

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:**  
Kevin Boggess, City of Salem  
Bob Cowell, City of Roanoke  
Tom Gates, Roanoke County  
Gary Larrowe, Botetourt County  
Mike McEvoy, Citizen

**rvba.online**

## **Roanoke Valley Broadband Authority Meeting**

**Friday, November 17, 2017 at 8:30 a.m.**

**\*Western Virginia Water Authority (Second Floor Conference Room)**

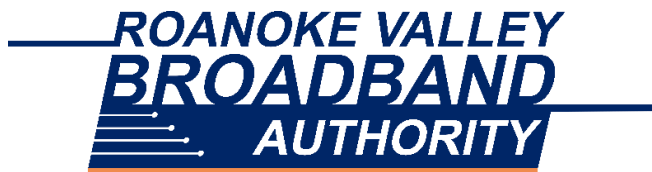
**601 S. Jefferson Street, SW, Roanoke, VA 24011**

***\*Note location change***

### **AGENDA**

1. **Call to Order, Roll Call, Introductions** ..... *Chairman Boggess*
2. **Approval of the September 15, 2017 Minutes, pp. 2-4**..... *Chairman Boggess*
3. **Treasurer's Reports, pp. 5-6**..... *Olivia Dooley, Treasurer & CFO*
  - Financial Reports Ending September 30, 2017 and October 31, 2017
4. **Award of Audit Contract to Robinson, Farmer Cox Associates** ..... *Chairman Boggess*
5. **Recommendation to Participating Localities to Ratify the Reappointment of Mike McEvoy as the Citizen-At-Large Member on the Broadband Authority Board (4-year term ending 12-12-2021), p. 7** ..... *Chairman Boggess*
6. **Project Update** ..... *Frank Smith, President & CEO*
7. **Request for Closed Meeting**..... *Chairman Boggess*

*Pursuant to Virginia Code Section 2.2-3711.33. for 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 Boggess*
9. **Adoption of Certification Resolution of Closed Meeting, p. 8** ..... *Chairman Boggess*
10. **Other Business**
  - Cancellation of December 15, 2017 Meeting ..... *Chairman Boggess*
  - Next Meeting Date January 19, 2018 ..... *Chairman Boggess*
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:**  
*Kevin Boggess, City of Salem*  
*Tom Gates, Roanoke County*  
*Gary Larrowe, Botetourt County*  
*Mike McEvoy, Citizen*  
*Sherman Stovall, City of Roanoke*

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

## MINUTES

The September Board Meeting of the Roanoke Valley Broadband Authority was held on Friday, September 15, 2017 at 9:00 a.m. at the Roanoke Valley Broadband Authority office located at 601 S. Jefferson Street, Suite 110, Roanoke, VA.

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

Chairman Boggess called the meeting to order at 9:00 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: Kevin Boggess, City of Salem; Tom Gates, Roanoke County; Gary Larrowe, Botetourt County; Mike McEvoy, Citizen; and Sherman Stovall, City of Roanoke.

### OTHERS/GUESTS IN ATTENDANCE

Broadband Authority Staff: Jim Bandy, Director of Solutions Engineering; Olivia Dooley, Treasurer and CFO; and Frank Smith, President and CEO.

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

Guests: Wayne Bowers, City of Roanoke; Jeremy Carroll, Glenn Feldmann Darby & Goodlatte; Bob Cowell, City of Roanoke; Logan DeHart, B2X Online; Jennifer Eddy, Eddy Communications; Sam English, Roanoke Blacksburg Technology Council; James Funkhouser, Shentel; Jackie Lee, Eddy Communications; Jill Loope, Roanoke County; and Brian McConnell, Roanoke Community EcoSystems and Citizen.

### 2. APPROVAL OF THE JULY 21, 2017 MINUTES

The July 21, 2017 Minutes of the Roanoke Valley Broadband Authority Board Meeting were distributed earlier.

### ROANOKE VALLEY BROADBAND AUTHORITY ACTION:

Vice Chairman McEvoy moved that the Minutes of the July 21, 2017 meeting of Roanoke Valley Broadband Authority be approved, as presented. The motion was seconded by Mr. Larrowe and carried.

### **3. TREASURER'S REPORT**

#### **A. Acceptance of the Financial Reports**

The Financial Reports, ending July 31, 2017 and August 31, 2017, were distributed earlier in the agenda packet.

