



Page Memorial Hospital, Board Room

February 9, 2016

4:00 PM

DRAFT AGENDA

Call to Order, Introductions & Welcome	Chairman Shuler
Draft Agenda	Chairman Shuler
- Requested Action: Motion for Approval of Draft Agenda	
Minutes- December 3, 2015*	Chairman Shuler
- Requested Action: Motion for Approval of December Meeting Minutes	
PCBA Financial Report*	Harry Louderback
- Requested Action: Motion to authorize payment to vendors	
Shentel Network Operations Report	James Funkhouser
Old Business Items	
- PCBA Web Presence *	David Cooper
New Business Items	
- PCBA Liaisons/Upcoming Locality Meeting Dates	Chairman Shuler
- Bylaws Review/Changes	Chairman Shuler
- OIG Agreed-Upon-Procedures Review *	David Cooper
Public Comment	Chairman Shuler
Authority Member Comments	Chairman Shuler
Adjourn	

*denotes attachment enclosed in packet



DRAFT

Page County Broadband Authority					
December 3, 2015 - Minutes					
	Authority Members		Others Present		Citizens
✓	Chairman Bill Shuler	✓	Martha Shickle		
✓	Vice Chair Ron Keyser	✓	David Cooper		
✓	Travis Clark	✓	Mark Reed		
✓	Patrick Embry				
✓	Harry Louderback		Media		
✓	Bernie Miller				

Call to Order: Chairman Shuler called the meeting to order at 3:59 pm on December 3, 2015, in the Board Room of the Page Healthcare Medical Office Building in Luray, VA.

Approval of the Agenda: Chairman Shuler requested an addition to the agenda under Old Business to include authorization to pay the auditor. He asked for a motion to approve the amended draft agenda. So moved by Mr. Miller and seconded by Mr. Louderback. Motion carried unanimously.

Approval of the Minutes: Mr. Keyser noted two corrections to the minutes from the October 13, 2015 meeting. He requested that his inquiry about a stop payment fee on the uncashed stipend check for Mr. Miller be added to the minutes. In the PCBA Liaisons paragraph, he noted that Mr. Miller attended the Economic Development Authority meeting on October 26th instead of Chairman Shuler. Mr. Keyser made motion to accept the minutes as corrected and it was seconded by Mr. Miller. The motion carried unanimously.

Old Business Items

PCBA Web Presence: David Cooper shared a four-page handout representing possible website pages: About Us, Frequently Asked Questions, Documents & Meetings, and Contact Information. Ms. Shickle indicated that web site maintenance could be handled solely by NSVRC staff or staff could work with Civic Plus and the county site. Staff time cost would probably be minimal and is already rolled into the administrative contract with PCBA. She has not received information yet on the Civic Plus alternative. Members discussed the types of documents and information that would be posted. It was agreed that documents from meetings such as minutes, budgets, and network pricing would only be posted after they have been approved by the Authority. It was decided that the Contacts page would include the current board roster and terms, but not individual email addresses. Links to the Page County and Economic Development Authority websites will be provided and PCBA website links will be placed on these sites as well. Chairman Shuler requested a motion to authorize NSVRC to pursue a single domain purchase for an internet site for PCBA. So moved by Mr. Keyser and seconded by Mr. Miller. The

motion carried unanimously.

FY 2015 Audit Payment: Chairman Shuler requested a motion authorizing the treasurer to execute payment of \$2,500 to the auditor for the FY2015 audit, covering the period from July 1, 2014 to June 30, 2015. So moved by Mr. Louderback and seconded by Mr. Keyser. Motion carried by roll call vote:

Mr. Louderback – Aye
Mr. Keyser – Aye
Mr. Miller – Aye
Mr. Embry – Aye
Chairman Shuler – Aye

New Business Items

2016 Network Pricing: Ms. Shickle reviewed the Network Pricing Matrix for Last Mile Providers that was adopted in March 2015 and shared an industry comparable with members. James Funkhouser from Shentel was conferenced in by phone for this portion of the agenda. He indicated that he does not recommend any changes to the current pricing. After discussion it was decided that no action was necessary to maintain the current pricing. Ms. Shickle pointed out that there was no expiration date on the approved 2015 pricing and Mr. Reed noted that a vote would require an opportunity for public input.

Technical Committee Meeting: Mr. Funkhouser gave an overview of the Technical Committee meeting held on November 4, 2015. He reported that there are several significant opportunities in the Page County market and Shentel is interested in information regarding leverage opportunities in the localities: infrastructure assets such as towers, tanks, existing easements, rights of way, etc.

Economic Development Authority: Mr. Keyser reported that he and Mr. Miller attended the October meeting to give an overview of the network. Their presentation was well-received and board members indicated that they would like to receive periodic updates.

