

601 S. Jefferson Street, SW, Suite 110, Roanoke, VA 24011

Frank M. Smith, II, President & CEO

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BOARD MEMBERS:

Bob Cowell, City of Roanoke

Gary Larrowe, Botetourt County

Mike McEvoy, Citizen

Daniel R. O'Donnell, Roanoke County

James E. Taliaferro, II, City of Salem

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Virtual Meeting Notice

TO: Board of Directors, Alternates, Interested Stakeholders, Staff, Others

RE: September 18, 2020 Virtual Meeting- Roanoke Valley Broadband Authority

A Virtual Meeting of the Board of Directors of the Roanoke Valley Broadband Authority will be held on Friday, September 18, 2020 at 8:30 a.m. to discuss business necessary to continue operations of the Roanoke Valley Broadband Authority. Because of present state of emergency due to the COVID-19 pandemic, the public cannot be accommodated physically in proximity to the Member and Staff Participants. Any members of the public may view and participate in the meeting through electronic means. The meeting will be set up through Zoom at <https://zoom.us/j/94943480489?pwd=Z3BOT1JMcmc3RXlvaGZiajEycKZRQT09> I, Matt Miller, will be responsible for receiving public comments at 540-343-4417 and mmiller@rvarc.org. All materials made available to the Members will be made available to the public at the same time by posting on <http://rvba.online/>.

A video and/or audio recording will be made available at <http://rvba.online> within three (3) working days of the meeting. The draft minutes of the meeting will be distributed to common interest community members through the same method used to provide notice of this meeting. Draft minutes of the meeting will be available at <http://rvba.online> within ten (10) working days of the meeting. Final minutes will be available at <http://rvba.online> within three (3) working days of approval.

Please note for purposes of planning to participate in the meeting remotely, members will be required to state the location (a general description such as home, office, or other) from which they are participating for purposes of compliance with new state law related to participation in electronic meetings during the COVID-19 crisis. The location will be recorded in the minutes of the meeting.

Join Zoom Meeting

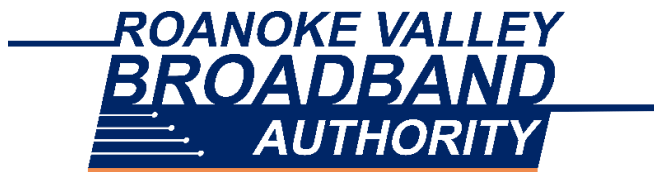
<https://zoom.us/j/94943480489?pwd=Z3BOT1JMcmc3RXlvaGZiajEycKZRQT09>

Meeting ID: 949 4348 0489

Passcode: 021685

Phone: +1 929 205 6099 US (New York)

Find your local number: <https://zoom.us/u/ad9O6llgQa>



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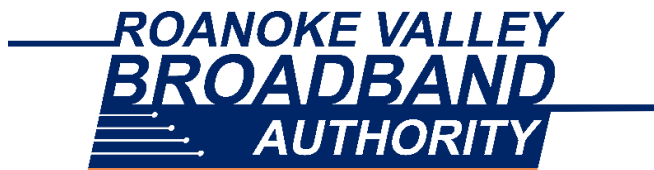
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**Board Meeting of the
Roanoke Valley Broadband Authority
Friday, September 18, 2020 at 8:30 a.m.
Roanoke Valley Broadband Authority office, Suite 110 (Coulter Building)
601 S. Jefferson Street, SW, Roanoke, VA 24011**

AGENDA

1. **Call to Order, Roll Call, Introductions** *Chairman McEvoy*
2. **Approval of the Minutes, pp. 3-9** *Chairman McEvoy*
 - a. May 15, 2020 Minutes
 - b. September 4, 2020 Minutes
3. **Treasurer's Report, pp. 10-13** *Olivia Dooley, Treasurer & CFO*
 - Acceptance of the May, June, July and August 2020 Financial Reports
4. **Chairman's Comments** *Chairman McEvoy*
5. **Project Updates** *Frank Smith, President & CEO*
6. **Other Business**
7. **Adjournment**



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MINUTES

The May Board Meeting of the Roanoke Valley Broadband Authority was held on Friday, May 15, 2020 at 8:30 a.m. via electronic means remotely through UberConference, following the guidelines approved by the General Assembly on 4/22/2020.

