



601 S. Jefferson Street, SW, Suite 110, Roanoke, VA 24011  
Frank M. Smith, II, President & CEO  
[fsmith@highspeedroanoke.net](mailto:fsmith@highspeedroanoke.net) Ph: 540.904.1073

**BOARD MEMBERS:**  
Bob Cowell, City of Roanoke  
Gary Larrowe, Botetourt County  
Mike McEvoy, Citizen  
Daniel R. O'Donnell, Roanoke County  
James E. Taliaferro, II, City of Salem

[rvba.online](http://rvba.online)

**Board Meeting of the  
Roanoke Valley Broadband Authority  
Friday, January 17, 2020 at 8:30 a.m.  
Roanoke Valley Broadband Authority office, Suite 110 (Coulter Building)  
601 S. Jefferson Street, SW, Roanoke, VA 24011**

**AGENDA**

1. **Call to Order, Roll Call, Introductions** ..... *Chairman McEvoy*
2. **Approval of the November 15, 2019 Minutes, pp. 2-4** ..... *Chairman McEvoy*
3. **Treasurer’s Report, pp. 5-6**..... *Olivia Dooley, Treasurer & CFO*
  - Acceptance of the November 2019 and December 2019 Financial Reports
4. **Presentation of Auditor’s Report** ..... *Corbin Stone, Robinson, Farmer, Cox Associates*
5. **Special Recognition** ..... *Frank Smith, President & CEO*
6. **Project Update** ..... *Frank Smith, President & CEO*
7. **Request for Closed Meeting** ..... *Chairman McEvoy*

*Pursuant to §2.2-3711.A.33. of the Code of Virginia, 1950, as amended (The “Code”), discussion or consideration by a local authority created in accordance with the Virginia Wireless Service Authorities Act (§15.2-5431.1 et seq.) of confidential proprietary information and trade secrets subject to the exclusion in subdivision 19 of §2.2-3705.6.*
8. **End Closed Meeting and Reconvene Regular Meeting** ..... *Chairman McEvoy*
9. **Adoption of Certification Resolution of Closed Meeting, p. 7** ..... *Chairman McEvoy*
10. **Other Business**
11. **Adjournment**



601 S. Jefferson Street, Suite 110, Roanoke, VA 24011  
**Frank M. Smith, II, President & CEO**  
[fsmith@highspeedroanoke.net](mailto:fsmith@highspeedroanoke.net) Ph: 540.904.1073

**BOARD MEMBERS:**

Bob Cowell, City of Roanoke  
Gary Larrowe, Botetourt County  
Mike McEvoy, Citizen  
Daniel R. O'Donnell, Roanoke County  
James Taliaferro, II, City of Salem

[rvba.online](http://rvba.online)

## MINUTES

The November Board Meeting of the Roanoke Valley Broadband Authority was held on Friday, November 15, 2019 at 8:30 a.m. at the Broadband office located at 601 S. Jefferson Street, Suite 110, Roanoke, VA.

### 1. CALL TO ORDER, WELCOME AND ROLL CALL

Chairman McEvoy called the meeting to order at 8:30 a.m. and welcomed those in attendance. Wayne Strickland, Secretary to the Broadband Authority, called the roll and reported that a quorum was present.

Roanoke Valley Broadband Authority Board Members: *Present:* Bob Cowell, City of Roanoke; \*\*Gary Larrowe, Botetourt County; Mike McEvoy, Citizen; and Jay Taliaferro, City of Salem. *Absent:* Dan O'Donnell, Roanoke County. **\*\*Note:** *Mr. Larrowe was not present at the start of the Board meeting but arrived during the Closed Meeting session, Item #5 on the agenda.*

### OTHERS IN ATTENDANCE

Broadband Authority Staff: Jim Bandy, Vice President of Operations and Solutions Engineering; Olivia Dooley, Treasurer & Chief Fiscal Officer; Frank Smith, President and CEO; and Barry Stacy, Operations Project Manager.

Roanoke Valley-Alleghany Regional Commission Staff: Matt Miller, Jackie Pace and Wayne Strickland.

Others: Watts Burke, Glenn Feldmann Darby & Goodlatte; Sam Darby, Glenn Feldmann Darby & Goodlatte; Jennifer Eddy, Eddy Alexander; Sam English, Economic Strategist/Entrepreneur; and Jill Loope, Roanoke County Economic Development.

### 2. APPROVAL OF THE SEPTEMBER 20, 2019 MINUTES

The September 20, 2019 Minutes of the Roanoke Valley Broadband Authority Board Meeting were distributed earlier.

#### **Roanoke Valley Broadband Authority Action:**

Bob Cowell moved approval of the September 20, 2019 Minutes of the Roanoke Valley Broadband Authority meeting, as presented. The motion was seconded by Jay Taliaferro and carried.

3. **TREASURER'S REPORT**

**Acceptance of the Financial Reports** -- The Financial Reports, ending September 30, 2019 and October 31, 2019, were distributed earlier in the agenda packet.