#### **B. FY 2018 Budget Revision**

Frank Smith reported to accommodate specific costs incurred this year, a reallocation of funds based on expense trends was made to the budget. No additional money is being requested. New line items were identified in the operating budget summary in the agenda packet. Chairman Boggess stated these line items are not increasing the budget, but rearranging the money within the budget for specific costs expected over the next year. It was noted that most of the new line items will be recurring costs that will be identified in future budgets. Concerning the billing system line item (\$21,500), Mr. Smith stated that the Authority contracted with a billing system for inventory control and billing. As the Authority builds its network and works with its other partners, it is essential to have an operational support system to build, track and deliver services (i.e., a foundational element for the network). The ARIN line item is the American Registry for Internet Numbers. Mr. Smith noted that the Broadband Authority is an authorized provider of Internet services. Mr. Smith also reported that \$4,000 a month is being placed into reserves to address depreciation expenses.

#### **ROANOKE VALLEY BROADBAND AUTHORITY ACTION:**

Vice Chairman McEvoy moved acceptance of the Financial Reports, ending July 31, 2017 and August 31, 2017, as presented, and approval of the proposed revisions to the FY 2018 Operating Budget, as presented. The motion was seconded by Mr. Stovall and carried.

### **4. PROJECT UPDATE**

- The Broadband Authority is in partnership with ABS Technology as the first Internet service provider riding on the Authority's open access network to provide services to the Boxley Building.
- Mr. Smith will be speaking at two upcoming broadband national conferences.
- Construction for Phase II of the Roanoke County extension achieved substantial completion on August 21. September 21 is the final completion date and USC will have 30 days to finish the punch list and complete final testing of the network.
- Staff anticipates presenting a draft HR Manual and Strategic Plan for discussion by the Board at their next meeting.
- Mr. Smith reported that a Phase II lighting ceremony is scheduled for October 18 at the South County Library on Merriman Road.

**5. OTHER BUSINESS**

- Board members discussed the October and November meeting schedule of the Broadband Authority. Members agreed to cancel the October meeting, and that Friday, November 17, 2017 at 8:30 a.m. would be the next meeting date and time.

**ROANOKE VALLEY BROADBAND AUTHORITY ACTION:**

Mr. Gates moved that the October 20, 2017 meeting of the Broadband Authority Board be cancelled. The motion was seconded by Vice Chairman McEvoy and carried.

- Sherman Stovall, Roanoke City board member, announced that he would be resigning his seat on the Broadband Authority. Mr. Stovall stated that Bob Cowell, Roanoke's new City Manager, would be appointed soon by City Council to serve as the City's board member on the Roanoke Valley Broadband Authority. Chairman Boggess thanked Mr. Stovall for his input during his time on the Board and for his help throughout the transition phase after Chris Morrill's departure.
- Chairman Boggess reminded those in attendance of the Broadband Authority's open house and office ribbon cutting to follow at 10 a.m.

The meeting was adjourned at 9:20 a.m.

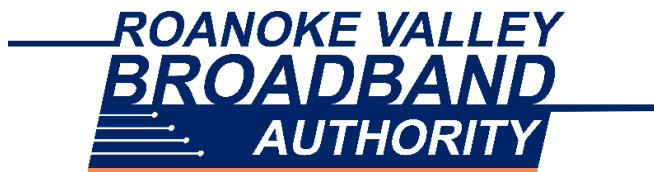
Wayne Strickland, Secretary,  
Roanoke Valley Broadband Authority

**Roanoke Valley Broadband Authority**  
**FY 2018 Operations Statement**  
**For the Month Ended October 31, 2017**

	<b>FY 2018 Budget</b>	<b>October 2017</b>	<b>FY 17/18 Year to Date</b>	<b>Percent Budget</b>
<b>Broadband Revenues</b>				
Contributed Capital	\$986,594	\$82,216	\$328,865	33%
Other Revenue	40,000	0	40,000	0%
Service Revenue	310,000	16,933	65,808	21%
<b>Total Broadband Operating Revenues</b>	<b>\$1,336,594</b>	<b>\$99,149</b>	<b>\$434,673</b>	<b>33%</b>
<b>Broadband Operation &amp; Maintenance Expenses</b>				
Personnel Costs	\$503,785	\$34,532	\$125,163	25%
Network Operations	336,100	21,489	73,395	22%
Brand Management	60,000	8,067	15,708	26%
Legal Fees	30,000	1,346	3,724	12%
Marketing Survey	45,000	45,000	45,000	100%
Office Expenses	85,696	18,601	42,664	50%
Richmond Message Management	30,000	3,000	7,000	23%
Travel	16,000	1,205	2,119	13%
<b>Total BB Operation &amp; Maintenance Expenses</b>	<b>\$1,106,581</b>	<b>\$133,240</b>	<b>\$314,773</b>	
<b>Income from Operations</b>	<b>\$230,013</b>	<b>-\$34,091</b>	<b>\$119,900</b>	
<b>Non-Operating Revenues</b>				
Interest Income	200	38	88	44%
Installations	9,500	0	90,758	955%
Other Non-Operating Revenue	0	0	10	0%
Subtotal Non-Operating Revenues	\$9,700	\$38	\$90,856	937%
<b>Total Non-Operating Revenues</b>	<b>9,700</b>	<b>38</b>	<b>90,856</b>	<b>937%</b>
<b>Net Income (Loss) from Operations</b>	<b>\$239,713</b>	<b>(\$34,053)</b>	<b>\$210,756</b>	<b>88%</b>
Capital Projects	189,713	74,246	105,431	
Reserves	50,000	-	-	
<b>Net Income (Loss)</b>	<b>\$0</b>	<b>-\$108,299</b>	<b>\$105,325</b>	

