

601 S. Jefferson Street, SW, Suite 110, Roanoke, VA 24011  
Frank M. Smith, II, President & CEO  
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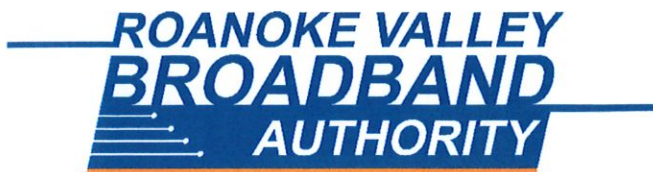
**BOARD MEMBERS:**

Bob Cowell, City of Roanoke  
Gary Larrowe, Botetourt County  
Michael T. 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, July 16, 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 May 21, 2021 minutes, pp. 2-4** ..... *Chair McEvoy*
3. **Approval for the minutes of Remote meetings, pp. 5** ..... *Chair McEvoy*
4. **Treasurer’s Report, pp. 6-7**..... *Frank Smith and Olivia Dooley*
  - Acceptance of the May and June 2021 Financial Reports
5. **Project Updates** ..... *Frank Smith, President & CEO*
6. **Other Business**
  - Next Meeting Date-September 17, 2021
  - Other
7. **Closed Session**
  - a. To discuss Strategic Business Development Initiatives, and the award of a 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
  - b. To discuss a personnel matter concerning the compensation and performance evaluation of the President & CEO, pursuant to §2.2-3711.A.1. of the Code of Virginia
8. **End Closed Meeting and Reconvene Regular Meeting** ..... *Chair McEvoy*
9. **Adoption of Certification Resolution of Closed Meeting, p. 8** ..... *Chair McEvoy*
10. **Adjournment**



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## **DRAFT MINUTES**

The May 2021 Board Meeting of the Roanoke Valley Broadband Authority was held virtually on May 21, 2021 at 8:30 a.m. An audio recording of the meeting is available.

### **1. CALL TO ORDER, WELCOME AND ROLL CALL**

Chairman McEvoy called the meeting to order at 8:31 a.m. and welcomed those in attendance.

Wayne Strickland, Secretary to the Broadband Authority, called the roll and reported that a quorum was present.

Roanoke Valley Broadband Authority Board Members: *Present:* Gary Larrowe, Botetourt County; Mike McEvoy, Citizen; Dan O'Donnell, Roanoke County, Jay Taliaferro, City of Salem; Dr. Scott Midkiff, Virginia Tech, and Keith Perry, Carilion

### **OTHERS IN ATTENDANCE**

Broadband Authority Staff: Jim Bandy, Olivia Dooley, Tywanii Ross, Frank Smith, Barry Stacy

Roanoke Valley-Alleghany Regional Commission Staff: Matt Miller and Wayne Strickland.

Others: Sam Darby, Glenn Feldmann Darby & Goodlatte; Jill Loope, Roanoke County Economic Development; Jennifer Eddy, EddyAlexander; Jeff Crowder, Virginia Tech; Brent Robertson, City of Roanoke.

### **2. Approval of Minutes**

The March 19, 2021 minutes were presented. Dan O'Donnell moved that the minutes be approved. The motion was seconded by Gary Larrowe. The motion was adopted by a unanimous voice vote of 6-0.

### **3. Treasurer's Report**

Frank Smith gave an overview of the financial statements for March and April 2021. Mr. Smith mentioned that the year is going well and on track. Service revenue was 104% in March and by April it was 111%. Dan O'Donnell made a motion to accept the reports. The motion was seconded by Gary Larrowe. The March and April 2021 reports were accepted by a unanimous voice vote of 6-0.

**4. FY 2022 Budget**

The FY2022 budget was presented by Mr. Smith. He stated that the new budget will be relatively similar to the past budget but with two changes. A full-time equivalent position will be added to support the outside plant operations. Also, a part-time position will be changed to a full-time position. Mr. O'Donnell stated that the budget seems conservative and hopes that new federal and state grant funds will be available next year for additional broadband investments. Mr. McEvoy asked about capital expenditures for next year. Mr. Smith stated that some larger projects are being evaluated in the Tanglewood area and that new partners are coming on board for residential expansions. The network will also need some equipment upgrades next year. Finally, there are some research related projects which may help the community and impact the underserved communities which are reflected in the budget.

Mr. O'Donnell moved to adopt the FY 2022 budget. The motion was seconded by Jay Taliaferro. The motion was adopted by a unanimous roll call vote of 6-0.

