

Kevin Gentry
Executive Director



John B. Koontz, Jr.
Chairman

Board Room in the Historic Courthouse

Saluda, VA

March 17, 2022

CALL TO ORDER

5:00 P.M

1. Statements from the Public
 2. Approval of the Minutes – January 28, 2022 (*pages 2-6*)
 3. Approval of Treasurer’s Report (*page 7-9*)
 4. Report of Officers and Staff
 5. Action Item:
 - A. VATI 4 County Invoice #1 (*pages 10-13*)
 - B. Stipend/Consultant for VATI 4 County Project (*pages 14-18*)
 6. Information Items:
 - A. VATI 4 County Update (*pages 19-20*)
 - B. All Points Project Update
 7. Old Business
 8. New Business
 9. Adjourn
- Next Meeting Date: May 19, 2022 at 5:00 p.m. (meetings to be held in the Board Room of the Historic Courthouse, unless otherwise notes)

P. O. Box 428, Saluda, Virginia 23149
804-758-4330

AT A MEETING OF THE MIDDLESEX BROADBAND AUTHORITY HELD ON
THURSDAY, JANUARY 28, 2022, AT 5:00 P.M. AT THE HISTORIC COURTHOUSE

Present: John Koontz, (participated electronically)
Greg Grichtmeier
Steve Barnette
Casey Mewborn (participated
electronically) Ann Marie Ricardi, Treasurer
Kevin Gentry, Executive Director
Heather Lewis, County Attorney
Peggy Jordan, Secretary
Elizabeth Young, Consultant

Absent: Peter Martin, Consultant

CALL TO ORDER

Kevin Gentry, Executive Director, called the meeting to order at 5:02 p.m.

ANNUAL MEETING

A Motion was made by Mr. Grichtmeier to Nominate John Koontz as Chairman; seconded by Mr. Barnette. Motion was carried by the following Roll Call votes: Mr. Grichtmeier, **AYE**; Mr. Barnette, **AYE**; and Mrs. Dos Santos, **AYE**.

Mr. Mewborn asked the board to participate electronically from 3820 Tidewater Trail in Jamaica, VA because of another meeting conflict.

A Motion was made by Mr. Grichtmeier to allow electronic participation to Mr. Mewborn; seconded by Mr. Barnette. Motion was carried with the following Roll Call votes: Mr. Grichtmeier, **AYE**; Mr. Barnette, **AYE**; and Mrs. Dos Santos, **AYE**.

A Motion was made by Mr. Grichtmeier to Nominate Steve Barnette as Vice Chairman; seconded by Mrs. Dos Santos. Motion was carried with the following Roll Call votes: Mr. Grichtmeier, **AYE**; Mr. Barnette, **AYE**; Mrs. Dos Santos, **AYE**; and Mr. Mewborn, **AYE**.

A Motion was made by Mr. Barnette to Nominate Ann Marie Ricardi as Treasurer and Peggy Jordan as Secretary; seconded by Mr. Grichtmeier. Motion was carried with the following Roll Call votes: Mr. Grichtmeier, **AYE**; Mr. Barnette, **AYE**; Mrs. Dos Santos, **AYE**; and Mr. Mewborn, **AYE**.

A Motion was made by Mr. Grichtmeier to set meetings every other 3rd Thursday of the month in the Historic Courthouse at 5:00 p.m.; seconded by Mrs. Dos Santos.

Motion was carried with the following Roll Call votes: Mr. Grichtmeier, **AYE**; Mr. Barnette, **AYE**; Mrs. Dos Santos, **AYE**; and Mr. Mewborn, **AYE**.

STATEMENTS FROM THE PUBLIC

There were no statements from the public.

MINUTES

Mr. Barnette asked if there was a motion to approve the November 18, 2021, minutes.

A Motion was made to approve the minutes as presented by Mr. Grichtmeier; seconded by Mrs. Dos Santos. The Motion was carried by Roll Call votes: Mr. Grichtmeier, **AYE**; Mr. Barnette, **AYE**; Mrs. Dos Santos, **AYE**; and Mr. Mewborn, **AYE**.