**Roanoke Valley Broadband Authority**  
**FY 2018 Operations Statement**  
**For the Month Ended September 30, 2017**

	<b>FY 2018 Budget</b>	<b>September 2017</b>	<b>FY 17/18 Year to Date</b>	<b>Percent Budget</b>
<b>Broadband Revenues</b>				
Contributed Capital	\$986,594	\$82,216	\$246,649	25%
Other Revenue	0	40,000	40,000	0%
Service Revenue	310,000	16,933	48,875	16%
<b>Total Broadband Operating Revenues</b>	<b>\$1,296,594</b>	<b>\$139,149</b>	<b>\$335,524</b>	<b>26%</b>
<b>Broadband Operation &amp; Maintenance Expenses</b>				
Personnel Costs	\$503,785	\$56,062	\$90,630	18%
Network Operations	336,100	22,801	51,907	15%
Brand Management	60,000	7,641	7,641	13%
Legal Fees	30,000	1,253	2,378	8%
Office Expenses	90,696	6,333	23,855	26%
Richmond Message Management	30,000	4,000	4,000	13%
Travel	16,000	293	914	6%
<b>Total BB Operation &amp; Maintenance Expenses</b>	<b>\$1,066,581</b>	<b>\$98,383</b>	<b>\$181,325</b>	
<b>Income from Operations</b>	<b>\$230,013</b>	<b>\$40,766</b>	<b>\$154,199</b>	
<b>Non-Operating Revenues</b>				
Interest Income	200	31	49	25%
Installations	9,500	0	8,715	92%
Other Non-Operating Revenue	0	10	10	0%
Subtotal Non-Operating Revenues	\$9,700	\$41	\$8,774	90%
<b>Total Non-Operating Revenues</b>	<b>9,700</b>	<b>41</b>	<b>8,774</b>	<b>90%</b>
<b>Net Income (Loss) from Operations</b>	<b>\$239,713</b>	<b>\$40,807</b>	<b>\$162,973</b>	<b>68%</b>
Capital Projects	189,713	25,643	31,185	
Reserves	50,000	-	-	
<b>Net Income (Loss)</b>	<b>\$0</b>	<b>\$15,164</b>	<b>\$131,788</b>	



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:**

Kevin Boggess, City of Salem  
Bob Cowell, City of Roanoke  
Tom Gates, Roanoke County  
Gary Larrowe, Botetourt County  
Mike McEvoy, Citizen

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

**STAFF REPORT**

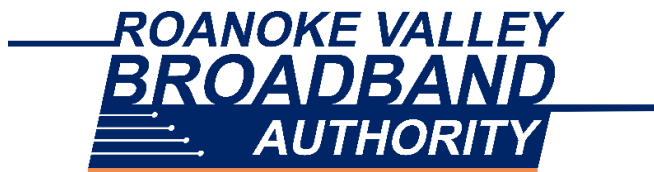
**SUBJ: Reappointment of Mike McEvoy as the Citizen-At-Large Representative  
on the Broadband Authority Board**

Mike McEvoy's term as the Citizen-At-Large representative on the Roanoke Valley Broadband Authority Board expires on December 13, 2017.

According to Article II of the Broadband Authority's Articles of Incorporation.... *"The 4-members of the Board of the Authority shall recommend to the participating political subdivisions the appointment of the fifth member who shall be a citizen and resident of one of the participating political jurisdictions. The governing bodies of each participating political subdivision shall ratify and confirm the appointment of the fifth member."*

---

**Action Requested:** Board members recommend to the participating political subdivisions the reappointment of Mike McEvoy to serve as the Citizen-At-Large representative (5<sup>th</sup> member) on the Board of the Broadband Authority for a four-year term ending December 13, 2021, and that each participating political subdivision ratify and confirm the reappointment of Mike McEvoy as the Citizen-At-Large representative.



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:**  
*Kevin Boggess, City of Salem*  
*Bob Cowell, City of Roanoke*  
*Tom Gates, Roanoke County*  
*Gary Larrowe, Botetourt County*  
*Mike McEvoy, Citizen*

**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 November, 2017*