

# Application to DHCD Submitted through CAMS

Brunswick County

Brunswick Co/BIT Poplar Creek Fiber Project

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Application ID: 59811152018124123  
Application Status: In Progress - DHCD  
Program Name: Virginia Telecommunications Initiative 2019  
Organization Name: Brunswick County  
Organization Address: 100 Tobacco Street  
Lawrenceville, VA 23868-1825  
Profile Manager Name: Leslie Weddington  
Profile Manager Phone: (434) 848-3107  
Profile Manager Email: lweddington@brunswickco.com

Project Name: Brunswick Co/BIT Poplar Creek Fiber Project  
Project Contact Name: Charlette Woolridge  
Project Contact Phone: (434) 848-3107  
Project Contact Email: cwoolridge@brunswickco.com  
Project Location: Poplar Creek Rd.  
Bracey, VA 23919-1234  
Project Service Area: Brunswick County

Total Requested Amount: \$198,546.40  
Required Annual Audit Status: Accepted

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## Budget Information:

Cost/Activity Category	DHCD Request	Other Funding	Total
Telecommunications	\$198,546.40	\$49,636.60	\$248,183.00
Construction	\$178,175.00	\$0.00	\$178,175.00
Other: Central Office Equipment	\$5,100.00	\$0.00	\$5,100.00
Other: Engineering	\$0.00	\$28,508.00	\$28,508.00
Other: ONT Equipment	\$15,271.40	\$21,128.60	\$36,400.00
Total:	\$198,546.40	\$49,636.60	\$248,183.00

## Budget Narrative:

Buggs Island Telephone Cooperative (BIT) and Brunswick County are applying for a grant in the amount of \$248,183.00 from the DHCD to aid in the construction to expand high speed broadband by means of fiber to the home in the proposed funding eligible area of Poplar Creek. BIT has committed to fund 20% of the project in the amount of \$49,636.60 with its own funds. We are requesting \$198,546.40 from the DHCD grant funds.

## Questions and Responses:

### 1. Project Area

Provide a map and description of the proposed geographic area including specific boundaries of the project area e.g.; street names, local and regional boundaries, etc. Explain why and how the project area(s) was selected. Attach a copy of your map(s).

Answer:

Several populated areas were considered by Buggs Island Telephone Cooperative (BIT) as in need of broadband service as defined by the DHCD grant criteria. BIT engaged in extensive research and prioritized these areas in an effort to exercise best practices by the company. The area selected for the project, for the purpose of this application, is identified as Poplar Creek, a remote residential populated rural area in Brunswick County. The area collectively consists of the following roads: Herman Road, Marina Road, Lucky Lane, Poplar Creek Road, and Piney Point Circle.

This project is defined as three (3) miles of new plant construction, passing approximately 91 households; all 91 households are currently served by BIT's DSL service, of which, all 91 households or 100% are considered unserved according to DHCD definition. The map depicting the project area is attached (Attachment #4).

### 2.

Describe your outreach efforts to identify existing providers in the selected project area. Provide a map and list of all existing providers (fixed and wireless), and speeds offered within the project area. Provide a detailed

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explanation of how this information was compiled and the source(s).

Answer:

BIT is currently the exclusive Incumbent local exchange carrier for the Poplar Creek area other than satellite and cellular broadband service providers which operate with data caps. There are currently no wireless broadband providers in or near the proposed area if you exclude satellite and cellular broadband service providers.

The FCC Broadband Map shows that BIT is the only provider of broadband (ADSL) in the proposed area but broadband speeds of at least 10Mbps/1Mbps are not available to any household in the proposed area due to the distance from the ADSL equipment. Cellular broadband providers in the area include Verizon and AT&T but broadband speed tests conducted by BIT thru-out the proposed area confirm that the required broadband speed of a least 10Mbps/1Mbps is not available anywhere in the proposed area.

The FCC map is attached (Attachment #5) that provides a list of providers in the proposed service area and the speeds they currently offer.

Supporting sources of information:

<https://www.fcc.gov/reports-research/maps/fixed-broadband-deployment-data/#lat=36.591075&lon=-78.10136&zoom=15>

### 3. Project Need/Description

To be eligible for VATI, applicants must demonstrate that the proposed project area(s) is unserved. An unserved area is defined as an area with speeds of 10 Mbps/1 Mbps or less, and with less than 10% service overlap within the project area. Describe the anticipated service overlap with current providers within the project area.

Answer:

BIT is currently the exclusive Incumbent local exchange carrier for the Poplar Creek area other than satellite and cellular broadband service providers which operate with data caps. There are currently no wireless broadband providers in or near the proposed area if you exclude satellite and cellular broadband service providers.

BIT is the only provider of broadband (ADSL) in the proposed area but broadband speeds of at least 10Mbps/1Mbps are not available to any household in the proposed area due to the distance from the ADSL equipment. Cellular broadband providers in the area include Verizon and AT&T but broadband speed tests conducted by BIT thru-out the proposed area confirm that the required broadband speed of a least 10Mbps/1Mbps is not available anywhere in the proposed area.

This area includes no service overlap with current providers.

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Attachment #11 demonstrates the proposed area is unserved according to the DHCD definition due to BIT's current network that is unable to provide speeds of at least 10 Mbps/1 Mbps.

Supporting sources of information:

[https://www.internode.on.net/residential/broadband/adsl/easy\\_broadband/performance/](https://www.internode.on.net/residential/broadband/adsl/easy_broadband/performance/)

<https://nbnmyths.wordpress.com/why-not-fttn/>

4. Describe population both in terms of absolute numbers within the project area and the eligible users that will be served by the proposed project. Describe the basis for these projections.

Answer:

This project is defined as three (3) miles of new plant construction, passing approximately 91 households; all 91 households are currently served by BIT's DSL service, of which, all 91 households or 100% are considered unserved according to DHCD definition.

Of the 91 households located in the proposed unserved area, approximately 70 currently have BIT's DSL service but cannot achieve speeds up to 10Mbps/1Mbps. Of the 91 locations, all are listed as residential, but according to the letters of support, being able to work from home with the higher internet speeds is essential.

The letters of support also addressed the issue of residents needing higher internet speeds for educational purposes, as many of the households contain school-aged children. Poplar Creek is a community comprised of households that are unable to receive DSL speeds of 10 Mbps down and 1 Mbps up. Households in this community are receiving limited average DSL speeds of 5 Mbps down and .5 Mbps up. This rural community increasingly faces challenges due to slow, sporadic and limited broadband services. They rely on broadband service to connect them to the global marketplace for basic lifestyle needs such as education, distance learning, teleworking, telemedicine and entertainment. Sustainable broadband to perform daily activities is critical to this remote rural community.

A lack of internet is forcing many young people to move away, leaving their rural homes altogether to find modern career opportunities. BIT has many elderly residents who have retirement homes within the Poplar Creek area who are needing the assistance of more online health care because of their inability to leave their homes and travel to a medical facility.

The issues faced on a daily basis by this community are the inability to 1) obtain educational information, 2) home school children, 3) work from home, 4) operate a home-based business, 5) apply for a job, and 6) access health records and perform research. In summary, this community is severely limited by its disconnection to the internet global economy.

As stated above, BIT currently serves the project area with DSL as the Incumbent carrier and communicates daily with the residents of the proposed project area giving BIT a full understanding of how the lack of high speed internet presents disadvantages to the lives of these residents. This area is too far from the closest network remote

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to aid in providing broadband speeds that meet the DHCD definition of served.

5. Indicate the numbers of businesses and community anchor institutions the proposed project will pass in the project area.

Answer:

The project area is extremely rural and solely residential and currently does not include any community anchor institutions or larger businesses. Vital broadband service will be provided to any Critical Community Facility including local schools, libraries, hospitals, police, fire and rescue services that may move into the area. However, residing in the project area there are emergency first responders, nurses, teachers, and others who assist and work for Critical Community Facilities.

As plans for the future and future growth of this area, residents within the project area and the surrounding communities would like to see Bracey, the closest area for business opportunities, become an incorporated town. Availability of high-speed internet would only enhance this chance and entice businesses to move here which will overall boost the local economy and create jobs essentially keeping our young people in the community.

6. Provide the anticipated take rate for the proposed service within one year of project completion and describe the basis for the estimate. Also provide all actions to be implemented to reach the identified potential customers within the project area.

Answer:

BIT anticipates a take rate of 70%. This is based on the current take rate that BIT is experiencing within its current network. BIT has approximately 3,035 telephone lines of which 2,079 have subscribed to DSL internet service.

BIT understands the importance of the priority given to satisfying stakeholders' needs and interests and wants to ensure their involvement in the project for it to be successful. In fact, in 2017, BIT conducted a survey of its members to determine what services they require and how higher broadband speeds would be beneficial. The majority response was higher broadband speeds were a necessity for their everyday lives.

The communications effort supporting the evolution of a fiber service will consist of strategic phases:

- Phase 1: Support of the residents within the proposed area
- Phase 2: Saturate the area with direct advertising (yard signs, door hangers, and invitations)
- Phase 3: Personal meetings with the potential customers
- Phase 4: Personal contact with each potential customer

BIT will also utilize the Home Owners Association (HOA) within the proposed area to reach out and inform all residents of the designated project area, with materials provided by BIT of the impending fiber project. The

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materials will include an explanation of the project, the benefits of having fiber to the home, and an invitation to a meeting that will be hosted by BIT. We will continuously keep the HOA informed of the progress of the project. We welcome the community's involvement.

BIT understands that public awareness and support is extremely important and wanted to include our approach in this plan. See BIT's public relations strategies below to ensure stakeholder awareness.

- Web Presence – BIT has developed an informative, intuitive and user-friendly website containing useful information, not only for BIT's product/service offerings, but updates and the progress of upcoming fiber deployments.
- Social Media Networking – Updates to all social networking sites on Facebook, Twitter, Instagram, etc. that defines project updates supported with pictures, videos and news about the project, service availability and pricing along with testimonials from stakeholders within the proposed.
- Blog Strategy - No business can afford not having a successful blog. It's the core of a modern, 'Social' marketing and communications strategy. It should enhance the company's strategic positioning, promote its product/service category, and define credentials, messages and benefits as well as drive a successful thought leadership and 'challenger' framework. The blog will be BIT's marketing front foot.
- Schedule face-to-face meetings with local and state officials to deliver project updates in their respective communities and keep them abreast of the specific time frames that service will be available to their residents and businesses.
- Press releases to the local media announcing service availability and project milestones.
- Meet with potential customers; distribute brochures detailing BIT's service offerings and availability.
- Stake signs in potential customer neighborhoods stating that high-speed fiber internet services are provided by BIT and available in the immediate area.
- Door hangers delivered to announce the fiber service and contact information.
- Videos to upload on BIT's website and Facebook page showing the fiber construction, completion stages at the subscriber's location and interviews with the subscribers.

7. A statement whether the proposed project is targeting the "last mile," "middle mile," or "backbone" portion of the broadband infrastructure.

Answer:

This project will be comprised of backbone, middle mile, and last mile infrastructure to serve the homes that extend 2 miles beyond BIT's current remote. All of the facilities will be owned and maintained by BIT.

8. For wireless projects only: Please explain the ownership of the proposed wireless infrastructure. Will the wireless co-applicant own or lease the radio mast, tower, or other raised structure onto which the wireless infrastructure will be installed?

Answer:

N/A

9. Provide a description of the broadband service to be provided, including estimated download and upload speeds, whether that speed is based on dedicated or shared bandwidth, and the technology that will be used. This description can be illustrated by a map or schematic diagram, as appropriate.

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Answer:

Broadband service is to be provided by a Fiber-to-the-Home (FTTH) network with single mode fiber from BIT's Joyceville Central Office.

Broadband high-speed internet will be available to 100% of the residents in the project area. Subscribers will be charged a flat monthly rate regardless of bandwidth usage, and BIT estimates that the monthly access rates to residential subscribers will be between \$80 and \$200 per month for internet service based on the selected package. A dedicated fiber will be provided to each service location with initial speeds of 25 Mbps download and 5 Mbps upload, with higher speed packages available up to 1 Gigabit.

The Outside Plant fiber network will consist of the placement of 100% buried fiber. The proposed fiber will be ribbonized Corning 144, 96 and 72 count cables. The use of ribbon fiber enables initial reduced splicing costs and is becoming the fiber type used by most companies deploying a FTTH network.

A schematic reflecting the overall fiber routing is attached (Attachment #15) to illustrate the fiber design.

10. Provide a description of the network system design used to deliver broadband service from the network's primary Internet point(s) of presence to end users, including the network components that already exist and the ones that would be added by the proposed project. Also describe specific advantages of using this technology. Provide a detailed explanation on how this information was compiled and source(s). For wireless projects, provide a propagation map including the proposed project.

Answer:

The following information was provided by the engineering firm that BIT will utilize for the project. The existing middle mile equipment from the Beechwood Exchange to the Joyceville Remote Office that will be used to backhaul the new service is Calix E-7 equipment with 1 Gig transport. This will be upgraded to 10 Gig by replacing the optics resulting in 10 Gig service from the Beechwood Office to the existing Internet access location at the Joyceville Remote Office. It should also be noted that the proposed E-7 platform can be used for GPON or Active design networks depending on the cards equipped and the desired service. The cost difference between GPON and Active is minimal in this design as the outside plant fiber sizing would not change. The Splitters in the GPON case or the Fiber Cross-connect frame in an Active plan would both be located in the Joyceville Remote Office. BIT currently uses the Calix E-7 equipment in their existing Network.