TREASURER'S REPORT

Mr. Barnette asked if there were any additions, changes or questions on the Treasurer's Reports for December; there were none.

A Motion was made to approve the Treasurer's Report as presented by Mr. Grichtmeier; seconded by Mrs. Dos Santos. The Motion was carried by Roll Call votes: Mr. Grichtmeier, **AYE**; Mr. Barnette, **AYE**; Mrs. Dos Santos, **AYE**; and Mr. Mewborn, **AYE**.

REPORTS FROM OFFICERS AND STAFF

Mr. Gentry reported on the 4 Counties VATI Project, stating he attended a meeting on January 18th in Middlesex. It was reported that in Middlesex there had been a slight delay because of acquiring pole permits and a lot of the workforce having been affected by COVID. Mr. Gentry added this should have no impact on the final completion date though. Mr. Gentry added there will be door hangers for the start of construction to homeowners with information on how to sign up for service. We should be receiving an invoice soon for the first milestone payment. There was no information on the line extension customer access program. There is pending legislation that may allow localities to require new residential and commercial development to have broadband service and the associated infrastructure. There is other pending legislation that, should it pass, would allow broadband access at a cost of less than \$50 per month for low income households.

INFORMATION ITEMS

A. Post VATI Award

Mr. Koontz asked to join the meeting at 5:19 p.m. electronically from General Puller Highway, heading west in his vehicle, stating his work had run late.

A Motion was made by Mr. Barnette to allow electronic participation to Mr. Koontz; seconded by Mr. Grichtmeier. Motion was carried with the following Roll Call votes: Mr. Grichtmeier, **AYE**; Mr. Barnette, **AYE**; Mr. Mewborn, **AYE**, and Mrs. Dos Santos, **AYE**.

Mr. Tom Ennis, from All Points Broadband gave an update on the project which was fully funded in December 2021 at 2.5 million coming from All Points Broadband, and Dominion contributing around 4 million and Middlesex County's share is a little under 2 million, which is being funded under the American Rescue Funds Act. All of the Middlesex project fiber manufacturing has been acquired and is being produced close by.

The contract will start next week. Fiber will be provided to 970 unserved locations that were identified in the grant, for about 20% of the total cost and includes 140 miles of fiber. Residents are now able to pre-register for service at www.allpointsbroadband.com and already there have been 570 registrations completed. All homes that are qualified for free or reduced meal plans can access the service at a discount of \$30 under the Affordable Connect Program. Installation is \$199 for a length drop of mainline fiber to customer location.

Next steps include the DHCD meeting on February 2nd which starts the 90 day timeline for the punch list. An authorization letter from DHCD allows All Points to incur match-eligible expenses. A primary regional office is being opened in Warsaw on February 1st. All Points will be hiring local field techs, customer support reps and field sales reps as well as other jobs in the construction process. Applications are being accepted for these positions and for information on the application process, emails can be sent to HR@allpoints.com.

Mr. Grichtmeier stated there was a good response on the pre-registration process, but asked about the places that were not included in the original 970, stating there may have been some locations left out.

Mr. Gentry added that because the VATI regulations were so strict on including sites that may have overlap coverage, there were "broadband deserts" within our county that were not included in this grant award. How do we meet the need for Universal Coverage? Mr. Ennis asked Mr. Gentry to share the addresses and locations for future opportunities.

Mr. Koontz asked for Mr. Gentry to get the word out on Social Media for not only the pre-registration process, but how to qualify for discounted costs as well.

Mrs. Lewis suggested we have an inspection service providing oversight on each phase making sure the work is being completed as reported. Dominion will be doing a great deal of oversight especially on their work and equipment. All Points will have an outside

inspector go over all of the work they are completing. Mrs. Lewis suggested based on the water project, we need a man on the ground insuring the projects being funded are being done to our standards.

