



Page County Broadband Authority July 11, 2017 - Minutes					
	Authority Members		Others Present		Citizens
	Bill Shuler	✓	Brandon Davis		
✓	Bernie Miller	✓	James Funkhouser (phone)		
✓	Travis Clark				
✓	Ryanne Hodson				
✓	Ron Keyser		<b>Media</b>		
	Harry Louderback				

**Call to Order:** Vice Chair Miller called the meeting to order on July 11, 2017 at 3:12, in the Board Room of the Page Healthcare Medical Office Building in Luray, VA.

**Approval of the Agenda:** Vice Chair Miller asked for a motion to approve the draft agenda. Mr. Keyser made a motion to approve the agenda and it was seconded by Mr. Clark. The motion carried unanimously.

**Election of Officers:** After brief discussion, a slate of officers was proposed and Vice Chair Miller asked for a motion to approve the following slate: Chairman-Bernie Miller, Vice Chair-Ryanne Hodson and Treasurer-Harry Louderback. So moved by Mr. Keyser and seconded by Mr. Clark. Vice Chair Miller declared the nominations closed and members voted on the motion, which carried unanimously.

Chairman Miller asked for a motion appointing NSVRC as Clerk for the Authority, represented by Brandon Davis or his designee. So moved by Mr. Clark and seconded by Ms. Hodson. The motion carried unanimously.

**Approval of the Minutes:** Chairman Miller asked for a motion to approve the minutes from the April 11, 2017 meeting. Mr. Keyser requested that a note be added at the beginning of the minutes to indicate that due to Chairman Shuler’s late arrival, Vice Chair Miller presided over the entire meeting. Mr. Keyser made a motion to approve the minutes as presented with the addition of this note, and it was seconded by Ms. Hodson. The motion carried unanimously.

**Reports**

**PCBA Q4 2017 Financial Report:** Mr. Davis presented the Balance Sheet and Profit and Loss Budget vs. Actual, through June 30, 2017. After discussion among members and a telephone call with Shelley Owens from NSVRC, it was decided that depreciation will be shown on a quarterly basis in the financial report that she prepares for members.

*Review and Approval of Accounts Payable:* Mr. Davis presented the accounts payable. Mr. Keyser made a motion to authorize payment as funds are available of the following expenses: NSVRC Invoice 1105-2017 for \$2196.44 for administrative services, and fourth quarter stipends for six board members in the amount of \$200 each, for a total of \$3396.44. He included in the motion approval of payment of the VACORP invoice for FY2018 liability and property insurance in the amount of \$2782.00, for which a check has already been issued, which brought the total accounts payable to \$6178.44. The motion was seconded by Mr. Clark and carried by roll call vote:

Mr. Keyser – Aye

Mr. Clark – Aye

Ms. Hodson – Aye

Chairman Miller – Aye

It was decided that Mr. Davis would contact the Authority attorney, David Reed, for an opinion on any requirements for Public Officials Liability coverage in the VACORP insurance.

*Shentel Report and Network Financials:* Mr. Funkhouser reported on the Shentel network financials and for the fourth quarter, FY 2017. He presented the sales forecast and operations report for Q4 FY2017 and discussed potential upcoming opportunities. He reported that an agreement with Lotus Gardens was finalized on June 30<sup>th</sup>.

*Old Business Items* - None

*New Business Items*

*Review and Approval of FY2018 NSVRC Administrative Services Contract:* Mr. Davis presented the NSVRC Administrative Services contract for FY2018. He noted that this contract shows an increase from \$15,000 to \$20,000 from last year to reflect potential time spent on a strategic planning effort, should the Authority decide to proceed with an update to the current plan. Ms. Hodson made a motion to approve the FY2018 NSVRC Administrative Services contract and it was seconded by Mr. Keyser. The motion carried by roll call vote:

Mr. Keyser – Aye

Mr. Clark – Aye

Ms. Hodson – Aye

Chairman Miller – Aye

*FY2017 Annual Audit Scheduling:* Mr. Davis requested a motion to authorize the engagement of Robinson, Farmer & Cox Associates to perform the FY2017 Audit for the Authority. So moved by Mr. Clark and seconded by Ms. Hodson. The motion carried unanimously.

Chairman Miller announced that the next meeting date will be October 10<sup>th</sup> at 3:00. With no other business, he adjourned the meeting.

*Brandon Davis, Secretary/Clerk*