

601 S. Jefferson Street, Suite 110, Roanoke, VA 24011
Frank M. Smith, II, President & CEO
fsmith@highspeedroanoke.net Ph: 540.904.1073

BOARD MEMBERS:
James E. Taliaferro, II, City of Salem
Bob Cowell, City of Roanoke
Daniel O'Donnell, Roanoke County
Gary Larowe, Botetourt County
Michael T. McEvoy, Citizen
Dr. Scott Midkiff, Virginia Tech
Keith Perry, Carilion
rvba.online

Virtual Meeting Notice

TO: Board of Directors, Alternates, Interested Stakeholders, Staff, Others

RE: January 21, 2022 Virtual Meeting- Roanoke Valley Broadband Authority

A virtual Meeting of the Board of Directors of the Roanoke Valley Broadband Authority will be held on January 21, 2022 at 8:30 a.m. to discuss business necessary to continue operations of the Roanoke Valley Broadband Authority. Because of present state of emergency due to the COVID-19 pandemic, the public cannot be accommodated physically in proximity to the Member and Staff Participants. Any members of the public may view and participate in the meeting through electronic means. The meeting will be set up through <https://us06web.zoom.us/j/85190676657?pwd=aFVoK1JGcFpMSUlbXdvSUVIOW45Zz09>. Ms. Tywanii Ross, will be responsible for receiving public comments at 540-904-9341 and tross@highspeedroanoke.net. All materials made available to the Members will be made available to the public at the same time by posting on <http://rvba.online/>.

A video and/or audio recording will be made available at <http://rvba.online> within three (3) working days of the meeting. The draft minutes of the meeting will be distributed to common interest community members through the same method used to provide notice of this meeting. Draft minutes of the meeting will be available at <http://rvba.online> within ten (10) working days of the meeting. Final minutes will be available at <http://rvba.online> within three (3) working days of approval.

Please note for purposes of planning to participate in the meeting remotely, members will be required to state the location (a general description such as home, office, or other) from which they are participating for purposes of compliance with new state law related to participation in electronic meetings during the COVID-19 crisis. The location will be recorded in the minutes of the meeting.

Topic: RVBA Virtual Meeting Access

Time: Jan 21, 2022 08:30 AM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us06web.zoom.us/j/85190676657?pwd=aFVoK1JGcFpMSUlbXdvSUVIOW45Zz09>

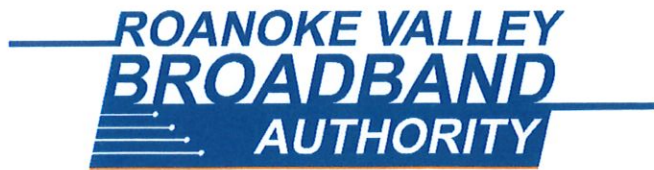
Meeting ID: 851 9067 6657

Passcode: 730014

Dial by your location

+1 929 205 6099 US (New York)

+1 301 715 8592 US (Washington DC)



601 S. Jefferson Street, SW, Suite 110, Roanoke, VA 24011
Frank M. Smith, II, President & CEO
fsmith@highspeedroanoke.net Ph: 540.904.1073
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, January 21, 2022 at 8:30 a.m.
Roanoke Valley Broadband Authority office, Suite 110 (Coulter Building)
601 S. Jefferson Street, SW, Roanoke, VA 24011

The January 2022 Board Meeting of the Roanoke Valley Broadband Authority will take place on January 21, 2022 at 8:30 a.m. via video/teleconferencing.

Currently, the Governor has declared such a state of emergency pursuant to Code § 44-146.17, and the requisite conditions at (i) and (ii) are met. With the conditions satisfied, the statute further provides that the public body convening a meeting in accordance with the statute shall:

- a. Give public notice using the best available method given the nature of the emergency, which notice shall be given contemporaneously with the notice provided to members of the public body conducting the meeting;
b. Make arrangements for public access to such meeting through electronic communication means, including videoconferencing if already used by the public body;
c. Provide the public with the opportunity to comment at those meetings of the public body when public comment is customarily received; and
d. Otherwise comply with the provisions of this chapter.

