



Page County Broadband Authority					
April 19, 2016 - Minutes					
	Authority Members		Others Present		Citizens
✓	Chairman Bill Shuler	✓	David Cooper	✓	Jeff McMillan (LDI)
✓	Vice Chair Ron Keyser	✓	James Funkhouser	✓	Alex Phillips
	Travis Clark				
	Patrick Embry				
✓	Harry Louderback		Media		
✓	Bernie Miller				

Call to Order: Chairman Shuler called the meeting to order at 4:15 pm on April 19, 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.

Election of Officers: Mr. Keyser proposed the following slate: Chairman—Mr. Shuler; Vice-Chairman—Mr. Miller; Treasurer—Mr. Louderback; Secretary/Clerk—NSVRC and/or its chosen representative. Chairman Shuler asked for a motion to elect the slate of officers as presented. So moved by Mr. Louderback and seconded by Mr. Miller. The motion carried unanimously. Chairman Shuler noted that he has not been reappointed but enabling legislation for the Authority provides that members serve until replaced.

Approval of the Minutes: Chairman Shuler asked for a motion to approve the minutes from the February 9, 2016, meeting. So moved by Mr. Keyser and seconded by Mr. Miller. The motion carried unanimously.

PCBA Financial Report: Mr. Cooper presented a memo from Shelley Owens explaining how staff hourly rates are calculated and why they are not included in the PCBA invoices. After discussion, Chairman Shuler indicated that he will contact Ms. Owens regarding incorporation of the calculation process into the administrative contract for next year.

Mr. Cooper presented the following reports for the period July 2015 through March 2016: Revenue and Expenditure by Project, Profit and Loss Budget vs. Actual, and the current Balance Sheet. He noted that revenue and expenses are where they should be for Q3, with the exception of NSVRC’s administrative costs. Chairman Shuler explained that additional staff time is necessary in order to respond to the Office of the Inspector General’s (OIG) audit. PCBA is one of fifty entities across the

country that have been chosen for a review process that tests the grant for survivability of the systems established. The amount of information requested has resulted in unanticipated staff time necessary to comply with the audit. Because these hours were not budgeted, NSVRC is requesting an amendment to the original Administrative Services Agreement for an increase of approximately \$3700.

Shentel Network Operations Report: Mr. Funkhouser presented the sales forecast and operations report for Q3 2016. He reported on an incident of emergency maintenance and reported that two new providers may be joining the network.

Chairman Shuler returned to the PCBA financial report and asked for a motion to approve administrative fund expenditures. Mr. Keyser made a motion to approve payment of NSVRC Invoice 697-2016 for \$3208.94, NSVRC Invoice 720-2016 for \$1833.79 for program administration, and \$200.00 per member for Q3 Board stipends, for a total of \$1200. The disbursements total is \$6242.73. The motion was seconded by Mr. Louderback and carried by roll call vote:

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

New Business Items

NSVRC Administrative Services Contract Amendment: Chairman Shuler introduced an amendment to the NSVRC Administrative Services Agreement for the fiscal year ending June 30, 2016. As discussed earlier in the meeting, the additional costs have been incurred for the OIG audit. Members discussed the possibility of using unspent budgeted expense funds from this fiscal year to cover the increase. Mr. Keyser made a motion to approve the amendment as submitted, with the not-to-exceed total increasing from \$15,000 to \$18,700. The motion was seconded by Mr. Miller and carried by roll call vote:

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

OIG Agreed-Upon-Procedures Review Report: Mr. Cooper reviewed the OIG ‘Attachment A-Kick Off Meeting’ which contains information needed from PCBA prior to the on-site visit. Information for yellow highlighted items will be provided by Shentel and information for gray highlighted items was provided by Chairman Shuler and members.

Old Business Items

PCBA Web Presence: Mr. Cooper reviewed with members a handout containing current website content. A new narrative written by Mr. Miller and a network overview map have been added since the last meeting. Mr. Miller asked members and Shentel to review this content before it is added to the website.

Public Comment: None

Authority Member Comments: At the request of Jeff McMillan from Luray Downtown Initiative (LDI), Mr. Miller read a document outlining LDI’s current two-year plan.

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

David Cooper, Clerk