Mr. Ennis stated that at each level of invoicing for work that has been completed, details of the work performed will be provided with each invoice.

Mr. Gentry asked if someone on the Board would like to take on the social media role for the authority. Mr. Gentry indicated it was not an area of his expertise. Mr. Grichtmeier agreed to take on that role as soon as trucks are on the road and the project is in the public view.

B. Update on ABB Project

Mr. Gentry reported work should be completed by the end of the 2nd quarter.

C. New Mission/Direction for MBA Discussion

Mr. Grichtmeier asked if we would see the invoices as they started to come in to make sure the work that is being billed for was completed. Mr. Gentry noted that when the invoices started coming in they would be substantial and yes, we would have them on the agenda for the board to review. Also, because our meetings only take place bi-monthly, it would be a 60 day invoice delay. Mrs. Lewis will make a decision after their meetings to see if there is a requirement to pay in less than 60 days and if so, we may need to meet monthly to do this, but it will just depend. Mrs. Lewis will get back to the board on that question.

Mr. Grichtmeier mentioned the possibility of big businesses coming into the county because of the added broadband access and if we are the group that needs to be looking at that or not.

Mr. Koontz had questions about those identified as not being included and if we need to work on their behalf. Also, helping the households that are on free and reduced meals to work through this process. Mr. Barnette also thought it was necessary to help those households to even know about the opportunities for them.

Dr. Young asked if her ideas were circulated throughout the board and maybe could be discussed at the next meeting.

Mr. Grichtmeier wanted in the future possibly, offering WiFi to public areas, like the ballfield and if there is some way to get that funded through federal monies; our mission ought to be to seek those opportunities.

OLD BUSINESS

There was no Old Business

NEW BUSINESS

There was no New Business

ADJOURN

There being no further business, the meeting adjourned until the next meeting set for March 17, 2022 at 5:00 p.m., by motion of Mr. Grichtmeier, seconded by Mr. Barnette. Motion was carried with the following Roll Call votes: Mr. Grichtmeier, **AYE**; Mr. Barnette, **AYE**; Mr. Mewborn, **AYE**, Mr. Koontz, **AYE** and Mrs. Dos Santos, **AYE**.

Steve Barnette, Vice Chairman

Broadband Authority
Checks written

Check						
Date	Number	Check To	Charge To	DEPOSIT	EXPENSE	CASH BALANCE
1/1/2022	1177	All Points Broadband	Professional svcs		3,000.00	\$199,917.79 Cleared 1/13
1/1/2022	1178	Kevin Gentry	Director		500.00	\$199,417.79 Cleared 1/5
1/1/2022	1179	Peggy Jordan	Secretary		250.00	\$199,167.79 Cleared 1/15
1/1/2022	1180	Ann Marie Ricardi	Treasurer		250.00	\$198,917.79 Cleared 1/5
2/1/2022	1181	Kevin Gentry	Director		500.00	\$198,417.79 Cleared 2/7
2/1/2022	1182	Peggy Jordan	Secretary		250.00	\$198,167.79 Cleared 2/3
2/1/2022	1183	Ann Marie Ricardi	Treasurer		250.00	\$197,917.79 Cleared 2/14
2/1/2022	1184	All Points Broadband	Professional svcs		3,000.00	\$194,917.79 Cleared 2/14
3/1/2022	1185	All Points Broadband	Professional svcs		500.00	\$194,417.79
3/1/2022	1186	Kevin Gentry	Director		250.00	\$194,167.79
3/1/2022	1187	Peggy Jordan	Secretary		250.00	\$193,917.79
3/1/2022	1188	Ann Marie Ricardi	Treasurer		3,000.00	\$190,917.79

BB&T Broadband Authority
Bank Account Reconciliation

Bank statement dated 2/28/2022

Current Register Balance **\$194,917.79** at check 1184

A	Latest bank statement balance	\$194,917.79	
B	Outstanding Checks (see below if any)	<u>\$0.00</u>	
C	A-B	\$194,917.79	
D	Outstanding Deposits	<u>\$0.00</u>	
E	C+D	\$194,917.79	This should match the register
	VERIFY SHOULD BE ZERO	\$0.00	