1. CALL TO ORDER, WELCOME AND ROLL CALL

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 in Attendance: Bob Cowell (participated remotely from the City of Roanoke); Gary Larrowe (participated remotely from Botetourt County); Mike McEvoy (participated remotely from the City of Roanoke); Dan O'Donnell (participated remotely from Roanoke County) and Jay Taliaferro (participated remotely from the City of Salem).

OTHERS IN ATTENDANCE

Broadband Authority Staff: Olivia Dooley, Treasurer & Chief Fiscal Officer and Frank Smith, President and CEO, Jim Bandy, Vice President of Operations and Solutions Engineering, and Barry Stacy, Project Manager.

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

Others: Jeff Crowder, Executive Director for Strategic Initiatives, Virginia Tech; Scott Midkiff, Vice President for Information Technology and CIO, Virginia Tech; Sam Darby, Glenn Feldmann Darby & Goodlatte; Jennifer Eddy, Chief Strategy Officer, Eddy Alexander; Sam English, Entrepreneur; Brian Hamilton, Economic Development Director, Montgomery County; Jill Loope, Director of Economic Development, Roanoke County; Craig Meadows, County Administrator, Montgomery County; and Nancy Turner, Office of the County Attorney, Montgomery County

2. APPROVAL OF THE JANUARY 17, 2020 MINUTES

The January 17, 2020 Minutes of the Roanoke Valley Broadband Authority Board Meeting were distributed earlier.

Roanoke Valley Broadband Authority Action:

Gary Larrowe moved approval of the January 17, 2020 Minutes of the Roanoke Valley Broadband Authority meeting, as presented. The motion was seconded by Jay Taliaferro and carried.

3. FINANCIALS FOR JANUARY, FEBRUARY, MARCH, AND APRIL 2020

The Financial Reports for January, February, March, and April 2020 were distributed earlier in the agenda packet. Frank Smith reported that financials are on track.

4. PROPOSED UPDATED BUDGET FOR 2019-2020

Budget numbers were adjusted to reflect new projects such as the announcement for the fiber to the home study and survey and partnering with new and existing providers. This was reflected under Contract (Community Engagement) with LIT Networks working with Mr. Taliaferro and the City of Salem. Also reflected was the Waste Disposal line item for \$500 for disposal of leftover materials from construction, all environmental guidelines were followed. The updated budget for 2019-2020 reflects an 8 percent increase in revenues and an 8 percent increase in expenditures to balance.

Roanoke Valley Broadband Authority Action:

Motion by Dan O'Donnell to adopt the revised FY2019-2020 budget, as presented. Motion was seconded by Jay Taliaferro.

Roll Call Vote: 5 – Yes; 0 – No; 0 – Abstentions.

Bob Cowell	Yes
Gary Larrowe	Yes
Mike McEvoy	Yes
Dan O'Donnell	Yes
Jay Taliaferro	Yes

5. PROPOSED FISCAL BUDGET FOR 2020-2021

The proposed draft budget for 2020-2021 was presented. The draft budget shows a 7 percent decrease over the current in both revenues and expenditures. This reflects a decrease in locality contributions to support their management of COVID-19 related to financial constraints in their respective jurisdictions and good fiscal management by the RVBA. The RVBA has been able to adjust its budget to support the financial challenges being faced by the localities. The good news is that the RVBA continues to grow revenues based on increasing business on its network despite the challenges of a severe economic downtown in the region and the country.

Roanoke Valley Broadband Authority Action:

Motion by Dan O'Donnell to adopt the FY2021 budget, as presented. Motion was seconded by Bob Cowell.

Roll Call Vote: 5 – Yes; 0 – No; 0 – Abstentions.