The design for the FTTH service within the Poplar Creek area is with an Active Ethernet platform. The advantages of using FTTH versus traditional copper plant includes not only greater bandwidth but low attenuation, longer distance, enhanced security and immunity to many environmental factors, thus resulting in heightened reliability to the customers.

The outside plant fiber distribution network will utilize Corning manufactured steel-shielded single-mode ribbon fiber, in sizes of 72 and 36, to be direct buried on existing VDOT Right of Way. In some instances aerial plant will be constructed in the event environmental barriers prevent direct buried construction. Fiber plant and service drops will be accessible above ground in Charles Industries CFDP 210 pedestals which are RDUP listed and exceed Telcordia GR-771-CORE standards for fiber optic splice enclosures. Below ground Commscope 450 series fiber splice enclosures will be housed in Quazite Tier 15 round box polymer hand holes rated for 15,000lbs and designed for maximum longevity. All service drops will be constructed with Corning ROC Environmentally Hardened Pre-

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Terminated Optitap fiber, which will allow for maximum durability and ease of use for the outside plant's entire lifespan.

## 11. Project Readiness

What is the current state of project development (i.e. planning, preliminary engineering, final design, etc.)? Prepare a detailed project timeline or construction schedule, which identifies specific tasks, staff, contractor responsible(s), collection of data, etc., and estimated start and completion dates. The timeline should include all activities being completed within 12 months of contract execution with DHCD.

Answer:

The proposed project schedule/timeline is included as Attachment #14 for the Poplar Creek FTTH project. Following is an analysis of the activities by timeline category and status of the project as of November 16, 2018:

- Preliminary Design: Status - *100% Complete* - The preliminary design of both the electronic office equipment and the outside plant buried fiber network was completed by Joel Williams and Luiguy Massanga of Mid South Consulting Engineers on October 5th, 2018. This included all phases of the planning process including the number of potential customers and the most economical routing of the fiber cable to the areas within the proposed serving areas. This data was used to determine correct fiber sizes not only for the existing homes, but for future growth within the area boundary to be served. Also, the electronic office equipment planning was completed based upon the collected data. All planning information was also used to develop a budgetary cost analysis for the project.
- Field Staking: Status - *100% Complete* - Field Staking began on Oct 8th, 2018 and was completed on November 2nd, 2018 by Luiguy Massanga of Mid South Consulting Engineers. This included driving orange marker stakes in the field at all new outside plant locations, paint marking all culverts and new locations on the road pavement, measuring and hand drafting the construction prints overtop a satellite imagery base map, and calculating all needed construction material units on a master tabulation spreadsheet in Excel.
- Project Review: Status - *100% Complete* - The final project review began on November 7th, 2018 and was completed on November 16, 2018 by Mark Williams of Mid South Consulting Engineers. This review included transferring the hand drawn construction prints to a finalized annotated PDF format, double checking all measurements and unit calculations, adjusting the construction prints for maximum efficiency, and drawing a finalized distribution fiber schematic in Visio to accompany the construction prints and master tabulation sheet. Upon completion of this review, the FTTH project is 100% construction ready. The construction prints, master tabulation spreadsheet, and fiber distribution schematic are all included as Attachment #15 for the Poplar Creek FTTH project.



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- **Grant Application & Approval: Status - *Pending*** - This section of the timeline accounts for the review, submittal, and approval of the VATI / DHCD grant application by all parties involved. The timeline shown on the attachment is estimated based on our prior experience with the DHCD grant approval process from 2017-2018 on the Great Creek FTTH project which was approved in late February 2018.
- **Construction Bidding & Approval: Status - *Pending*** - Upon final approval of the DHCD grant application, Larry Hartman, of Mid South Consulting Engineers, with the concurrence of BIT, will submit a bid package containing the finalized construction prints, master unit tabulation sheet, and fiber schematic to a minimum of (3) contractors for competitive bids. The bid packages will be submitted to bidders by February 25th, 2019 and be returned no later than March 8, 2019. Based on the low bidder and with the concurrence of BIT, Robert Schlabach, of Mid South Consulting Engineers, will prepare an RUS style 773 Outside Plant Construction Contract which will then be submitted to the BIT Board of Directors for their approval on March 19th, 2019.
- **Material Order Lead Time: Status - *Pending*** - This includes authorizing the Outside Plant Contractor to order all materials for construction based on the units required in the approved Contract. In order to reduce any material lead time delays, as soon as the low bidder is identified, a pre-authorization letter will be granted by BIT so that the contractor may begin ordering material immediately. In addition, BIT will order all service drop cable, electronic office equipment, and customer ONT units that are required for the project during this time period. Assistance by Robert Schlabach of Mid South Consulting Engineers will be provided in ordering the electronic office equipment as required. These tasks are scheduled to begin by March 11, 2019 with all materials (electronic office equipment and all outside plant construction material) received by April 29, 2019, which is based on the current 6-8 week lead time on major construction items such as mainline cable. In addition, Russell Feight, of Mid South Consulting Engineers, will obtain a VDOT Land Use Permit during this time period in order for construction to commence by April 29th, 2019, a process which based on our prior experience with regional VDOT should be completed in as little as 3 weeks from selection of the low bidder, by March 29th, 2019.
- **Construction: Status - *Pending*** - Construction is scheduled to begin April 29th, 2019 with all work completed by July 19th, 2019. This proposed timeline is based on the planned 60 work day, Monday through Friday contract schedule, with extra days granted by the Resident Engineer for holidays and rain days. This includes all outside plant construction by the approved contractor and all installation of the electronic equipment in the Bracey Remote Office by BIT. Mid South Consulting Engineers, Inc. will provide an on-site Resident Engineer, Mark Williams, for the outside plant construction to ensure all units are completed to the contract specifications. A weekly progress report will be submitted to BIT by the Resident Engineer to track construction progress accurately and confirm the scheduled completion date is met.

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- Customer Activation: Status - *Pending* - The customer activation of service by BIT is scheduled to begin no later than July 22nd, 2019 and complete by Aug 16th, 2019. This timeline is based on the proposed 91 customers in the DHCD Grant area, with an average of 2 customers activated per day by BIT for a period of 9 weeks.

12. Matching funds: Provide a description of the matching funds the applicant and co-applicant will invest in the proposed project, (VATI funding cannot exceed 80% of total project cost). The Funding Sources Table should be completed.

i. For each element of matching funds in the description, indicate the type of match (cash, salary expense, or in-kind contribution).

ii. Identify whether the applicant or co-applicant is responsible for providing each element of the proposed matching funds.

iii. Include copies of vendor quotes or documented cost estimates supporting the proposed budget.

Answer:

For this project BIT will be providing approximately 20% of the total project cost in cash matching funds.

1. BIT will be providing all of the services (e.g., planning and engineering), labor and materials necessary for this project. The value of these services of these services and materials are approximately 20% of the total project.
2. The applicant, Brunswick County, is not responsible for providing any matching funds, only the co-applicant, BIT.
3. The vendor quotes and cost estimates supporting the proposed budget are included in Attachment #9.

See Attachment #13 for the Funding Sources Table.

13. Identify key individuals, including name and title, who will be responsible for the management of the project. Describe their role and responsibilities for the project. Present this information in table format.

Answer:

BIT COMMUNICATIONS  
Poplar Creek Fiber to the Home Project  
PROJECT TEAM  
Attachment #2

BIT

NAME	TITLE	ROLE/RESPONSIBILITIES
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Michele Taylor	General Manager	Responsible for all decisions that are proposed for the Poplar Creek Fiber Project. This includes interaction with the BIT Board of Directors on any issues that require their attention/approval. She is also responsible for approval of all Contracts associated with the project as well as all invoicing required for both the Central Office equipment as well as the Outside Plant Construction costs.
Glenn Isaccs	Wireless Network Manager	He is responsible for the coordination of all deliverables on the Poplar Creek Fiber Project with Mid-South Consulting Engineers, Inc. This includes the design, Outside Plant construction, review of Contracts and is the primary point of contact for the project.
Eugene Hostetter	Outside Plant/Central Office Manager	He is responsible for the coordination of the Central Office Equipment for the Poplar Creek Fiber Project. His responsibilities include coordination with Mid-South Consulting Engineers in obtaining Equipment quotes from the Equipment vendor, ordering the Equipment and the installation of the Central Office equipment for the project.
Dina Blanton	Marketing/Public Relations Coordinator	She is responsible for the coordination of all marketing campaigns, advertising materials and making sure the project residents are informed, educated and updated on the project and the benefits of fiber.
Carolyn Piercy	Finance Manager	She is responsible for preparing the draw remittances and submitting the required reporting.

MID-SOUTH CONSULTING  
ENGINEERS, INC.

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Howard Tipton	Vice President-Engineering	He is responsible for the coordination of the FTTH design as well as the budgetary pricing for the project. He is also responsible for the preparation of the Request for Proposal (RFP) for approval by BIT to engage Mid-South Consulting Engineers, Inc. He will also interact with all Mid-South team members, as required, during the project implementation design and be involved in the project construction.
Russ Feight	CAD Supervisor	He is responsible for the CAD group to produce the field staking sheets. Also, once the field staking is completed, he will coordinate the final completion of all CAD-generated drawings for the project.
Larry Hartman	Project Manager-Outside Plant	He is responsible for all phases of the Outside Plant portion of the Poplar Creek Fiber Project. This includes review of the final staking sheets, coordination of the Contract preparation and coordination with the Inspector assigned during the Outside Plant construction of the project. In addition, he will review and forward to BIT the weekly Progress Reports of construction. He will review and submit Contractor's invoices to BIT for approval. He will inform the Mid-South Vice President-Engineering of any items that may require his input/attention.
Luiguy Massanga	Resident Engineer-Outside Plant	He is responsible for the actual field staking of all units required for the Outside Plant fiber construction.
Robert Schlabach	Project Manager-Central Office	He is responsible for any coordination with BIT on the quotes from vendors for the Central Office equipment for the project. He will also assist in

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ordering the equipment as required. He is also responsible for the budgetary pricing for the Central Office equipment for the plan design.

Mark Williams

Outside Plant Construction Inspector

He is responsible for on-site inspection of the Outside Plant construction phase of the project. He will monitor the construction quality as well as quantity of construction. He will prepare a weekly Progress Report and submit it to the Mid-South Project Manager for review and submittal to BIT. He will interface with the Contractor and resolve any issues that may arise during the construction of the project.

14. Applicant and Co-Applicant: A description of the public-private partnership involved in the project. Detail the local government assistance: Local government co-applicants should demonstrate assistance to project that will lower overall cost and further assist in the timely completion of construction, including assistance with permits, rights of way, easement and other issues that may hinder or delay timely construction and increase cost.

i. If the partnership is formalized in a written agreement provide a copy of that agreement.

ii. If the partnership has not been formalized, provide a short description of the project management role, financial commitment, or other contribution to the project for the applicant and co-applicant and any additional partners.

Answer:

A partnership between Brunswick County and BIT has not yet been formalized for this project, but both partners are collaborating on an agreement to be executed upon receiving notification that the DHCD grant was awarded. Included is Attachment #6, minutes from the Brunswick County Board of Supervisors evidencing the partnership with BIT and authorizing BIT to submit the application.

An agreement would cover the following:

BIT would commit to implement the Project Management Plan within the designated period, to provide updates to the County on the status of the project, to notify the County, if County assistance were needed, to submit requests for payment as work was completed, to complete all work within the required timeframe, and to provide the County with information showing the locations where broadband had been enabled.

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The agreement would also be expected to include the County's commitment to review information provided by BIT, to provide any necessary rights of way, and to assist in contacting citizens and others when appropriate to assist in completing the project within the required time frame.

## 15. Project Budget and Cost Appropriateness

Applicants shall provide a detailed budget as to how the grant funds will be utilized, including an itemization of equipment and construction costs and a justification of proposed expenses. Expenses should be substantiated by clear cost estimates.

Answer:

The project budget is included in Attachment #1.

## 16. The cost benefit index is comprised of three factors: (i) state share for the total project cost, (ii) state cost per unit passed, and (iii) the internet speed. From these statistics, individual cost benefit scores are calculated. Finally, the three component scores are averaged together and converted to a 30 point scale to form a composite score.

Answer:

The state share for the total project cost is (80% of \$248,183.00 = 198,546.40). The state cost per unit (91) passed in the DHCD area is (\$2,181.83). All units along the proposed project path will be capable of receiving 1 Gigabit fiber internet service.

## 17. A description of applicant and co-applicant's history or experience with managing grants and constructing broadband communications facilities in the Commonwealth of Virginia and elsewhere.

Answer:

Buggs Island Telephone Cooperative (BIT), founded in 1951, provides quality communications services and products along with rapid deployment of the latest wireless technology and infrastructure necessary to assist in the economic revitalization efforts of south central Virginia. BIT, located in Bracey, Virginia has been serving its members located in portions of Mecklenburg and Brunswick Counties for 64 years. BIT currently serves 100% of its territory with DSL with approximately 75% that can receive speeds up to 10Mbps, but the remaining areas are too far from a remote to provide the higher speeds. BIT is currently deploying fiber-to-the-home, which will replace its existing copper infrastructure and provide the higher broadband speeds to all its members, beginning in the areas that struggle to receive at least 10 Mbps. BIT has experience with managing grants and constructing broadband communication facilities in the Commonwealth. In portions of Southern Virginia, BIT has provided voice and data services to its members for decades. BIT has built and provided high-speed Internet services to residential and business customers since the inception of those services.