Completed by AMRicardi 3/8/2022

Outstanding Check number

Total 0

**Middlesex County Broadband Authority
2021-2022 Budget**

REVENUE	Budget 2021-22	July	August	September	October	November	December	January	February	Budget Balance
Beginning Fund Balance	\$ 72,483.75	\$ 72,483.75	\$ 65,341.71	\$ 216,127.79	\$ 212,127.79	\$ 211,127.79	\$ 206,917.79	\$ 202,917.79	\$ 198,917.79	212,127.79
Middlesex County Contribution	\$ -	\$ -								\$ -
ARPA/COVID Funds	\$ 36,000.00	\$ -		\$ -	\$ -					\$ 36,000.00
CARES reimbursement	\$ -	\$ -								\$ -
County funds - 4 county VATI project	\$ 155,000.00	\$ -	\$ 155,000.00							\$ -
Total Available Funds	\$ 263,483.75	\$ 72,483.75	\$ 220,341.71	\$ 216,127.79	\$ 212,127.79	\$ 211,127.79	\$ 206,917.79	\$ 202,917.79	\$ 198,917.79	\$ 248,127.79
EXPENSE	Budget 2021-22	July	August	September	October	November	December	January	February	Budget Balance
Director	\$ 6,000.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ 4,500.00
Secretary	\$ 3,000.00	\$ 250.00	\$ 250.00	\$ 250.00	\$ 250.00	\$ 250.00	\$ 250.00	\$ 250.00	\$ 250.00	\$ 2,250.00
Treasurer/Fiscal Agent	\$ 3,000.00	\$ 250.00	\$ 250.00	\$ 250.00	\$ 250.00	\$ 250.00	\$ 250.00	\$ 250.00	\$ 250.00	\$ 2,250.00
Liability Insurance	\$ 1,050.00	\$ -	\$ -	\$ -	\$ -					\$ 1,050.00
Office Supplies/Postage	\$ 350.00	\$ 2.04	\$ 143.92							\$ 204.04
Purchased or Contract Services	\$ 39,000.00	\$ 6,000.00	\$ 3,000.00	\$ 3,000.00		\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	\$ 27,000.00
America Broadband VATI project	\$ 180,000.00	\$ -	\$ -							\$ 180,000.00
Legal Expenses	\$ 2,400.00	\$ 140.00	\$ 70.00			\$ 210.00	\$ -	\$ -	\$ -	\$ 2,190.00
TOTAL OPERATING EXPENSE	234,800.00	7,142.04	4,213.92	4,000.00	1,000.00	4,210.00	4,000.00	4,000.00	4,000.00	219,444.04
Current Cash Balance	28,683.75	65,341.71	216,127.79	212,127.79	211,127.79	206,917.79	202,917.79	198,917.79	194,917.79	28,683.75
Reserved - Middlesex Surfs Program	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00
Net Cash Balance	\$18,683.75	\$55,341.71	\$206,127.79	\$202,127.79	\$201,127.79	\$196,917.79	\$192,917.79	\$188,917.79	\$184,917.79	\$18,683.75
Note these commitments:										
Committed for 4 County VATI project	176,400.00	176,400.00	176,400.00	176,400.00	176,400.00	176,400.00	176,400.00	176,400.00	176,400.00	176,400.00
Committed for APB professional Service	36,000.00	30,000.00	27,000.00	24,000.00	24,000.00	21,000.00	18,000.00	15,000.00	12,000.00	
							(1,482.21)	(2,482.21)	(3,482.21)	



INVOICE

Breezeline
PO Box 1147
Saluda, VA 23149
Phone: (804) 832-7234 (Crystal Duke)
www.breezeline.com

DATE: 3/9/2022
INVOICE # VATI21MID01

FOR: VATI FY21 Middlesex County

Project: VATI FY21 (Four County ABB Regional 2021)

