

601 S. Jefferson Street, SW, Suite 110, Roanoke, VA 24011
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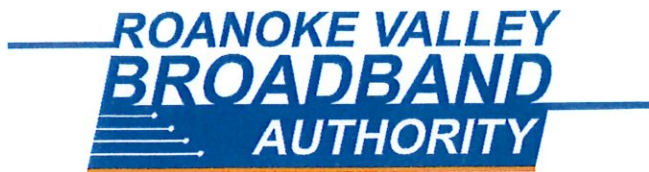
BOARD MEMBERS:

*Bob Cowell, City of Roanoke
Gary Larrowe, Botetourt County
Michael T. McEvoy, Citizen
Richard Caywood, Roanoke County
James E. Taliaferro, II, City of Salem
Dr. Scott Midkiff, Virginia Tech
Keith Perry, Carilion*

Roanoke Valley Broadband Authority Board
Friday, March 18, 2022 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 January 21, 2022 minutes, pp. 2-4** *Chair McEvoy*
3. **Treasurer’s Report, pp. 5-6** *Frank Smith*
 - Acceptance of the January and February 2022 Financial Reports
4. **Audit Update**..... *Corbin Stone, Robinson, Farmer and Cox Associates*
5. **Project Updates**..... *Frank Smith, President & CEO*
6. **Re-budgeting FY 22** *Frank Smith*
7. **Draft & Proposed Budget FY 23**..... *Frank Smith*
8. **Other Business**
 - Next Meeting Date – May 20, 2022 @ 8: 30 a.m.
9. **Adjournment**



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DRAFT MINUTES

The January Board Meeting of the Roanoke Valley Broadband Authority was held virtually on January 21, 2022 at 8:30 a.m. A video recording of the meeting is available.

CALL TO ORDER, WELCOME AND ROLL CALL

Chairman McEvoy called the meeting to order at 8: 31 a.m. and welcomed those in attendance. Mr. Sam Darby stated the reason for a virtual Board meeting, as it was declared a State of Emergency by the State of Virginia Governor. Chairman McEvoy stated that all who were virtual needed to state their location during this virtual meeting. Tywanii Ross, Secretary to the Roanoke Valley Broadband Authority, called the roll and reported that a quorum was present.

Roanoke Valley Broadband Authority Board Members: Present: Mr. Mike McEvoy, Citizen; Mr. Bob Cowell, City of Roanoke; Mr. Dan O'Donnell, Roanoke County; Mr. Jay Taliaferro, City of Salem; Dr. Midkiff, Virginia Tech; and Mr. Keith Perry, Carilion Clinic (joined @ 8:50 a.m.) Absent: Mr. Gary Larrowe, Botetourt.

OTHERS IN ATTENDANCE

Broadband Authority Management: Mr. Frank Smith, Jim Bandy, Barry Stacy, Olivia Dooley, Tywanii Ross

Others: Mr. Sam Darby, Glenn Feldmann, Darby & Goodlatte; Ms. Jill Loope, Roanoke County, Mr. Richard Caywood, Roanoke County, Mr. Jeff Crowder, Virginia Tech.

Approval of Minutes

The Approval of the November 19, 2021 minutes was presented by Chairman McEvoy, motion to approve was given by Dr. Midkiff, Virginia Tech, and seconded by Mr. Dan O'Donnell, Roanoke County. Roll Called 5-2 . Mr. Keith Perry, Carilion Clinic (joined @ 8:50 a.m.) Mr. Gary Larrowe, Botetourt County- absent.

Treasurer's Report

Mr. Frank Smith, President & CEO RVBA gave the over view of the November and December 2021 Financial Reports, making mention that the Audit Report will be given in March 2022. RVBA revenue is lagging this year due to supply chain and the resulting project delays. The RVBA is working towards finishing the year based on the projected targets. The RVBA has adequate reserves and cash on hand. The motion to select Robinson, Farmer & Cox for the next 3 years was made by Mr. Jay Taliaferro, City of Salem and seconded by Mr. Bob Cowell, City of Roanoke. Roll called 5- 2. Mr. Keith Perry, Carilion Clinic (joined @ 8:50 a.m.) Mr. Gary Larrowe, Botetourt County- absent.

Project Updates

Recognition was made for Olivia Dooley for her dedicated service of 6 years, as she will be retiring at the end of January 2022. Olivia Dooley stated it was "great times" working for the RVBA. Chairman McEvoy also stated his thanks for her work and for the employees of WVWA.

Mr. Frank Smith shared an update with the Board as follows: Virginia Tech is in the process of becoming a customer of the RVBA. More details will follow as the project is finalized. The assignment of a back haul agreement with Briscnet will be discussed in a meeting with a new service provider partner that services the region. PFM, public finance firm is working with RVBA on how to approach larger project funding support. RVBA did not receive any VATI funding, DHCD is under fire for not following their own guidelines. A formal complaint has been filed with DHCD with copies sent to the Virginia AG and IG offices. The formal complaint letter is available to anyone who would like to review it.

Other Business

Next Board on March 18, 2022 @ 8:30 a.m. Chairman McEvoy thanked Mr. Dan O'Donnell for his time served on the Board and congratulated him on his retirement. Mr. Dan O'Donnell thanked everyone for their hard work and stated he enjoyed his tenure on the board.

