

ROANOKE VALLEY BROADBAND AUTHORITY

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

MEMBERS:

Kevin Boggess, City of Salem
Kathleen Guzi, Botetourt County
Mike McEvoy, Citizen
Chris Morrill, City of Roanoke
Daniel O'Donnell, Roanoke County

(NOTE CHANGE OF DATE)

Roanoke Valley Broadband Authority Meeting

Thursday, October 16, 2014 at 8:30 a.m.

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

The October meeting of the Roanoke Valley Broadband Authority will be held on **Thursday, October 16, 2014** at 8:30 a.m. at the Roanoke Valley-Alleghany Regional Commission office (Upstairs Conference Room), 313 Luck Avenue, SW, Roanoke, VA 24016.

AGENDA

1. **Call to Order and Introductions** *Chairman Boggess*
2. **Roll Call of Board** *Secretary Strickland*
3. **Approval of the September 19, 2014 Minutes, pp. 2-5** *Chairman Boggess*
4. **Treasurer's Report, pp. 6-8** *Olivia Dooley, Treasurer*
 - Financial Report for the Period July 1, 2014 to September 30, 2014
 - Adoption of Proposed 2015 Budget
 - Audit Services RFP Update
5. **Presentation: "Rural Broadband Experiments"** ... *Sandie Terry, Program Manager, Broadband Center for Innovative Technology (CIT)*
6. **Design, Engineering & Permitting RFPs** *Bob Picchi*
Blue Ridge Advisory Services Group
7. **Other Business** *Chairman Boggess*
 - Next Meeting Date – November 21, 2014
8. **Adjournment**

ROANOKE VALLEY BROADBAND AUTHORITY

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

MEMBERS:

*Kevin Boggess, City of Salem
Kathleen Guzi, Botetourt County
Mike McEvoy, Citizen
Chris Morrill, City of Roanoke
Dan O'Donnell, Roanoke County*

MINUTES

The September meeting of the Roanoke Valley Broadband Authority was held on Friday, September 19, 2014 at the Roanoke Valley-Alleghany Regional Commission office at 8:30 a.m.

1. CALL TO ORDER, WELCOME AND ROLL CALL

In the absence of Chairman Boggess, Vice Chairman McEvoy called the meeting to order at 8:30 a.m. and welcomed those in attendance. Secretary Strickland called the roll and reported that a quorum was present.

Roanoke Valley Broadband Authority: *Present:* Kathleen Guzi, Botetourt County; Mike McEvoy, Citizen; Chris Morrill, City of Roanoke; and Dan O'Donnell, Roanoke County. *Absent:* Kevin Boggess, City of Salem.

OTHERS IN ATTENDANCE

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

Guests: Wayne Bowers, Roanoke City Economic Development and Broadband Advisory Committee member; Steve Cronemeyer, Verizon; Greg Duncan, ComCast; Sam English, Roanoke Blacksburg Technology Council and Broadband Advisory Committee member; Jim Garrett, Kinex Telecom; Jud Hofmann, Citizen; Rob Ledger, Roanoke City Economic Development; Ariel Levi, Co-lab; Jill Loope, Roanoke County Economic Development; Chuck McKinnis, Citizen; Gene Price, Cox; Vonya Alleyne, Cox; John Salvia, Citizen; and Jeff Terry, Roanoke County Public Schools and Broadband Advisory Committee member.

2. APPROVAL OF THE AUGUST 7, 2014 MINUTES

The Minutes of the August 7, 2014 meeting of the Roanoke Valley Broadband Authority were distributed earlier.

Roanoke Valley Broadband Authority Action:

Upon motion by Mr. Morrill, seconded by Mr. O'Donnell and carried, the Minutes of the August 7, 2014 meeting of the Roanoke Valley Broadband Authority were approved, as distributed.

3. **TREASURER'S REPORT**

A. **Approval of the Financial Report**

The Financial Report, for the period January 20, 2014 through August 31, 2014, was previously distributed in the agenda mailing.

Roanoke Valley Broadband Authority Action:

Upon motion by Mr. Morrill, seconded by Mr. O'Donnell and carried, the Financial Report, for the period January 20, 2014–August 31, 2014, was approved, as distributed.

B. **Adoption of the Proposed 2015 Budget**

Vice Chairman McEvoy reported that he received a request from Chairman Boggess asking that the Board defer action on this item at the September meeting to a future meeting.

Roanoke Valley Broadband Authority Action:

Board members unanimously concurred with the request of Chairman Boggess to defer discussion/action on the Proposed 2015 Budget at the September meeting.