AGENDA

- 1. Call to Order, Roll Call, Introductions Chair McEvoy
2. Approval of the November 19, 2021 minutes, pp. 5-6..... Chair McEvoy
3. Treasurer's Report, pp. 7-8..... Frank Smith and Olivia Dooley
- Acceptance of the November 2021 and December 2021 Financial Reports
4. Project Updates Frank Smith, President & CEO
5. Other Business
- Next Meeting Date- March 18, 2022 8: 30 A.M.
- Employee Retirement Recognition

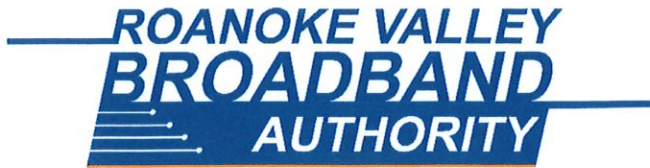
6. Closed Session

- a. To discuss or consider by the Broadband Authority as permitted by Virginia Code § 2.2-3711.A.33, for discussion or consideration by a local authority created in accordance with the Virginia Wireless Service Authorities act (§ 15.2-5431.1 et seq.) of confidential proprietary information and trade secrets subject to the exclusion in subdivision 19 of § 2.2-3705.6, which, if publicly disclosed, would be harmful to the competitive position of the Authority vis-à-vis other service providers.

7. End Closed Meeting and Reconvene Regular Meeting *Chair McEvoy*

8. Adoption of Certification Resolution of Closed Meeting, pp 9.....*Chair McEvoy*

9. Adjournment



601 S. Jefferson Street, SW, Suite 110, Roanoke, VA 24011
Frank M. Smith, II, President & CEO
fsmith@highspeedroanoke.net Ph: 540.904.1073
rvba.online

BOARD MEMBERS:

*Bob Cowell, City of Roanoke
Gary Larowe, 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*

Zoom Link:

Topic: RVBA Virtual Meeting Access

Time: Jan 21, 2022 08:30 AM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us06web.zoom.us/j/85190676657?pwd=aFVoK1JGcFpMSUlbXZvSUVIOW45Zz09>

Meeting ID: 851 9067 6657

Passcode: 730014

One tap mobile

+13017158592,,85190676657#,,,,*730014# US (Washington DC)

+13126266799,,85190676657#,,,,*730014# US (Chicago)

Dial by your location

+1 301 715 8592 US (Washington DC)

+1 312 626 6799 US (Chicago)

+1 929 205 6099 US (New York)

+1 253 215 8782 US (Tacoma)

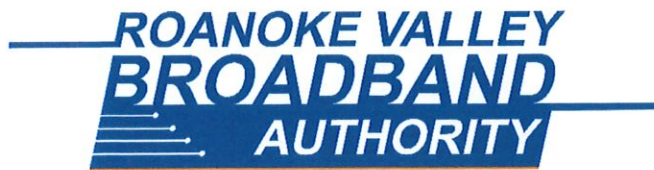
+1 346 248 7799 US (Houston)

+1 669 900 6833 US (San Jose)

Meeting ID: 851 9067 6657

Passcode: 730014

Find your local number: <https://us06web.zoom.us/j/kdR1NAjp5x>



601 S. Jefferson Street, Suite 110, Roanoke, VA 24011
Frank M. Smith, II, President & CEO
fsmith@highspeedroanoke.net Ph: 540.904.1073

BOARD MEMBERS:
James E. Taliaferro, II, City of Salem
Bob Cowell, City of Roanoke
Daniel O'Donnell, Roanoke County
Gary Larrowe, Botetourt County
Michael T. McEvoy, Citizen
Dr. Scott Midkiff, Virginia Tech
Keith Perry, Carilion
rvba.online

DRAFT MINUTES

The November Board Meeting of the Roanoke Valley Broadband Authority (RVBA) was held on Friday November 19, 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, AND ROLL Call

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

Broadband Authority Management:

Mr. Frank Smith, President and CEO; Mr. Jim Bandy, Vice President of Operations and Solutions Engineering; Mr. Barry Stacy, Outside Operation Manager; Ms. Tywanii Ross, Business Operation Administrator.

Others and Guests in Attendance:

Mr. Sam Darby, Glenn Feldmann; Mr. Matthew Shaughnessy, Wallace 360; Ms. Kathryn Piasta, Wallace 360; Mr. Christopher Eggleston, HDR Engineering.

