

601 S. Jefferson Street, SW, Suite 110, Roanoke, VA 24011
Frank M. Smith, II, President & CEO
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rvba.online

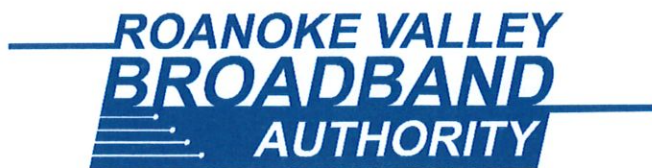
BOARD MEMBERS:

Bob Cowell, City of Roanoke
Gary Larrowe, Botetourt County
Mike McEvoy, Citizen
Daniel R. O'Donnell, Roanoke County
James E. Taliaferro, II, City of Salem
Dr. Scott Midkiff, Virginia Tech
Keith Perry, Carilion

Roanoke Valley Broadband Authority Board
Friday, September 17, 2021 at 8:30 a.m.
Roanoke Valley Broadband Authority office, Suite 110 (Coulter Building)
601 S. Jefferson Street, SW, Roanoke, VA 24011

AGENDA

1. **Call to Order, Roll Call, Introductions** *Chair McEvoy*
2. **Approval of the July 16, 2021 minutes, pp. 2-5** *Chair McEvoy*
3. **Treasurer's Report, pp. 6-7** *Frank Smith and Olivia Dooley*
 - Acceptance of the July and August Financial Reports
4. **Project Updates** *Frank Smith, President & CEO*
5. **Compensation Study for RVBA Employees** *Chair McEvoy*
6. **Approval of Mr. Smith's Annual Review** *Chair McEvoy*
7. **Other Business**
 - Special Called Meeting-October 20, 2021, 10 AM
 - Next Meeting Date-November 19, 2021, 8:30 AM
 - Other
8. **Adjournment**



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The July Board Meeting of the Roanoke Valley Broadband Authority (RVBA) was held on Friday July 16, 2021 at 8:30 a.m. at the RVBA's office located at 601. S. Jefferson Street, Suite 110, Roanoke, VA.

1. CALL TO ORDER, WELCOME AND ROLL CALL

Chairman McEvoy called the meeting to order at 8:30 a.m. and welcomed those in attendance. Tywanii Ross, Assistant Secretary to the Broadband Authority, called the roll and Chairman McEvoy reported that a quorum was present. Frank Smith introduced Matthew Shaughnessy, Account Executive, with Wallace 360, who is working on Branding and Marketing. Chairman McEvoy announced another addition to the Agenda taking Wayne Strickland former Secretary from the Bank Signature cards and adding Matt Miller, Secretary. Chairman McEvoy moved acceptance that Matt Miller be added to the bank signature cards, and to delete Wayne Strickland. Vice Chairman Dan O' Donnell , Roanoke County, moved approval of the motion. The motion was seconded by Bob Cowell, City of Roanoke. The motion was adopted by a vote of 5-1.

Roanoke Valley Broadband Authority Board Members: Present: Michael T. McEvoy, Citizen; Dan O'Donnell, Roanoke County; Bob Cowell, City of Roanoke; Jay Taliaferro, II, City of Salem; Dr. Scott Midkiff, Virginia; Keith Perry, Carilion. Absent: Gary Larrowe, Botetourt County.

OTHERS/GUEST IN ATTENDANCE

Broadband Authority Staff: Jim Bandy, Vice President Operations and Solutions Engineering; Tywanii Ross, Business Operations Administrator; Olivia Dooley, Chief Financial Officer; and Frank Smith, President & CEO.

Others: Sam Darby, Glenn Feldmann Darby & Goodlatte; Jill Loope, Roanoke County; Matthew Shaughnessy, Wallace 360.

2. APPROVAL OF THE MINUTES:

The May 21, 2021 Minute of the Roanoke Valley Broadband Authority Board Meeting were.

ROANOKE VALLEY BROADBAND AUTHORITY ACTION:

Mr. O'Donnell moved approval of the Minutes of the May 21, 2021 meeting of the Roanoke Valley Broadband Authority, as presented. The motion was seconded by Mr. Cowell, City of Roanoke and carried. Mr. McEvoy mentioned the endorsing of all minutes from remote meetings, Mr. McEvoy requested a motion to ratify the minutes from remote meetings. Dr. Scott Midkiff, Virginia Tech approved the motion for remote meetings. The motion was seconded by Mr. Cowell, City of Roanoke, and carried. Mr. Sam Darby mentioned when the City Council adopted its ordinance, in March of 2021, if for any reason the remote meetings were not effective when we get back to regular scheduled meetings, we would go ahead and approve them. No concerns were made that the remote meetings were not effective.

