

c/o P.O. Box 2569, Roanoke, VA 24010
Ph: 540.343.4417

HIGHSPEEDROANOKE.NET

MEMBERS:

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

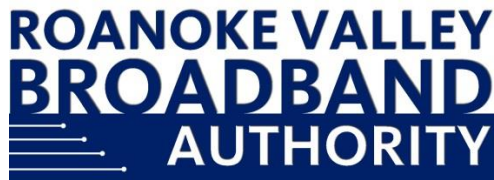
Roanoke Valley Broadband Authority Meeting

Friday, May 22, 2015, 8:30 a.m.

**Roanoke Valley-Alleghany Regional Commission office (Upstairs Conference Room)
313 Luck Avenue, SW, Roanoke, VA 24016**

AGENDA

1. **Call to Order, Introductions & Roll Call** *Chairman Boggess*
2. **Minutes Approval** *Chairman Boggess*
 - April 17, 2015 Meeting, pp. 2-6
3. **Treasurer's Report** *Olivia Dooley, Treasurer*
 - Proposed Amendment to the FY'15 Budget, pp. 7-8
 - Reports Ending April 30, 2015, pp. 9-11
4. **Discussion Concerning Executive Director Position, pp. 12-14** *Chairman Boggess*
5. **Updates**
 - VRA Loan Application *Vice Chair McEvoy*
 - Construction Inspection *Vice Chair McEvoy*
 - Construction RFP *Eric Price*
 - Resource Sharing Agreements & Easements *Bob Picchi*
 - Network Operations *Chairman Boggess*
6. **Other Business**
 - Date of Next Broadband Meeting *Chairman Boggess*
7. **Adjournment**



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MINUTES

The April meeting of the Roanoke Valley Broadband Authority was held on Friday, April 17, 2015 at 8:30 a.m. at the Roanoke Valley-Alleghany Regional Commission office, 313 Luck Ave., SW, Roanoke, VA.

1. CALL TO ORDER, WELCOME AND ROLL CALL

Chairman Boggess 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: *Present:* Kevin Boggess, City of Salem; Tom Gates, Roanoke County; Mike McEvoy, Citizen; and Chris Morrill, City of Roanoke. *Absent:* Kathleen Guzi, Botetourt County.

OTHERS IN ATTENDANCE

Regional Commission Staff: Olivia Dooley, Treasurer; Matt Miller, Assistant Secretary; Jackie Pace; and Wayne Strickland, Secretary.

Guests: Wayne Bowers, City of Roanoke and Broadband Advisory Committee member; Jay Brenchick, Botetourt County; Sam Darby, Glenn Feldmann Darby & Goodlatte; Steve Dyer, DyTec; Sam English, Roanoke Blacksburg Technology Council and Broadband Advisory Committee member; Meredith Hundley, Virginia Tech; Rob Ledger, City of Roanoke; Granger MacFarlane, Citizen; Brian McConnell, Citizen; Roy Mentkow, City of Roanoke; Bob Picchi, Blue Ridge Advisory Services Group; Eric Price, Thompson & Litton; Yanna Ranaivo, The Roanoke Times; Daryl Stenning; Frank Smith, Citizen; and Margaret-Hunter Wade, Cox Communications.

2. MINUTES APPROVAL

The Minutes of the March 20, 2015 Roanoke Valley Broadband Authority Meeting and the April 3, 2015 Special Called Meeting of the Roanoke Valley Broadband Authority were distributed earlier.

Roanoke Valley Broadband Authority Action:

Upon motion by Mr. McEvoy, seconded by Mr. Morrill and carried, the Minutes of the March 20, 2015 Broadband Authority Meeting and the April 3, 2015 Special Called Meeting of the Broadband Authority were approved, as distributed.

3. TREASURER'S REPORT

Olivia Dooley, Treasurer, stated that the Authority has had significant expenses over the past few months and asked the Cities of Roanoke and Salem to consider putting in an additional \$50,000 each to help with outstanding invoices. Chairman Boggess and Mr. Morrill agreed that they would discuss this request with their respective finance personnel. Mr. Morrill asked if the funds would get the Authority through until the VRA funding begins. Ms. Dooley stated that she could drawdown money from the VRA loan on May 29. Ms. Dooley noted she would be working with Mr. McEvoy to get reimbursement invoices for the VRA. Ms. Dooley asked if the Authority would have to pay in advance when ordering the broadband fiber. Chairman Boggess stated that would be discussed during the Construction RFP item later on the agenda.