Thriving and operating under the Cooperative principles, BIT has been in business for 64 years dedicated to helping provide high-speed internet, phone and other services to unserved areas. BIT has extensive experience in the design, installation, and maintenance of broadband infrastructure. Today, BIT has approximately 3,050 access lines and over 2,500 internet subscribers (both DSL and Fixed Wireless).

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Community Revitalization Commission grant to build a wireless broadband network infrastructure. These grants would then enable BIT to provide wireless broadband access where Buggs Island Telephone Cooperative has Federal Communications Commission wireless licenses. This project, after a technology change and geographic scale-back, was successfully completed on time and within budget and serves five counties with a fixed wireless broadband offering.

Fortunately, because of a prior grant last year through the Virginia Telecommunications Initiative (VATI) and supported by the County of Mecklenburg partnering with BIT, we have just completed deploying fiber-to-the-home to an unserved area within its Cooperative serving area, providing the first fiber-to-the-home to residents in Mecklenburg County! This project is defined as four (4) miles of new plant construction, serving 65 locations and passing another 58 locations currently served by BIT's DSL service but cannot receive speeds up to 10Mbps and was completed in November 2018 providing broadband speeds up to 1 Gigabit.

Brunswick County has worked with numerous state and federal agencies on many different types of Grants.

## 18. Service

Describe the Internet service offerings to be provided after completion of this project and your price structure for these services. The service offerings should include all relevant tiers.

Answer:

BIT has developed a comprehensive offering of products and services at competitive prices. Switching to a field proven fiber technology and product will allow BIT to provide a more viable service and meet the demand for higher broadband speeds and service. Included in the service offerings are high-speed broadband, voice, unlimited long distance, calling features, webhosting, security service, and computer sales and services.

Upon project completion, BIT will offer the Poplar Creek area with high-speed fiber-to-the-home service of a minimum 25 Mbps Down/5 Mbps Up that includes "free" phone service and unlimited data for a monthly fee of only \$79.95. Other speed tiers include, but not limited to are: 50 Mbps Down/10 Mbps Up for \$99.95, 100 Mbps Down/25 Mbps Up for \$149.95 and 200 Mbps Down/50 Mbps Up for \$189.95. Higher speed packages up to 1 Gigabit will be available upon grant approval and request.

BIT also provides wired and wireless networking installation services to residents and businesses. BIT also sells and services computers. This service gives customers who desire to purchase a device to access the internet, or need computer repair service for ultimate PC performance, a source to do so.

## 19. Additional Information

Any other equitable factor that the applicant desires to include.

Answer:

# Application to DHCD Submitted through CAMS

Brunswick County

Brunswick Co/BIT Poplar Creek Fiber Project

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The residents included in this grant have participated in a survey which provided the need for broadband for school, work and teleworking. Many indicate that they are running home based businesses and need faster internet to be competitive. Over the past several years community interest and support for establishing reliable broadband service to this area has been extremely high. The residents of the proposed grant area have been extremely supportive of this grant effort. Neighbors just outside of this community have been cheerleaders for this initiative as well.

There are no Fire/Rescue Departments within the project area but the entire area is served by providers located just outside the project area. High speed broadband is used for everything from hiring, reporting crime statistics to gathering information and is needed to help keep the community safe. Public safety is crucial to our rural remote areas, so improvements in the technology to communicate must be reliable. Higher broadband speeds available to the project area will only improve these public safety issues and could mean the difference between life and death for the areas first responders.

Again, this area is not currently served by the definition of the DHCD for broadband. BIT appreciates your willingness to review our application and consider this project as a desired area for this grant. Please find in Attachment #16 letters of support from the residents.

## Attachments:

Derivation of Cost (Project Budget)

Attachment1DerivationofCostsProjectBudget1115201811455.pdf

Project Management Plan

Attachment2ProjectManagementPlan1116201873508.pdf

Supporting documentation for costs estimates

Attachment3BrunswickCoDHCDCostEstimates1272018115509.pdf

Map(s) of project area, including proposed infrastructure

Attachment4MapoftheProjectArea1272018115651.pdf

Map(s) or schematic of existing broadband providers (inventory of existing assets)

Attachment5MapofExistingBroadbandProviders1115201811903.pdf



# Application to DHCD Submitted through CAMS

Brunswick County

Brunswick Co/BIT Poplar Creek Fiber Project

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Documentation of relationship between applicant and co-applicant (formal or informal)

Attachment6BOSMinutes1020181272018115759.pdf

Two most recent Form 477 submitted to FCC

Attachment7FormsFCC4771231201763020181272018115901.pdf

Documentation for in-kind contributions, including value(s)

Attachment8CashInKindMatchSourceofMatchingFunds1272018120656.pdf

Documentation supporting project costs (i.e. vendor quotes)

Attachment9BrunswickCoDHCDCostEstimates1272018115957.pdf

Documentation of source of match funding

Attachment10SourceofMatchingFunds1272018120057.pdf

Documentation that proposed project area is unserved based on VATI criteria

Attachment11DocumentationthatProposedAreaisUnserved1162018100712.pdf

Documentation that proposed project area is not designated for Connect America Funding (CAF)

Attachment12ConnectAmericaFundingArea1272018120149.pdf

Funding Sources Table

Attachment13VATIFundingSourcesTable9242018933231272018120240.pdf

(Optional) || Project Schedule

Application14BrunswickDHCDProjectTimeline1272018120349.pdf

(Optional) || Project Schematic

Attachment15DHCDBrunswickFiberSchematic201811161272018120441.pdf

(Optional) || Letters of Support

Attachment16LettersofSupport1212201835433.pdf

# Application to DHCD Submitted through CAMS

Brunswick County

Brunswick Co/BIT Poplar Creek Fiber Project

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(Optional) || Letter of Support from Brunswick County

BITSupportLetter12142018103506.pdf

**Derivation of Cost  
Poplar Creek Project**

Product	Total	VATI	Non-VATI	Source of Estimate	Date
<b>OSP Construction</b>	<b>\$178,175.00</b>	<b>\$178,175.00</b>		Mid-South Engineers	11/1/2018
BDO-205 26 @ \$410	\$10,660.00	\$10,660.00		Mid-South Engineers	11/1/2018
BFO36R 8,000 @ \$2.50	\$20,000.00	\$20,000.00		Mid-South Engineers	11/1/2018
BFO72R 7,800 @ \$2.77	\$21,606.00	\$21,606.00		Mid-South Engineers	11/1/2018
BM2 26 @ \$40	\$1,040.00	\$1,040.00		Mid-South Engineers	11/1/2018
BM53F 18 @ \$65	\$1,170.00	\$1,170.00		Mid-South Engineers	11/1/2018
BM60 DROP 750 @ \$6.50	\$4,875.00	\$4,875.00		Mid-South Engineers	11/1/2018
BM60(1-1.25")DP 1,800 @ \$13.10	\$23,580.00	\$23,580.00		Mid-South Engineers	11/1/2018
BM71 800 @ \$9.00	\$7,200.00	\$7,200.00		Mid-South Engineers	11/1/2018
BM83 91 @ \$34	\$3,094.00	\$3,094.00		Mid-South Engineers	11/1/2018
FTH-PRECON 91 @ \$120	\$10,920.00	\$10,920.00		Mid-South Engineers	11/1/2018
HO-1 160 @ \$31	\$4,960.00	\$4,960.00		Mid-South Engineers	11/1/2018
HO-12R 13 @ \$255	\$3,315.00	\$3,315.00		Mid-South Engineers	11/1/2018
SEBO 1P-300' 5 @ \$375	\$1,875.00	\$1,875.00		Mid-South Engineers	11/1/2018
SEBO 1P-500' 46 @ \$600	\$27,600.00	\$27,600.00		Mid-South Engineers	11/1/2018
SEBO 1P-750' 36 @ \$880	\$31,680.00	\$31,680.00		Mid-South Engineers	11/1/2018
SEBO 1P-1000' 4 @ \$1,150	\$4,600.00	\$4,600.00		Mid-South Engineers	11/1/2018
<b>Central Office Equipment</b>	<b>\$5,100.00</b>	<b>\$5,100.00</b>	<b>\$0.00</b>	Mid-South Engineers	11/1/2018
Calix GPON B+ Optics (1490/1310nm Single Fiber) 3 @ \$650	\$1,950.00	\$1,950.00		Mid-South Engineers	11/1/2018
Clearfield 1x32 Splitter Module 3 @ \$1,050	\$3,150.00	\$3,150.00		Mid-South Engineers	11/1/2018
<b>Engineering</b>	<b>\$28,508.00</b>	<b>\$0.00</b>	<b>\$28,508.00</b>	Mid-South Engineers	11/1/2018
<b>ONT Equipment 91 Residences</b>	<b>\$36,400.00</b>	<b>\$15,271.40</b>	<b>\$21,128.60</b>	Mid-South Engineers	11/1/2018

**Derivation of Cost  
Poplar Creek Project**

Calix GigaCenter ONT w/Power Cable & UPS 91 @ \$350	\$31,850.00				
30' Flexdrop Jumper (from NID to ONT) 912 @ \$50	\$4,550.00				
<b>Total Project</b>	<b>\$248,183.00</b>	<b>\$198,546.40</b>	<b>\$49,636.60</b>		

\$248,183.00      \$198,546.40      \$49,636.60

**BIT COMMUNICATIONS**  
**Poplar Creek Fiber to the Home Project**  
**PROJECT TEAM**  
**Attachment 2**

**BIT**

<b>NAME</b>	<b>TITLE</b>	<b>ROLE/RESPONSIBILITIES</b>
<b>Michele Taylor</b>	<b>General Manager</b>	Responsible for all decisions that are proposed for the Poplar Creek Fiber Project. This includes interaction with the BIT Board of Directors on any issues that require their attention/approval. She is also responsible for approval of all Contracts associated with the project as well as all invoicing required for both the Central Office equipment as well as the Outside Plant Construction costs.
<b>Glenn Isacs</b>	<b>Wireless Network Manager</b>	He is responsible for the coordination of all deliverables on the Poplar Creek Fiber Project with Mid-South Consulting Engineers, Inc. This includes the design, Outside Plant construction, review of Contracts and is the primary point of contact for the project.
<b>Eugene Hostetter</b>	<b>Outside Plant/Central Office Manager</b>	He is responsible for the coordination of the Central Office Equipment for the Poplar Creek Fiber Project. His responsibilities include coordination with Mid-South Consulting Engineers, Inc., in obtaining Equipment quotes from the Equipment vendor, ordering the Equipment and the installation of the Central Office equipment for the project.
<b>Dina Blanton</b>	<b>Marketing/Public Relations Coordinator</b>	She is responsible for the coordination of all marketing campaigns, advertising materials and making sure the project residents are informed, educated and updated on the project and the benefits of fiber.
<b>Carolyn Piercy</b>	<b>Finance Manager</b>	She is responsible for preparing the draw remittances and submitting the required reporting.

**MID-SOUTH CONSULTING ENGINEERS, INC.**

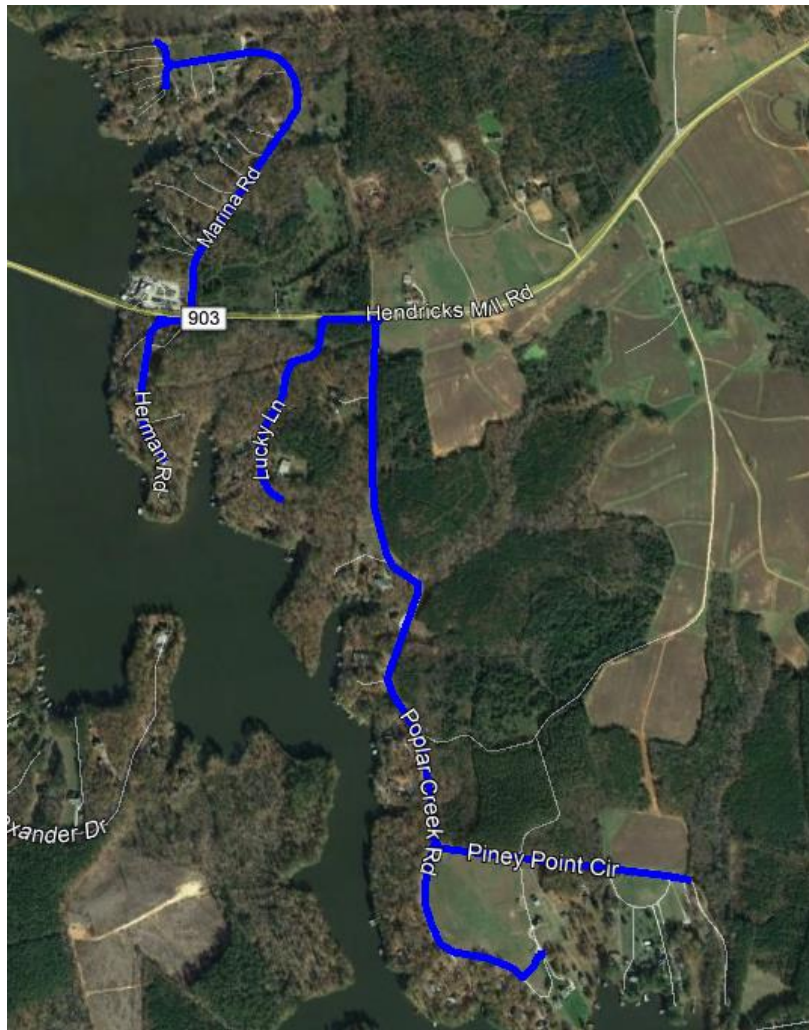
<b>Howard Tipton</b>	<b>Vice President-Engineering</b>	He is responsible for the coordination of the FTTH design as well as the budgetary pricing for the project. He is also responsible for the preparation of the Request for Proposal (RFP) for approval by BIT to engage Mid-South Consulting Engineers, Inc. He will also interact with all Mid-South team members, as required, during the project implementation design and be involved in the project construction.
<b>Russ Feight</b>	<b>CAD Supervisor</b>	He is responsible for the CAD group to produce the field staking sheets. Also, once the field staking is completed, he will coordinate the final completion of all CAD-generated drawings for the project.
<b>Larry Hartman</b>	<b>Project Manager-Outside Plant</b>	He is responsible for all phases of the Outside Plant portion of the Poplar Creek Fiber Project. This includes review of the final staking sheets, coordination of the Contract preparation and coordination with the Inspector assigned during the Outside Plant construction of the project. In addition, he will review and forward to BIT the weekly Progress Reports of construction. He will review and submit Contractor's invoices to BIT for approval. He will inform the Mid-South Vice President-Engineering of any items that may require his input/attention.
<b>Luiguy Massanga</b>	<b>Resident Engineer-Outside Plant</b>	He is responsible for the actual field staking of all units required for the Outside Plant fiber construction.
<b>Robert Schlabach</b>	<b>Project Manager-Central Office</b>	He is responsible for any coordination with BIT on the quotes from vendors for the Central Office equipment for the project. He will also assist in ordering the equipment as required. He is also responsible for the budgetary pricing for the Central Office equipment for the plan design.
<b>Mark Williams</b>	<b>Outside Plant Construction Inspector</b>	He is responsible for on-site inspection of the Outside Plant construction phase of the project. He will monitor the construction quality as well as quantity of construction. He will prepare a weekly Progress Report and submit it to the Mid-South Project Manager for review and submittal to BIT. He will interface with the Contractor and resolve any issues that may arise during the construction of the project.