Bob Cowell	Yes
Gary Larrowe	Yes
Mike McEvoy	Yes

Dan O'Donnell	Yes
Jay Taliaferro	Yes

6. **PROJECT UPDATES**

The RVBA is working in partnership with VATI grant awardees to provide core backbone network services by the utilization of its open access middle mile infrastructure to support connectivity efforts in neighboring localities. Blue Ridge PBS in Roanoke City is a co-location center for this effort.

The RVBA is in the process of developing three COOP-DR (Continuity of Operations and Disaster Recovery) centers. They are working with Botetourt County staff at the Greenfield Co-Location center, the Blue Ridge PBS center, and the Water Authority team on the Spring Hollow center.

The first major national carrier has been signed to locate at the Greenfield center.

Work was completed to extend the RVBA's network into the new 811/911 center in the Blue Hills industrial park located in the City of Roanoke.

An extension to the Regional Jail and Spring Hollow facility was completed this year.

Several thousand respondents from across the Roanoke Valley have responded to the Fiber to the Home survey being conducted by the RVBA

The RVBA reported they have had over 1,100 straight days of uninterrupted service to the network.

7. **RESOLUTION APPROVING THE AMENDMENT AND RESTATEMENT OF THE ARTICLES OF INCORPORATION OF THE ROANOKE VALLEY BROADBAND AUTHORITY**

Frank Smith stated that going forward strategically the emphasis is to look at what is best to help expand what the authority is doing for the communities it serves. It is being considered to expand the board to include two additional citizen slots. The process entailed first going to the General Assembly to have the Wireless Services Authority Act amended to allow authorities to add two slots. This legislation was proposed by Senator Edwards and Delegate Austin to allow the Broadband Authority to go from five members to seven members and signed into law by Governor Northam in March of 2020. It is being proposed that the two citizen slots be a representative from Virginia Tech (Dr. Scott Midkiff) and Carilion Clinic (tbd) to add additional guidance to the board. A resolution was distributed earlier in the agenda packet asking members to approve the amendment and restatement of the Articles of Incorporation. Mr. Smith stated he would be available to meet with each locality to explain the purpose, intent, and value of this issue. It is anticipated that this will be finalized by the July board meeting of the Broadband Authority.

Chairman McEvoy opened the floor for further discussion. Craig Meadows, Montgomery County Administrator, stated that in reading the resolution he was curious about the wording (page 11 of the agenda, page 1 of resolution, wording in next to last whereas paragraph referencing Montgomery County... "Whereas, the Authority is considering the addition of Members representing Virginia Polytechnic Institute and State University and Carilion Clinic

and expanding its service area to include Montgomery County including the Town of Blacksburg; and,”. Mr. Meadows stated he was curious to the thoughts behind including Montgomery County and the Town of Blacksburg and asked if there was any conversation to sharing that information prior to discussion at this meeting. Sam Darby, Broadband Counsel, stated he authored the draft Articles of Incorporation and said the reasoning for the wording was for symmetry and connectivity (Va. Tech to Carilion Biomed would have to run through Montgomery County/Blacksburg).

Bob Cowell stated that Montgomery County has initiated conversations regarding its own broadband service in the County and asked if the RVBA’s primary intention is to accommodate the connectivity between the campus and the Innovation Corridor in our area would it warrant some tweaking of the language to make it clearer that is the intent of the RVBA in terms of service expansion. Mr. Cowell stated it was not the intent of the RVBA to open up Montgomery County and Blacksburg as a whole new service area but noted that it does appear to read that way as it is wording now.

Mr. Meadows noted that the County is currently researching establishing an authority in Montgomery County. When reading the resolution could there be an opportunity for Montgomery County be one of the additional members. Want to be a good regional partner and work together. Finding out so late and the way the resolution was worded raised questions from County staff and legal counsel. Noted if the resolution is adopted in its current form, the wording would be very troubling for Montgomery County.