**Roanoke Valley Broadband Authority Action:**

The Financial Reports, ending September 30, 2019 and October 31, 2019, were unanimously accepted, as presented.

4. **PROJECT UPDATES**

Frank Smith updated members on Revenue Progression, Service Mix, Customer Speed, Pipeline, Network Health, and Public Relations Impact and thanked the staff for their work on keeping the items on track.

The Commonwealth has prepared an Innovation Report to make recommendations about innovation, entrepreneurship and technology growth in a consolidated manner. Universal Broadband was one of five themes identified in the report as an important element for state support. The next General Assembly session will likely include legislation to create and support the Innovation Partnership Authority and its goals.

A question was asked about 5G, the next and faster technology for cell phones, and how it would impact the RVBA. The RVBA is exploring ways to integrate our assets to support the technology. RVBA staff is following legislation relating to the permitting process and working with localities to identify and better manage publicly owned vertical assets. The RVBA is also positioned to supply fiber to private providers if needed.

5. **REQUEST FOR CLOSED MEETING**

Motion was made by Bob Cowell and seconded by Jay Taliaferro that the Roanoke Valley Broadband Authority Board convene a closed meeting to discuss strategic business development initiatives, pursuant to §2.2-3711.A.33 of the Code of Virginia, 1950, as amended, concerning discussion or consideration by a local authority created in accordance with the Virginia Wireless Service Authorities Act (§15.2-5431.1 et seq.) of confidential proprietary information and trade secrets subject to the exclusion in subdivision 19 of §2.2-3705.6.

The motion was adopted and carried by a vote of 3 to 0. The Roanoke Valley Broadband Authority entered into a closed meeting at 9:01 a.m. (**\*\*Note:** *Mr. Larowe was not present for the vote to convene a closed session but was present for the vote to end the closed session and reconvene the regular meeting and to adopt the certification resolution.*)

6. **END CLOSED MEETING AND RECONVENE REGULAR MEETING**

Motion was made by Bob Cowell and seconded by Jay Taliaferro that the Broadband Authority end the closed meeting and return to its regular meeting. The motion was adopted and carried by a vote of 4 to 0. The Roanoke Valley Broadband Authority ended the closed meeting and returned to its regular meeting at 9:27 a.m.

7. **RESOLUTION OF CERTIFICATION OF CLOSED MEETING**

Motion was made by Bob Cowell and seconded by Jay Taliaferro to adopt the following certification resolution:

**CERTIFICATION OF CLOSED MEETING**

**WHEREAS**, the Roanoke Valley Broadband Authority has convened a closed meeting on this date pursuant to an affirmative recorded vote and in accordance with the provisions of the Virginia Freedom of Information Act; and

**WHEREAS**, Section 2.2-3712 of the Code of Virginia requires a certification by the Roanoke Valley Broadband Authority that such closed meeting was conducted in conformity with Virginia law.

**NOW, THEREFORE, BE IT RESOLVED**, that the Roanoke Valley Broadband Authority hereby certifies that, to the best of each member's knowledge: (1) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting which this certification resolution applies; and (2) only such public business matters as were identified in the motion convening the closed meeting were heard, discussed or considered by the Roanoke Valley Broadband Authority.

The motion was adopted by a Roll Call vote of 4-0, as follows:

**Member & Vote**

Mr. Cowell – Yes  
Mr. Larrowe – Yes  
Mr. McEvoy – Yes  
Mr. O'Donnell – Absent  
Mr. Taliaferro – Yes

8. **OTHER BUSINESS**

The date of the next board meeting of the Roanoke Valley Broadband Authority is Friday, January 17, 2020.

The meeting was adjourned at 9:29 a.m.

Submitted by:

Wayne Strickland  
Secretary to the Roanoke Valley Broadband Authority

**Roanoke Valley Broadband Authority**  
**FY 2019/2020 Operations Statement**  
**For the Month Ended November 30, 2019**

	<u>FY 2019 Budget</u>	<u>November 2019</u>	<u>FY 19/20 Year to Date</u>	<u>Percent Budget</u>
<b>Broadband Revenues</b>				
Contributed Capital	\$618,953	\$42,138	\$210,690	34%
Service Revenue	505,655	42,348	236,126	47%
<b>Total Broadband Operating Revenues</b>	<b>\$1,124,608</b>	<b>\$84,486</b>	<b>\$446,816</b>	<b>40%</b>
<b>Broadband Operation &amp; Maintenance Expenses</b>				
Personnel Costs	\$590,000	\$45,709	\$182,731	31%
Network Operations	315,802	25,611	114,090	36%
Brand Management	60,000	11,000	21,000	35%
Legal Fees	20,000	651	4,472	22%
Office Expenses	95,806	15,254	46,038	48%
Richmond Message Management	25,000	0	9,000	36%
Travel	18,000	1,347	5,341	30%
<b>Total BB Operation &amp; Maintenance Expenses</b>	<b>\$1,124,608</b>	<b>\$99,572</b>	<b>\$382,672</b>	<b>34%</b>
<b>Income from Operations</b>	<b>\$0</b>	<b>-\$15,086</b>	<b>\$64,144</b>	
<b>Non-Operating Revenues</b>				
Interest Income	\$200	\$146	\$650	325%
Installations (see note 1)	2,000	163	160,555	Note 1
Contributed Capital	367,637	30,636	153,180	42%
Other Non-Operating Revenue	0	0	3,080	0%
Subtotal Non-Operating Revenues	\$369,837	\$30,945	\$317,465	86%
<b>Total Non-Operating Revenues</b>	<b>369,837</b>	<b>30,945</b>	<b>317,465</b>	<b>86%</b>
<b>Net Income (Loss) from Operations</b>	<b>\$369,837</b>	<b>\$15,859</b>	<b>\$381,609</b>	<b>103%</b>
Capital Projects	319,837	44,336	58,497	
Reserves	50,000	-	-	
<b>Net Income (Loss)</b>	<b>\$0</b>	<b>-\$28,477</b>	<b>\$323,112</b>	