Appointment of PCBA Clerk: Chairman Shuler accepted Ms. Shickle's resignation as Clerk for the Authority and thanked her for her service. Ms. Shickle nominated David Cooper from the Commission to serve in her place. Chairman Shuler requested a motion appointing Mr. Cooper as Secretary and Clerk of the Broadband Authority with a term expiring in April. So moved by Mr. Keyser. Mr. Reed recommended leaving the expiration open-ended and the motion was amended by Mr. Keyser to appoint David Cooper as the Clerk and Secretary to serve at the pleasure of the Authority. Mr. Miller seconded the motion. The motion carried unanimously.

FY 2017 Annual Budget and County Request: Ms. Shickle reported that the annual budget submission request for FY 2017 will be due to the County in January. The Authority requested \$12,500 for FY 2016 and was given \$8,600. Mr. Miller made a motion to request \$12,500 for FY 2017. After discussion on projected expenses and net income based on this amount, he amended the motion to request \$8,600

from the Board of Supervisors for FY 2017. Mr. Keyser seconded the motion. Motion carried by roll call vote:

Mr. Louderback – Aye
Mr. Keyser – Aye
Mr. Miller – Aye
Mr. Embry – Aye

Mr. Clark – Aye
Chairman Shuler – Aye

Public Comment: None

Authority Member Comments: Mr. Keyser reminded members that the annual Conflict of Interest forms are due by December 15, 2015.

Chairman Shuler requested a motion to authorize the Treasurer to execute a check for payment of \$2,007.89 to NSVRC for administrative services from October 1-31, 2015 (Invoice 626-2016). So moved by Mr. Embry and seconded by Mr. Miller. The motion carried by roll call vote:

Mr. Louderback – Aye
Mr. Keyser – Aye
Mr. Miller – Aye
Mr. Embry – Aye
Mr. Clark – Aye
Chairman Shuler – Aye

With no other business, Chairman Shuler adjourned the meeting at 5:07.

David Cooper, Clerk



Page County Broadband Authority
16 South Court St. Luray VA 22835
(540) 636-8800
pcba@shentel.net

PCBA Financial Report -- Summary Memo

Meeting Date: 2/9/16

Invoices

We have prepared the following checks for payment of invoice to PCBA vendors on the administrative funds account:

- Invoice 658-2016 from NSVRC for administrative services November 8 – December 12, 2015
- PCBA Member Stipends for FY 2016 Q 2

Staff requests approval to pay the vendors listed above the invoiced amounts. The total amount of payments is \$4,687.28; charges are within the PCBA budget figures by line item.

PCBA Financial Report

Also included in the packet are the PCBA's Administrative financial reports for the period ending December 31, 2015: Balance Sheet, Profit and Loss, and Budget Status.

Staff requests approval of the financial reports as submitted.

Page County Broadband Authority - Accounts Payable
Submitted for approval January 26, 2016

<u>ADMINISTRATIVE FUND EXPENDITUR</u>	<u>Invoice #</u>	<u>Description</u>	<u>Amount</u>
1. NSVRC - Program Administration	658-2016	November 8 - December 12, 2015	\$ 3,487.28
2. Travis Clark		FY2016 - Second Quarter Board Stipend	\$ 200.00
3. William Shuler		FY2016 - Second Quarter Board Stipend	\$ 200.00
4. Harry Louderback		FY2016 - Second Quarter Board Stipend	\$ 200.00
5. Ron Keyser		FY2016 - Second Quarter Board Stipend	\$ 200.00
6. Patrick Embry		FY2016 - Second Quarter Board Stipend	\$ 200.00
7. Bernie Miller		FY2016 - Second Quarter Board Stipend	\$ 200.00
TOTAL ADMINISTRATIVE FUND ACCOUNTS PAYABLE:			<u>\$ 4,687.28</u>

INVOICE

BILL TO:
Page County Broadband Authority
16 S. Court Street
Luray, VA 22835

INVOICE NUMBER: 658-2016
INVOICE DATE: December 31, 2015

DESCRIPTION	AMOUNT
Page County Broadband Authority Project Administration	
Invoice Reimbursement Period: November 8 - December 12, 2015	
<u>NSVRC Personnel</u>	<u>Hours</u>
Executive Director - Project Management	10.75
Program Coordinator - Program Support	8.50
Director of Finance & Administration - Financial management	4.00
Executive Assistant - Clerical Support	
GIS Manager - Data/Mapping	<u>12.00</u>
TOTAL ADMINISTRATIVE HOURS	35.25
Staff administration expense	3,367.59
Xerox copies	11.50
Reimbursement of mileage/ travel expenses	<u>108.19</u>
TOTAL : \$ 3,487.28	

Budget Status: (*Includes this invoice for administration expenses and direct cost reimbursements)

Fiscal year PCBA administration budget:	\$ 15,000.00
Fiscal year-to-date invoiced by NSVRC:	\$ (8,192.37)
PCBA administration budget remaining:	\$ 6,807.63