Mr. Cowell asked in order to keep on the timeline with Va. Tech Board of Visitors Meeting, could an alternative, in the preamble for that Whereas statement, be to drop the language on expanding service area. Likewise, on the purpose section also remove reference to Montgomery County and the Town of Blacksburg. Chairman McEvoy concurred to modify the wording in resolution today so the RVBA could stay on track with Virginia Tech’s Board of Visitor’s Meeting later this month then set up meetings with RVBA localities in July.

Members asked Mr. Meadows if this action would be acceptable to Montgomery County officials. Mr. Meadows stated that it would be acceptable. Meadows said he looks forward to having conversations and hopes to find ways to partner more and work together. Stated that the way the resolution is now worded concerned him, and that it may cause political issues.

Action by the Roanoke Valley Broadband Authority:

Motion by Bob Cowell to approve the resolution relative to the Roanoke Valley Broadband Authority to be amended as follows: in the preamble the whereas referencing additional members, strike the language “and expanding the service area to include Montgomery County and the Town of Blacksburg”. Similarly, under Article IV, Purpose – strike the language where it would no longer include “Montgomery County (including the Town of Blacksburg)”. Also add caveat requesting Frank Smith, Broadband CEO, contact Montgomery County to have further discussions about what might be the options on going forward Motion was seconded by Gary Larowe.

Roll Call Vote: 5 – Yes; 0 – No; 0 – Abstentions.

Bob Cowell	Yes
Gary Larowe	Yes
Mike McEvoy	Yes
Dan O'Donnell	Yes

Jay Taliaferro Yes

8. OTHER BUSINESS

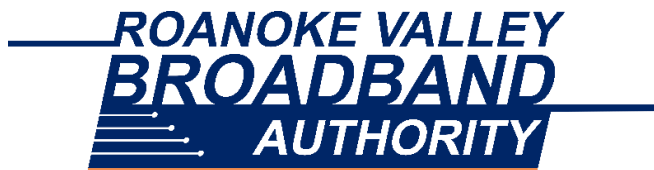
Next board meeting date is July 17, 2020.

Chairman McEvoy thanked board members for their feedback concerning Mr. Smith's annual evaluation. Chairman McEvoy stated if it is acceptable with the board, he would put together a summary and have a telephone conversation with Mr. Smith about his performance this past fiscal year based on the feedback. All members were in agreement.

The meeting was adjourned at 9:25 a.m.

Submitted by:

Wayne Strickland
Secretary to the Roanoke Valley Broadband Authority



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MINUTES

The January Board Meeting of the Roanoke Valley Broadband Authority was virtually held on September 4, 2020 at 8:00 a.m. A video recording of the meeting is available.

1. CALL TO ORDER, WELCOME AND ROLL CALL

Chairman McEvoy called the meeting to order at 8:00 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:* Gary Larrowe, Botetourt County (participating from Daleville, VA); Mike McEvoy, Citizen (participating from Roanoke, VA); Dan O'Donnell, Roanoke County (participating from Bernard Drive, Roanoke County) and Jay Taliaferro, City of Salem (participating from Salem City Hall).

OTHERS IN ATTENDANCE

Broadband Authority Staff: Frank Smith, President and CEO.

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

Others: Jeff Crowder, Virginia Tech VP for Information Technology Division; Sam Darby, Glenn Feldmann Darby & Goodlatte; Jill Loope, Roanoke County Economic Development, Scott Midkiff, Virginia Tech Chief Information Officer, and Sarah Buck, Public Affairs Manager, Cox Communications

2. Procurement Contracts

Frank Smith gave a short overview of the need to do competitive negotiation instead of sealed bids for procurement related to two projects because of the availability of funds and a short timeline for implementation. One project is related to the expansion of the fiber optic network and the second project is related to wireless last-mile project. The immediate needs are related to the current crisis to provide tele-health and tele-learning in a timely manner. Mr. Darby further explained that construction projects are typically done by sealed bid unless there is a finding by the board that the process needs to be expedited to expend secured funds by a December deadline. Mr. Larrowe further explained that both projects are in Botetourt County and confirmed that the projects would help build revenue streams for the RVBA. Mr. Larrowe made a motion to conduct competitive negotiation process for the two projects. The motion was seconded by Mr. O'Donnell. The motion was adopted by a Roll Call vote of 4-0, as follows:

Member & Vote

Mr. Larrowe – Yes
Mr. McEvoy – Yes
Mr. O'Donnell – Yes
Mr. Taliaferro – Yes

3. OTHER BUSINESS

Mr. McEvoy gave an update on the expansion of the RVBA board structure and that several policy issues will need to be addressed at the next meeting. The new board members will not be in place by the next meeting.