**Virginia Telecommunications Initiative**

**Virginia Department of Housing and Community Development**

**Brunswick County & BIT Communications**



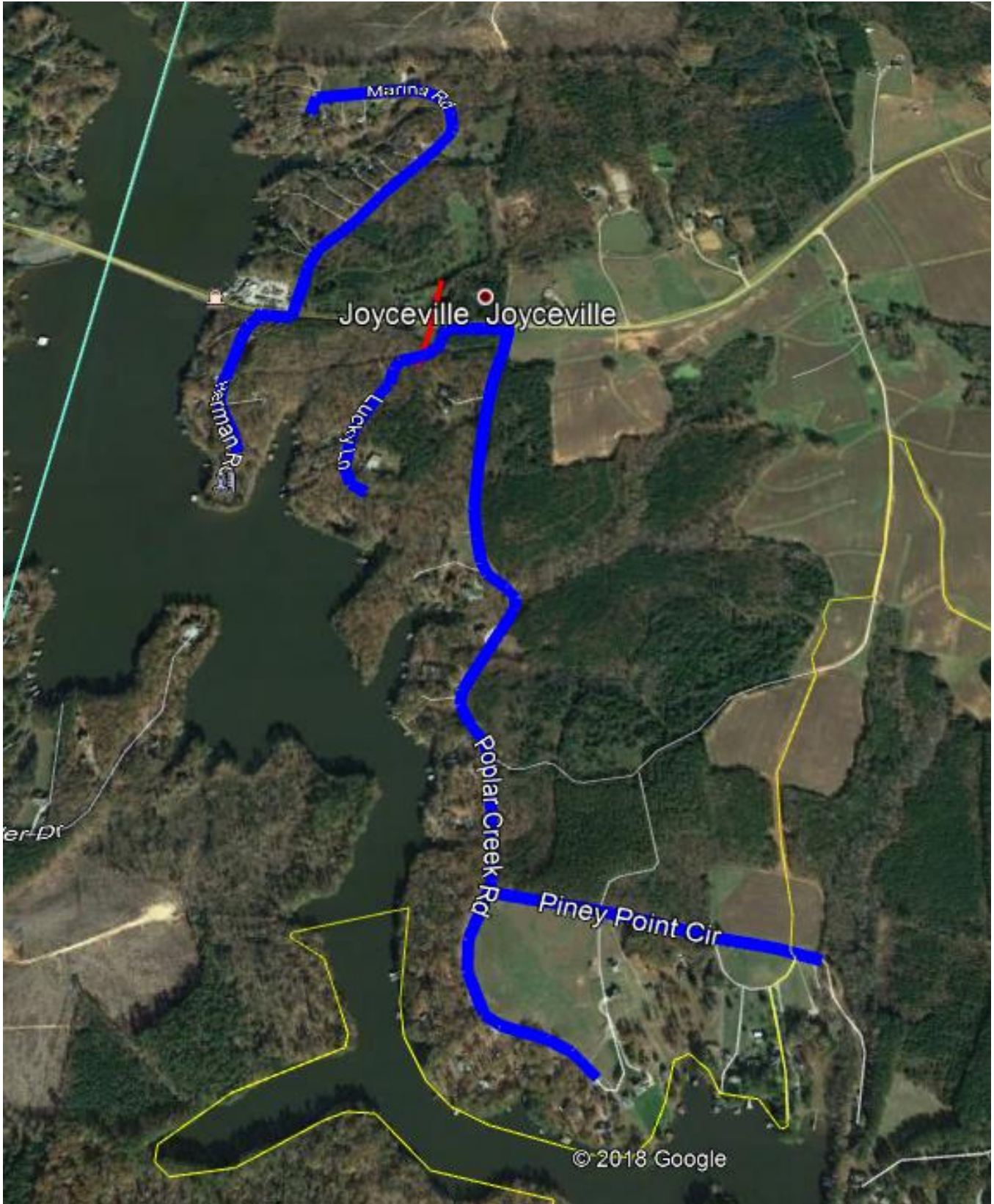
**91 Residences Passed in DHCD / VATI Funded Area**



## DHCD Proposed Grant Area in Brunswick County

Marina Road, Herman Road, Lucky Lane, Poplar Creek Road and Piney Point Circle

91 Serving Locations will be provided Fiber-to-the-Home capable of broadband speeds up to 1 Gigabit

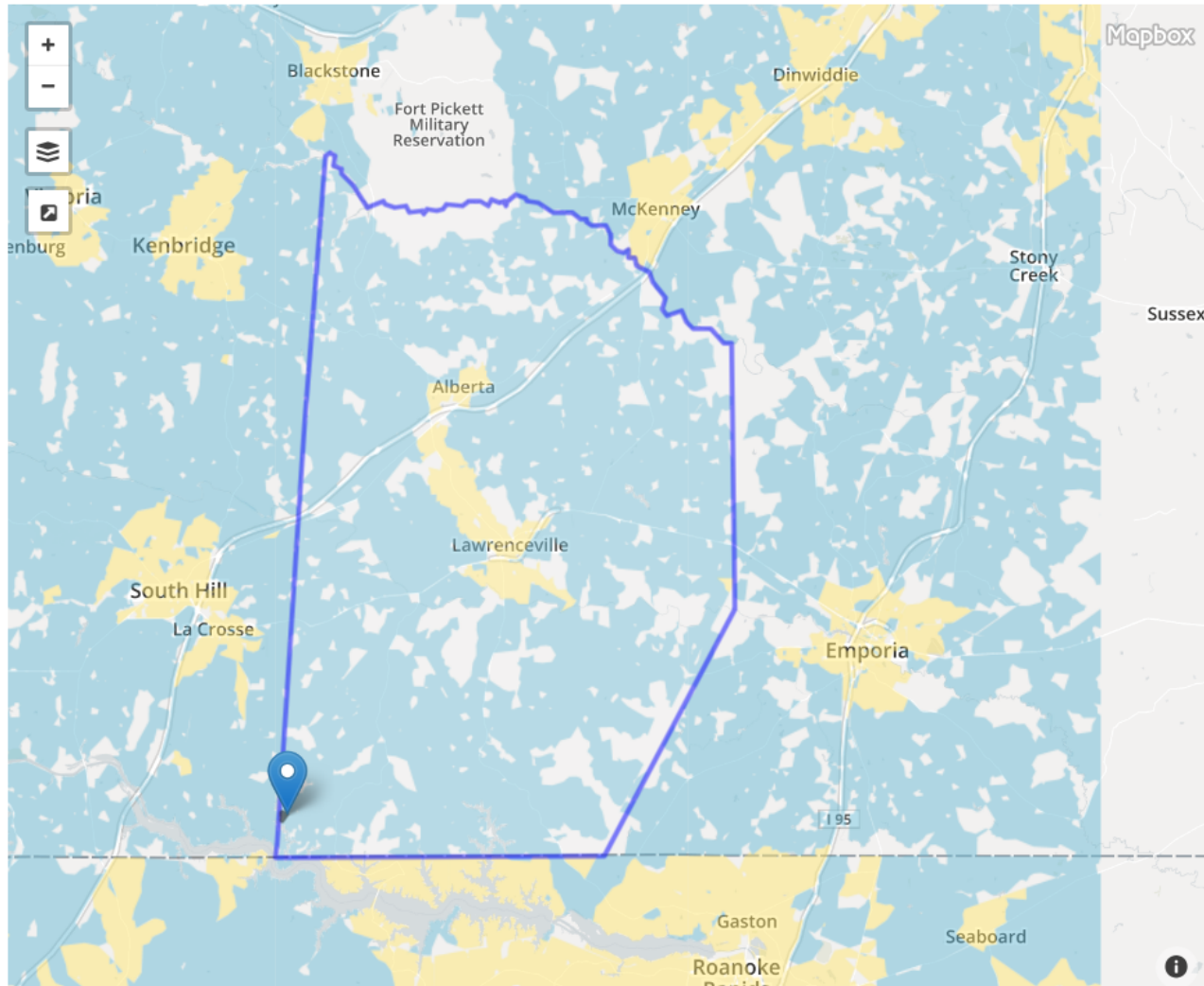




# Attachment 5 – Map of existing broadband providers

Source: <https://www.fcc.gov/reports-research/maps/fixed-broadband-deployment-data/#lat=36.572715&lon=-78.037568&zoom=10>

Address ▾ Marina Rd, Bracey, Virginia 23919, United States



**Fixed** **Providers** Demographics

## Census Block

**FIPS Code:** 510259303005089  
**Designation:** Rural

## Providers

Name ^	Tech ⇅	Down ⇅	Up ⇅
Buggs Island Telephone Cooperative	ADSL	10	1
HughesNet	Satellite	15	2
Skycasters	Satellite	2	1.3
ViaSat Inc	Satellite	12	3

## Map Layers

Areas without population are shown without color.

- Fixed broadband 25/3 (Mbps)
- No fixed broadband 25/3 (Mbps)
- Tribal land
- Urban area

**Brunswick County Board of Supervisors  
October 17, 2018 – Regular Meeting**

\*\*\*\*\*

**Re: Department/Agency Presentations**

**Southside Community Services Board – Same Day Access Initiative**

Ms. Beth Englehorn, Executive Director of Southside Community Services Board, gave an overview of the Same Day Access Initiative.

\*\*\*\*\*

**Buggs Island Telephone Cooperative – Broadband Deployment Initiative**

Ms. Michelle Taylor, General Manager with Buggs Island Telephone, gave an overview of a proposal to apply for grant funding with the State of Virginia to update 2.99 miles of roads located off of Hendricks Mill Road (State Route 903), to include Herman Road, Marina Road, Lucky Lane, Poplar Creek Road and Piney Point Circle, to include fiber in order to offer higher broadband speeds. Ms. Taylor requested that the County serve as the applicant with Buggs Island Telephone being the private sector broadband service provider as the co-applicant for the grant application.

Upon a motion by Mr. Zubrod, seconded by Mr. Harrison, and unanimously carried, the Board approved to serve as applicant with Buggs Island Telephone being the private sector broadband service provider as the co-applicant for the grant application.

