

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, June 15, 2018 at 8:30 a.m.**  
**Roanoke Valley Broadband Authority office, Suite 110 (Coulter Building)**  
**601 S. Jefferson Street, SW, Roanoke, VA 24011**

**AGENDA**

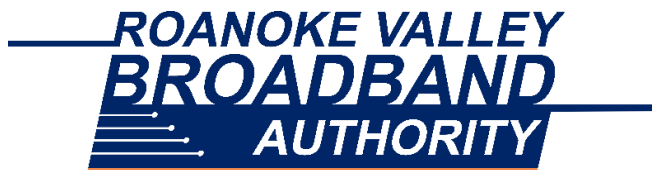
1. **Call to Order, Roll Call, Introductions** ..... *Chairman Boggess*
2. **Approval of the March 16, 2018 Minutes, pp. 3-6** ..... *Chairman Boggess*
3. **Treasurer's Report, pp. 7-9** ..... *Olivia Dooley, Treasurer*
  - Financial Reports for March, April and May 2018
4. **Project Update** ..... *Frank Smith, President & CEO*
5. **Election of Officers and Appointments, p. 10** ..... *Chairman Boggess*
6. **Request for Closed Meeting Pursuant to §2.2-3711 A.33** ..... *Chairman Boggess*

*Pursuant to §2.2-3711 A.33. of the Code of Virginia, 1950, as amended (The "Code"), providing that closed meetings are permitted 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, where disclosure of such information would be harmful to the competitive position of the authority.*

7. **End Closed Meeting and Reconvene Regular Meeting** ..... *Chairman Boggess*
8. **Adoption of Certification Resolution of Closed Meeting, p. 11** ..... *Chairman Boggess*
9. **Request for Closed Meeting Pursuant to §2.2-3711 A.1** ..... *Chairman Boggess*

*Pursuant to §2.2-3711 A.1. of the Code of Virginia, 1950, as amended (The "Code"), to discuss personnel matters.*

- 10. End Closed Meeting and Reconvene Regular Meeting ..... *Chairman Boggess*
- 11. Adoption of Certification Resolution of Closed Meeting, p. 12 ..... *Chairman Boggess*
- 12. Actions by the Authority as a Result of the Closed Meetings
- 13. Other Business
  - Cancellation of the July 20, 2018 Board Meeting and  
Next Board Meeting Date -- Friday, August 17, 2018 ..... *Chairman Boggess*
- 14. 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*  
*Bob Cowell, City of Roanoke*  
*Tom Gates, Roanoke County*  
*Gary Larrowe, Botetourt County*  
*Mike McEvoy, Citizen-at-Large*

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

## MINUTES

The March Board Meeting of the Roanoke Valley Broadband Authority was held on Friday, March 16, 2018 at 8:30 a.m. at 601 S. Jefferson Street, 2<sup>nd</sup> Floor Conference Room, Roanoke, VA.

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

In the absence of Chairman Boggess, Vice Chairman McEvoy 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 Board Members: *Present:* Bob Cowell, City of Roanoke; Tom Gates, Roanoke County; and Mike McEvoy, Citizen. *Absent:* Kevin Boggess, City of Salem and Gary Larrowe, Botetourt County.

### OTHERS/GUESTS IN ATTENDANCE

Broadband Authority Staff: Jordan Leet, Sales Director; and Frank Smith, President and CEO.

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

Guests: Paul Comes, Comcast; Sam Darby, Glenn Feldmann Darby & Goodlatte; Jennifer Eddy, Eddy Communications; Sam English, Roanoke Blacksburg Technology Council; Jill Loope, Roanoke County; and Brian McConnell, Roanoke Community EcoSystems/Citizen.

### 2. APPROVAL OF THE JANUARY 19, 2018 MINUTES

The January 19, 2018 Minutes of the Roanoke Valley Broadband Authority Board Meeting were distributed earlier.

### ROANOKE VALLEY BROADBAND AUTHORITY ACTION:

Mr. Gates moved that the Minutes of the January 19, 2018 meeting of the Roanoke Valley Broadband Authority be approved, as presented. The motion was seconded by Mr. Cowell and carried.

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

#### **Acceptance of the Financial Reports**

The Financial Reports, ending January 31, 2018 and February 28, 2018, were distributed earlier in the agenda packet.

