

ROANOKE VALLEY BROADBAND AUTHORITY

P.O. Box 2569, Roanoke, VA 24010
www.highspeedroanoke.net

MEMBERS:

Kevin Boggess, City of Salem
Clay Goodman, Roanoke County
Kathleen Guzi, Botetourt County
Mike McEvoy, Citizen
Chris Morrill, City of Roanoke

JOINT MEETING of the Roanoke Valley Broadband Authority and the Roanoke Valley Broadband Advisory Committee

Friday, April 18, 2014 at 8:30 a.m.
Roanoke Valley-Alleghany Regional Commission office (Top Floor Conference Room)
313 Luck Avenue, SW, Roanoke, VA 24016

The next scheduled meeting of the Roanoke Valley Broadband Authority will be a joint meeting with the members of the recently formed Broadband Advisory Committee to be held on **Friday, April 18, 2014 at 8:30 a.m. at the Roanoke Valley-Alleghany Regional Commission office, 313 Luck Avenue, SW, in downtown Roanoke.**

AGENDA

1. **Call to Order and Introductions** *Chairman Boggess*
2. **Roll Call of Board/Determine if Quorum is Present** *Secretary Strickland*
3. **Introduction of Broadband Advisory Committee Members, p. 2** *Chairman Boggess*
4. **Approval of Minutes** *Chairman Boggess*
 - A. February 21, 2014 Roanoke Valley Broadband Authority Meeting, pp. 3-8
 - B. March 5, 2014 Roanoke Valley Broadband Authority Special-Called Meeting, pp. 9-12
5. **Approval of Treasurer's Report, p. 13** *Olivia Dooley, Treasurer*
6. **Update from Blue Ridge Advisory Services Group on the Business/Operations Plan for the Broadband Authority** *Bob Picchi, Consultant*
7. **Discussion of Business/Operations Plan** *Chairman Boggess*
8. **Other Business** *Chairman Boggess*
9. **Adjournment**

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Roanoke Valley Broadband ADVISORY COMMITTEE

As of April 8, 2014

WAYNE BOWERS, Director
City of Roanoke, Economic Development Dept.
117 Church Avenue, SW
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MINUTES

A meeting of the Roanoke Valley Broadband Authority was held on Friday, February 21, 2014 at 8:30 a.m. at the Roanoke Valley-Alleghany Regional Commission Office (Top Floor Conference Room) located at 313 Luck Avenue, SW, Roanoke, VA.

1. **CALL TO ORDER**

Chairman Boggess called the meeting to order at 8:30 a.m. and welcomed those in attendance.

2. **ROLL CALL/DETERMINE IF QUORUM IS PRESENT**

Wayne Strickland, Secretary to the Authority, called the roll and stated that a quorum was present.

Broadband Authority Members Present: Kevin Boggess, City of Salem; Clay Goodman, Roanoke County; Kathleen Guzi, Botetourt County; Mike McEvoy, Citizen; and Chris Morrill, City of Roanoke.

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

3. **APPROVAL OF MINUTES**

Chairman Boggess stated that there were two sets of Broadband Authority Minutes requiring approval – the January 17, 2014 Broadband Authority Meeting and the February 5, 2014 Special Called Meeting of the Broadband Authority.

ACTION:

Upon motion by Mr. Goodman, seconded by Mr. McEvoy and carried, the Minutes of the January 17, 2014 meeting of the Roanoke Valley Broadband Authority were approved, as distributed.

Upon motion by Mr. Goodman, seconded by Ms. Guzi and carried, the Minutes of the February 5, 2014 Special Called Meeting of the Roanoke Valley Broadband Authority were approved, as distributed.

4. DISCUSSION ON THE FORMATION OF THE ROANOKE VALLEY BROADBAND ADVISORY COMMITTEE

At the January 17, 2014 meeting of the Broadband Authority, members agreed to establish an advisory committee to assist them with technical issues (consisting of 7-14 members). It was further agreed that individuals engaged in broadband would be considered to help move the process forward. The following names were submitted by members for possible consideration.