Ayes: Harrison, Jones, Tyler, Zubrod, Harris; Nays: None

\*\*\*\*\*

**Department of Social Services - Medicaid Expansion**

Mrs. Debbie Burkett, Director of Social Services, gave an overview of the new

[Skip to main content](#) [Skip to footer and contact information](#)

# (RETAIN FOR YOUR RECORDS) Form 477 Filing Summary

FRN:  
0002031698  
Data as of:  
Dec 31, 2017  
Operations:  
ILEC  
Submission Status:  
Original - Submitted  
Last Updated:  
Feb 16, 2018 14:06:39

## Filer Identification

Section	Question	Response
<b>Filer Information</b>	Provider Name	Buggs Island Telephone Cooperative
	Holding Company Name	Buggs Island Telephone Cooperative
	SAC ID	190219
	499 ID	801312
<b>Data Contact Information</b>	Data Contact Name	Carolyn Piercy
	Data Contact Phone Number	(434) 636-1250
	Data Contact E-mail	cpiercy@bitbroadband.com
<b>Emergency Operations Contact Information</b>	Emergency Operations Name	Buzzy Hostetter
	Emergency Operations Phone Number	(434) 636-2274
	Emergency Operations E-mail	bhostetter@bitbroadband.com
<b>Certifying Official Contact Information</b>	Certifying Official Name	Carolyn Piercy
	Certifying Official Phone Number	(434) 636-1250
	Certifying Official E-mail	cpiercy@bitbroadband.com

## Data Submitted

Form Section	File Name	Date & Time	Number of Rows
Fixed Broadband Deployment	BIT Dec 2017 Shape files.csv	Feb 16, 2018 14:04:53	7999
Fixed Broadband Subscription	Interactive data entry		76
Fixed Voice Subscription	Interactive data entry		9

## Fixed Broadband Deployment

## Census Block Counts by State, DBA Name and Technology

State	DBA Name	Technology	Blocks
North Carolina	Buggs Island Telephone	Asymmetric xDSL	21
		Terrestrial Fixed Wireless	2
	Buggs Island Telephone Cooperative	Asymmetric xDSL	4
	Buggs Island Telephone	Terrestrial Fixed Wireless	882
Virginia	Buggs Island Telephone	Asymmetric xDSL	938
		Terrestrial Fixed Wireless	5522
	Buggs Island Telephone Cooperative	Asymmetric xDSL	111
	Buggs Island Telephone	Terrestrial Fixed Wireless	519
<b>Total</b>			<b>7999</b>

## Fixed Broadband Subscription

### Fixed Broadband Subscriptions by State, Technology and End-user Type

State	Technology	Census Tracts	Subscriptions		
			Consumer	Business / Govt	Total
North Carolina	Asymmetric xDSL	8	58	1	59
	Asymmetric xDSL	45	1854	74	1928
Virginia	Optical Carrier/Fiber to the End User	3	0	4	4
	Terrestrial Fixed Wireless	20	399	17	416
<b>Total</b>		<b>76</b>	<b>2311</b>	<b>96</b>	<b>2407</b>

### Fixed Broadband Subscriptions by Bandwidths and End-user Type

Downstream Bandwidth (in Mbps)	Upstream Bandwidth (in Mbps)	Consumer	Business / Govt	Total
0.256	0.128	70	0	70
3.000	0.384	31	1	32
3.000	0.512	994	33	1027
4.000	0.512	31	4	35
5.000	0.512	330	15	345
6.000	0.512	5	2	7
8.000	0.512	17	3	20
10.000	1.000	432	17	449
10.000	5.000	399	17	416
15.000	1.000	1	0	1
20.000	3.000	0	1	1
25.000	1.000	1	2	3
50.000	50.000	0	1	1
<b>Total</b>		<b>2311</b>	<b>96</b>	<b>2407</b>

### Fixed Broadband Subscriptions by Technology, Bandwidths and End-user Type

Technology	Downstream Bandwidth (in Mbps)	Upstream Bandwidth (in Mbps)	Consumer		Business / Govt	Total
Asymmetric xDSL	0.256	0.128	70	0		70
	3.000	0.384	31	1		32
	3.000	0.512	994	33		1027
	4.000	0.512	31	4		35
	5.000	0.512	330	15		345
	6.000	0.512	5	2		7
	8.000	0.512	17	3		20
	10.000	1.000	432	15		447
	15.000	1.000	1	0		1
	25.000	1.000	1	2		3
Optical Carrier/Fiber to the End User	10.000	1.000	0	2		2
	20.000	3.000	0	1		1
	50.000	50.000	0	1		1
Terrestrial Fixed Wireless	10.000	5.000	399	17		416
<b>Total</b>			<b>2311</b>	<b>96</b>		<b>2407</b>

## Fixed Voice Subscription

### VGE Lines and VoIP Subscriptions by State and End-user Type

State	Total VGE Lines	Consumer VGE Lines	Total VoIP Subscriptions	Consumer VoIP Subscriptions
North Carolina	75	73	0	0
Virginia	2941	2695	0	0
<b>Total</b>	<b>3016</b>	<b>2768</b>	<b>0</b>	<b>0</b>

## Fixed Voice Subscription (VGE Lines)

### VGE Lines Provided to Unaffiliated Providers by State

State	Wholesale UNE-L	
North Carolina	0	0
Virginia	0	0
<b>Total</b>	<b>0</b>	<b>0</b>

### VGE Lines Provided to End Users by State, Bundle and Product Type

State	Total	by Bundle		by Product Type			
		Sold w/ Internet	Sold w/o Internet	Consumer & No PIC	Consumer & PIC	Bus-Govt & No PIC	Bus-Govt & PIC
North Carolina	75	58	17	16	57	1	1





(RETAIN FOR YOUR RECORDS)  
Form 477 Filing Summary

FRN: 0002031698 Data as of: Jun 30, 2018 Operations: ILEC Submission Status: Revised - Submitted Last Updated: Nov 12, 2018 09:27:35

**Filer Identification**

Section	Question	Response
<b>Filer Information</b>	Provider Name	Buggs Island Telephone Cooperative
	Holding Company Name	Buggs Island Telephone Cooperative
	SAC ID	190219
	499 ID	801312
<b>Data Contact Information</b>	Data Contact Name	Carolyn Piercy
	Data Contact Phone Number	(434) 636-2274 ext: 227
	Data Contact E-mail	cpiercy@bitbroadband.com
<b>Emergency Operations Contact Information</b>	Emergency Operations Name	Buzzy Hostetter
	Emergency Operations Phone Number	(434) 917-4311
	Emergency Operations E-mail	bhostetterl@bitbroadband.com
<b>Certifying Official Contact Information</b>	Certifying Official Name	Carolyn Piercy
	Certifying Official Phone Number	(434) 636-2274 ext: 227
	Certifying Official E-mail	cpiercy@bitbroadband.com

**Data Submitted**

Form Section	File Name	Date & Time	Number of Rows
Fixed Broadband Deployment	BIT June 2018 Shape File.csv	Nov 12, 2018 08:49:42	8000
Fixed Broadband Subscription	FCC477FixedBroadbandSubscriptionReport~06-30-2018~0002031698.csv	Nov 12, 2018 09:24:26	74
Fixed Voice Subscription	FCC477FixedVoiceSubscriptionReport~06-30-2018~0002031698.csv	Nov 12, 2018 08:49:42	10

**Fixed Broadband Deployment**

**Census Block Counts by State, DBA Name and Technology**

State	DBA Name	Technology	Blocks
North Carolina	Buggs Island Telephone	Asymmetric xDSL	21
		Terrestrial Fixed Wireless	2
	Buggs Island Telephone Cooperative	Asymmetric xDSL	4

State	DBA Name	Technology	Blocks
Virginia	Buggs Islaand Telephone	Terrestrial Fixed Wireless	882
	Buggs Island Telephone	Asymmetric xDSL	938
		Terrestrial Fixed Wireless	5522
	Buggs Island Telephone Cooperative	Asymmetric xDSL	111
		Optical Carrier/Fiber to the End User	1
	Buggs Island Telepyhone	Terrestrial Fixed Wireless	519
<b>Total</b>			<b>8000</b>

**Fixed Broadband Subscription**

**Fixed Broadband Subscriptions by State, Technology and End-user Type**

State	Technology	Census Tracts	Subscriptions		
			Consumer	Business / Govt	Total
North Carolina	Asymmetric xDSL	8	63	1	64
Virginia	Asymmetric xDSL	46	1891	90	1981
	Terrestrial Fixed Wireless	20	407	17	424
<b>Total</b>		<b>74</b>	<b>2361</b>	<b>108</b>	<b>2469</b>

**Fixed Broadband Subscriptions by Bandwidths and End-user Type**

Downstream Bandwidth (in Mbps)	Upstream Bandwidth (in Mbps)	Consumer	Business / Govt	Total
0.256	0.125	62	3	65
3.000	0.384	1000	45	1045
4.000	0.512	26	6	32
5.000	0.512	358	17	375
6.000	0.512	5	3	8
8.000	0.512	21	3	24
10.000	1.000	479	12	491
10.000	5.000	407	17	424
15.000	1.000	1	0	1
25.000	3.000	2	2	4
<b>Total</b>		<b>2361</b>	<b>108</b>	<b>2469</b>

**Fixed Broadband Subscriptions by Technology, Bandwidths and End-user Type**

Technology	Downstream Bandwidth (in Mbps)	Upstream Bandwidth (in Mbps)	Consumer	Business / Govt	Total
Asymmetric xDSL	0.256	0.125	62	3	65
	3.000	0.384	1000	45	1045
	4.000	0.512	26	6	32
	5.000	0.512	358	17	375



Technology	Downstream Bandwidth (in Mbps)	Upstream Bandwidth (in Mbps)	Consumer	Business / Govt	Total
	6.000	0.512	5	3	8
	8.000	0.512	21	3	24
	10.000	1.000	479	12	491
	15.000	1.000	1	0	1
	25.000	3.000	2	2	4
<b>Terrestrial Fixed Wireless</b>	10.000	5.000	407	17	424
<b>Total</b>			<b>2361</b>	<b>108</b>	<b>2469</b>

**Fixed Voice Subscription**

**VGE Lines and VoIP Subscriptions by State and End-user Type**

State	Total VGE Lines	Consumer VGE Lines	Total VoIP Subscriptions	Consumer VoIP Subscriptions
North Carolina	78	76	0	0
Virginia	2912	2691	0	0
<b>Total</b>	<b>2990</b>	<b>2767</b>	<b>0</b>	<b>0</b>

**Fixed Voice Subscription (VGE Lines)**

**VGE Lines Provided to Unaffiliated Providers by State**

State	Wholesale	UNE-L
North Carolina	0	0
Virginia	0	0
<b>Total</b>	<b>0</b>	<b>0</b>

**VGE Lines Provided to End Users by State, Bundle and Product Type**

State	Total	by Bundle		by Product Type			
		Sold w/ Internet	Sold w/o Internet	Consumer		Bus-Govt	
				& No PIC	& PIC	& No PIC	& PIC
North Carolina	78	64	14	17	59	1	1
Virginia	2912	1996	916	655	2036	0	221
<b>Total</b>	<b>2990</b>	<b>2060</b>	<b>930</b>	<b>672</b>	<b>2095</b>	<b>1</b>	<b>222</b>

**VGE Lines Provided to End Users by State, Ownership and Last-mile Medium**

State	Total	by Ownership				by Last-mile Medium			
		Owned	UNE-L	Resale	FTTP	Coax	Fixed Wireless	Copper	
North Carolina	78	78	0	0	0	0	0	78	
Virginia	2912	2912	0	0	0	0	0	2912	
<b>Total</b>	<b>2990</b>	<b>2990</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2990</b>	

Attachment #8



OUR FOCUS IS YOUR SUCCESS.

4300 Crossing Blvd. P.O. Box 2230  
Prince George, VA 23875

Account Number: 30005518  
Statement Date: 10/31/2018  
Statement Period: 09/30/2018 - 10/31/2018  
Items Enclosed: 0  
Page: 1 of 1

Return Service Requested

00001525 MBM4129S110118081255 01 000000000 0007642 001

**Checking Account Statement**

**Customer Service Information**

- TeleLink Telephone Banking:** 804-469-5926
- Lost or Stolen Card:** 800-500-1044
- Email Inquiries:** Information@Touchstone.Bank
- Visit us Online:** www.Touchstone.Bank
- Written Inquiries:**  
P.O. Box 875, Prince George, VA 23875
- Visit us on Facebook!**



BUGGS ISLAND TELEPHONE COOPERATIVE  
PO BOX 129  
BRACEY VA 23919

00001525 0001525 0001-0001

**Relationship Summary**

Account	Account Number	Balance
CHECKING	*****5518	\$1,808,580.21
<b>M/M BUSINESS</b>	<b>Account Number: *****5518</b>	

**Balance Summary**

09/30/2018	Balance Last Statement	\$1,807,659.05
	Total Credits This Period	+\$921.16
	Total Debits This Period	-\$0.00
<b>10/31/2018</b>	<b>Closing Balance</b>	<b>\$1,808,580.21</b>
	Interest Earned This Period	\$921.16
	Annual Percentage Yield	0.60%
	Interest Paid Year-To-Date	\$7,744.11

**Transaction Detail**

Date	Description	Debits	Credits	Balance
09/30/2018	Beginning Statement Balance			\$1,807,659.05
10/31/2018	INTEREST PAYMENT		\$921.16	\$1,808,580.21

**Overdraft Information**

Fee Type	Total Fees This Period	Total Fees Year-To-Date	Total Fees Previous Year
Overdraft Fees	\$0.00	\$0.00	\$0.00
Returned Item Fees	\$0.00	\$0.00	\$0.00



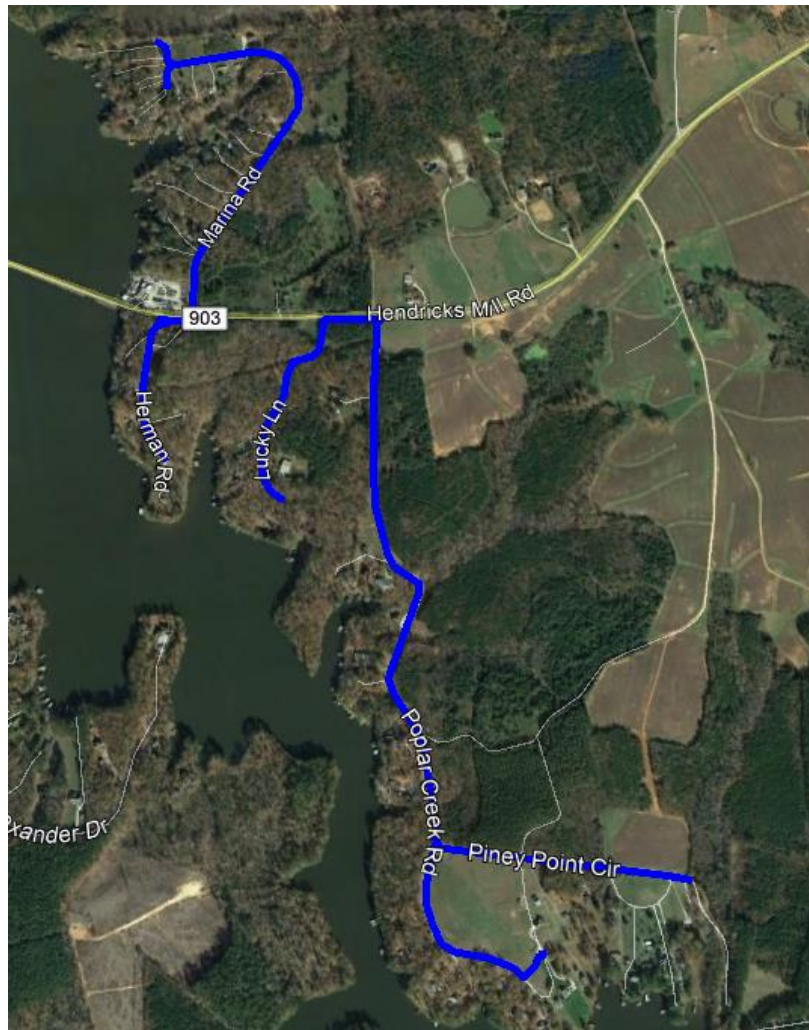
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Our focus is *your* success.