Gary Larrowe	yes
Mike McEvoy	yes
Daniel R. O'Donnell	yes
James Taliaferro, II	yes
Dr. Scott Midkiff	yes
Keith Perry	yes

**5. Appointment of Secretary**

Mr. McEvoy and Mr. Smith thanked Wayne Strickland for his service as Secretary. They also thanked the Regional Commission for its role in helping start the Broadband Authority. Mr. Matt Miller was nominated as Secretary and Ms. Tywanii Ross was nominated to be assistant secretary by Mr. McEvoy. Dan O'Donnell made a motion to approve the two as nominated. The motion was seconded by Jay Taliaferro. The motioned carried by a unanimous voice vote of 6-0.

**6. RVBA Project Update**

Mr. Frank Smith gave a project update by presenting a slide show. Mr. Perry and Dr. Midkiff are assisting Mr Smith in the development of a strategic plan which will be presented to the board in the fall. The RVBA is focused on Digital Equity and thus, Innovation, Distribution, and Access/Affordability should be focus areas of the RVBA going forward. Carilion Clinic, Virginia Tech and our communities have tremendous strategic value as the RVBA targets digital equity issues. Finally, Smart Communities,

Public Safety and Middle Mile Access are also areas that the RVBA can invest in to address digital equity and improve our communities.

Mr. McEvoy asked Mr. Smith to comment on all the broadband funding that may come through the state. Mr. Smith stated that many rules are still being determined, but there should be opportunities for network expansion into underserved and unserved areas in both rural and urban areas. There should also be opportunities for further partnerships. Mr. Smith also indicated that the State will allow municipal broadband to compete equally for funding. Funds will likely have to be committed by 2024 and completed by 2026 so planning will be important. Mr. O'Donnell asked about a slide in a recent State presentation that stated \$4.3 billion of state funding and \$3.7 billion in local funding would be used for broadband. Mr. O'Donnell wanted clarification if this was additional local funds or if was the state attempting to obligate recently allocated local funds. It was unclear how the state arrived at this \$3.7 billion number.

Mr. Strickland indicated that many federal agencies have funding available for various broadband related programs.

Mr. McEvoy stated that the RVBA will continue work on a VATI grant application this year.

**7. Other Business**

- a. Mr McEvoy indicated that it is time to review Mr. Smith's performance and he will communicate with other board members on the review process via email. The next meeting will have a closed session to discuss the performance review.
- b. The next meeting will be on-July 16, 2021

**8. Adjournment**

The meeting was adjourned at 9:31 a.m.

Submitted by:

Wayne G. Strickland  
Secretary to the Roanoke Valley Broadband Authority

Roanoke Valley Broadband Authority

Motion that the Minutes of Meetings Held Remotely Pursuant to  
Amendment 28 to HB 29 of the 2020 General Assembly and Related Roanoke City Council  
Emergency Ordinance No. 1703-032720

I move that the Authority approve the minutes of all remote meetings held pursuant to the declaration by the Governor of Virginia of a state of emergency in accordance with Va. Code § 44-146.17 and, specifically, but not limited to, the meetings of:

- March 20, 2020
- May 15, 2020
- September 18, 2020
- November 20, 2020
- December 14, 2020 (Special Meeting)
- January 15, 2021
- March 19, 2021
- May 21, 2021

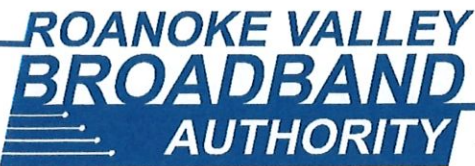
and any other meetings; and, that any voice vote recorded or reflected in the minutes be recast as a roll call vote.

