



DRAFT

Page County Broadband Authority					
October 25, 2016 - Minutes					
	Authority Members		Others Present		Citizens
✓	Chairman Bill Shuler	✓	Brandon Davis		
✓	Vice Chair Bernie Miller	✓	James Funkhouser (phone)		
✓	Travis Clark (5:10)	✓	David Reed		
✓	Ryanne Hodson				
✓	Ron Keyser		Media		
✓	Harry Louderback				

Call to Order: Chairman Shuler called the meeting to order at 4:00 pm on October 25, 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 draft agenda. Under 'New Business Items' the 'Motion authorizing Reed & Reed as PCBA attorney' was amended to 'Item to consider PCBA attorney.' Mr. Keyser made a motion to approve the agenda as revised and it was seconded by Mr. Miller. The motion carried unanimously.

Acceptance of Resignation/Introduction of New Staff: With David Cooper's departure from NSVRC, the Authority accepted his resignation and welcomed Brandon Davis as the new staff representative.

Election of Secretary & Appointment of Clerk: Mr. Keyser made a motion to elect Brandon Davis as PCBA Secretary and it was seconded by Mr. Miller. The motion carried unanimously. Chairman Shuler requested a motion appointing the Northern Shenandoah Valley Regional Commission (NSVRC) staff to act as Clerk for the PCBA. So moved by Mr. Keiser 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 July 12, 2016, meeting. Mr. Louderback made a motion to approve the minutes as presented and it was seconded by Mr. Keyser. The motion carried unanimously.

Administrative Reports

PCBA Financial Report: Mr. Davis presented the Balance Sheet and Profit and Loss Budget vs. Actual, through September 30, 2016.

Review and Approval of Accounts Payable: Mr. Davis presented the NSVRC invoice for PCBA project administration for the period July 1-September 30, 2016 and FY2017 Q1 Board stipend checks. Mr. Keyser made a motion to authorize payment for NSVRC invoice 925-2017 in the amount of \$2,281.72

and stipend payments of \$200 for five Board members, for a total of \$3,281.72. The motion was seconded by Mr. Clark and carried by roll call vote:

Mr. Miller – Aye
Mr. Louderback – Aye
Mr. Keyser – Aye
Mr. Clark – Aye
Ms. Hodson – Aye
Chairman Shuler – Aye

Shentel Network Operations Report: Mr. Funkhouser reported on the Shentel network financials for the first quarter, FY 2017. Mr. Funkhouser presented the sales forecast and operations report for Q1 FY2017 and discussed potential upcoming opportunities.

PCBA Counsel Representation: Chairman Shuler introduced David Reed of Reed & Reed PC, the firm currently handling legal representation for the Authority. With the pending retirement of Mark Reed, Chairman Shuler pointed out that the original letter of acceptance established a relationship with Reed & Reed PC, as opposed to an individual attorney. David Reed has agreed to handle PCBA matters and will maintain the same hourly rate. Mr. Louderback made a motion to affirm the original agreement and continue the relationship with Reed & Reed PC as the Authority's legal representative. Mr. Miller seconded the motion. The motion carried unanimously.

Old Business

PCBA Web Presence: Mr. Miller confirmed that PCBA has a current web presence.

New Business

Authorization to engage Robinson, Farmer, Cox Associates to perform FY2016 Audit: Following up on discussion from the July 12, 2016 meeting, and after discussion, Mr. Clark reaffirmed a motion to engage Robinson, Farmer, Cox Associates to perform the FY2016 PCBA audit and it was seconded by Mr. Keyser. The motion carried unanimously.

Discussion regarding PCBA history and next steps: At Mr. Davis' request, members engaged in a discussion regarding PCBA history and next steps as the Authority moves forward. Pricing, expansion possibilities and the strategic development process were covered in the discussion.

Public Comment: None

Authority Member Comments: None

Next Meeting Date: Chairman Shuler stated that the Authority will meet on November 15, 2016 at 4:00 to discuss budget submission for FY2018 and network pricing for 2017. The next regular Authority meeting will be on the second Tuesday in January. The 2017 meeting schedule will be posted in January.

With no other business, Chairman Shuler adjourned the meeting at 5:45 pm.

Brandon Davis, Secretaru