Ms. Dooley also reported now that the VRA loan has been finalized, she will be presenting a revised FY'15 budget at the May meeting, and the Authority will review the FY'16 budget at the June meeting.

4. PROPOSED BYLAWS AMENDMENT TO ADDRESS "QUORUM" ISSUE

At the March Broadband Authority meeting, Mr. Darby referred to the wording in Article V, Section 5.4 of the Broadband's Bylaws concerning a quorum *"and a majority vote while a quorum is present shall constitute the decision of the Board."* Mr. Darby stated that the statute requires "a majority of the members" to constitute a quorum and suggested that the Board look at amending its Bylaws from "a majority vote while a quorum is present" **to** "a majority of the members" (which would mean three members will constitute a quorum).

Current Text Reads

Section 5.4 Quorum

At all meetings of the Board or a committee, a majority of the total number of members or committee members, as appropriate, shall constitute a quorum for the transaction of business, and a majority vote while a quorum is present shall constitute the decision of the Board. If at any meeting there is less than a quorum present, a majority of those present may adjourn or recess the meeting from time to time. At any such adjourned meeting at which a quorum is present, any business which might have been transacted at the meeting originally called may be transacted without further notice.

Amend Text to Read

Section 5.4 Quorum

A majority of Board or committee members, as appropriate, shall constitute a quorum and the vote of a majority of Board or committee members shall be necessary for any action taken by the Board or committee. If at any meeting there is less than a quorum present, a majority of those present may adjourn or recess the meeting from time to time. At

any such adjourned meeting at which a quorum is present, any business which might have been transacted at the meeting originally called may be transacted without further notice.

Roanoke Valley Broadband Authority Action:

Upon motion by Mr. Morrill, seconded by Mr. McEvoy and carried, the Bylaws of the Roanoke Regional Broadband Authority were amended, as presented.

5. UPDATES/OTHER BUSINESS

- **Virginia Resource Authority (VRA) Loan Application** – Vice Chairman McEvoy reported that the VRA informed him that the Authority's loan is expected to close the week of April 20th (and drawdown can begin after May 29, 2015).
- **Construction RFP and Design & Engineering Work** – Eric Price, with Thompson and Litton, reported that the lead time to order and receive the microfiber is around seven months and there is a 4-5 week lead time for the 4-way conduit. Mr. Price stated he is trying to schedule the advertisement of the Construction RFP on or around May 2 and establish the specs to order the fiber. The specs will also be given to Salem Electric to see if they can receive the fiber and conduit on an earlier timeframe. If so, they will place the order for the Broadband Authority. The cost for the fiber was estimated to be around \$300,000. Mr. Picchi asked if a deposit would be required and to make sure the order could be placed with the understanding that there would be no penalty if the order was cancelled. If seven months is the best timeframe, then the contract for the construction would have to be adjusted. The Broadband Authority is looking at Graybar as the fiber supplier source. Mr. Picchi stated he would look for alternate conduit suppliers. The construction schedule will be 90-240 days.
- **Network Operations RFP** – Chairman Boggess reported that the interview group will meet with Mid-Atlantic Broadband on April 24, 2015 to continue contract negotiations and begin discussion on what will be expected of the network operator for the Broadband Authority.
- **Discussion of Candidate Description** – Mr. Picchi previously provided Board members with a copy of a proposed job description for an executive director as the Board considers bringing on a part- or full-time person to assist the Board as it goes into the construction process. Mr. Picchi stated that the Board is at that stage in the project where it needs to find the right person to lead the organization, set the tenor, and sell fiber broadband services. Three functions to keep in mind: (1) outreach awareness in and out of State, (2) build collaboration with businesses, and (3) develop an active provider community. Board members felt that someone who could build collaborative relationships would be ideal. Mr. Picchi said he envisions the idea of someone personally invested in the community/region to serve in the position. Mr. Picchi suggested refreshing the Business Plan to be more accurate and to serve as a benchmark for performance. Ideally, the Board felt that an executive director should be in place when construction starts. Issues that need to be resolved: (1) who will employ the person, and (2) the development of a pay plan for the position? Members did agree that the Regional Commission should continue (for the short-term) as the fiscal agent for the Authority. Chairman Boggess stated he thought it would be helpful, in the initial phase, to have the person housed in the Regional Commission building so

they could confer with Matt Miller and Olivia Dooley. It was noted that the Western Virginia Water Authority and Salem Electric Department also have office space available. Depending on the kind of candidates who express an interest, it will be determined if this position will be either part time or full time.