**Roanoke Valley Broadband Authority**  
**FY 2020/2021 Operations Statement**  
**For the Month Ended May 31, 2021**

	<u>FY 2020 Budget</u>	<u>May 2020</u>	<u>FY 20/21 Year to Date</u>	<u>Percent Budget</u>
<b>Broadband Revenues</b>				
Contributed Capital	\$397,637	\$33,136	\$364,496	92%
Pass Through Funds	81,957		81,952	100%
Service Revenue	<u>950,679</u>	<u>62,196</u>	<u>1,167,806</u>	<u>123%</u>
<b>Total Broadband Operating Revenues</b>	<b>\$1,430,273</b>	<b>\$95,332</b>	<b>\$1,614,254</b>	<b>113%</b>
<b>Broadband Operation &amp; Maintenance Expenses</b>				
Personnel Costs	\$529,000	\$59,333	\$421,581	80%
Network Operations	569,425	53,945	425,055	75%
Brand Management	60,000	0	45,000	75%
Legal Fees	38,000	1,090	35,012	92%
Office Expenses	128,848	9,969	114,894	89%
Richmond Message Management	82,000	0	82,000	100%
Travel	<u>23,000</u>	<u>718</u>	<u>14,589</u>	<u>63%</u>
<b>Total BB Operation &amp; Maintenance Expenses</b>	<b>\$1,430,273</b>	<b>\$125,055</b>	<b>\$1,138,131</b>	<b>80%</b>
<b>Income from Operations</b>	<b>\$0</b>	<b>-\$29,723</b>	<b>\$476,123</b>	
<b>Non-Operating Revenues</b>				
Contributed Capital	539,877	\$44,990	\$494,887	92%
Pass Through Funds	3,288,109		3,243,111	99%
Installations	32,000	2,563	47,052	147%
Service Revenue	277,869		0	0%
Other Non-Operating Revenue	0		12,035	0%
Interest Income	<u>1,500</u>	<u>10</u>	<u>415</u>	<u>28%</u>
Subtotal Non-Operating Revenues	<u>\$4,139,355</u>	<u>\$47,563</u>	<u>\$3,797,500</u>	<u>92%</u>
<b>Total Non-Operating Revenues</b>	<b>4,139,355</b>	<b>47,563</b>	<b>3,797,500</b>	<b>92%</b>
<b>Net Income (Loss) from Operations</b>	<b>\$4,139,355</b>	<b>\$17,840</b>	<b>\$4,273,623</b>	<b>103%</b>
Capital Projects Reserves	4,089,355	490	3,176,527	78%
Reserves	<u>50,000</u>	<u>-</u>	<u>-</u>	
<b>Net Income (Loss)</b>	<b><u>\$0</u></b>	<b><u>\$17,350</u></b>	<b><u>\$1,097,096</u></b>	

**Roanoke Valley Broadband Authority**  
**FY 2020/2021 Operations Statement**  
**For the Month Ended June 30, 2021**

	<u>FY 2020 Budget</u>	<u>June 2020</u>	<u>FY 20/21 Year to Date</u>	<u>Percent Budget</u>
<b>Broadband Revenues</b>				
Contributed Capital	\$397,637	\$33,136	\$397,632	100%
Pass Through Funds	81,957		81,952	100%
Service Revenue	950,679	66,294	1,234,507	130%
<b>Total Broadband Operating Revenues</b>	<b>\$1,430,273</b>	<b>\$99,430</b>	<b>\$1,714,091</b>	<b>120%</b>
<b>Broadband Operation &amp; Maintenance Expenses</b>				
Personnel Costs	\$529,000	\$83,574	\$463,368	88%
Network Operations	569,425	40,778	457,395	80%
Brand Management	60,000	20,000	45,000	75%
Legal Fees	38,000	2,329	35,306	93%
Office Expenses	128,848	10,617	123,154	96%
Richmond Message Management	82,000	0	82,000	100%
Travel	23,000	505	15,068	66%
<b>Total BB Operation &amp; Maintenance Expenses</b>	<b>\$1,430,273</b>	<b>\$157,803</b>	<b>\$1,221,291</b>	<b>85%</b>
<b>Income from Operations</b>	<b>\$0</b>	<b>-\$58,373</b>	<b>\$492,800</b>	
<b>Non-Operating Revenues</b>				
Contributed Capital	539,877	\$44,990	\$539,877	100%
Pass Through Funds	3,288,109		3,243,111	99%
Installations	32,000	1,663	47,215	148%
Service Revenue	277,869		0	0%
Other Non-Operating Revenue	0		12,035	0%
Interest Income	1,500	10	429	29%
Subtotal Non-Operating Revenues	\$4,139,355	\$46,663	\$3,842,667	93%
<b>Total Non-Operating Revenues</b>	<b>4,139,355</b>	<b>46,663</b>	<b>3,842,667</b>	<b>93%</b>
<b>Net Income (Loss) from Operations</b>	<b>\$4,139,355</b>	<b>(\$11,710)</b>	<b>\$4,335,467</b>	<b>105%</b>
Capital Projects Reserves	4,089,355	4,137	3,180,664	78%
Reserves	50,000	-	-	
<b>Net Income (Loss)</b>	<b>\$0</b>	<b>-\$15,847</b>	<b>\$1,154,803</b>	



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## **CERTIFICATION RESOLUTION**

### **RESOLUTION CERTIFYING CLOSED MEETING WAS HELD IN CONFORMITY WITH THE CODE OF VIRGINIA**

**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 16<sup>th</sup> day of January 2021*