**Virginia Telecommunications Initiative**

**Virginia Department of Housing and Community Development**

**Brunswick County & BIT Communications**



**91 Residences Passed in DHCD / VATI Funded Area**





4300 Crossing Blvd. P.O. Box 2230  
Prince George, VA 23875

Return Service Requested

00001525 MBM4129S110118081255 01 000000000 0007642 001



BUGGS ISLAND TELEPHONE COOPERATIVE  
PO BOX 129  
BRACEY VA 23919

00001525 0001525 0001-0001

Account Number: 30005518  
Statement Date: 10/31/2018  
Statement Period: 09/30/2018 - 10/31/2018  
Items Enclosed: 0  
Page: 1 of 1

## Checking Account Statement

### Customer Service Information

- TeleLink Telephone Banking:** 804-469-5926
- Lost or Stolen Card:** 800-500-1044
- Email Inquiries:** Information@Touchstone.Bank
- Visit us Online:** www.Touchstone.Bank
- Written Inquiries:**  
P.O. Box 875, Prince George, VA 23875
- Visit us on Facebook!**

### Relationship Summary

Account Type	Account Number	Balance
CHECKING	*****5518	\$1,808,580.21

### M/M BUSINESS

Account Number: \*\*\*\*\*5518

### Balance Summary

09/30/2018	Balance Last Statement	\$1,807,659.05
	Total Credits This Period	+\$921.16
	Total Debits This Period	-\$0.00
10/31/2018	<b>Closing Balance</b>	<b>\$1,808,580.21</b>
	Interest Earned This Period	\$921.16
	Annual Percentage Yield	0.60%
	Interest Paid Year-To-Date	\$7,744.11

### Transaction Detail

Date	Description	Debits	Credits	Balance
09/30/2018	Beginning Statement Balance			\$1,807,659.05
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### Overdraft Information

Fee Type	Total Fees This Period	Total Fees Year-To-Date	Total Fees Previous Year
Overdraft Fees	\$0.00	\$0.00	\$0.00
Returned Item Fees	\$0.00	\$0.00	\$0.00



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Our focus is *your* success.

Attachment 11 - Part 1 of 2  
Documentation that proposed area is unserved based on VATI criteria.

Source for graph below. [https://www.intermode.on.net/residential/broadband/adsl/easy\\_broadband/performance/](https://www.intermode.on.net/residential/broadband/adsl/easy_broadband/performance/)

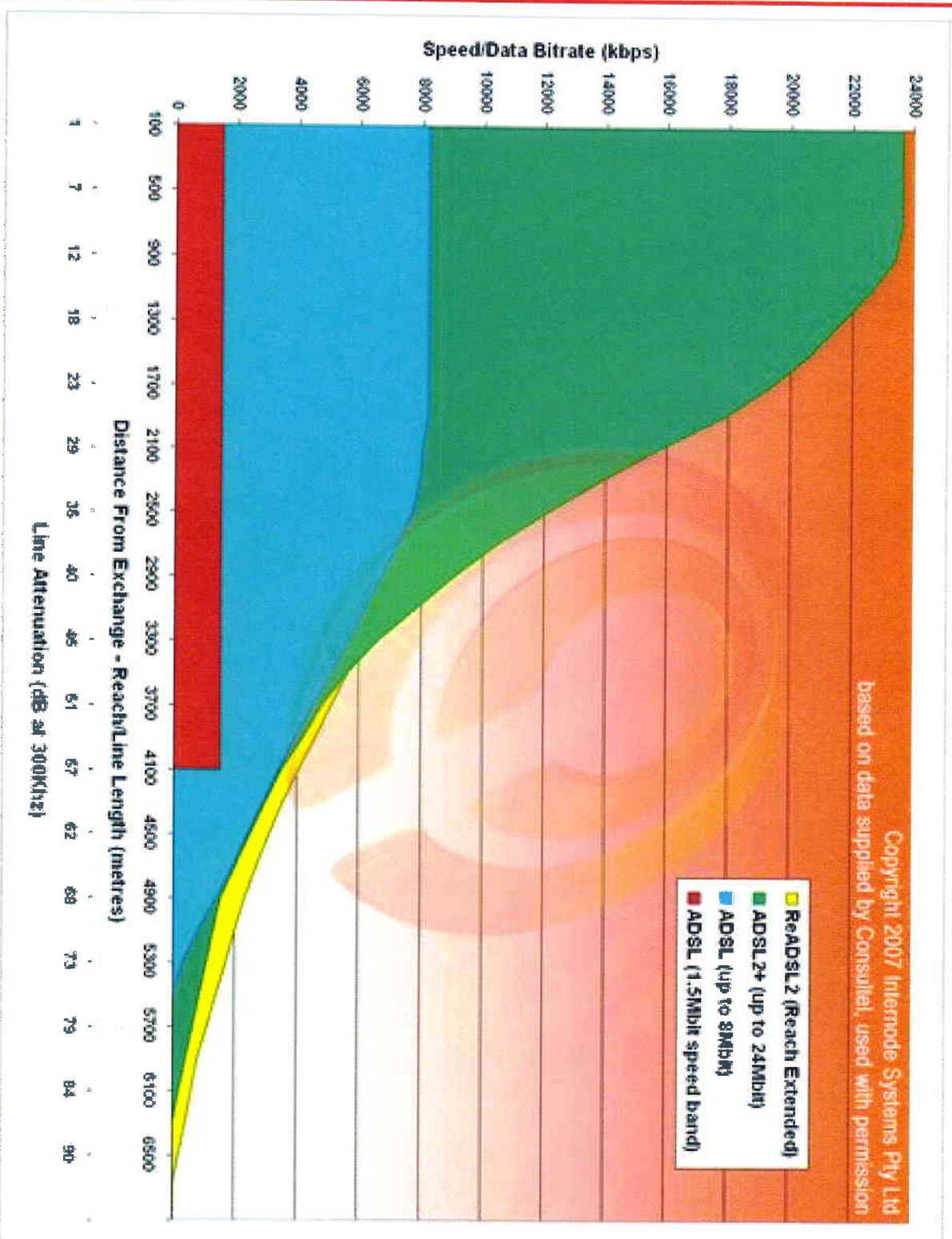
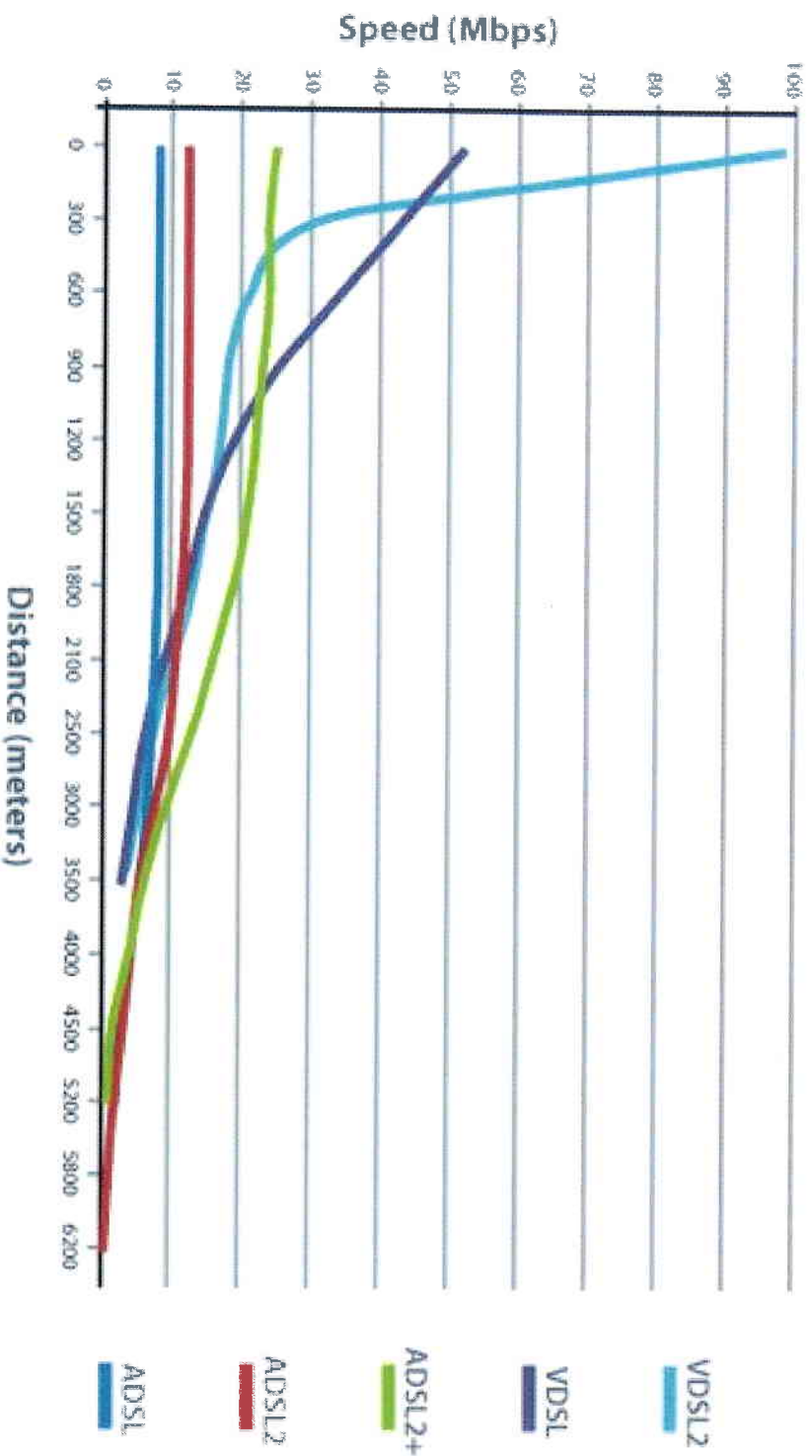


Figure 1: Graph showing the maximum speeds in relation to distance on ADSL1, ADSL2, and ADSL2+

Documentation that proposed area is unserved based on VATI criteria.