Chairman Boggess asked if the money from the VRA could cover this person's salary. Vice Chairman McEvoy stated that the loan money is to be used for construction. Chairman Boggess stated that if there were no objections, he would work on a final job description, based on the input provided by Mr. Picchi, and present the description at the next scheduled meeting in May. Chairman Boggess also stated that a decision for advertising for an executive director for the Roanoke Valley Broadband Authority would be discussed at that meeting as well.

- **Date for Next Meeting of the Broadband Authority** – Chairman Boggess reported that the date of the next regularly-scheduled Broadband Authority meeting is Friday, May 15, 2015 at 8:30 a.m. at the Regional Commission office. Chairman Boggess stated he has a conflict on that date with an out of town meeting. He asked Board members if there was any opposition to changing the May meeting date. **Board members agreed to move the date of the May meeting to Friday, May 22, 2015 at 8:30 a.m. at the Regional Commission office.** Chairman Boggess asked the staff to contact appropriate stakeholders concerning this change and to also post on the broadband website.
- **Broadband Flyer** – Wayne Strickland stated that a 2-page flyer on the Broadband Authority is now available and will be forwarded to localities, as well as posted on the webpage. The flyer provides a timeline for development of fiber deployment, frequently asked questions, and a map showing the proposed fiber network service area. (The draft flyer was first presented at the February 20, 2015 meeting.)
- **Update on Connect2Compete Program by Cox Communications** – Margaret Hunter Wade gave an overview of Cox's participation in the "Connect2Compete", a national non-profit organization. This broadband adoption program provides discounted high speed Internet service to low income families with children who qualify for the National School Lunch Program. The cost is \$9.95 a month for Internet service into their homes (there are no installation fees, no deposit required and no contract). To qualify, there has to be at least one student in the house receiving free lunches in the National School Lunch Program. Also, the families have to live in the Cox service area. Ms. Wade reported that it is estimated that 76% of homework is now assigned online, and those who can't afford Internet at home are falling behind.

Comcast provided information on a similar program they participate in entitled "Internet Essentials". Chairman Boggess stated that cost is \$9.95 a month (no increases, activation or rental fees) and families can buy a computer at initial enrollment for \$149.99.

Chairman Boggess stated these type programs are good ideas and asked if there is room for partnerships. Mr. Morrill noted that children in the schools are not taking full advantage of such programs. Ms. Wade stated that Cox would be open to talking about these possibilities and working with school systems.

Wayne Strickland pointed out that the role of the Broadband Authority is to promote and enhance access to the Internet for economic development purposes. He suggested that the Broadband Authority's Advisory Committee be requested to work with Cox and Comcast and the school systems to see if Internet service to underserved or low income families can be accommodated through the respective programs. Sam English stated that perhaps the role of the Advisory Committee could be to bring groups together to talk about these type issues collectively as a community.

Chairman Boggess clarified that it was the direction of the Board to ask the Broadband Advisory Committee to begin working with the two incumbents on these programs to help facilitate and foster more connections using the existing assets of Comcast and Cox. Committee member, Sam English, was asked to head up these discussions and the work of the Broadband Advisory Committee.

- **Execution of Agreement with the Virginia Department of Transportation** – Mr. Picchi asked if the Board should take action on executing an agreement with VDOT concerning a sharing agreement to use 6 strands of the Authority's fiber to be installed on Routes 220 and 460, into downtown Roanoke then to Jefferson Street down to McClanahan Street. This might help expedite the VDOT permitting process. Mr. Picchi did note concern about giving fiber to VDOT since it might affect the VRA agreement if the Authority agrees to give their resources away. Mr. Picchi's proposal would be to license 2 fibers to VDOT with an option for adding 2 to 4 more fiber strands at a low rate. Mr. Picchi asked for authorization by the Board to have Attorney Sam Darby negotiate those agreements with VDOT on behalf of the Broadband Authority.

Roanoke Valley Broadband Authority Action:

The Board unanimously agreed to authorize Sam Darby to negotiate an agreement with VDOT concerning the sharing of fiber and determining associated rates.

- **Other** – Mr. Miller stated that negotiations are still ongoing with the Roanoke Higher Education Center to gain access to their facility to house the RVBA equipment.

