

c/o P.O. Box 2569, Roanoke, VA 24010
Ph: 540.904-1073

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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

Monday, December 21, 2015* at 8:30 a.m.

Roanoke Valley-Alleghany Regional Commission, 313 Luck Ave, SW, Roanoke, VA 24016

***NOTE: Meeting Date Change.**

AGENDA

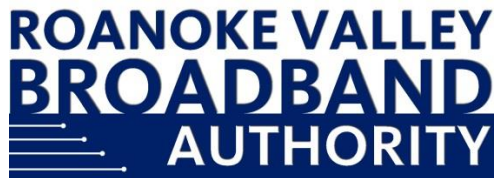
1. **Call to Order, Introductions & Roll Call** *Chairman Boggess*
2. **Approval of November 20, 2015 Minutes, pp. 3-5** *Chairman Boggess*
3. **Treasurer's Report** *Olivia Dooley, Treasurer*
 - Financial Reports Ending November 30, 2015, pp. 6-8
4. **Updates**
 - A. Construction *Frank Smith, Executive Director*
 - B. Network Electronics RFP *Frank Smith, Executive Director*
5. **Request for Closed Meeting Pursuant to Virginia Code** *Chairman Boggess*
Section 2.2-3711

Recess into a Closed Meeting to discuss or consider the investment of public funds where competition or bargaining is involved, where if made public initially, the financial intent of the Authority would be adversely affected, pursuant to Section 2.2-3711 (A)(6), Code of Virginia, 1950, as amended.
6. **End Closed Meeting and Reconvene Regular Meeting** *Chairman Boggess*
7. **Adoption of Certification Resolution of Closed Meeting, p. 9** *Chairman Boggess*
8. **Action(s) by the Authority as a Result of the Closed Meeting** *Chairman Boggess*
 - *Adoption of Resolution Approving Proposed Service Pricing (Resolution to be distributed prior to meeting)*
 - *Adoption of Resolution Approving Network Electronics Vendor Selection (Resolution to be distributed prior to meeting)*

9. Other Business

- Next Meeting Date Friday, January 15, 2016 *Chairman Boggess*

10. Adjournment



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MINUTES

The November meeting of the Roanoke Valley Broadband Authority was held on Friday, November 20, 2015 at 8:30 a.m. at the Roanoke Valley-Alleghany Regional Commission office, 313 Luck Avenue, SW, Roanoke, VA.

1. CALL TO ORDER, WELCOME AND ROLL CALL

In the absence of Chairman Boggess, Vice Chairman McEvoy called the meeting to order at 8:35 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:* Tom Gates, Roanoke County; Mike McEvoy, Citizen; and Chris Morrill, City of Roanoke. *Absent:* Kevin Boggess, City of Salem and Kathleen Guzi, Botetourt County.

OTHERS IN ATTENDANCE

Broadband Staff: Frank Smith, Executive Director.

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

Guests: Wayne Bowers, City of Roanoke; Sam Darby, Glenn Feldmann Darby & Goodlatte; Sam English, Roanoke Blacksburg Technology Council and Broadband Advisory Committee member; Rob Ledger, City of Roanoke; Brian McConnell, Citizen; Granger Macfarlane, Citizen; Bob Picchi, Blue Ridge Advisory Services Group; Eric Price, Thompson & Litton; and Beth Sherman and Margaret Hunter Wade, Cox Communications.

2. APPROVAL OF SEPTEMBER MINUTES

The Minutes of the September 18, 2015 meeting of the Roanoke Valley Broadband Authority were distributed earlier.

ROANOKE VALLEY BROADBAND AUTHORITY ACTION:

Upon motion by Mr. Gates, seconded by Mr. Morrill and carried, the Minutes of the September 18, 2015 meeting of the Broadband Authority were approved, as distributed.

3. TREASURER'S REPORT

The Financial Report, ending October 31, 2015, was provided earlier in the agenda mailing. Vice Chairman McEvoy stated if there were no comments or changes noted, the Financial Report, ending October 31, 2015, would be filed, as presented.

4. UPDATES

Frank Smith presented a PowerPoint on the work to-date on the broadband project. Highlights focused on the following three areas:

Construction

- 45% of the network has been installed and the anticipated completion date is January 8, 2016.
- Using one channel of the conduit now (blue). Anticipate leasing the other conduit channels.