3. Treasurer's Report

Mr. Smith gave an overview of the financial statements for May 31, 2021 and year end June 2021. Mr. Smith mentioned that we surpassed our goals. Mr. Smith expressed thanks to the RVBA team, mentioning Jim Bandy with Operations, along with Tywanii Ross and Olivia Dooley and Barry Stacy, in addition to RVBA's partners. Mr. Smith stated the RVBA was on the right path for the new fiscal year which started July 1, 2021.

Mr. McEvoy requested a motion to accept the approval of the financials from May 2021 & June 2021. Mr. O'Donnell made the motion to accept the reports. The motion was seconded by Mr. Cowell, City of Roanoke, and carried.

4. RVBA Project Update

Mr. Smith gave a project update on a joint meeting coming up on July 21, 2021 to support the localities for cross collaboration for Virginia Telecommunication Incentive Grants. The RVBA was working on press releases to support the event. Mr. Smith was interviewed by channel 7 WDBJ on July 15, 2021. The RVBA is continuing to expand its foot print with key enterprise customers which have not been publicly announced. In addition, the RVBA has created maps to reference where the network is and its plans to expand across the localities in Roanoke Count and Botetourt County. Mr. Frank Smith stated that there are also other projects in the works. Mr. Smith stated that Mrs. Ross joined the RVBA in March 2021 and has already been a great asset to the team. RVBA projects are on schedule and within budget. Mr. McEvoy asked if everyone was aware of the session coming up on the

VATI grants. Mr. Jay Taliaferro joined the meeting @ 8:39 a.m. In the special session on August 2, 2021, Mr. Frank Smith stated that of the \$4.3 billion, there is a question of how much will be available for Broadband. The Governor and Senator Warner have their announcement today @ 1:00 p.m. in Abingdon. Mr. Frank Smith stated that there are rumors of the amount of money to be allocated. The VATI grants are geared towards rural Broadband, and Mr. Smith mentioned the FCC standards of 25 Mbps down, and 3 Mbps up. Four Senators, including WV Senator Joe Manchin who are trying to get this changed to 100 over 100 Mbps. If a household is below the rate of 25 Mbps down and 3 Mbps up, the household is considered underserved or non-served. These issues will be coming up in the special session. Mr. McEvoy asked if everyone was aware that RVBA has changed their Public Relations company. Mr. Smith stated that discussions have been had with all Board Members concerning this matter. Mr. Mike McEvoy wanted to know if the Auditors have started the audit yet. Olivia Dooley, Finance Director stated that the Auditors will be coming the last week of August 2021.

OTHER BUSINESS

The next Scheduled RVBA Board meeting will be September 17, 2021.

5. REQUEST FOR CLOSED SESSION

Chairman McEvoy requested a motion to convene a closed session . Vice Chairman O'Donnell made the motion for a closed session, for the purpose of discussing the award of public contract involving the expenditure of public funds, including discussion of the terms or scope of such contract, where discussion in an open session would adversely affect the bargaining position or negotiating strategy of the Authority, pursuant to 2.2-3711.A.29 and 3711.A.33 of the code of Virginia. The motion was seconded by Jay Taliaferro, City of Salem. Roanoke Valley Broadband Authority entered into a closed session @ 8:45 a.m. all Board members present with Frank Smith, except for Gary Larowe, Botetourt County, who was absent.

END CLOSED MEETING AND RECONVENE REGULAR MEETING

Motion was made by Mr. Keith Perry to return from closed session to return to regular meeting and seconded by Mr. Cowell. Motion was adopted and carried by all except absent board member Mr. Gary Larowe.

6. RESOLUTION OF CERTIFICATION OF CLOSED MEETING

Motion was made by Mr. McEvoy, and seconded by Mr. Cowell to adopt the following resolution:

CERTIFICATION OF CLOSED MEETING

WHEREAS, the Roanoke Valley Broadband Authority has convened a closed meeting on this date pursuant to an affirmative recorded vote and in accordance with the provisions of the Virginia Freedom of Information Act: and

WHEREAS, Section 2.2-3712 of the Code of Virginia requires a certification by the Roanoke Valley Broadband Authority that such closed meeting was conducted in conformity with Virginia law.

NOW, THEREFORE, BE IT RESOLVED, that the Roanoke Valley Broadband Authority hereby certifies that, to the best of each member's knowledge: (1) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting which this certification resolution applies; and (2) only such public business matters as were identified in the motion convening the closed meeting were heard, discussed or considered by the Roanoke Valley Broadband Authority.