Source for graph below. <https://nbmnyths.wordpress.com/why-not-fttn/>

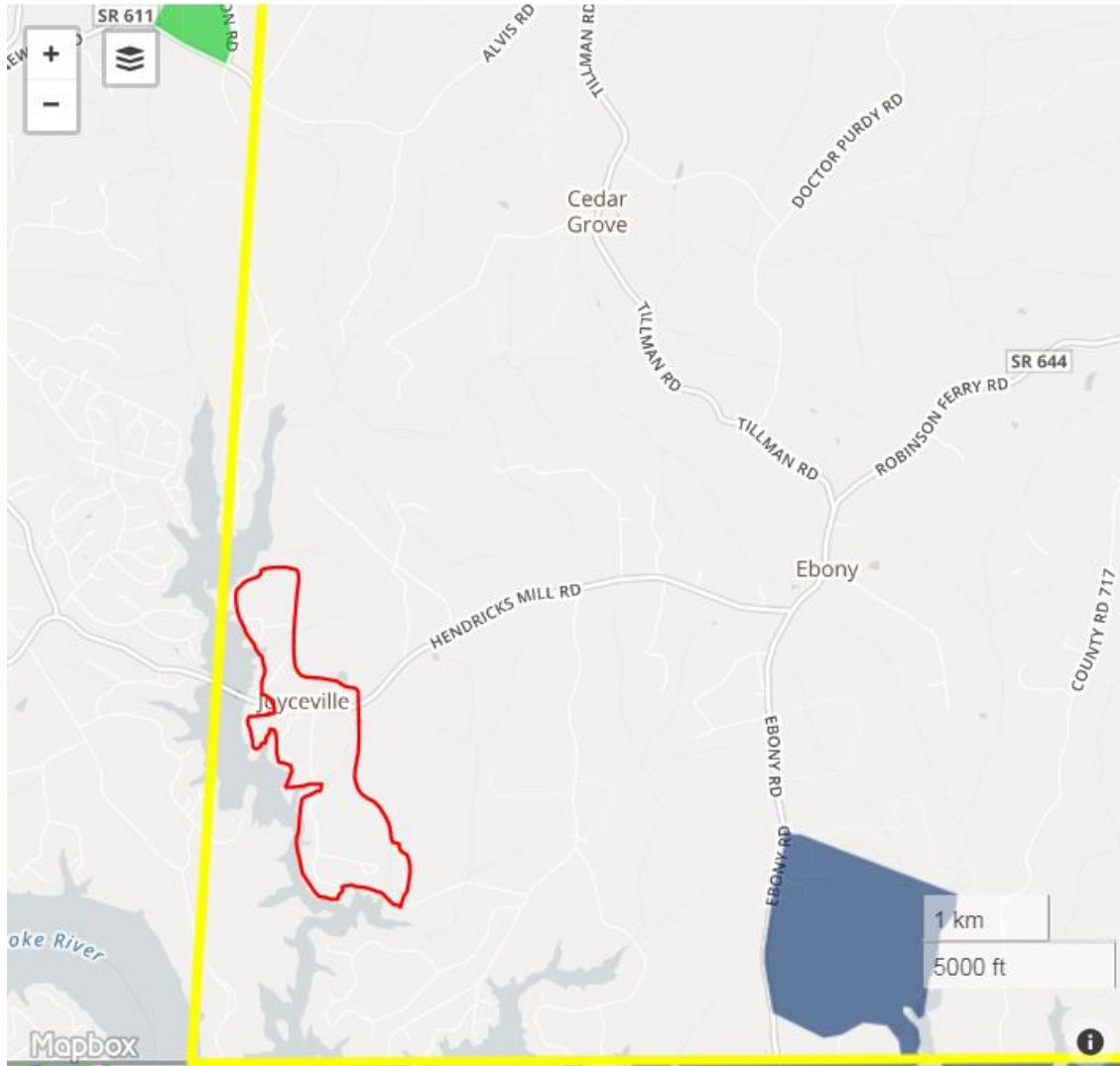
## FTTC Speed Graph



Source: Ofcom

# Connect America Phase II - Final Eligible Areas Map

<https://www.fcc.gov/maps/connect-america-phase-ii-final-eligible-areas-map/>



## County Summary

### Brunswick County, VA

Total Price Cap (PC) County Locations: 8,377

PC Carrier	State	Eligible Locations	Support Amount
CenturyLink	NC	2	\$2,559
CenturyLink	VA	408	\$111,795
Verizon	VA	2,480	\$933,821
<b>Total</b>		<b>2,890</b>	<b>\$1,048,175</b>

## Virginia State Summary

PC Carrier	Eligible Locations	Support Amount
CenturyLink	49,993	\$15,731,767
Fairpoint Communications	2,440	\$857,022
Verizon	85,518	\$29,144,142
<b>Total</b>	<b>137,951</b>	<b>\$45,732,931</b>

## Map Legend

- Eligible
- Ineligible - Exceeds Threshold
- Ineligible - Below Benchmark
- Ineligible - Other
- Elected Frozen

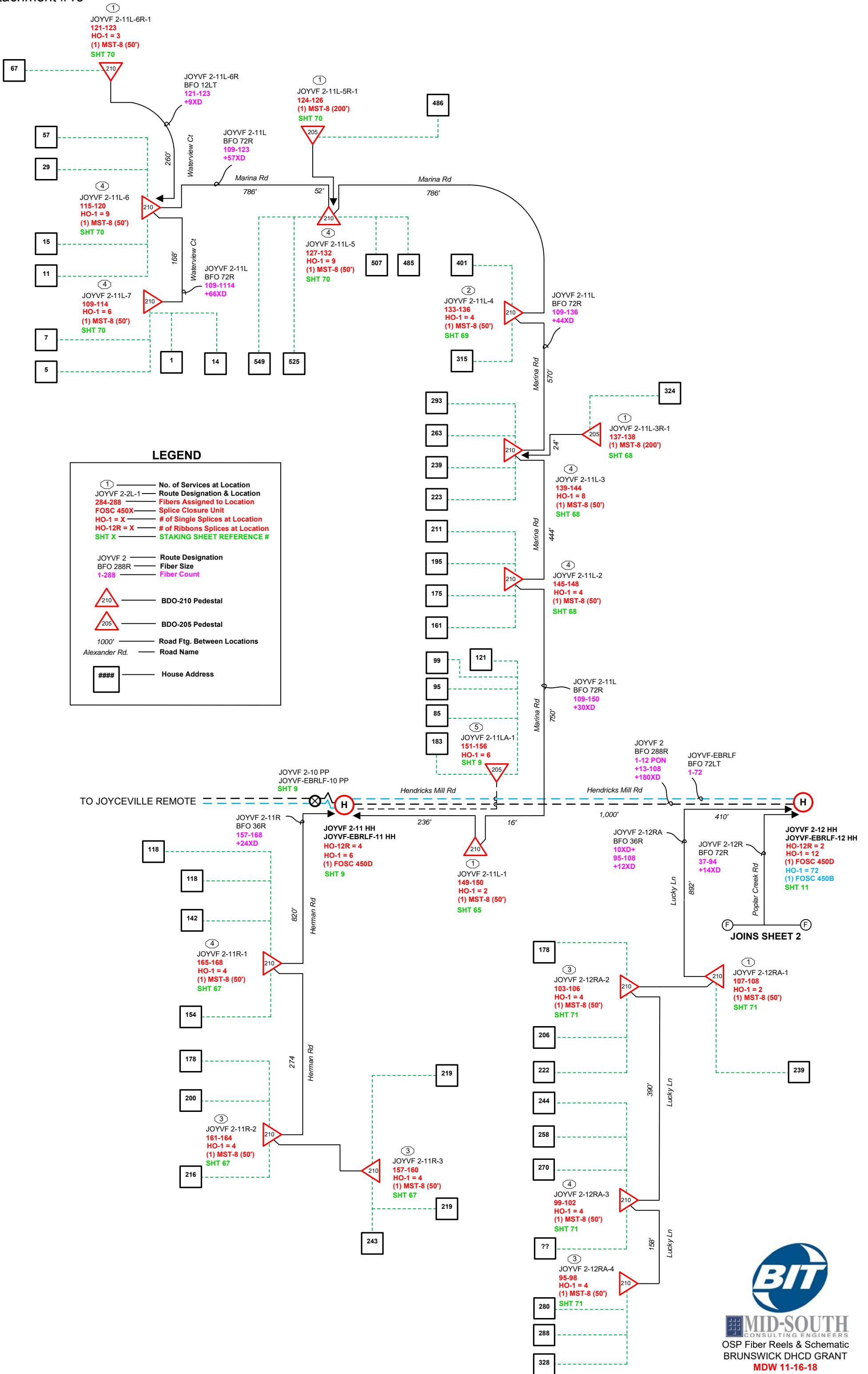


VATI FUNDING SOURCES TABLE

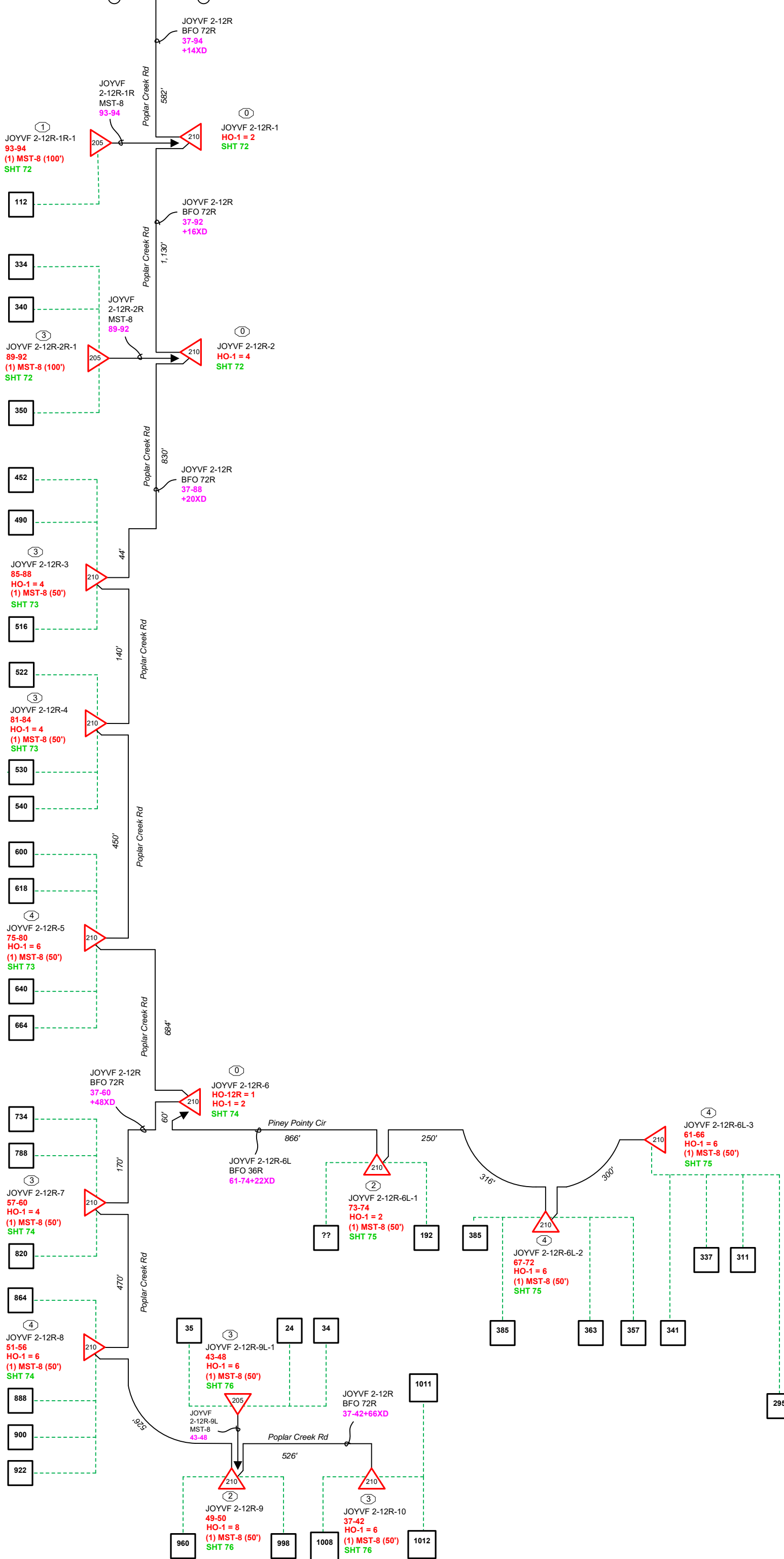
Please fill in the chart below with a description of the project funding source (local, federal, state, private, other), the amount from that source, the percentage of total project funding that source represents, and a description of the current status of the funds (pending, secured, etc.).

Source	Amount	%	Status
REQUESTED VATI	\$ 198,546.40	80%	Pending
MATCHING FUNDS	\$ 49,636.60	20%	SECURED
	\$		
	\$		
	\$		
	\$		
	\$		
<b>TOTAL</b>	<b>\$248,183.00</b>	<b>100 %</b>	





**JOINS SHEET 1**





# Buggs Island Telephone Cooperative

100 Nellie Jones Rd • PO BOX 129 • Bracey, VA 23919

434-636-2274 • 434-636-1211 fax

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## Virginia Telecommunication Initiative Grant for Fiber to the Home

Date: Dec. 5, 2018  
Homeowner's Name: Alfred Lampazzi  
Address: 401 Marina Rd.  
Home Phone Number: 434-636-3284

### re: Letter of Support for Fiber-to-the-Home Services

Dear Representatives of the Virginia Department of Housing and Community Development,

I am writing to express my support and interest in the BIT grant application to develop a Fiber-to-the-home offering in my area. Due to the limitations of my current DSL service, I am unable to enjoy the offerings of today's global marketplace.

Rural communities increasingly face problems due to broadband services being slow, sporadic and/or limited. We all rely on broadband service to connect to the global marketplace to perform basic functions. Broadband has gone from being a luxury to being a necessity for full participation in our economy. Rural areas need creation of sustainable broadband in order to complete daily activities.

I have referenced below, by highlighting the boxes, the essential functions that higher broadband speeds will enhance the daily lives of my family since virtually all aspects of life rely on broadband connectivity.

- Work from home
  - Home-based business
  - Home school my children
  - School children K thru 12
  - Education through distance learning
- Access to health care
  - Job searching
  - Other (please specify)

Please explain in your own words how essential broadband will enhance you and your family's lives. Give examples: (Attach another sheet if needed)

*It is essential to my daily life that I have reliable and fast Internet services. I work from home regularly and must use the Internet to do that work. Additionally I need the internet to keep up with current events and to make purchases, both large and small.*

*Please include me in this essential service*



agree to support the new fiber service when

offered by BIT.



