



Page County Broadband Authority					
February 9, 2016 - Minutes					
	Authority Members		Others Present		Citizens
✓	Chairman Bill Shuler	✓	David Cooper	✓	Jeff McMillan (LDI)
✓	Vice Chair Ron Keyser	✓	James Funkhouser		
✓	Travis Clark				
✓	Patrick Embry				
✓	Harry Louderback		Media		
✓	Bernie Miller				

Call to Order: Chairman Shuler called the meeting to order at 4:03 pm on February 9, 2016, in the Board Room of the Page Healthcare Medical Office Building in Luray, VA.

Approval of the Agenda: Chairman Shuler asked for a motion to approve the agenda as presented. So moved by Mr. Miller and seconded by Mr. Louderback. The motion carried unanimously.

Approval of the Minutes: Chairman Shuler asked for a motion to approve the minutes from the December 3, 2015, meeting. So moved by Mr. Keyser and seconded by Mr. Louderback. The motion carried unanimously.

PCBA Financial Report: Mr. Cooper presented accounts payable totaling \$4,687.28, comprised of NSVRC's invoice for program administration in the amount of \$3,487.28 and \$1,200.00 for Q2 Board stipends. Mr. Keyser made a motion to approve the bills as presented and it was seconded by Mr. Miller. The motion carried by roll call vote:

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

Mr. Cooper reviewed the Balance Sheet as of December 31, 2015 and the Profit & Loss Budget vs. Actual for July through December 2015.

Shentel Network Operations Report: Mr. Cooper reported on the Shentel network financials for the second quarter, FY 2016. Chairman Shuler requested that future packets include the financial report and the sales forecast.

Mr. Funkhouser presented the sales forecast and operations report for Q2 2016 and discussed potential upcoming opportunities. He reported that there is a significant opportunity in the Stanley market that he hopes to be able to confirm as a committed sale at the next meeting. He also reported that a multi-site location project is in the final phase with a couple of prospective candidates. He noted that information on easements and rights of way would be very helpful when working on potential opportunities. It was suggested that he contact the county GIS department for any relevant maps that might provide this data.

Old Business Items

PCBA Web Presence: David Cooper reported that NSVRC has purchased the domain for Page County Broadband.com. He shared print-outs of the four screens for the website developed so far. Members pointed out some updates and additions that would be needed. Mr. Funkhouser offered Shentel as a resources for any maps. It was decided that a meeting would be scheduled with Mr. Cooper, Mr. Miller and Mr. Keyser for further review of the website.

New Business Items

PCBA Liaisons/Upcoming Locality Meeting Dates: Chairman Shuler reported that he has not arranged any meetings with the Town of Shenandoah to date. He indicated that the Board of Supervisors is scheduled to take up the PCBA budget request sometime in March. He plans on attending that meeting and would like to have Mr. Keyser in attendance with him.

Bylaws Review/Changes: Chairman Shuler reported that he does not have any changes to propose at this time.

Chairman Shuler noted that his term on the Board expires April 1st. Mr. Keyser noted that Mr. Embry's term also expires at that time and Mr. Embry confirmed that he will not be seeking reappointment. Mr. Keyser agreed to make phone calls about these reappointments. Mr. Embry indicated that he had already contacted the Board of Supervisor member who appointed him, Johnny Woodward, as well as Regina Miller with the County Administrator's office.

OIG Agreed-Upon-Procedures Review: Mr. Cooper reported that he had been contacted by Randy German with BCA Watson Rice LLP regarding an Agreed-Upon-Procedures (AUP) review of the Broadband grant award. The Department of Commerce Office of Inspector General initiated the review, which is not a financial audit and is designed to help the federal government improve the grant funding process. A conference call with individuals involved with PCBA accounting and operations will be followed by a site visit. Mr. Cooper will coordinate the scheduling of the process.

Public Comment: Jeff McMillan with the Luray Downtown Initiative (LDI) spoke to the Board about LDI's proposed project to bring free WI-FI to downtown Luray's historic business district. He envisions a two year plan, with projected funding from the County, Town, LDI and other sources. He indicated that he was coming to the PCBA Board for any advice and/or direction, based on members' expertise. Discussion with members and Mr. Funkhouser pointed out that this initiative would be technically feasible. Difficulties would arise in organization and management, which probably accounts for the small number of municipal entities providing this service. Mr. Funkhouser recommended that LDI contact the Center for Innovative Technology (CIT).

Authority Member Comments: Mr. Keyser requested that future NSVRC invoices provide the hourly rate and the extended billing amount for staff time billed to the Authority.

In anticipation of this being his final meeting as a Board member, Mr. Embry addressed members, thanking them for an educational four year term. Chairman Shuler thanked him for his dedication and service to the PCBA.

With no other business, Chairman Shuler adjourned the meeting at 5:30.

David Cooper, Clerk