BILL TO: Middlesex Broadband Authority
 Woodward Building
 877 General Puller Highway
 Saluda, VA 23149

TERMS: Due Upon Receipt

DESCRIPTION	AMOUNT
VATI FY21 Project - Middlesex County Contribution Amount Due	\$11,749.13
<i>Please see page 2 for the detailed list of invoices supporting the amount due from the County.</i>	
<i>Supporting Documentation for each invoice has been provided. All supporting documentation has been marked as "Trade Secret Privileged and Confidential" as a result of Virginia Department of Housing and Community Development's (DHCD) approval of an exemption from the Freedom of Information Act (FOIA) for "copies of invoices from contractors and subcontractors with respect to either services or material or summaries or abstracts, thereof, show the rates charged for such services and/or materials" effective October 28, 2021.</i>	
Make all checks payable to: Breezeline	SUBTOTAL \$11,749.13
Remit to: Breezeline Attention: Crystal Duke PO Box 1147 Saluda, VA 23149	SALES TAX
	OTHER
	TOTAL \$11,749.13

VATI FY21 PROJECT INVOICE DETAILS 3/9/2022

DATE	SUPPLIER	WD SIN#	DESCRIPTION	CAROLINE	MIDDLESEX	MATHEWS	LANCASTER	TOTALS
6/4/21	RIDGEMEADE INC	SINV_2021-218757	CONTRACT PROJ MGMT	\$ 2,963.20	\$ 878.40	\$ 2,443.20	\$ 1,715.20	\$ 8,000.00
6/14/21	RIDGEMEADE INC	SINV_2021-219811	CONTRACT PROJ MGMT	\$ 2,963.20	\$ 878.40	\$ 2,443.20	\$ 1,715.20	\$ 8,000.00
6/29/21	RIDGEMEADE INC	SINV_2021-221977	CONTRACT PROJ MGMT	\$ 2,963.20	\$ 878.40	\$ 2,443.20	\$ 1,715.20	\$ 8,000.00
7/12/21	RIDGEMEADE INC	SINV_2021-224435	CONTRACT PROJ MGMT	\$ 2,666.88	\$ 790.56	\$ 2,198.88	\$ 1,543.68	\$ 7,200.00
7/27/21	RIDGEMEADE INC	SINV_2021-225550	CONTRACT PROJ MGMT	\$ 2,963.20	\$ 878.40	\$ 2,443.20	\$ 1,715.20	\$ 8,000.00
8/9/21	RIDGEMEADE INC	SINV_2021-226909	CONTRACT PROJ MGMT	\$ 3,518.80	\$ 1,043.10	\$ 2,901.30	\$ 2,036.80	\$ 9,500.00
8/16/21	RIDGEMEADE INC	SINV_2021-226910	CONTRACT PROJ MGMT	\$ 6,111.60	\$ 1,811.70	\$ 5,039.10	\$ 3,537.60	\$ 16,500.00
9/19/21	RIDGEMEADE INC	SINV_2021-231622	CONTRACT PROJ MGMT	\$ 4,504.50	\$ 1,309.00	\$ 4,658.50	\$ 4,928.00	\$ 15,400.00
9/24/21	PRECISION VALLEY	SINV_2021-232709	MAPPING & DESIGN CAROLINE CTY WALKOUT	\$ 24,736.52	\$ -	\$ -	\$ -	\$ 24,736.52
10/11/21	RIDGEMEADE INC	SINV_2021-233707	CONTRACT PROJ MGMT	\$ 2,738.00	\$ 814.00	\$ 2,257.00	\$ 1,591.00	\$ 7,400.00
10/11/21	RIDGEMEADE INC	SINV_2021-233706	CONTRACT PROJ MGMT	\$ 3,256.00	\$ 968.00	\$ 2,684.00	\$ 1,892.00	\$ 8,800.00
11/2/21	RIDGEMEADE INC	SINV_2021-235875	CONTRACT PROJ MGMT	\$ -	\$ 1,815.00	\$ -	\$ -	\$ 1,815.00
11/2/21	RIDGEMEADE INC	SINV_2021-235877	CONTRACT PROJ MGMT	\$ -	\$ -	\$ -	\$ 3,547.50	\$ 3,547.50
11/2/21	RIDGEMEADE INC	SINV_2021-235881	CONTRACT PROJ MGMT	\$ -	\$ -	\$ 5,032.50	\$ -	\$ 5,032.50