## Buggs Island Telephone Cooperative

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[www.bitbroadband.com](http://www.bitbroadband.com)

### Virginia Telecommunication Initiative Grant for Fiber to the Home

December 6, 2018  
Beth Cook  
14 Bracey Drive.  
434-689-2766

#### **Re: Letter of Support for Fiber-to-the-Home Services**

Dear Representatives of the Virginia Department of Housing and Community Development,

I am writing to express my support and interest in the BIT grant application to develop a Fiber-to-the-home offering in Popular Creek Estate. Due to the limitations of my current DSL service, I am unable to enjoy the offerings of today's global marketplace.

Rural communities increasingly face problems due to broadband services being slow, sporadic and/or limited. We all rely on broadband service to connect to the global marketplace to perform basic functions. Broadband has gone from being a luxury to being a necessity for full participation in our economy. Rural areas need creation of sustainable broadband in order to complete daily activities.

I have referenced below, by highlighting the boxes, the essential functions that higher broadband speeds will enhance the daily lives of my family and many other families in the area since virtually all aspects of life rely on broadband connectivity.

- Work from home
- Home-based business
- Home schooling children
- School children K thru 12
- Education through distance learning
- Access to health care
- Job searching

I would like to add that we continue to show homes to potential buyers that are in a position to work from home with high speed internet. Mecklenburg and Brunswick counties are the ones they rule out because of not having the higher speeds. This does have an impact on property values as the NC counties around the lake do have high speed internet.

A handwritten signature in black ink, appearing to read "Beth Cook", is written over a horizontal line.

agree to support the new fiber service when

offered by BIT.



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## Virginia Telecommunication Initiative Grant for Fiber to the Home

Date: 11/11/18

Homeowner's Name: Daniel & Patricia Moyles

Address: 239 Marina Rd, Bracey, VA 23919

Home Phone Number: 434-636-0081

Re: Letter of Support for Fiber-to-the-Home Services

Dear Representatives of the Virginia Department of Housing and Community Development,

I am writing to express my support and interest in the BIT grant application to develop a Fiber-to-the-home offering in my area. Due to the limitations of my current DSL service, I am unable to enjoy the offerings of today's global marketplace.

Rural communities increasingly face problems due to broadband services being slow, sporadic and/or limited. We all rely on broadband service to connect to the global marketplace to perform basic functions. Broadband has gone from being a luxury to being a necessity for full participation in our economy. Rural areas need creation of sustainable broadband in order to complete daily activities.

I have referenced below, by highlighting the boxes, the essential functions that higher broadband speeds will enhance the daily lives of my family since virtually all aspects of life rely on broadband connectivity.

- Work from home
- Home-based business
- Home school my children
- School children K thru 12
- Education through distance learning
- Access to health care
- Job searching
- Other (please specify)

\* communication with elderly parent

Please explain in your own words how essential broadband will enhance you and your family's lives. Give examples: (Attach another sheet if needed)

Essential broadband will enable us to access our health care records, bank records, & other important information in a much more timely manner. At present, the internet routinely is slow, more so on weekends when part-time residents are at the lake. (continued on back)

Daniel D. Moyles

agree to support the new fiber service when

offered by BIT.

An elderly parent has a significant hearing loss. She relies on the internet to keep in touch with family. It would be helpful to have a faster internet service, as I contact her several times per day.





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BIT

Virginia Telecommunication Initiative Grant for Fiber to the Home

Date:

Homeowner's Name:

Address:

**Re: Letter of Support for Fiber-to-the-Home Services**

Dear Representatives of the Virginia Department of Housing and Community Development,

I am writing to express my support and interest in the BIT grant application to develop a Fiber-to-the-home offering in my area. Due to the limitations of my current DSL service, I am unable to enjoy the offerings of today's global marketplace.

Rural communities increasingly face problems due to broadband services being slow, sporadic and/or limited. We all rely on broadband service to connect to the global marketplace to perform basic functions. Broadband has gone from being a luxury to being a necessity for full participation in our economy. Rural areas need creation of sustainable broadband in order to complete daily activities.

I have referenced below, by highlighting the boxes, the essential functions that higher broadband speeds will enhance the daily lives of my family since virtually all aspects of life rely on broadband connectivity.

- Work from home
- Home-based business
- Home school my children
- School children K thru 12
- Education through distance learning
- Access to health care
- Job searching
- Other (please specify)

Please explain in your own words how essential broadband will enhance you and your family's lives. Give examples: (Attach another sheet if needed)

*ability to shop on worldwide web. Research cancer for self help. Stream live functions, movies and talk to kids and grandkids who live everywhere but here. It will be a blessing to have fiber optics*

I *Evelyn & Gerald Marshall* agree to support the new fiber service when offered by BIT.

*549 Marina Rd.*

---

**Broadband expansion**

---

**From :** WILLIAM HARRIS <skip4547@verizon.net>

Thu, Dec 06, 2018 03:44 PM

**Subject :** Broadband expansion

**To :** dblanton@bitbroadband.com

Dina,

I have property located at 175 Marina Road in Poplar Creek Estates. It is not my permanent address but I and my family are there enough such that you would think we are permanent residents.

In this day and time it is almost unthinkable to imagine that high speed internet isn't available to everyone. The DSL service currently available at our Lake house is unreliable at best and so slow that I, my wife and adult children often have to return to Richmond just to execute simple work related tasks.

Thus limiting our time at the lake, and limiting the economic impact that we can have on the Gaston community.

I also have a security system installed at our lake house, but never know if the internet connection will be working when I try to access it. Not to mention the very, very limited number of users that the current DSL will support. We are always asking someone to get off the internet so someone else can get on.

Obviously, our family supports the expansion of high speed broadband service to our community and will be one of the first to sign up once available.

In that regard, we lend our voice to others who are requesting funding to make this new, and arguably necessary technology, available to our service area.

Thanks for your efforts.

William C & Dale S Harris  
175 Marina Rd  
Bracey, Va.

Sent from my iPhone

---

**PCEHO OPIC HIGH SPEED**

---

**From** : top coat <topcoat2011@live.com>

Thu, Dec 06, 2018 05:05 PM

**Subject** : PCEHO OPIC HIGH SPEED

**To** : dblanton@bitbroadband.com

Hello Diana

I am a home owner in Popular Creek Estates 507 marina rd.

My husband and I support the up grade of high speed internet although I don't live there I am there often and need to be able to work from there to run our business in Raleigh NC. In the past I have had to come to you office to get my work done so this will definitely benefit us.

Didn't receive letter in time to send back.

Thank You

Jackie Stanley

9199109192

Sent from my iPhone

---



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BIT

## Virginia Telecommunication Initiative Grant for Fiber to the Home

Date:

Homeowner's Name:

Address:

### Re: Letter of Support for Fiber-to-the-Home Services

Dear Representatives of the Virginia Department of Housing and Community Development,

I am writing to express my support and interest in the BIT grant application to develop a Fiber-to-the-home offering in my area. Due to the limitations of my current DSL service, I am unable to enjoy the offerings of today's global marketplace.

Rural communities increasingly face problems due to broadband services being slow, sporadic and/or limited. We all rely on broadband service to connect to the global marketplace to perform basic functions. Broadband has gone from being a luxury to being a necessity for full participation in our economy. Rural areas need creation of sustainable broadband in order to complete daily activities.

I have referenced below, by highlighting the boxes, the essential functions that higher broadband speeds will enhance the daily lives of my family since virtually all aspects of life rely on broadband connectivity.

- Work from home
- Home-based business
- Home school my children
- School children K thru 12
- Education through distance learning
- Access to health care
- Job searching
- Other (please specify)

Please explain in your own words how essential broadband will enhance you and your family's lives. Give examples: (Attach another sheet if needed)

Shop online  
 Med phone  
 Streaming  
 Face Time with my Family  
 Faster Internet  
 Cary Montana

I, Cary Montana agree to support the new fiber service when offered by BIT.



# Buggs Island Telephone Cooperative

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## Virginia Telecommunication Initiative Grant for Fiber to the Home

Date: Alfred Lampazzi  
Homeowner's Name: Nov. 13, 2018  
Address: 401 Marina Rd.  
Home Phone Number: ~~434~~ 434-636-3284

### Re: Letter of Support for Fiber-to-the-Home Services

Dear Representatives of the Virginia Department of Housing and Community Development,

I am writing to express my support and interest in the BIT grant application to develop a Fiber-to-the-home offering in my area. Due to the limitations of my current DSL service, I am unable to enjoy the offerings of today's global marketplace.

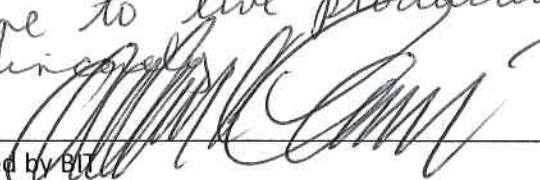
Rural communities increasingly face problems due to broadband services being slow, sporadic and/or limited. We all rely on broadband service to connect to the global marketplace to perform basic functions. Broadband has gone from being a luxury to being a necessity for full participation in our economy. Rural areas need creation of sustainable broadband in order to complete daily activities.

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- Work from home
  - Home-based business
  - Home school my children
  - School children K thru 12
  - Education through distance learning
- Access to health care
- Job searching
- Other (please specify)

Please explain in your own words how essential broadband will enhance you and your family's lives. Give examples: (Attach another sheet if needed)

Additionally broadband will allow me to do my volunteer work, stay in touch with family and friends, and get the news in a timely fashion. As I see it, it is essential for me to live productively in the 21<sup>st</sup> Century.

Sincerely,  
  
I \_\_\_\_\_ agree to support the new fiber service when offered by BIT

our application needs to include letters of interest from consumers in the proposed funding area.

BIT needs your help! We appreciatively ask that you please take a moment to complete a Letter of Support & Commitment included with this letter and return it no later than December 3, 2018. Please mail the Letter of Commitment in the self-addressed, stamped envelope to: P.O. Box 129, Bracey, VA 23919 or email it to [dblanton@bitbroadband.com](mailto:dblanton@bitbroadband.com). We would appreciate an explanation in your own words of how reliable broadband will enhance you and your family's lives.

BIT would like to thank you in advance for your assistance with this endeavor. Because of your support and commitment, if this grant is awarded, BIT would like to offer you the service of 25 Mbps Down/5 Mbps Up that includes one "free" phone service for a monthly fee of only \$79.95, plus fees and taxes (new equipment will be required). Higher speed packages available upon request.

Please contact our business office at 434-636-2274 if you have any questions or need any further information.

Cordially,  
Michele Taylor  
Michele Taylor  
General Manager  
[www.bitbroadband.com](http://www.bitbroadband.com)



**Buggs Island Telephone Cooperative**  
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434-636-2274 • 434-636-1211 fax

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Virginia Telecommunication Initiative Grant for Fiber to the Home

Date: 11/12/18

Homeowner's Name: HERBERT H. RUDD II & PATRICIA D. RUDD

Address: 211 MARINA RD. BRACEY, VA 23919

Home Phone Number: 434-636-5657

**Re: Letter of Support for Fiber-to-the-Home Services**

Dear Representatives of the Virginia Department of Housing and Community Development,

I am writing to express my support and interest in the BIT grant application to develop a Fiber-to-the-home offering in my area. Due to the limitations of my current DSL service, I am unable to enjoy the offerings of today's global marketplace.

Rural communities increasingly face problems due to broadband services being slow, sporadic and/or limited. We all rely on broadband service to connect to the global marketplace to perform basic functions. Broadband has gone from being a luxury to being a necessity for full participation in our economy. Rural areas need creation of sustainable broadband in order to complete daily activities.

I have referenced below, by highlighting the boxes, the essential functions that higher broadband speeds will enhance the daily lives of my family since virtually all aspects of life rely on broadband connectivity.

- Work from home
- Home-based business
- Home school my children
- School children K thru 12
- Education through distance learning
- Access to health care
- Job searching
- Other (please specify) *HOME SECURITY*

Please explain in your own words how essential broadband will enhance you and your family's lives. Give examples: (Attach another sheet if needed)

---

I *Herb Ruess*

agree to support the new fiber service when offered by BIT.



# County of Brunswick

POST OFFICE BOX 399  
LAWRENCEVILLE, VA 23868  
PHONE - (434) 848-3107  
FAX - (434) 848-0424

December 12, 2018

Virginia Department of Housing and Community Development  
Main Street Centre  
600 East Main Street, Suite 300  
Richmond, VA 23219

Re: Virginia Telecommunications Initiative Grant for Fiber to the Home

Dear Representatives of Virginia Department of Housing and Community Development:

This letter is in support of Buggs Island Telephone Cooperative's (BIT) application for the Virginia Telecommunications Initiative Grant. BIT has a long and successful history of providing state-of-art broadband service at modern speeds to other rural communities and have a strong reputation for excellent customer service and community commitment.

Brunswick County is confident in BIT's capabilities of enhancing broadband service for our community. As an unserved rural area with limited modern internet services, we face many challenges including limited medical resources and distance between patients, physicians, specialists and facilities. Due to the rural nature of our area, our students do not receive equitable broadband resources as other students in more urban learning centers. Our community currently lacks the research; distance learning, video and other tools that advanced broadband can bring to a rural school. Therefore, it is extremely important that broadband grant funding be obtained to provide much needed broadband service to our area.

We fully support BIT's application for grant funding and their effort to meet community needs through high-quality technology and broad band internet access, which we believe will have a meaningful and sustainable impact on Brunswick County residents.

Sincerely,

Honorable Barbara Jarrett Harris  
Chair, Brunswick County Board of Supervisors

cc: Brunswick County Board of Supervisors  
Charlette T. Woolridge, County Administrator