Frank Smith reported on the "Installations" line item under Non-Operating Revenue (page 6 in agenda) at 195%. Mr. Smith noted that the large percentage was due to receiving non-operating revenue back in from installation services fees. He added the Authority is on track from both a projection and revenue standpoint.

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

Mr. Gates moved acceptance of the Financial Reports, ending January 31, 2018 and February 28, 2018, as presented. The motion was seconded by Mr. Cowell and carried.

### **4. APPROVAL OF THE FY 2019 BUDGET**

Frank Smith reported that there is a moderate decrease to the 2019 Budget. The total amount of the Fiscal Year 2019 Budget is \$1,055,681. Smith noted the staff is doing things differently as far as allocating contributing capital from the participating localities. As the Authority goes forward, their goal is to be cashflow positive by July 1, 2022. The RVBA has been able to obtain better and more cost-effective solutions for fiber management and Network Operations Center (NOC) services through properly managed procurements. This concerted effort has led to securing new NOC services that provide deeper network coverage and at 28% less cost. The RVBA continues to manage costs and is making excellent progress in obtaining more value in each dollar spent in network operations and installations through the right partnerships. Driving costs down and extracting more value of each dollar spent is an important and consistent priority for the RVBA.

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

Mr. Gates moved that the FY2019 Budget be approved, as presented. The motion was seconded by Vice Chairman McEvoy and carried.

### **5. PROJECT UPDATES**

- Jordan Leet was introduced as the recently hired Sales Director for the Roanoke Valley Broadband Authority.
- Continue to look at forecasting in FY2019 and the out years.
- Looking at continued partnerships with last-mile providers – both the traditional providers and the Wireless Internet Service Providers (WISPs).
- Reported that the staff is looking at bills and other broadband issues before the General Assembly – power companies being involved in getting fiber to homes in neighborhoods; creation of a chief broadband advisor under the Virginia Secretary of Administration; becoming more actively involved with the Broadband Advisory Council in 2019; and looking at what is happening with wireless deployments and small cell site wireless technologies and deployment models.

**6. REQUEST FOR A CLOSED MEETING PURSUANT TO VA. CODE 2.2-3711.33**

Motion was made by Mr. Gates and seconded by Mr. Cowell to convene a closed meeting for the purpose of discussing business prospects and negotiating strategies pursuant to §2.2-3711.A.33. of the Code of Virginia, 1950, as amended, providing that closed meetings are permitted to discuss confidential proprietary information and trade secrets developed by or for a local authority created in accordance with the Virginia Wireless Service Authorities Act to provide qualifying communications services as authorized by Article 5.1 of Chapter 15 of Title 56, where disclosure of such information would be harmful to the competitive position of the authority, as provided in subdivision 19 of §2.2-3705.6 of the Code.

The motion was adopted and carried by a vote of 3 to 0. The Roanoke Valley Broadband Authority went into a closed meeting at 8:46 a.m.

**7. END CLOSED MEETING AND RECONVENE REGULAR MEETING**

Motion was made by Mr. Gates and seconded by Mr. Cowell 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 9:22 a.m.

**8. RESOLUTION OF CERTIFICATION OF CLOSED MEETING**

Motion was made by Mr. Gates, seconded by Mr. Cowell 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. Boggess – Absent  
Mr. Cowell – Yes  
Mr. Gates – Yes

Mr. Larowe – Absent  
Mr. McEvoy – Yes

**9. OTHER BUSINESS**

- Board members unanimously agreed to cancel the April and May 2018 Broadband Authority board meetings, and stated that Friday, June 15, 2018 at 8:30 a.m. would be the next scheduled board meeting date/time.