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

Submitted by:

Wayne Strickland, Secretary to the
Roanoke Valley Broadband Authority

Roanoke Valley Broadband Authority
Rebudget Work Sheet May 2015

	1	2	3	4	5	6	
	Initial	YTD spending	Expenses moved	Adjusted YTD	Budget	Change	
Revenues	Budget	5/22/2015	to loan	Spending	Revision		
Cities of Roanoke/Salem	237,100.00	240,837.00	0.00	0.00	340,837.00	103,737.00	Additional \$50,000 from each locality
Counties of Bot/Roanoke	0.00	0.00	0.00	0.00	0.00	0.00	
P/Y Carryover	0.00	18,280.04	0.00	0.00	18,280.00	18,280.00	
Total Revenue	237,100.00	259,117.04	0.00	0.00	359,117.00	122,017.00	
Expenses							
Accounting Package	400.00	224.95	0.00	224.95	400.00	0.00	
Advertising	600.00	845.68	-446.44	399.24	1,000.00	400.00	Increase in the # of RFP advertisements
Audit	5,000.00	0.00	0.00	0.00	0.00	-5,000.00	Will take out of next year's budget
Computer Fees	0.00	83.88	0.00	83.88	100.00	100.00	GoDaddy "Highspeedroanoke.net"
Construction	0.00	37,156.82	-37,271.92	-115.10	0.00	0.00	
Consultants (T&L)	150,000.00	140,605.00	-140,605.00	0.00	0.00	-150,000.00	Contract for Design, Engineer, Permits & Traffic Pl
Consultants (T&L) RFP	0.00	0.00	0.00	0.00	0.00	0.00	
Consultants (BRASG)	55,000.00	65,437.76	-28,853.91	36,583.85	40,000.00	-15,000.00	Contract for Broadband Consulting
Insurance	850.00	1,052.00	0.00	1,052.00	1,100.00	250.00	
Legal Fees	3,000.00	13,201.10	-13,201.10	0.00	0.00	-3,000.00	Bond Counsel to come from Loan
Permitting Fees	22,000.00	0.00	0.00	0.00	0.00	-22,000.00	
Supplies	250.00	373.77	0.00	373.77	400.00	150.00	Software, checks, envelopes, deposit slips
Training	0.00	400.00	0.00	400.00	400.00	400.00	VRA Training for OD & MM
Operating Exp for 2015/2016	0.00	0.00	0.00	0.00	315,717.00	315,717.00	Funds to be used for future years operations
Total Expenses	237,100.00	259,380.96	-220,378.37	39,002.59	359,117.00	122,017.00	
Total	0.00	-263.92	220,378.37	-39,002.59	0.00	0.00	

Jan - June 30, 2014
Roanoke Times
VML Insurance
Blue Ridge Advisory May 2014
Blue Ridge Advisory April 2014
Blue Ridge Advisory March 2014

[illegible]