The date of the next board meeting of the Roanoke Valley Broadband Authority is September 18, 2020.

The meeting was adjourned at 8:22 a.m.

Submitted by:

Wayne G. Strickland
Secretary to the Roanoke Valley Broadband Authority

Roanoke Valley Broadband Authority
FY 2019/2020 Operations Statement
For the Month Ended May 31, 2020

	FY 2020 Budget	May 2020	FY 19/20 Year to Date	Percent Budget
Broadband Revenues				
Contributed Capital	\$680,362	\$56,697	\$623,667	92%
Service Revenue	533,572	50,846	495,457	93%
Total Broadband Operating Revenues	\$1,213,934	\$107,543	\$1,119,124	92%
Broadband Operation & Maintenance Expenses				
Personnel Costs	\$538,500	\$35,584	\$417,734	78%
Network Operations	346,493	24,000	279,994	81%
Brand Management	61,500	10,000	51,300	83%
Legal Fees	20,000	2,088	19,179	96%
Office Expenses	190,441	15,822	146,746	77%
Richmond Message Management	39,000	5,000	39,000	100%
Travel	18,000	396	9,083	50%
Total BB Operation & Maintenance Expenses	\$1,213,934	\$92,890	\$963,036	79%
Income from Operations	\$0	\$14,653	\$156,088	
Non-Operating Revenues				
Interest Income	\$1,500	\$175	\$1,819	121%
Installations	168,696	24,812	198,882	118%
Contributed Capital	374,526	31,211	343,316	92%
Other Non-Operating Revenue	20,000	-4,492	26,826	134%
Subtotal Non-Operating Revenues	\$564,722	\$51,706	\$570,843	101%
Total Non-Operating Revenues	564,722	51,706	570,843	101%
Net Income (Loss) from Operations	\$564,722	\$66,359	\$726,931	129%
Capital Projects	514,722	17,970	257,316	
Reserves	50,000	-	-	
Net Income (Loss)	\$0	\$48,389	\$469,615	

Roanoke Valley Broadband Authority
FY 2019/2020 Operations Statement
For the Month Ended June 30, 2020

	FY 2020 Budget	June 2020	FY 19/20 Year to Date	Percent Budget
Broadband Revenues				
Contributed Capital	\$680,362	\$56,697	\$673,409	99%
Service Revenue	533,572	41,136	536,593	101%
Total Broadband Operating Revenues	\$1,213,934	\$97,833	\$1,210,002	100%
Broadband Operation & Maintenance Expenses				
Personnel Costs	\$538,500	\$89,983	\$507,717	94%
Network Operations	346,493	41,950	322,521	93%
Brand Management	61,500	10,000	61,300	100%
Legal Fees	20,000	4,041	23,220	116%
Office Expenses	190,441	32,379	177,799	93%
Richmond Message Management	39,000	0	39,000	100%
Travel	18,000	767	9,850	55%
Total BB Operation & Maintenance Expenses	\$1,213,934	\$179,120	\$1,141,407	94%
Income from Operations	\$0	-\$81,287	\$68,595	
Non-Operating Revenues				
Interest Income	\$1,500	\$188	\$2,007	134%
Installations	168,696	163	199,045	118%
Contributed Capital	374,526	31,211	374,526	100%
Other Non-Operating Revenue	20,000	0	27,013	135%
Subtotal Non-Operating Revenues	\$564,722	\$31,562	\$602,591	107%
Total Non-Operating Revenues	564,722	31,562	602,591	107%
Net Income (Loss) from Operations	\$564,722	(\$49,725)	\$671,186	119%
Capital Projects	514,722	28,914	276,651	
Reserves	50,000	-	-	
Net Income (Loss)	\$0	-\$78,639	\$394,535	