Submitted by:

Wayne Strickland, Secretary,  
Roanoke Valley Broadband Authority

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

	<b>FY 2018 Budget</b>	<b>March 2018</b>	<b>FY 17/18 Year to Date</b>	<b>Percent Budget</b>
<b>Broadband Revenues</b>				
Contributed Capital	\$986,594	\$82,216	\$739,944	75%
Other Revenue	40,000	0	40,000	0%
Service Revenue	310,000	15,183	154,571	50%
<b>Total Broadband Operating Revenues</b>	<b>\$1,336,594</b>	<b>\$97,399</b>	<b>\$934,515</b>	<b>70%</b>
<b>Broadband Operation &amp; Maintenance Expenses</b>				
Personnel Costs	\$458,500	\$28,910	\$291,291	64%
Network Operations	332,605	34,860	240,906	72%
Brand Management	60,000	10,000	40,708	68%
Legal Fees	20,000	2,500	10,472	52%
Marketing Survey	45,000	0	45,000	100%
Office Expenses	110,096	8,803	89,019	81%
Richmond Message Management	25,000	3,000	22,000	88%
Travel	18,000	898	11,517	64%
<b>Total BB Operation &amp; Maintenance Expenses</b>	<b>\$1,069,201</b>	<b>\$88,971</b>	<b>\$750,913</b>	
<b>Income from Operations</b>	<b>\$267,393</b>	<b>\$8,428</b>	<b>\$183,602</b>	
<b>Non-Operating Revenues</b>				
Interest Income	2,350	18	2,270	97%
Installations	179,786	163	179,623	100%
Other Non-Operating Revenue	1,200	0	1,196	100%
Subtotal Non-Operating Revenues	\$183,336	\$181	\$183,089	100%
<b>Total Non-Operating Revenues</b>	<b>183,336</b>	<b>181</b>	<b>183,089</b>	<b>100%</b>
<b>Net Income (Loss) from Operations</b>	<b>\$450,729</b>	<b>\$8,609</b>	<b>\$366,691</b>	<b>81%</b>
Capital Projects	400,729	4,530	185,614	
Reserves	50,000	-	-	
<b>Net Income (Loss)</b>	<b>\$0</b>	<b>\$4,079</b>	<b>\$181,077</b>	

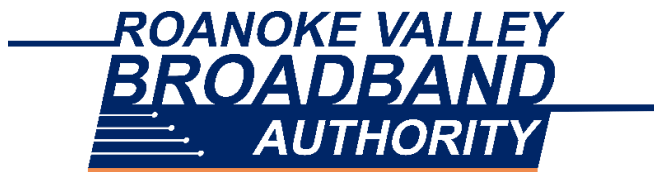
**Roanoke Valley Broadband Authority**  
**FY 2018 Operations Statement**  
**For the Month Ended April 30, 2018**

	<b>FY 2018 Budget</b>	<b>April 2018</b>	<b>FY 17/18 Year to Date</b>	<b>Percent Budget</b>
<b>Broadband Revenues</b>				
Contributed Capital	\$986,594	\$82,216	\$822,160	83%
Other Revenue	40,000	0	40,975	102%
Service Revenue	310,000	21,167	181,425	59%
<b>Total Broadband Operating Revenues</b>	<b>\$1,336,594</b>	<b>\$103,383</b>	<b>\$1,044,560</b>	<b>78%</b>
<b>Broadband Operation &amp; Maintenance Expenses</b>				
Personnel Costs	\$458,500	\$30,988	\$322,279	70%
Network Operations	332,605	26,794	267,696	80%
Brand Management	64,000	3,701	44,409	69%
Legal Fees	20,000	2,160	12,632	63%
Marketing Survey	45,000	0	45,000	100%
Office Expenses	113,611	7,681	96,704	85%
Richmond Message Management	25,000	3,000	25,000	100%
Travel	18,000	-1,032	10,485	58%
<b>Total BB Operation &amp; Maintenance Expenses</b>	<b>\$1,076,716</b>	<b>\$73,292</b>	<b>\$824,205</b>	
<b>Income from Operations</b>	<b>\$259,878</b>	<b>\$30,091</b>	<b>\$220,355</b>	
<b>Non-Operating Revenues</b>				
Interest Income	2,350	18	2,288	97%
Installations	180,775	663	180,286	100%
Other Non-Operating Revenue	1,200	0	1,196	100%
Subtotal Non-Operating Revenues	\$184,325	\$681	\$183,770	100%
<b>Total Non-Operating Revenues</b>	<b>184,325</b>	<b>681</b>	<b>183,770</b>	<b>100%</b>
<b>Net Income (Loss) from Operations</b>	<b>\$444,203</b>	<b>\$30,772</b>	<b>\$404,125</b>	<b>91%</b>
Capital Projects	394,203	2,210	180,181	
Reserves	50,000	-	-	
<b>Net Income (Loss)</b>	<b>\$0</b>	<b>\$28,562</b>	<b>\$223,944</b>	