City of Salem – A.J. Briele, Director, Salem Electric Department; Brad Orth, Director, Salem Technology Services; and Salem Mayor Randy Foley. Chairman Boggess noted the Mayor's interest in the activities of the Broadband Taskforce as well as his knowledge of information technology related to his business. Chairman Boggess asked members how they felt about an elected official serving on the advisory committee. Members had no objections noting that he would bring a unique perspective from both sectors.

City of Roanoke – Wayne Bowers, Director, Roanoke City Economic Development Department; Sam English, CEO, AttentionPoint; and Minnis Ridenour, Virginia Tech.

Roanoke County – Clay Goodman reported that he and his staff are still looking into individuals.

Botetourt County – Kathleen Guzi stated she wanted a better idea (good cross section) of who the authority is looking for to serve. One possible nominee she noted was J. Allen Layman.

Mike McEvoy submitted Greg Reed with the Western Virginia Water Authority.

One person from the business side mentioned for possible consideration was Victor Iannello with Radiant Physics, Inc. Others included Jim Poythress with Virginia Western Community College, and someone from the I.T. Departments from Carilion and Roanoke County Schools.

Chairman Boggess asked Wayne Strickland to send the Board an updated listing of the proposed names submitted to-date to serve on the advisory committee. Board members anticipate approving a final listing of members to serve on the Broadband Advisory Committee at their March 21, 2014 meeting.

Discussion then focused on including private providers at some point to serve on the Advisory Committee. One suggestion was to come up with one representative to serve on behalf of the providers (Cox, ComCast, Shentel, etc.). It was pointed out that this may be a challenge since the providers are in competition and it might be difficult to find one person to represent all companies. Mr. Comes, with Comcast, offered his assistance to work with providers to help find a "good medium" concerning private provider representation if the board chooses to pursue this avenue.

Board members directed the Commission staff to send letters to the incumbents/providers outlining the process for establishment of the advisory committee and state that the

Authority would like to involve providers in some capacity by having a member on the advisory committee or possibly through an informal committee.

5. TREASURER' S REPORT

Olivia Dooley presented highlights from the Treasurer's Report, which was previously distributed in the agenda mailing.

- Commission staff opened a bank account at BB&T for the Broadband Authority. The \$5,000 loaned to the Authority by the Regional Commission was used for the initial deposit. A check was written from the account to The Roanoke Times for the RFP ad in the amount of \$126.72, leaving a balance of \$4,873.28.
- A credit card was applied for with BB&T and received with a limit of \$2,500.00.
- A DUNS number was applied for and received.
- Insurance papers were signed and forwarded to the VML Insurance Program, as authorized by the Authority at its January 17, 2014 meeting. The policy has been received and an invoice in the amount of \$344.00 will be paid on February 21, 2014.
- Commission staff is developing a "*Financial Operations Manual*" that will be presented at an upcoming meeting.
- Concerning the issue of Financial Disclosure Statements, Ms. Dooley stated that members of the Authority Board, representing a local government, have disclosure statements on file with their respective locality. Mr. McEvoy has forwarded a copy of his disclosure statement for the Regional Commission to keep on file. Ms. Dooley noted that she contacted the Governor's Office and spoke with a staff member who stated that she and Mr. Strickland are not legally required to file but it would be up to the discretion of the Authority Board. She asked the Board for their direction concerning this matter.

ACTION:

Upon motion by Mr. McEvoy, seconded by Mr. Goodman and carried, the Board felt it was worthwhile for both Mr. Strickland and Ms. Dooley to have Financial Disclosure Statements on file at the Authority/Regional Commission office.

6. REQUEST FOR CLOSED MEETING PURSUANT TO VIRGINIA CODE §2.2-3711

A motion was made by Mr. McEvoy, seconded by Mr. Morrill to convene a closed meeting as authorized by Virginia Code §2.2-3711(A)(29) for the following purpose:

(A)(29) Discussion of the award of a public contract involving the expenditure of public funds, including interviews of bidders or offerors, and discussion of the terms or scope of such contract, where discussion in an open session would adversely affect the bargaining position or negotiating strategy of the public body.