11/2/21	RIDGEMEADE INC	SINV_2021-235882	CONTRACT PROJ MGMT	\$ 6,105.00	\$ -	\$ -	\$ -	\$ 6,105.00
10/11/21	PRECISION VALLEY	SINV_2021-236081	ENGINEER/MAKEREADY/DESIGN - CAROLINE COUNTY	\$ 42,249.95	\$ -	\$ -	\$ -	\$ 42,249.95
10/11/21	PRECISION VALLEY	SINV_2021-236082	ENGINEER/MAKEREADY/DESIGN - MIDDLESEX COUNTY	\$ -	\$ 10,520.60	\$ -	\$ -	\$ 10,520.60
10/11/21	PRECISION VALLEY	SINV_2021-236083	ENGINEER/MAKEREADY/DESIGN - MIDDLESEX COUNTY	\$ -	\$ 10,520.62	\$ -	\$ -	\$ 10,520.62
11/15/21	RIDGEMEADE INC	SINV_2021-238846	CONTRACT PROJ MGMT	\$ -	\$ 1,210.00	\$ -	\$ -	\$ 1,210.00
11/15/21	RIDGEMEADE INC	SINV_2021-238847	CONTRACT PROJ MGMT	\$ -	\$ -	\$ -	\$ 2,365.00	\$ 2,365.00
11/15/21	RIDGEMEADE INC	SINV_2021-238848	CONTRACT PROJ MGMT	\$ -	\$ -	\$ 3,355.00	\$ -	\$ 3,355.00
11/15/21	RIDGEMEADE INC	SINV_2021-238850	CONTRACT PROJ MGMT	\$ 4,070.00	\$ -	\$ -	\$ -	\$ 4,070.00
11/19/21	PRECISION VALLEY	SINV_2021-238853	ENGINEER/MAKEREADY/DESIGN - LANCASTER COUNTY	\$ -	\$ -	\$ -	\$ 18,242.87	\$ 18,242.87
11/19/21	PRECISION VALLEY	SINV_2021-238855	ENGINEER/MAKEREADY/DESIGN - LANCASTER COUNTY	\$ -	\$ -	\$ -	\$ 27,645.20	\$ 27,645.20
11/19/21	PRECISION VALLEY	SINV_2021-238856	ENGINEER/MAKEREADY/DESIGN - MATTHEWS COUNTY	\$ -	\$ -	\$ 27,071.85	\$ -	\$ 27,071.85
11/19/21	PRECISION VALLEY	SINV_2021-238857	ENGINEER/MAKEREADY/DESIGN - MATTHEWS COUNTY	\$ -	\$ -	\$ 34,560.68	\$ -	\$ 34,560.68
11/30/21	MATERIAL REQUISITIONS	REQ_2021-207668	MATERIAL REQUISITIONS FROM BREEZELINE STOCK - CAROLINE COUNTY NOV 2021	\$ 38,991.42	\$ -	\$ -	\$ -	\$ 38,991.42
11/30/21	MATERIAL REQUISITIONS	REQ_2021-208002	MATERIAL REQUISITIONS FROM BREEZELINE STOCK - CAROLINE COUNTY NOV 2021	\$ 62,326.31	\$ -	\$ -	\$ -	\$ 62,326.31
11/30/21	MATERIAL REQUISITIONS	REQ_2021-208508	MATERIAL REQUISITIONS FROM BREEZELINE STOCK - CAROLINE COUNTY	\$ 2,707.41	\$ -	\$ -	\$ -	\$ 2,707.41
12/1/21	VIRGINIA DEPT TRANSPORTATION	SINV_2021-239587	MIDDLESEX PERMIT		\$ 2,484.10	\$ -	\$ -	\$ 2,484.10
12/1/21	RIDGEMEADE INC	SINV_2021-239756	CONTRACT PROJ MGMT		\$ 1,001.00	\$ -	\$ -	\$ 1,001.00
12/1/21	VIRGINIA DEPT TRANSPORTATION	SINV_2021-239583	LAND USE PERMITTING	\$ -	\$ -	\$ -	\$ 5,087.50	\$ 5,087.50
12/1/21	RIDGEMEADE INC	SINV_2021-239758	CONTRACT PROJ MGMT	\$ -	\$ -	\$ -	\$ 1,956.50	\$ 1,956.50
12/1/21	VIRGINIA DEPT TRANSPORTATION	SINV_2021-239585	LAND USE PERMITTING	\$ -	\$ -	\$ 5,963.80	\$ -	\$ 5,963.80
12/1/21	RIDGEMEADE INC	SINV_2021-239759	CONTRACT PROJ MGMT	\$ -	\$ -	\$ 2,775.50	\$ -	\$ 2,775.50
12/1/21	VIRGINIA DEPT TRANSPORTATION	SINV_2021-239588	LAND USE PERMITTING	\$ 16,453.00	\$ -	\$ -	\$ -	\$ 16,453.00
12/1/21	RIDGEMEADE INC	SINV_2021-239760	CONTRACT PROJ MGMT	\$ 3,367.00	\$ -	\$ -	\$ -	\$ 3,367.00