C. **Approval of the Request for Proposal for Auditing Services**

A draft Request for Proposal (RFP) for Auditing Services was distributed earlier. The RFP is to contract for a financial and performance audit for the Roanoke Valley Broadband Authority for the year ending June 30, 2015. Staff is requesting comment and action on the RFP prior to it going out to bid. Staff anticipates it will appear in the "Legals" section of the Sunday, September 28, 2014 edition of The Roanoke Times and it will also be posted on the Broadband Authority's webpage. Proposals are to be submitted to Olivia Dooley at the Regional Commission office by Friday, October 31, 2014 by 3:00 p.m.

Roanoke Valley Broadband Authority Action:

Upon motion by Mr. Morrill, seconded by Mr. O'Donnell and carried, the RFP for Auditing Services was approved, as presented, to be advertised for the current fiscal year.

4. **PRESENTATION BY VERIZON**

Steve Cronemeyer, Manager-Governmental Affairs with Verizon Communications, thanked the board members for the opportunity to present on the services provided by Verizon Communications. Mr. Cronemeyer outlined the business services provided by Verizon on their Roanoke Valley fiber network. Sophisticated, global standard services are provided up to 10Gbps through over 400 miles of fiber on their existing local network. Verizon believes this network already serves much of the area being targeted by the Authority's plan and that the network has the capacity to serve business customers into the future. Mr. Cronemeyer went on to describe other Verizon services such as cloud, security and wireless. Mr. Morrill asked Mr. Cronemeyer if he was aware of any efforts to change State laws that might affect broadband authorities. Mr. Cronemeyer responded no. Mr. Cronemeyer also noted that Verizon was not opposed to fiber deployment, but thought investments should be made in areas that do not currently have access.

5. **STATUS OF RFP FOR DESIGN, ENGINEERING & PERMITTING**

Matt Miller reported on the recent RFP for the design, engineering and permitting of a fiber network that would include several options based on participation by local governments. RFP was written with the 2 alternatives/options in mind (i.e., a 61-mile network and a smaller 42-mile network). Mr. Miller noted that a total of 11 proposals were received, with a wide range of cost estimates. The Board agreed that Matt Miller, Bob Picchi and Mike McEvoy would serve as a committee to review and score the proposals received, and to report back on the scoring at the next Authority meeting.

Mr. O'Donnell asked about the timeline for a decision on the RFP in regard to selecting an option that may include or exclude Roanoke County. Mr. McEvoy stated that the RFP was issued to allow the proposals to remain binding for 90 days. Mr. Miller confirmed.

Mr. Morrill added that the City of Roanoke had an adjustment to the route. Mr. Miller confirmed that small adjustments could be made as the route is designed.

6. **DESIGN-BUILD POLICY**

Vice Chairman McEvoy stated that the Authority had talked about proceeding with the current RFP under a possible Design-Build option. He further stated that the State Code requires (§2.2-4308) that the Authority Board adopt policies in regard to Design-Build before it can enter into a Design-Build contract with a firm. Mr. Miller provided at the meeting a draft copy of "*Design-Build (D/B) Procedures for the Roanoke Valley Broadband Authority*" for the procurement of Design-Build contracts (as defined in §2.2-4301 of the Code of Virginia). Vice Chair McEvoy stated that the Board is being asked to adopt the procedures in the event the Authority wants to use this construction option in the future. Mr. McEvoy stated that State Code requires that the policy be consistent with the Secretary of Administration's regulations on Design-Build Policies.

Roanoke Valley Broadband Authority Action:

Mr. Morrill moved that the Broadband Authority adopt the "Design-Building Procedures", as presented, effective date of September 19, 2014. The motion was seconded by Ms. Guzi and carried.

7. **OTHER BUSINESS**

- Vice Chair McEvoy stated that the next scheduled meeting date of the Broadband Authority is Friday, October 17, 2014 at 8:30 am. Several board members noted conflicts with the date and asked if the meeting could be rescheduled. Members tentatively agreed that the October meeting date would be changed to Thursday, October 16, 2014 at 8:30 a.m. at the Regional Commission office, pending input from Chairman Boggess. Commission staff will post the date change on the Broadband website (www.highspeedroanoke.net).
- For Information Purposes. Staff distributed at the meeting a copy of an article in the September 2014 edition of the IEDC Economic Development Journal. The article concerned a case study of Danville, VA entitled "*Connecting Danville, VA to the Future – Deployment of a Municipal Broadband Network*".