The motion was adopted and carried by a vote of 5 to 0. The voting was recorded as follows: Kevin Boggess – Aye, Clay Goodman – Aye, Kathleen Guzi – Aye, Mike McEvoy – Aye, and Chris Morrill – Aye. The Roanoke Valley Broadband Authority went into a closed meeting at 9:00 a.m.

7. END CLOSED MEETING AND RECONVENE REGULAR MEETING OF THE BROADBAND AUTHORITY

A motion was made by Mr. McEvoy, seconded by Ms. Guzi that the Broadband Authority end the Closed Meeting and return to its regular meeting.

The motion was adopted and carried by a vote of 5 to 0. The voting was recorded as follows: Kevin Boggess – Aye, Clay Goodman – Aye, Kathleen Guzi – Aye, Mike McEvoy – Aye, and Chris Morrill – Aye. The Roanoke Valley Broadband Authority ended the closed meeting and returned to its regular meeting at 9:15 a.m.

8. RESOLUTION OF CERTIFICATION OF CLOSED MEETING

A motion was made by Mr. Goodman, seconded by Ms. Guzi 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 vote of 5 to 0 by roll call as follows:

Member & Vote

Mr. Boggess - Aye
Mr. Goodman - Aye
Ms. Guzi - Aye
Mr. McEvoy - Aye
Mr. Morrill - Aye

9. ACTIONS OF THE AUTHORITY AS A RESULT OF THE CLOSED MEETING

Chairman Boggess stated that reference checks on the two consultant firms in competition to prepare the Business Development Plan for the Broadband Authority (per RFP) were discussed during the closed meeting. After discussion, Authority members then selected Blue Ridge Advisory Services Group (BRASG) as the #1 choice.

Members asked Chairman Boggess, Wayne Strickland and Matt Miller to contact and meet with Mr. Robert Picchi, BRASG, concerning business arrangements and contract negotiations. Mr. Strickland stated that he would contact Mr. Picchi to see if he would be available to meet on Wednesday, February 26, 2014 at 10:30 a.m. at the Commission office.

ACTION:

Mr. McEvoy moved to direct the staff of the Regional Commission (Wayne Strickland and Matt Miller, as well as Chairman Boggess) to talk to Robert Picchi with Blue Ridge Advisory Services Group (BRASG) regarding contract negotiations/business arrangements to prepare the Business/Development Plan for the Broadband Authority. Motion was seconded by Kathleen Guzi and carried.

Members also felt that a Special Called Meeting of the Broadband Authority should be scheduled so Chairman Boggess and Commission staff could report back on how discussions/negotiations went with Mr. Picchi, prior to signing the final contract. The date decided upon to hold a Special Called Meeting of the Broadband Authority was Wednesday, March 5, 2014 at 4:00 p.m.

10. OTHER BUSINESS

- A. Discussion focused on a possible funding opportunity from the Federal Communication Commission (FCC). It was noted that the FCC's funding program is particularly geared toward rural areas but also underserved areas. Deadline submission for a Letter of Interest to the FCC is Friday, March 7, 2014. The Commission staff noted they could submit a Letter of Interest on behalf of the Authority. Board members asked the staff to review the FCC program, prior to sending a Letter of Interest, to make sure it would be beneficial to the Broadband Authority and not adversely affect its mission.

ACTION:

Board members authorized Wayne Strickland to send a Letter of Interest on behalf of the Broadband Authority, if the program proved beneficial.

- B. The Commission staff presented an announcement about upcoming broadband workshops to be offered by the Virginia CIT office.
- C. Matt Miller reported that Google announced it would be expanding fiber deployment to 34 additional mid-sized cities. The board thought a follow-up with Google might be appropriate in the near future.