12/31/21	MATERIAL REQUISITIONS	Material Req -Middlesex	MATERIAL CHARGEOUTS FROM BREEZELINE STOCK - MIDDLESEX COUNTY DEC 2021	\$ -	\$ 19,927.03	\$ -	\$ -	\$ 19,927.03
12/31/21	MATERIAL REQUISITIONS	Material Req - Lancaster	MATERIAL CHARGEOUTS FROM BREEZELINE STOCK - LANCASTER COUNTY DEC 2021	\$ -	\$ -	\$ -	\$ 45,062.82	\$ 45,062.82
12/31/21	MATERIAL REQUISITIONS	Material Req - Mathews	MATERIAL CHARGEOUTS FROM BREEZELINE STOCK - MATHEWS COUNTY DEC 2021	\$ -	\$ -	\$ 88,131.15	\$ -	\$ 88,131.15
12/7/21	RAPPAHANNOCK ELECT COOP	SINV_2021-242791	NEW JOINT USE ATTACHMENTS	\$ 3,060.00	\$ -	\$ -	\$ -	\$ 3,060.00
12/14/21	RIDGEMEADE INC	SINV_2021-241400	CONTRACT PROJ MGMT	\$ 3,903.50	\$ -	\$ -	\$ -	\$ 3,903.50
12/31/21	MATERIAL REQUISITIONS	Material Req - Caroline	MATERIAL CHARGEOUTS FROM BREEZELINE STOCK - CAROLINE COUNTY DEC 2021	\$ 103,069.35	\$ -	\$ -	\$ -	\$ 103,069.35
12/14/21	RIDGEMEADE INC	SINV_2021-241397	CONTRACT PROJ MGMT	\$ -	\$ 1,160.50	\$ -	\$ -	\$ 1,160.50
12/14/21	RIDGEMEADE INC	SINV_2021-241398	CONTRACT PROJ MGMT	\$ -	\$ -	\$ -	\$ 2,268.25	\$ 2,268.25
12/14/21	RIDGEMEADE INC	SINV_2021-241399	CONTRACT PROJ MGMT	\$ -	\$ -	\$ 3,217.75	\$ -	\$ 3,217.75
12/22/21	VIRGINIA DEPT TRANSPORTATION	SINV_2021-242792	LAND USE PERMITTING	\$ -	\$ -	\$ 530.00	\$ -	\$ 530.00
TOTALS				\$ 345,688.04	\$ 58,888.81	\$ 200,149.81	\$ 128,565.52	\$ 733,292.18