Network Electronics RFP

- Five proposals were received for the Network Electronics RFP that was recently advertised (five major manufacturers and dollar range in budget). The Network Electronics portion of the project entails building five switching centers. A committee of six has been formed to review the proposals. A matrix will be provided to the six members to score/evaluate the RFPs. Mr. Smith stated that he would like to make a pre-award announcement as early as December 4, 2015 and present for final action/approval at the December Broadband Board meeting.

Micro-trenching

- This process is underway in the Central Business District of Roanoke City.

Mr. Macfarlane asked if there were security standards in place to make sure the network is secure. Mr. Smith responded that the RVBA is working towards procuring a network that meets Department of Defense Information Assurance and Information Security standards.

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

Motion was made by Mr. Gates and seconded by Mr. Morrill to convene a closed meeting for the purpose to discuss or consider the investment of public funds where competition or bargaining is involved, where if made public initially, the financial intent of the Authority would be adversely affected, pursuant to Section 2.2-3711 (A)(6) of the Code of Virginia, 1950, As Amended. The motion was adopted and carried by a vote of 3 to 0. The Roanoke Valley Broadband Authority went into a closed meeting at 8:55 a.m.

6. END CLOSED MEETING AND RECONVENE REGULAR MEETING

Motion was made by Mr. Gates and seconded by Mr. Morrill that the Broadband Authority end the closed meeting and return to its regular meeting. The motion was adopted and carried by a vote of 3 to 0. The Roanoke Valley Broadband Authority ended the closed meeting and returned to its regular meeting at 10:00 a.m.

7. RESOLUTION OF CERTIFICATION OF CLOSED MEETING

Motion was made by Mr. Gates, seconded by Mr. Morrill 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 Roll Call vote of 3 to 0 as follows:

Member & Vote

Mr. Gates – Yes

Mr. McEvoy – Yes

Mr. Morrill – Yes

(Absent: Mr. Boggess and Ms. Guzi)

8. OTHER BUSINESS

The date of the next regularly-scheduled board meeting of the Broadband Authority is Friday, December 18, 2015 at 8:30 a.m. at the Regional Commission office (unless notified).

The meeting was adjourned at 10:05 a.m.

Submitted by:

Wayne Strickland
Secretary to the Roanoke Valley Broadband Authority

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

DATE	FOR		BALANCE
7/01/2015	Beginning Balance		244,643.56
7/01/2015	Check 137	VML Insurance 1,052.00	243,591.56
7/17/2015	Check 141	Olivia Dooley (Ex Dir Job Ad) 99.00	243,492.56
7/17/2015	Check 142	BB&T 398.00	243,094.56
7/7/2015	Check 143	BRASG Inv #607 5,515.97	237,578.59
7/8/2015	Check 144	Thompson & Litton #73992 5,750.00	231,828.59
7/10/2015	Check 145	Glenn Feldman Darby & Goodlatte 1,164.00	230,664.59
7/13/2015	Deposit	Verizon (Refund) 416.67	231,081.26
7/17/2015	Check 146	American Electric Power 2,893.02	228,188.24
7/20/2015	Check 147	American Electric Power 177.45	228,010.79
7/22/2015	Transfer	Va Resource Authority 74,248.42	302,259.21
7/30/2015	Check 148	RVARC 4,198.68	298,060.53

8/01/2015	Beginning Balance		298,060.53
8/03/2015	Check 149	BB&T 0.75	298,059.78
8/05/2015	Check 150	Verizon Virginia 9.75	298,050.03
8/10/2015	Bank Error		0.06 298,050.09
8/10/2015	Check 101	Voided APCO 12/15/2014 500.00	298,550.09
8/14/2015	Check 151	BRASG Inv #607 5,307.44	293,242.65
8/14/2015	Check 152	Thompson & Litton #73992 9,500.00	283,742.65
8/14/2015	Check 153	Glenn Feldman Darby & Goodlatte 2,724.11	281,018.54
8/27/2015	Check 154	Thompson & Litton Replace ck144 0.00	281,018.54
8/28/2015	Check 155	Verizon 148.28	280,870.26
8/30/2015	Bank Fees	18.00	280,852.26