Roanoke Valley Broadband Authority
FY 2019/2020 Operations Statement
For the Month Ended July 31, 2020

	<u>FY 2020 Budget</u>	<u>July 2020</u>	<u>FY 20/21 Year to Date</u>	<u>Percent Budget</u>
Broadband Revenues				
Contributed Capital	\$397,637	\$33,136	\$33,136	8%
Service Revenue	<u>726,971</u>	<u>45,728</u>	<u>45,728</u>	<u>6%</u>
Total Broadband Operating Revenues	\$1,124,608	\$78,864	\$78,864	7%
Broadband Operation & Maintenance Expenses				
Personnel Costs	\$462,000	\$45	\$45	0%
Network Operations	437,642	24,264	24,264	6%
Brand Management	60,000	0	0	0%
Legal Fees	20,000	25	25	0%
Office Expenses	104,966	7,939	7,939	8%
Richmond Message Management	25,000	0	0	0%
Travel	<u>15,000</u>	<u>453</u>	<u>453</u>	<u>3%</u>
Total BB Operation & Maintenance Expenses	\$1,124,608	\$32,726	\$32,726	3%
Income from Operations	\$0	\$46,138	\$46,138	
Non-Operating Revenues				
Interest Income	\$1,500	\$0	\$0	0%
Installations	50,000	913	913	2%
Contributed Capital	539,877	44,990	44,990	8%
Other Non-Operating Revenue	<u>0</u>	<u>0</u>	<u>0</u>	<u>0%</u>
Subtotal Non-Operating Revenues	<u>\$591,377</u>	<u>\$45,903</u>	<u>\$45,903</u>	<u>8%</u>
Total Non-Operating Revenues	591,377	45,903	45,903	8%
Net Income (Loss) from Operations	\$591,377	\$92,041	\$92,041	16%
Capital Projects	581,377	260	260	
Reserves	<u>10,000</u>	<u>-</u>	<u>-</u>	
Net Income (Loss)	<u>\$0</u>	<u>\$91,781</u>	<u>\$91,781</u>	

Roanoke Valley Broadband Authority
FY 2019/2020 Operations Statement
For the Month Ended August 31, 2020

	FY 2020 Budget	August 2020	FY 20/21 Year to Date	Percent Budget
Broadband Revenues				
Contributed Capital	\$397,637	\$74,901	\$94,191	24%
Service Revenue	726,971	54,673	100,301	14%
Total Broadband Operating Revenues	\$1,124,608	\$129,574	\$194,492	17%
Broadband Operation & Maintenance Expenses				
Personnel Costs	\$462,000	\$30,909	\$30,954	7%
Network Operations	437,642	27,907	52,170	12%
Brand Management	60,000	5,000	5,000	8%
Legal Fees	20,000	7,470	7,495	37%
Office Expenses	104,966	29,564	37,506	36%
Richmond Message Management	25,000	10,000	10,000	40%
Travel	15,000	471	924	6%
Total BB Operation & Maintenance Expenses	\$1,124,608	\$111,321	\$144,049	13%
Income from Operations	\$0	\$18,253	\$50,443	
Non-Operating Revenues				
Interest Income	\$1,500	\$73	\$73	5%
Installations	50,000	19,972	20,885	42%
Contributed Capital	539,877	44,990	89,980	17%
Other Non-Operating Revenue	0	0	0	0%
Subtotal Non-Operating Revenues	\$591,377	\$65,035	\$110,938	19%
Total Non-Operating Revenues	591,377	65,035	110,938	19%
Net Income (Loss) from Operations	\$591,377	\$83,288	\$161,381	27%
Capital Projects	581,377	4,488	4,748	
Reserves	10,000	-	-	
Net Income (Loss)	\$0	\$78,800	\$156,633	