DIRECT BILLING INQUIRIES TO:

Shelley Owens
540-636-8800
email: sowens@nsvregion.org

MAKE ALL CHECKS PAYABLE TO:

NSVRC
Attn: Accounts Receivable
400 Kendrick Lane - Suite E
Front Royal, VA 22630

Page County Broadband Authority
Balance Sheet
 As of December 31, 2015

	<u>Dec 31, 15</u>
ASSETS	
Current Assets	
Checking/Savings	
1100-00 · Administrative Funds	64,794.05
1120-00 · C.D. #625293 Pioneer Bank	<u>70,041.75</u>
Total Checking/Savings	<u>134,835.80</u>
Total Current Assets	134,835.80
Fixed Assets	
1410-00 · Fiber Optic Infrastructure	1,696,915.91
1420-00 · Buildings	30,746.00
1500-00 · Accumulated Depreciation	<u>-208,120.00 *</u>
Total Fixed Assets	<u>1,519,541.91</u>
TOTAL ASSETS	<u><u>1,654,377.71</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000-00 · Accounts Payable	<u>4,687.28</u>
Total Accounts Payable	<u>4,687.28</u>
Total Current Liabilities	<u>4,687.28</u>
Total Liabilities	4,687.28
Equity	
32000 · *Retained Earnings	1,666,019.51
Net Income	<u>-16,329.08</u>
Total Equity	<u>1,649,690.43</u>
TOTAL LIABILITIES & EQUITY	<u><u>1,654,377.71</u></u>

* FY2016 2nd Quarter Depreciation Expensed

If depreciation expense is excluded, the operational net income as of 12/31/15 is \$18,170.92

Page County Broadband Authority
Profit & Loss Budget vs. Actual
July through December 2015

	<u>Jul - Dec 15</u>	<u>Budget</u>	<u>Budget Remaining</u>	<u>% of Budget Remaining</u>
Income				
4100-00 · UNRESTRICTED REVENUES				
4100-05 · Page County Support Revenue	8,600.00	8,600.00	0.00	0.0%
4100-10 · Corp. Sponsorships/Rent Revenue	25,000.00	25,000.00	0.00	0.0%
4180-00 · Interest Income	566.29			
Total 4100-00 · UNRESTRICTED REVENUES	<u>34,166.29</u>	<u>33,600.00</u>		
Total Income	34,166.29	33,600.00		
Expense				
5025-00 · ADMINISTRATIVE EXPENSES				
5025-05 · NSVRC - Administration/Planning	8,192.37	15,000.00	6,807.63	45.38%
5025-08 · Authority Attorney - Legal Fees	140.00	2,060.00	1,920.00	93.2%
5025-10 · Audit Preparation Fees	2,500.00	2,500.00	0.00	0.0%
5025-15 · Depreciation Expense	34,500.00			N/A
5025-17 · Liability Insurance Expense	2,763.00	2,787.18	24.18	0.87%
5028-00 · PCBA Board Member Stipends	2,400.00	4,800.00	2,400.00	50.0%
5030-00 · General Admn. Costs	0.00	515.00	515.00	100.0%
5050-60 · Education/ Training Costs	0.00	1,500.00	1,500.00	100.0%
Total 5025-00 · ADMINISTRATIVE EXPENSES	<u>50,495.37</u>	<u>29,162.18</u>		
Total Expense	<u>50,495.37</u>	<u>29,162.18</u>		
Net Income	<u><u>-16,329.08</u></u>	<u><u>4,437.82</u></u>		

Reporting through December 31, 2015

Administration	FY2016 Budget Approved	Year to Date Actual	Remaining Balance
Revenue			
Interest		\$ 566.29	
Shentel	\$25,000.00	\$ 25,000.00	\$0.00
Page County Board of Supervisors	\$8,600.00	\$ 8,600.00	\$0.00
Total Revenue	\$33,600.00	\$34,166.29	\$0.00

	FY2016 Budget Approved	Year to Date Actual Expenses	Remaining Balance
Expenses			
Authority Attorney	\$2,060.00	\$ 140.00	\$1,920.00
NSVRC	\$15,000.00	\$ 8,192.37	\$6,807.63
Authority Stipends	\$4,800.00	\$ 2,400.00	\$2,400.00
General Administration Costs	\$515.00	\$ -	\$515.00
Audits	\$2,500.00	\$ 2,500.00	\$0.00
Insurance	\$2,787.18	\$ 2,763.00	\$24.18
Education	\$1,500.00	\$ -	\$1,500.00
Total Operating Expenses	\$29,162.18	\$ 15,995.37	\$ 13,166.81

Unbudgeted Depreciation \$ 34,500.00
 Total Operating Expenses & Depreciation \$ 50,495.37

Fiscal Year-to-Date Operating Net Income \$18,170.92
 Fiscal Year-to-Date Actual Net Income (Loss) (\$16,329.08)