9/03/2015	Beginning Balance		280,852.26
9/03/2015	Check 156	BB&T 2,486.33	278,365.93
9/03/2015	Check 157	Blue Ridge Sign & Stamp 60.27	278,305.66
9/03/2015	Check 158	US Bank Operations 62,262.34	216,043.32
9/03/2015	Check 159	Frank Smith Travel Reimb 105.42	215,937.90
9/10/2015	Check 160	Bowman-Griffin Contractors 5,586.00	210,351.90
9/11/2015	Check 161	Robinson Farmer Cox 5,000.00	205,351.90
9/11/2015	Check 162	Thompson & Litton #76452 17,400.00	187,951.90
9/15/2015	Check 163	Utility Service Contractors #1 403,873.80	-215,921.90
9/15/2015	Check 164	Glenn Feldman Darby & Goodlatte 2,806.81	-218,728.71
9/15/2015	Check 165	BRASG Inv #636 8,758.88	-227,487.59
9/18/2015	Deposit	City of Salem 31,131.17	-196,356.42
9/18/2015	Deposit	City of Roanoke 31,131.17	-165,225.25
9/30/2015	Transfer	Va Resource Authority 446,895.45	281,670.20

10/01/2015	Beginning Balance		281,670.20
10/01/2015	Check 166	RVARC 2,287.50	279,382.70
10/06/2015	Check 167	BB&T 336.56	279,046.14
10/06/2015	Check 168	BRASG Inv #639 5,302.79	273,743.35
10/13/2015	Check 169	AECOM 8,000.00	265,743.35
10/16/2015	Check 170	Glenn Feldman Darby & Goodlatte 2,973.77	262,769.58
10/16/2015	Check 171	Thompson & Litton #76790 22,670.00	240,099.58
10/22/2015	Check 172	Utility Service Contractors #2 444,865.28	-204,765.70
10/31/2015	Transfer	Va Resource Authority 481,591.51	276,825.81
10/31/2015	Bank fees	18.00	276,807.81

11/01/2015	Beginning Balance		276,807.81
11/02/2015	Check 173	WVWA 29,834.83	246,972.98
11/02/2015	Check 174	Bowman-Griffin Contractors 13167.00	233,805.98
11/02/2015	Check 175	Verizon 11.62	233,794.36
11/06/2015	Check 176	AEP Pre/Post Inspection 118.90	233,675.46
11/06/2015	Check 177	BB&T 244.04	233,431.42
11/06/2015	Check 178	Glenn Feldman Darby & Goodlatte 2,739.41	230,692.01
11/10/2015	Check 179	BRASG Inv #642 5,000.00	225,692.01
11/10/2015	Check 180	Norfolk Southern Railway 1208483 1,000.00	224,692.01
11/10/2015	Check 181	Norfolk Southern Railway 1208482 1,000.00	223,692.01
11/10/2015	Check 182	Norfolk Southern Railway 1208479 1,000.00	222,692.01
11/10/2015	Check 183	Norfolk Southern Railway 1208480 1,000.00	221,692.01
11/10/2015	Check 184	Norfolk Southern Railway 1208481 1,000.00	220,692.01
11/10/2015	Check 185	Thompson & Litton #77150 14,900.00	205,792.01
11/10/2015	Check 186	Roanoke Times Elec RFP 268.69	205,523.32
11/30/2015	Check 187	Utility Service Contractors #3 387,639.56	-182,116.24
11/30/2015	Check 188	Bowman-Griffin Contractors 15,960.00	-198,076.24
11/30/2015	Transfer	Va Resource Authority 443,389.93	245,313.69

Roanoke Valley Broadband Authority

Balance Sheet

As of November 30, 2015

	Nov 30, 15
ASSETS	
Current Assets	
Checking/Savings	
BB&T	245,313.69
Total Checking/Savings	245,313.69
Total Current Assets	245,313.69
TOTAL ASSETS	245,313.69
LIABILITIES & EQUITY	
Liabilities	
Long Term Liabilities	
LOAN FROM RVARC	5,000.00
VRA LOAN	233,047.27
Total Long Term Liabilities	238,047.27
Total Liabilities	238,047.27
Equity	
Retained Earnings	117,172.43
Net Income	-109,906.01
Total Equity	7,266.42
TOTAL LIABILITIES & EQUITY	245,313.69