Closed Session

Motion for Closed session by Mr. Bob Cowell, City of Roanoke, and seconded by Mr. Dan O'Donnell, Roanoke County. Roll called 6-1, Mr. Gary Larrowe, Botetourt County – absent. It was determined that the matter of discussion regarding locality funding was better addressed in an Open Session. A motion was made to reconvene to an Open Session and discuss a funding proposal concept for localities. No resolution was needed to certify the Closed Session because of its cancellation.

End Closed Meeting

Motion made Mr. Dan O'Donnell, Roanoke County, Seconded by Mr. Bob Cowell, City of Roanoke.

Reconvene Regular Session

Discussions will be executed with locality leadership on future funding strategies.

Adjournment

No other business to discuss. Motion made by Mr. Dan O' Donnell , and Seconded by Mr. Bob Cowell, City of Roanoke. Roll called by Secretary Ms.Tywanii Ross, 6-1, Mr. Gary Larrowe, Botetourt County – absent. Meeting adjourned @ 9:37 a.m.

Submitted by Tywanii Ross
RVBA Secretary

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

	<u>FY 2022 Budget</u>	<u>January 200 2021</u>	<u>FY 21/22 Year to Date</u>	<u>Percent Budget</u>
Broadband Revenues				
Contributed Capital	\$196,313	\$16,359	\$114,513	58%
Pass Through Funds	-	-	-	0%
Service Revenue	<u>1,221,559</u>	<u>82,949</u>	<u>525,483</u>	<u>43%</u>
Total Broadband Operating Revenues	\$1,417,872	\$99,308	\$639,996	45%
Broadband Operation & Maintenance Expenses				
Personnel Costs	\$640,000	\$41,543	\$267,991	42%
Network Operations	507,334	49,320	284,737	56%
Brand Management	60,000	0	29,315	49%
Legal Fees	25,000	4,139	16,602	66%
Office Expenses	145,538	12,769	93,301	64%
Richmond Message Management	25,000	10,000	50,200	201%
Travel	<u>15,000</u>	<u>612</u>	<u>6,377</u>	<u>43%</u>
Total BB Operation & Maintenance Expenses	\$1,417,872	\$118,383	\$748,523	53%
Income from Operations	\$0	-\$19,075	-\$108,527	
Non-Operating Revenues				
Contributed Capital	741,201	\$61,767	\$432,367	58%
Pass Through Funds	0	0	123,630	0%
Installations	2,000	663	65,383	3269%
Service Revenue	0	-	-	0%
Other Non-Operating Revenue	0	-	-	0%
Interest Income	1,500	14	97	6%
Subtotal Non-Operating Revenues	<u>\$744,701</u>	<u>\$62,444</u>	<u>\$621,477</u>	<u>83%</u>
Total Non-Operating Revenues	744,701	62,444	621,477	83%
Net Income (Loss) from Operations	\$744,701	\$43,369	\$512,950	69%
Capital Projects	694,701	0	321,114	46%
Reserves	<u>50,000</u>	<u>-</u>	<u>-</u>	
Net Income (Loss)	<u>\$0</u>	<u>\$43,369</u>	<u>\$191,836</u>	

Roanoke Valley Broadband Authority
FY 2021/2022 Operations Statement
For the Month Ended February 28, 2022

	<u>FY 2022 Budget</u>	<u>February 2022</u>	<u>FY 21/22 Year to Date</u>	<u>Percent Budget</u>
Broadband Revenues				
Contributed Capital	\$196,313	\$16,359	\$130,872	67%
Pass Through Funds	-	-	-	0%
Service Revenue	<u>1,221,559</u>	<u>76,646</u>	<u>602,131</u>	<u>49%</u>
Total Broadband Operating Revenues	\$1,417,872	\$93,005	\$733,003	52%
Broadband Operation & Maintenance Expenses				
Personnel Costs	\$640,000	\$41,126	\$309,117	48%
Network Operations	507,334	41,535	326,272	64%
Brand Management	60,000	24,487	53,802	90%
Legal Fees	25,000	3,559	20,166	81%
Office Expenses	145,538	4,185	97,488	67%
Richmond Message Management	25,000	10,000	60,200	241%
Travel	<u>15,000</u>	<u>55</u>	<u>6,433</u>	<u>43%</u>
Total BB Operation & Maintenance Expenses	\$1,417,872	\$124,947	\$873,478	62%
Income from Operations	\$0	-\$31,942	-\$140,475	
Non-Operating Revenues				
Contributed Capital	741,201	\$61,767	\$494,134	67%
Pass Through Funds	0	0	123,630	0%
Installations	2,000	163	65,546	3277%
Service Revenue	0	-	-	0%
Other Non-Operating Revenue	0	-	-	0%
Interest Income	1,500	30	127	8%
Subtotal Non-Operating Revenues	<u>\$744,701</u>	<u>\$61,960</u>	<u>\$683,437</u>	<u>92%</u>
Total Non-Operating Revenues	744,701	61,960	683,437	92%
Net Income (Loss) from Operations	\$744,701	\$30,018	\$542,962	73%
Capital Projects	694,701	0	322,638	46%
Reserves	<u>50,000</u>	<u>-</u>	<u>-</u>	
Net Income (Loss)	<u>\$0</u>	<u>\$30,018</u>	<u>\$220,324</u>	