- D. The next regularly scheduled meeting of the Roanoke Valley Broadband Authority will be held Friday, March 21, 2014 at 8:30 am at the Regional Commission office.

The meeting was adjourned at 9:30 a.m.

Wayne Strickland, Secretary,
Roanoke Valley Broadband Authority

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SPECIAL CALLED MEETING Roanoke Valley Broadband Authority

Wednesday, March 5, 2014 at 4:00 p.m.
Roanoke Valley-Alleghany Regional Commission Office,
313 Luck Avenue, SW, Roanoke, VA

MINUTES

1. CALL TO ORDER, ATTENDANCE, PURPOSE

Chairman Boggess called the Special Called Meeting of the Roanoke Valley Broadband Authority to order at 4:00 p.m. A quorum was present.

Broadband Authority members in attendance: Kevin Boggess, City of Salem; Clay Goodman, Roanoke County; Kathleen Guzi, Botetourt County; Mike McEvoy, Citizen; and Chris Morrill, City of Roanoke.

Roanoke Valley-Alleghany Regional Commission staff in attendance: Olivia Dooley, Matt Miller, Jackie Pace and Wayne Strickland.

Others Present: Jay Brenchick, Botetourt County; Wayne Bowers, City of Roanoke; and Alicia Starkey, Cox Communications.

The purpose of the meeting was to hear back from Kevin Boggess, Matt Miller and Wayne Strickland regarding their meeting on February 26, 2014 with Robert Picchi, of Blue Ridge Advisory Services Group, to discuss contract negotiations for professional services for the Broadband Authority.

2. REQUEST FOR CLOSED MEETING PURSUANT TO VIRGINIA CODE §2.2-3711

A motion was made by Ms. Guzi and seconded by Mr. Morrill to convene a closed meeting as authorized by Virginia Code §2.2-3711(A)(29) for the following purpose:

(A)(29) Discussion of the award of a public contract involving the expenditure of public funds, including interviews of bidders or offerors, and discussion of the terms or scope of such contract, where discussion in an open session would adversely affect the bargaining position or negotiating strategy of the public body.

The motion was adopted and carried by a vote of 5 to 0. The voting was recorded as follows: Kevin Boggess – Aye, Clay Goodman – Aye, Kathleen Guzi – Aye, Mike McEvoy - Aye, and Chris Morrill – Aye.

The Roanoke Valley Broadband Authority went into closed session at 4:05 p.m.

3. END CLOSED MEETING AND RECONVENE SPECIAL CALLED MEETING

A motion was made by Mr. McEvoy and seconded by Mr. Morrill that the Broadband Authority end the Closed Meeting and return to its Special Called Meeting.

The motion was adopted and carried by a vote of 5 to 0. The voting was recorded as follows: Kevin Boggess – Aye, Clay Goodman – Aye, Kathleen Guzi – Aye, Mike McEvoy - Aye, and Chris Morrill – Aye.

The Roanoke Valley Broadband Authority ended the closed meeting and returned to its Special Called Meeting at 4:21 p.m.

4. RESOLUTION OF CERTIFICATION OF CLOSED MEETING

A motion was made by Mr. Goodman, seconded by Ms. Guzi and carried, 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 vote of 5 to 0 by roll call as follows;

Member & Vote

Mr. Boggess – Aye
Mr. Goodman – Aye
Ms. Guzi – Aye
Mr. McEvoy – Aye
Mr. Morrill - Aye

5. ACTION OF THE AUTHORITY AS A RESULT OF THE CLOSED MEETING

ACTION:

Upon motion by Mr. McEvoy, seconded by Mr. Morrill and carried, Chairman Boggess was authorized, on behalf of the Roanoke Valley Broadband Authority, to execute the contract with Blue Ridge Advisory Services Group to move forward with the professional services as outlined in the RFP for the Broadband Authority.