ROANOKE VALLEY BROADBAND AUTHORITY
Financial Report
July 1 - April 30, 2015

DATE		FOR			BALANCE
7/01/2014		Beginning Balance			17443.04
7/18/2014	Check 097	BRASG Inv #585	10,213.01		7,230.03
8/13/2014	Check 098	BRASG Inv #587	3,499.16		3,730.87
8/14/2014	Deposit	City of Salem		418.50	4,149.37
8/14/2014	Deposit	City of Roanoke		418.50	4,567.87
9/10/2014	Check 0100	Roanoke Times (RFP Cons Ad)	215.73		4,352.14
9/26/2014	Deposit	City of Salem		20,000.00	24,352.14
10/15/2014	Deposit	City of Roanoke		20,000.00	44,352.14
10/16/2014	Check 2002	Roanoke Times (RFP Audit Ad)	183.51		44,168.63
10/17/2014	Check 099	BRASG Inv #590	5,365.74		38,802.89
10/18/2014	Check 2001	BRASG Inv #594	5,342.18		33,460.71
11/21/2014	Check 2003	BRASG Inv #598	5,327.59		28,133.12
11/21/2014	Check 2004	Va Tech CE (VRA Training)	400.00		27,733.12
12/5/2014	Check 101	Appalachian Power (LIC Agree)	500.00		27,233.12
12/8/2014	Check 102	BRASG Inv #604	5,560.69		21,672.43
12/19/2014	Deposit	City of Roanoke		100,000.00	121,672.43
1/2/2015	Deposit	City of Salem		100,000.00	221,672.43
1/2/2015	Check 103	VOID	0.00		221,672.43
1/2/2015	Check 104	BB&T Credit Card	352.60		221,319.83
1/16/2015	Check 105	Roanoke Times (RFP Adv)	253.32		221,066.51
1/16/2015	Check 106	BRASG Inv #607	5,194.88		215,871.63
1/16/2015	Check 107	Thompson & Litton #73992	27,930.00		187,941.63
1/16/2015	Check 108	Verizon Virginia (License Agree)	200.00		187,741.63
2/20/2015	Check 109	VML Inc (5 Mil coverage)	215.00		187,526.63
2/20/2015	Check 110	BRASG Inv #607	5,515.97		182,010.66
2/20/2015	Check 111	LUMOS (License Agreement)	200.00		181,810.66
2/20/2015	Check 112	LUMOS (Survey Work)	60.00		181,750.66
2/18/2015	Check 113	Thompson & Litton #012825	27,623.00		154,127.66
3/3/2015	Check 114	BB&T Credit Card	330.00		153,797.66
3/6/2015	Check 115	AECOM	3,000.00		150,797.66
3/9/2015	Check 116	Verizon (Field Survey)	430.00		150,367.66
3/9/2015	Check 117	LUMOS (4 Pole Attach)	320.00		150,047.66
3/10/2015	Check 118	BRASG Inv #615	5,354.29		144,693.37
3/19/2015	Check 119	Thompson & Litton #012825	39,477.00		105,216.37
3/23/2015	Check 111	Voided		200.00	105,416.37
3/23/2015	Check 112	Voided		60.00	105,476.37
4/2/2015	Check 120	Roanoke Times (Pub Notice)	193.12		105,283.25
4/2/2015	Check 121	Verizon "Make Ready" Fees	1,633.80		103,649.45
4/2/2015	Check 122	LUMOS (3 Pole replacements)	5,758.12		97,891.33
4/2/2015	Check 123	Norfolk Southern (Occupancy fee)	12,600.00		85,291.33
4/17/2015	Check 124	BRASG Inv #619	5,684.34		79,606.99
4/17/2015	Check 125	LUMOS Pole Attachment #CN12	230.00		79,376.99
4/17/2015	Check 126	Norfolk Southern (Occupancy fee)	12,600.00		66,776.99
4/17/2015	Check 127	Glenn Feldman Darby & Goodlatte	13,201.10		53,575.89
4/17/2015	Check 128	Thompson & Litton #012825	45,575.00		8,000.89

Balance Sheet

As of April 30, 2015

	Apr 30, 15
ASSETS	
Current Assets	
Checking/Savings	
BB&T	8,000.89
Total Checking/Savings	8,000.89
Total Current Assets	8,000.89
TOTAL ASSETS	8,000.89
LIABILITIES & EQUITY	
Liabilities	
Long Term Liabilities	
LOAN FROM RVARC	5,000.00
Total Long Term Liabilities	5,000.00
Total Liabilities	5,000.00
Equity	
Retained Earnings	116,672.43
Net Income	-113,671.54
Total Equity	3,000.89
TOTAL LIABILITIES & EQUITY	8,000.89

Roanoke Valley Broadband Authority
Period 07/01/14 to 04/30/15

OPERATING BUDGET

Revenues	Budget	Prior Years	4/30/2015	YTD	Under/Over
Cities of Roanoke/Salem	340,837.00	0.00	0.00	240,837.00	100,000.00
Counties of Bot/Roanoke	0.00	0.00	0.00	0.00	0.00
P/Y Carryover	18,280.00	0.00	0.00	18,280.04	-0.04
Total Revenue	359,117.00	0.00	0.00	259,117.04	99,999.96
Expenses					
Accounting Package	400.00	0.00	0.00	224.95	175.05
Advertising	1,000.00	0.00	193.12	845.68	154.32
Audit	0.00	0.00	0.00	0.00	0.00
Computer Fees	100.00	0.00	0.00	83.88	16.12
Construction	0.00	0.00	32,821.92	37,271.92	-37,271.92
Consultants (T&L)	0.00	0.00	44,575.00	140,605.00	-140,605.00
Consultants (T&L) RFP	0.00	0.00	0.00	0.00	0.00
Consultants (BRASG)	48,000.00	0.00	5,684.34	57,057.85	-9,057.85
Insurance	1,100.00	0.00	0.00	1,052.00	48.00
Legal Fees	0.00	0.00	13,201.10	13,201.10	-13,201.10
Supplies	400.00	0.00	0.00	373.77	26.23
Training	400.00	0.00	0.00	400.00	0.00
Operating Expenses for Future	307,717.00	0.00	0.00	0.00	307,717.00
Total Expenses	359,117.00	0.00	96,475.48	251,116.15	108,000.85
Total	0.00	0.00	-96,475.48	8,000.89	-8,000.89