2. APPROVAL OF MINUTES

Chairman McEvoy addressed the Approval of the Minutes from the previous September Board Meeting. Motion to Approve the Minutes was made by Mr. Cowell, Roanoke City Manager, and seconded by Dr. Midkiff, Virginia Tech. The Motion to Approve the Minutes was passed.

3. Treasurer's Report

Mr. Frank Smith gave a brief overview of the financials for the months of September and October 2021. Things are on track, and we are watching the time for supplies to be delivered. It was typically 6-8 weeks, and now the time is about 20-24 weeks. RVBA staff have managed to keep supplies on hand. Mr. Smith complimented the work of Mr. Phillip Lingafelt, who has worked with Mr. Sam Darby in support of past due accounts.

Chair McEvoy requested a motion to approve the minutes for September and October 2021 Financial Operating Statements. Motion was made by Mr. Larrowe, Botetourt County, and seconded by Mr. Cowell, City of Roanoke. The Motion to Approve the Financial Operating Statements was passed.

4. PROJECT UPDATES

Mr. Smith gave an overview on the new RVBA Quarterly Report. Mr. Shaugnessy spoke on how the Board will be better informed by the RVBA Quarterly Report. It will assist the Board with new and pertinent information over the course of the year.

Operations and Finance side are on track. The Financial Audit is going well. There was very good coverage in the local press and broadcast media including the Roanoke Times and the Cardinal Press. Wallace 360 is developing a new Branding and Market Strategy for the RVBA.

5. APPOINTMENT OF NEW SECRETARY AND TREASURER to the RVBA Board

The Vice Secretary was recommended for the position of Secretary and Treasurer to the RVBA Board. Chairman McEvoy asked for the motion for these appointments. Mr. Larrowe, Botetourt County made the motion to approve, Mr. Taliaferro, City of Salem, seconded the motion. The Motion was approved unanimously. We will be recognizing Ms. Olivia Dooley at the next RVBA Board Meeting in January of 2022. Ms. Dooley will be retiring at the end of January 2022.

6. REQUEST FOR CLOSED SESSION

A Motion for a closed session based on the Virginia Wireless Service Authorities Act 15.2-5431.1 of confidential proprietary information and trade secrets subject to the exclusion in subdivision 19 of 2.2-3705.6 motion was made by Vice-Chairman O'Donnell, Roanoke County. The Motion was Seconded by Mr. Cowell, City of Roanoke. Roll was called by Secretary Tywanii Ross, RVBA. All were in favor, 7-0. Closed Session meeting began @8:51 a.m.

END CLOSED SESSION AND RECONVENE REGULAR MEETING

Motion was made to end closed session and to reconvene to regular meeting was done by Vice-Chairman O'Donnell, Roanoke County. Seconded by Mr. Larrowe, Botetourt County.

7. RESOLUTION OF CERTIFICATION OF CLOSED MEETING

Motion was made by Vice Chairman O'Donnell, Roanoke County, and seconded by Mr. Taliaferro, City of Salem. The Motion was adopted by a roll call vote 7-0.

Motion to adjourn given by Chairman McEvoy @ 9:24 a.m.

Submitted by :

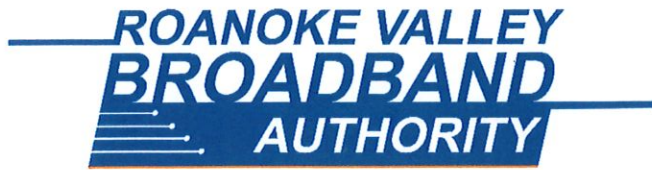
Tywanii Ross, Secretary / Treasurer
Roanoke Valley Broadband Authority

Roanoke Valley Broadband Authority
FY 2021/2022 Operations Statement
For the Month Ended November 30, 2021