6. OTHER BUSINESS

A. Considerations for the Regional Broadband Advisory Committee

The latest proposed listing for consideration to serve on the Regional Broadband Advisory Committee was discussed. Chairman Boggess stated that he would like to have the advisory committee established and convened soon so they can meet with the consultant at his discretion. Authority members also agreed that it would be a good idea to hold a joint meeting of the Broadband Authority and the Advisory Committee at a future date.

- Two names added for consideration – Jeff Terry, Manager of Information Systems with Roanoke County Schools, and Shivaji Samanta, Director of Information and Educational Technologies with Virginia Western Community College.
- Clay Goodman and Kathleen Guzi reported they are still looking into a representative from each of their localities to have the rural perspective on the committee.
- The Authority Board noted their desire is to have a Virginia Tech representative and asked that this be conveyed to Mr. Minnis Ridenour to see if he is willing to serve in that capacity. (*Sam English to contact to Mr. Ridenour*)
- Wayne Strickland stated that he has not heard back from Victor Iannello concerning serving as a business representative.
- Wayne Strickland stated that the Commission staff would contact Carilion about their Technology IT person serving.
- Concerning having a private provider representative on the Advisory Committee, Authority members felt that due to the large number of private providers (6-10) it would be difficult for all providers in the region to serve, even if each private provider would serve only one year on the Committee. Additionally, since the private providers offer different degree of services, it would be difficult to select just one. For these reasons, it was decided that it would not be beneficial to have a provider representative on the Advisory Committee. Members felt that the private providers could be invited to participate in a more informal capacity in that the board could call on them when needed or the Advisory Committee could use them as a resource.

Wayne Strickland stated that no official action would need to be taken by the Broadband Authority on the Advisory Committee members since there may be opportunities to add others to the Committee in the future. It was noted that Authority members will be kept up-to-date on the most current listing of Advisory Committee members.

B. Cancellation of March Broadband Authority Meeting

Chairman Boggess asked if any member had agenda items they would like to discuss at the next scheduled Broadband Authority meeting on Friday, March 21, 2014. None were voiced and Chairman Boggess asked for a motion to cancel the March 21, 2014 meeting.

ACTION:

Upon motion by Mr. McEvoy, seconded by Mr. Goodman and carried, it was moved to cancel the March 21, 2014 Broadband Authority meeting since there were no pressing items requiring action at this time.

C. Update on Letter of Intent to FCC

Matt Miller reported that the Commission staff did submit the Letter of Interest to the Federal Communication Commission (FCC) as requested by the Authority at their February 21, 2014 meeting. At that meeting, there was discussion about a possible funding opportunity from the FCC. Mr. Miller noted that initially it seemed that the funding program was focused only on rural areas, but it appears that the funds might also be used for underserved communities in urban areas. The deadline submittal to the FCC is Friday, March 7, 2014.

Adjournment at 4:38 p.m.

Wayne Strickland, Secretary to the
Roanoke Valley Broadband Authority

ROANOKE VALLEY BROADBAND AUTHORITY

Financial Report

January 20 - March 31, 2014

| DATE | FOR | | | BALANCE |
|-----------|-----------|-------------------------|--------|----------|
| 1/20/2014 | Deposit | Loan from RVARC | | 5,000.00 |
| 1/22/2014 | Check 091 | Roanoke Times (RFP Adv) | 126.72 | |
| 1/31/2014 | | Balance | | 4,873.28 |

| | | | | |
|-----------|-----------|---------------------------------|--------|----------|
| 2/25/2014 | Check 092 | VML (Insurance 2/1 - 6/30/2014) | 344.00 | |
| 2/28/2014 | | Balance | | 4,529.28 |

| | | | | |
|-----------|--|---------|--|----------|
| 3/31/2014 | | Balance | | 4,529.98 |
|-----------|--|---------|--|----------|

| | | | | | |
|----------|---------|-----------------|--|-----------|-----------|
| 4/2/2014 | Deposit | City of Roanoke | | 28,600.00 | 33,129.98 |
|----------|---------|-----------------|--|-----------|-----------|