Note 1 The year to date installation revenue of \$160,555 includes \$159,740 for construction on the new 911 building

**Roanoke Valley Broadband Authority**  
**FY 2019/2020 Operations Statement**  
**For the Month Ended December 31, 2019**

	<u>FY 2019 Budget</u>	<u>December 2019</u>	<u>FY 19/20 Year to Date</u>	<u>Percent Budget</u>
<b>Broadband Revenues</b>				
Contributed Capital	\$618,953	\$42,138	\$252,828	41%
Service Revenue	505,655	43,095	279,222	55%
<b>Total Broadband Operating Revenues</b>	<b>\$1,124,608</b>	<b>\$85,233</b>	<b>\$532,050</b>	<b>47%</b>
<b>Broadband Operation &amp; Maintenance Expenses</b>				
Personnel Costs	\$590,000	\$57,973	\$240,704	41%
Network Operations	315,802	23,222	137,473	44%
Brand Management	60,000	0	21,000	35%
Legal Fees	20,000	1,940	6,412	32%
Office Expenses	95,806	5,115	50,989	53%
Richmond Message Management	25,000	10,000	19,000	76%
Travel	18,000	1,122	6,463	36%
<b>Total BB Operation &amp; Maintenance Expenses</b>	<b>\$1,124,608</b>	<b>\$99,372</b>	<b>\$482,041</b>	<b>43%</b>
<b>Income from Operations</b>	<b>\$0</b>	<b>-\$14,139</b>	<b>\$50,009</b>	
<b>Non-Operating Revenues</b>				
Interest Income	\$200	\$129	\$780	390%
Installations (see note 1)	2,000	163	160,718	Note 1
Contributed Capital	367,637	30,636	183,816	50%
Other Non-Operating Revenue	0	17,060	20,140	0%
Subtotal Non-Operating Revenues	<u>\$369,837</u>	<u>\$47,988</u>	<u>\$365,454</u>	<u>99%</u>
<b>Total Non-Operating Revenues</b>	<b>369,837</b>	<b>47,988</b>	<b>365,454</b>	<b>99%</b>
<b>Net Income (Loss) from Operations</b>	<b>\$369,837</b>	<b>\$33,849</b>	<b>\$415,463</b>	<b>112%</b>
Capital Projects	319,837	0	68,586	
Reserves	50,000	-	-	
<b>Net Income (Loss)</b>	<b><u>\$0</u></b>	<b><u>\$33,849</u></b>	<b><u>\$346,877</u></b>	

Note 1 The year to date installation revenue of \$160,718 includes \$159,740 for construction on the new 911 building



601 S. Jefferson Street, Suite 110, Roanoke, VA 24011  
**Frank M. Smith, II, President & CEO**  
[fsmith@highspeedroanoke.net](mailto:fsmith@highspeedroanoke.net) Ph: 540.904.1073

**BOARD MEMBERS:**

*Bob Cowell, City of Roanoke*  
*Gary Larrowe, Botetourt County*  
*Mike McEvoy, Citizen-At-Large*  
*Daniel R. O'Donnell, Roanoke County*  
*James E. Taliaferro, II, City of Salem*

**rvba.online**

## **CERTIFICATION RESOLUTION**

### **RESOLUTION CERTIFYING CLOSED MEETING WAS HELD IN CONFORMITY WITH THE CODE OF VIRGINIA**

**WHEREAS**, the Roanoke Valley Broadband Authority has convened a closed meeting on this date pursuant to an affirmative recorded vote and in accordance with the provisions of The Virginia Freedom of Information Act; and

**WHEREAS**, Section 2.2-3712 of the Code of Virginia requires a certification by the Roanoke Valley Broadband Authority that such closed meeting was conducted in conformity with Virginia law.

**NOW, THEREFORE, BE IT RESOLVED**, that the Roanoke Valley Broadband Authority hereby certifies that, to the best of each member's knowledge:

1. Only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting which this certification resolution applies; and
2. Only such public business matters as were identified in the motion convening the closed meeting were heard, discussed or considered by the Roanoke Valley Broadband Authority.

*The 17<sup>th</sup> day of January 2020*