect world we would bring in additional crews to meet that demand. We have a pool of additional crews available to ramp up if needed. We have 48 live customers, with a list in our CRM of 93 new sign ups. We are meeting the demand on an average of a 3 week start to finish, signup to turnup. There are a range of 7-13 new request per week in the past month, if this volume outgrows our current availability we will grow to meet that demand. We originally estimated 100 signups per month and are on pace to see 47 per month thus far. As we fulfill the log that built since September 2020 we will focus more on targeted marketing; therefor will expect more volume and growth.</p> <p>Per conversations with Brandon Camden in March 2021, he has agreed to submitting quarterly reports</p>	

to the Broadband Authority regarding progress in getting households and businesses connected to the service.

## Quarterly Subscriber Status Report

**Provider Name** Zitel

**Service Area** Trents Ferry & Woods Landing

**Date**

Number of Customers with Service	# of Customers with 100Mbps	# of Customers with 1Gpbs	# of Customers with 10 Gpbs	# of Customers with Speed Not Listed <i>(If anything falls here, please provide note of explanation below)</i>	# of Interested Customers in Queue for Service	Average Length of Time in Queue Before Installation

**Additional Comments for quarterly subscriber status report:**