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

	<b>FY 2018 Budget</b>	<b>May 2018</b>	<b>FY 17/18 Year to Date</b>	<b>Percent Budget</b>
<b>Broadband Revenues</b>				
Contributed Capital	\$986,594	\$82,216	\$904,376	92%
Other Revenue	40,975	-	40,975	100%
Service Revenue	310,000	21,167	202,592	65%
<b>Total Broadband Operating Revenues</b>	<b>\$1,337,569</b>	<b>\$103,383</b>	<b>\$1,147,943</b>	<b>86%</b>
<b>Broadband Operation &amp; Maintenance Expenses</b>				
Personnel Costs	\$458,500	\$35,917	\$358,197	78%
Network Operations	341,877	29,992	297,693	87%
Brand Management	64,000	5,000	49,409	77%
Legal Fees	20,000	699	13,331	67%
Marketing Survey	45,000	-	45,000	100%
Office Expenses	120,833	11,751	108,451	90%
Richmond Message Management	25,000	0	25,000	100%
Travel	16,720	1,928	12,414	74%
<b>Total BB Operation &amp; Maintenance Expenses</b>	<b>\$1,091,930</b>	<b>\$85,287</b>	<b>\$909,495</b>	
<b>Income from Operations</b>	<b>\$245,639</b>	<b>\$18,096</b>	<b>\$238,448</b>	
<b>Non-Operating Revenues</b>				
Interest Income	2,350	15	2,304	98%
Installations	185,775	163	180,449	97%
Other Non-Operating Revenue	1,200	-	1,195	100%
Subtotal Non-Operating Revenues	\$189,325	\$178	\$183,948	97%
<b>Total Non-Operating Revenues</b>	<b>189,325</b>	<b>178</b>	<b>183,948</b>	<b>97%</b>
<b>Net Income (Loss) from Operations</b>	<b>\$434,964</b>	<b>\$18,274</b>	<b>\$422,396</b>	<b>97%</b>
Capital Projects	384,964	11,327	203,895	
Reserves	50,000	-	-	
<b>Net Income (Loss)</b>	<b>\$0</b>	<b>\$6,947</b>	<b>\$218,501</b>	



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**

**STAFF REPORT**

**SUBJ: Election of Officers and Appointments  
(Two-Year Term July 1, 2018 – June 30, 2020)**

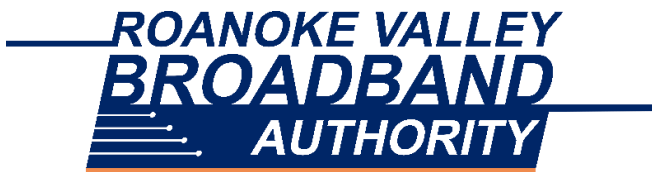
Election of officers will take place at the June 15, 2018 meeting of the Roanoke Valley Broadband Authority.

Article VI, Section 6.2 of the Bylaws states that **officers of the Authority are elected** for two-year terms in even numbered years by the Board. The Chair and Vice Chair shall be members, while the Secretary and Treasurer need not be members.

Current officers: Kevin Boggess, Chair; Mike McEvoy, Vice Chair;  
Wayne Strickland, Secretary; and Olivia Dooley, Treasurer

Article VI, Section 6.1 of the Bylaws also states that **the Board may also appoint** an assistant treasurer, an assistant secretary and such other positions as in its judgment may be necessary.

Current appointment: Matt Miller, Assistant Secretary



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**

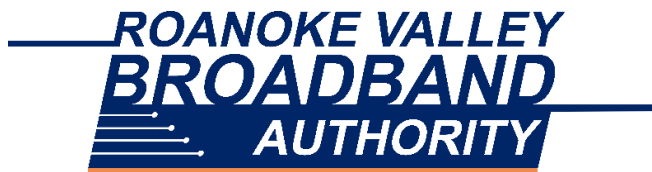
**WHEREAS**, the Roanoke Valley Broadband Authority has convened a closed meeting on this date pursuant to an affirmative recorded vote and in accordance with the provisions of The Virginia Freedom of Information Act; and

**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 15<sup>th</sup> day of June 2018*



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 15<sup>th</sup> day of June 2018*