	<u>FY 2022 Budget</u>	<u>November 2021</u>	<u>FY 21/22 Year to Date</u>	<u>Percent Budget</u>
Broadband Revenues				
Contributed Capital	\$196,313	\$16,359	\$81,795	42%
Pass Through Funds	-	-	-	0%
Service Revenue	<u>1,221,559</u>	<u>68,564</u>	<u>361,297</u>	<u>30%</u>
Total Broadband Operating Revenues	\$1,417,872	\$84,923	\$443,092	31%
Broadband Operation & Maintenance Expenses				
Personnel Costs	\$640,000	\$72,187	\$231,091	36%
Network Operations	507,334	44,824	213,198	42%
Brand Management	60,000	5,000	19,245	32%
Legal Fees	25,000	701	7,495	30%
Office Expenses	145,538	21,825	69,848	48%
Richmond Message Management	25,000	-	20,200	81%
Travel	<u>15,000</u>	<u>668</u>	<u>4,313</u>	<u>29%</u>
Total BB Operation & Maintenance Expenses	\$1,417,872	\$145,205	\$565,390	40%
Income from Operations	\$0	-\$60,282	-\$122,298	
Non-Operating Revenues				
Contributed Capital	741,201	\$61,767	\$308,834	42%
Pass Through Funds	-	-	-	0%
Installations	<u>2,000</u>	<u>3,205</u>	<u>64,394</u>	<u>3220%</u>
Service Revenue	-	-	-	0%
Other Non-Operating Revenue	-	-	-	0%
Interest Income	<u>1,500</u>	<u>16</u>	<u>67</u>	<u>4%</u>
Subtotal Non-Operating Revenues	<u>\$744,701</u>	<u>\$64,988</u>	<u>\$373,295</u>	<u>50%</u>
Total Non-Operating Revenues	744,701	64,988	373,295	50%
Net Income (Loss) from Operations	\$744,701	\$4,706	\$250,997	34%
Capital Projects Reserves	694,701	131,289	158,028	23%
	<u>50,000</u>	<u>-</u>	<u>-</u>	
Net Income (Loss)	<u>\$0</u>	<u>-\$126,583</u>	<u>\$92,969</u>	

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

	<u>FY 2022 Budget</u>	<u>December 2021</u>	<u>FY 21/22 Year to Date</u>	<u>Percent Budget</u>
Broadband Revenues				
Contributed Capital	\$196,313	\$16,359	\$98,154	50%
Pass Through Funds	-	-	-	0%
Service Revenue	<u>1,221,559</u>	<u>81,739</u>	<u>442,535</u>	<u>36%</u>
Total Broadband Operating Revenues	\$1,417,872	\$98,098	\$540,689	38%
Broadband Operation & Maintenance Expenses				
Personnel Costs	\$640,000	-\$4,684	\$226,406	35%
Network Operations	507,334	25,059	235,634	46%
Brand Management	60,000	10,070	29,315	49%
Legal Fees	25,000	4,973	12,468	50%
Office Expenses	145,538	10,513	80,358	55%
Richmond Message Management	25,000	20,000	40,200	161%
Travel	<u>15,000</u>	<u>1,656</u>	<u>5,841</u>	<u>39%</u>
Total BB Operation & Maintenance Expenses	\$1,417,872	\$67,587	\$630,222	44%
Income from Operations	\$0	\$30,511	-\$89,533	
Non-Operating Revenues				
Contributed Capital	741,201	\$61,767	\$370,601	50%
Pass Through Funds	-	123,630	123,630	0%
Installations	2,000	3,205	64,394	3220%
Service Revenue	-	-	-	0%
Other Non-Operating Revenue	-	-	-	0%
Interest Income	1,500	15	82	5%
Subtotal Non-Operating Revenues	<u>\$744,701</u>	<u>\$188,617</u>	<u>\$558,707</u>	<u>75%</u>
Total Non-Operating Revenues	744,701	188,617	558,707	75%
Net Income (Loss) from Operations	\$744,701	\$219,128	\$469,174	63%
Capital Projects Reserves	694,701	160,232	321,114	46%
	<u>50,000</u>	<u>-</u>	<u>-</u>	
Net Income (Loss)	<u>\$0</u>	<u>\$58,896</u>	<u>\$148,060</u>	



601 S. Jefferson Street, Suite 110, Roanoke, VA 24011
Frank M. Smith, II, President & CEO
fsmith@highspeedroanoke.net Ph: 540.904.1073

BOARD MEMBERS:
James E. Taliaferro, II, City of Salem
Bob Cowell, City of Roanoke
Daniel O'Donnell, Roanoke County
Gary Larrowe, Botetourt County
Michael T. McEvoy, Citizen
Dr. Scott Midkiff, Virginia Tech
Keith Perry, Carilion
rvba.online

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.