The motion was adopted by a Roll Call of 6 as follows:

Member & Vote

Mr. McEvoy- Yes

Mr. Cowell- Yes

Mr. Taliaferro- Yes

Mr. O'Donnell- Yes

Dr. Midkiff- Yes

Mr. Perry- Yes

Mr. Larrowe- Absent

Mr. McEvoy stated to Mr. Smith that he would be in touch with the matters that were discussed in closed session at a later date.

No other matters were discussed.

Motion to adjourn by Mr. Taliaferro, City of Salem at 9:54 a.m.

Submitted by:

**Tywanii Ross, Assistant Secretary
Roanoke Valley Broadband Authority**

Roanoke Valley Broadband Authority
FY 2021/2022 Operations Statement
For the Month Ended July 31, 2021

	<u>FY 2022 Budget</u>	<u>July 2021</u>	<u>FY 21/22 Year to Date</u>	<u>Percent Budget</u>
Broadband Revenues				
Contributed Capital	\$196,313	\$16,359	\$16,359	8%
Pass Through Funds	0		0	0%
Service Revenue	<u>1,221,559</u>	<u>77,143</u>	<u>77,143</u>	<u>6%</u>
Total Broadband Operating Revenues	\$1,417,872	\$93,502	\$93,502	7%
Broadband Operation & Maintenance Expenses				
Personnel Costs	\$640,000	\$42	\$42	0%
Network Operations	507,334	27,542	27,542	5%
Brand Management	60,000	0	0	0%
Legal Fees	25,000	25	25	0%
Office Expenses	145,538	10,370	10,370	7%
Richmond Message Management	25,000	0	0	0%
Travel	<u>15,000</u>	<u>665</u>	<u>665</u>	<u>4%</u>
Total BB Operation & Maintenance Expenses	\$1,417,872	\$38,644	\$38,644	3%
Income from Operations	\$0	\$54,858	\$54,858	
Non-Operating Revenues				
Contributed Capital	741,201	\$61,767	\$61,767	8%
Pass Through Funds	0		0	0%
Installations	2,000	163	163	8%
Service Revenue	0		0	0%
Other Non-Operating Revenue	0		0	0%
Interest Income	<u>1,500</u>	<u>0</u>	<u>0</u>	<u>0%</u>
Subtotal Non-Operating Revenues	<u>\$744,701</u>	<u>\$61,930</u>	<u>\$61,930</u>	<u>8%</u>
Total Non-Operating Revenues	744,701	61,930	61,930	8%
Net Income (Loss) from Operations	\$744,701	\$116,788	\$116,788	16%
Capital Projects	694,701	0	0	0%
Reserves	<u>50,000</u>	<u>-</u>	<u>-</u>	
Net Income (Loss)	<u>\$0</u>	<u>\$116,788</u>	<u>\$116,788</u>	

Roanoke Valley Broadband Authority
FY 2021/2022 Operations Statement
For the Month Ended August 31, 2021

	<u>FY 2022 Budget</u>	<u>August 2021</u>	<u>FY 21/22 Year to Date</u>	<u>Percent Budget</u>
Broadband Revenues				
Contributed Capital	\$196,313	\$16,359	\$32,718	17%
Pass Through Funds	0		0	0%
Service Revenue	<u>1,221,559</u>	<u>83,465</u>	<u>159,862</u>	<u>13%</u>
Total Broadband Operating Revenues	\$1,417,872	\$99,824	\$192,580	14%
Broadband Operation & Maintenance Expenses				
Personnel Costs	\$640,000	\$42	\$83	0%
Network Operations	507,334	45,850	73,241	14%
Brand Management	60,000	6,880	6,880	11%
Legal Fees	25,000	2,092	2,117	8%
Office Expenses	145,538	12,309	22,680	16%
Richmond Message Management	25,000	20,200	20,200	81%
Travel	<u>15,000</u>	<u>662</u>	<u>1,326</u>	<u>9%</u>
Total BB Operation & Maintenance Expenses	\$1,417,872	\$88,035	\$126,527	9%
Income from Operations	\$0	\$11,789	\$66,053	
Non-Operating Revenues				
Contributed Capital	741,201	\$61,767	\$123,534	17%
Pass Through Funds	0		0	0%
Installations	2,000	59,913	60,076	3004%
Service Revenue	0		0	0%
Other Non-Operating Revenue	0		0	0%
Interest Income	1,500	16	16	1%
Subtotal Non-Operating Revenues	<u>\$744,701</u>	<u>\$121,696</u>	<u>\$183,626</u>	<u>25%</u>
Total Non-Operating Revenues	744,701	121,696	183,626	25%
Net Income (Loss) from Operations	\$744,701	\$133,485	\$249,679	34%
Capital Projects	694,701	12,741	12,741	2%
Reserves	<u>50,000</u>	<u>-</u>	<u>-</u>	
Net Income (Loss)	\$0	\$120,744	\$236,938	