CONSTRUCTION BUDGET

Revenues	Budget	Prior Years	4/30/2015	YTD	Under/Over
Va Resource Authority	5,020,000.00	0.00	0.00	0.00	5,020,000.00
Total Revenue	5,020,000.00	0.00	0.00	0.00	5,020,000.00
Expenses					
Construction	3,754,163.00	0.00	0.00	0.00	3,754,163.00
Engineering	277,189.00	0.00	0.00	0.00	277,189.00
Permitting Fees	158,500.00	0.00	0.00	0.00	158,500.00
Electronics	750,000.00	0.00	0.00	0.00	750,000.00
Legal Fees	20,000.00	0.00	0.00	0.00	20,000.00
Construction Contingenc	60,148.00	0.00	0.00	0.00	60,148.00
Total Expenses	5,020,000.00	0.00	0.00	0.00	5,020,000.00
Total	0.00	0.00	0.00	0.00	0.00

DRAFT

**Broadband Authority
Executive Director**

The Roanoke Valley Broadband Authority (RVBA) seeks a qualified individual to perform complex professional and administrative work in directing all activities of the Authority by overseeing the daily operations, development, construction and management of a 47-mile open access fiber network, while maintaining relationships with all levels of government, stakeholders, and incumbent providers; and, while providing related economic development support to the member localities. The RVBA is an Equal Opportunity Employer. Resumes and cover letters may be sent to the RVBA, 313 Luck Avenue SW, Roanoke, VA 24016 by 4PM EST on June 19, 2015.

DRAFT 5/01/15

ROANOKE VALLEY BROADBAND AUTHORITY

POSITION DESCRIPTION

EXECUTIVE DIRECTOR

General Definition

Under the general supervision of the Roanoke Valley Broadband Authority (RVBA) Board, will perform complex professional and administrative work in directing all activities of the Authority by overseeing the daily operations, development, construction and management of a 47-mile fiber optic telecommunications network while maintaining relationships with all levels of government, stakeholders and incumbents affecting Authority activities. The position could be part-time, full-time, or a contract position depending on available funds. The RVBA reserves the right to not fill the position.

Typical Work Tasks

Develop an annual business plan with Capital and O&M forecasts for the RVBA Board and regularly apprise the Authority Board of the financial condition and the anticipated future funding needs;

Supervise the performance of all contracts for work to be completed by the RVBA, oversees RFP process, purchase and inventory of materials and supplies;

Establish collaborative affiliations with local service providers, regional transport providers, and national backbone operators, and data center developers to create an awareness of RVBA as an option for local access;

Develop relationship with local Incumbent operators and Competitive Local Exchange Companies and create an awareness of RVBA as a facilities-based service provider;

Support the member localities' CIOs in meeting and improving their connectivity requirements; similarly support the CIOs of local schools and colleges;

Support economic development in the region by working closely with local economic development partners to retain and attract businesses;

Interface with / manage the relationship with RVBA's contract network operator(s) with an objective of gradually migrating all functions in-house as the level of business permits such a migration;

Meet with RVBA direct stakeholders to inform them of progress and plans;

Meet with external audiences to create awareness of RVBA and the desirability of the Roanoke Valley as place to do business for technology-based businesses;

Meet with regional stakeholders (businesses and community leaders within the Valley) to understand their communications needs and facilitate solutions;

Identify ways the RVBA network can be used to facilitate solutions for unserved and underserved areas in the Valley;

Speak with and publish articles for both local and national audiences to create an awareness of RVBA and the Valley;

Complete the construction of the initial network, on time and on budget and establish service pricing;

Establish business relationships with key transport providers to achieve interconnection to Northern VA, Atlanta, and New York;

Ensure the right systems are in place, whether self-provided or through the RVBA contract operator, to deliver carrier-class service;

Conduct community outreach to build a positive regional image of RVBA;

Perform other related duties as requested by the RVBA Board.

Knowledge, Skills and Abilities

Experience in business development, forging collaborative ventures with peer organizations, and working with elected officials and public-sector employees regarding public policy and economic development. Must possess excellent presentation and communication skills, ability to analyze complex data and prepare detailed policy and technical reports, must possess sufficient financial acumen to prepare O&M and Capital budgets, evaluate break-even analysis of line extensions, and prepare service pricing plans that will take the authority to a sustainable level of operations. Familiarity with the Roanoke Valley Region's geography and business climate is desirable.

Education and Experience

Graduation from an accredited college or university with a Bachelor's Degree in Telecommunications, Public Administration, Business, or closely related field and five years professional experience; or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.