- The floor was opened for comments. Jim Garrett, with Kinex Telecom, asked the Board if they had spoken with MBC representatives, noting that they could provide a wealth of information. Mr. Morrill stated that he met with MBC representatives prior to the formation of the Broadband Authority. Ms. Guzi stated that Botetourt County has also had discussions with MBC. Mr. Garrett also pointed out that he thought the “make ready” costs on pole attachments would be high in the Roanoke Valley based on his observations.

The meeting was adjourned at 9:07 a.m.

Submitted by:

Wayne Strickland
Secretary to the Roanoke Valley Broadband Authority

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

TREASURER'S REPORT September 30, 2014

1. **Monthly Financial Report for Period July 1, 2014- September 30, 2014 (Attached)**
2. **Draft of Proposed Budget (Attached)**
 - Accounting Package - QuickBooks from Staples.
 - Advertising – Placement of RFP for engineering, design and build in The Roanoke Times, August 2014 and placement of RFP for audit services in The Roanoke Times, September 2014.
 - Audit – Estimate from the Commission's current auditor for an 18-month audit (February 2014 – June 2015).
 - Consultant – Blue Ridge Advisory Services Group \$5,000 per month (August 2014 – January 2015 for a total of \$30,000).
 - Consultant – Engineering portion \$200,000; portion of design and build to be determined at a later date.
 - Insurance – Policy with VML (July 1, 2014 – June 30, 2015).
 - Supplies - Checks, deposits slips, envelopes and paper.
3. **Audit Services RFP - Legal Advertisement Placed in The Roanoke Times on Sunday, September 28, 2014.** All RFPs due to the RVARC office by October 31, 2014 by 3:00 pm.

Olivia Dooley, Treasurer
Roanoke Valley Broadband Authority

ROANOKE VALLEY BROADBAND AUTHORITY
Financial Report
July 1 - September 30, 2014

| 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 Ad) | 215.73 | | 4,352.14 |
| 9/26/2014 | Deposit | City of Salem | | 20,000.00 | 24,352.14 |

PROPOSED BUDGET - Roanoke Valley Broadband Authority
Period 07/01/14 to 09/30/14

| Revenues | Budget | Current Month | YTD | Under/Over |
|-------------------------|-------------------|----------------------|------------------|-------------------|
| Cities of Roanoke/Salem | 237,100.00 | 20,000.00 | 20,837.00 | 216,263.00 |
| Counties of Bot/Roanoke | 0.00 | 0.00 | 0.00 | 0.00 |
| P/Y Carryover | 0.00 | 0.00 | 18,280.04 | -18,280.04 |
| Total Revenue | 237,100.00 | 20,000.00 | 39,117.04 | 197,982.96 |
| Expenses | | | | |
| Salaries | 0.00 | 0.00 | 0.00 | 0.00 |
| Fringe Benefits | 0.00 | 0.00 | 0.00 | 0.00 |
| Accounting Package | 400.00 | 0.00 | 0.00 | 400.00 |
| Advertising | 600.00 | 215.73 | 215.73 | 384.27 |
| Audit | 5,000.00 | 0.00 | 0.00 | 5,000.00 |
| Consultants | 200,000.00 | 0.00 | 0.00 | 200,000.00 |
| Consultants (BRASG) | 30,000.00 | 0.00 | 13,712.17 | 16,287.83 |
| Insurance | 850.00 | 0.00 | 837.00 | 13.00 |
| Supplies | 250.00 | 0.00 | 0.00 | 250.00 |
| Travel | 0.00 | 0.00 | 0.00 | 0.00 |
| Indirect Costs | 0.00 | 0.00 | 0.00 | 0.00 |
| Total Expenses | 237,100.00 | 215.73 | 14,764.90 | 222,335.10 |
| Total | 0.00 | 19,784.27 | 24,352.14 | -24,352.14 |

| Period 01/01/14 to 06/30/14 | | |
|------------------------------------|---------------|------------------|
| Revenues | Budget | YTD |
| City of Roanoke | 0.00 | 28,600.00 |
| City of Salem | 0.00 | 28,600.00 |
| RVARC | 0.00 | 5,000.00 |
| Total Revenue | 0.00 | 62,200.00 |
| Expenses | | |
| Advertising | 0.00 | 126.72 |
| Consultants (BRASG) | 0.00 | 43,449.24 |
| Insurance | 0.00 | 344.00 |
| Total Expenses | 0.00 | 43,919.96 |
| Total | 0.00 | 18,280.04 |