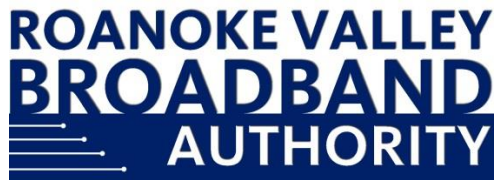
Roanoke Valley Broadband Authority
Period 11/01/15 to 11/30/15

OPERATING BUDGET

Revenues	Budget	Prior Years	Current Month	YTD	Project to Date	Under/Over
Cities of Roanoke/Salem	135,512.14	340,837.00	0.00	62,262.34	403,099.34	-267,587.20
Counties of Bot/Roanoke	0.00	0.00	0.00	0.00	0.00	0.00
P/Y Carryover	307,717.00	18,280.04	0.00	0.00	18,280.04	289,436.96
Total Revenue	443,229.14	359,117.04	0.00	62,262.34	421,379.38	380,966.80
Expenses						
Accounting Package	400.00	224.95	0.00	0.00	224.95	175.05
Advertising	1,000.00	399.24	0.00	497.00	896.24	103.76
Audit	5,000.00	0.00	0.00	5,000.00	5,000.00	0.00
Bank Fees	0.00	0.00	0.00	36.00	36.00	-36.00
Computer Fees	100.00	83.88	0.00	63.97	147.85	-47.85
Contract (BRASG)	30,000.00	37,502.42	0.00	9,785.08	47,287.50	-17,287.50
Contract (RVARC)	30,000.00	0.00	0.00	6,412.50	6,412.50	23,587.50
Contract (WVWA)	152,000.00	0.00	0.00	29,834.83	29,834.83	122,165.17
Debt Service Payments	135,512.14	0.00	0.00	62,262.34	62,262.34	73,249.80
Insurance	1,100.00	1,052.00	0.00	1,052.00	2,104.00	-1,004.00
Legal Fees	60,000.00	11,532.39	0.00	6,150.40	17,682.79	42,317.21
Postage	0.00	0.00	0.00	33.94	33.94	-33.94
Supplies	400.00	373.77	0.00	2,405.93	2,779.70	-2,379.70
Telephone	0.00	0.00	84.05	850.01	850.01	-850.01
Travel	0.00	0.00	0.00	137.15	137.15	-137.15
Training	0.00	400.00	0.00	0.00	400.00	-400.00
Operating Expenses for Future	27,717.00	0.00	0.00	0.00	0.00	27,717.00
Total Expenses	443,229.14	51,568.65	84.05	124,521.15	176,089.80	267,139.34
Total	0.00	307,548.39	-84.05	-62,258.81	245,289.58	62,258.81

CONSTRUCTION BUDGET

Revenues	Budget	Prior Years	Current Month	YTD	Project to Date	Under/Over
Va Resource Authority	5,689,961.35	233,047.27	0.00	1,446,125.30	1,679,172.57	4,243,836.05
Interest Income	0.00	0.00	0.00	0.00	0.00	0.00
Estimated Earnings	3,726.41	0.00	0.00	0.00	0.00	3,726.41
Total Revenue	5,693,687.76	233,047.27	0.00	1,446,125.30	1,679,172.57	4,247,562.46
Expenses						
Construction	3,811,414.09	666.07	0.00	1,321,851.01	1,322,517.08	2,488,897.01
Engineering/Const Admin	264,451.08	238,232.23	0.00	42,750.00	280,982.23	-16,531.15
Permitting/Easement Acquisitio	151,216.30	37,449.94	0.00	12,093.08	49,543.02	101,673.28
Electronics (System lighting & Data Stor	715,534.56	0.00	0.00	268.69	268.69	715,265.87
Local Debt Service Res Fund	670,039.01	670,039.01	0.00	0.00	670,039.01	0.00
Local Cost of Issuance	20,000.00	19,603.86	0.00	6,257.70	25,861.56	-5,861.56
Additional Proceeds/Contingent	61,032.72	0.00	0.00	0.00	0.00	61,032.72
Total Expenses	5,693,687.76	965,991.11	0.00	1,383,220.48	2,349,211.59	3,344,476.17
Total	0.00	-732,943.84	0.00	62,904.82	-670,039.02	903,086.29



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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 18th day of December, 2015