Individual Percentages By County	CAROLINE	MIDDLESEX	MATHEWS	LANCASTER	TOTALS
Percentage Matches by County	23.33%	19.95%	22.17%	15.08%	20.82%
Percentage Match for Breezeline	23.33%	19.95%	22.17%	15.08%	20.82%
VATI-DHCD Percentage Match	53.34%	60.10%	55.66%	69.84%	58.36%
Total Percentages	100.00%	100.00%	100.00%	100.00%	100.00%

VATI FY21 Round 1 Invoice Contributions Due	CAROLINE	MIDDLESEX	MATHEWS	LANCASTER	TOTALS			
County Amount Due	\$80,653.49	\$11,749.13	\$44,377.30	\$19,389.41	\$156,169.34			
Breezeline Amount Due	\$80,653.49	\$11,749.13	\$44,377.30	\$19,389.41	\$156,169.34	VATI Retainage	Less Retainage	Total Due from VATI with 10 % Retainage
VATI - DHCD Amount Due	\$184,381.05	\$35,390.54	\$111,395.21	\$89,786.70	\$420,953.51	10%	\$42,095.35	\$378,858.16
Total	\$345,688.04	\$58,888.81	\$200,149.81	\$128,565.52	\$733,292.18			

TOTAL CONTRIBUTIONS COMMITMENTS	CAROLINE	MIDDLESEX	MATHEWS	LANCASTER	BREEZELINE	VATI-DHCD
Contributions Committed to DHCD	\$614,400.00	\$170,400.00	\$482,400.00	\$231,600.00	\$1,498,800.00	\$4,201,234.00
Invoicing 3/9/22	\$80,653.49	\$11,749.13	\$44,377.30	\$19,389.41	\$156,169.34	\$420,953.51
Remaining Contributions	\$533,746.51	\$158,650.87	\$438,022.70	\$212,210.59	\$1,342,630.66	\$3,780,280.49



Ralph S. Northam
Governor

R. Brian Ball
Secretary of
Commerce and Trade

COMMONWEALTH of VIRGINIA

Erik C. Johnston
Director

DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT

October 28, 2021

William Newborg
Director of Grants and Funding
Atlantic Broadband
P.O. Box 1147
Saluda, VA 23149

Mr. Newborg,

This letter is in response to your October 22, 2021 request for an exemption from the Freedom of Information Act (FOIA) for “copies of invoices from contractors and subcontractors with respect to either services or material or summaries or abstracts, thereof, show the rates charged for such services and/or materials” for the Mathews County Virginia Telecommunication Initiative (VATI) project as described in your letter. Pursuant to 2.2-3705.6-32 of the Code of Virginia, the Department of Housing and Community Development (DHCD) must make a written determination within 10 (ten) days of the request as to whether a FOIA exemption will be afforded, as well as the nature and scope of the protection. Upon receipt of the written determination from DHCD documents must be submitted to vati@dhcd.virginia.gov. All exempted information will be securely maintained and accessed by VATI staff only.

After careful review, DHCD has determined the following:

- The request for an exemption pursuant to § 2.2-3705.6 (32) of the Code of Virginia for the “copies of invoices from contractors and subcontractors with respect to either services or material or summaries or abstracts, thereof, show the rates charged for such services and/or materials” as it relates to payment requests for the VATI project titled “Four County ABB Regional 2021” is granted. This information has been deemed confidential and proprietary in nature, therefore qualifying for exemption.

Please contact vati@dhcd.virginia.gov if you have any questions regarding the determination of your FOIA exemption request. Thank you again for your interest in the VATI program.

Sincerely,

A handwritten signature in black ink that reads "Tamarah Holmes".

Tamarah Holmes, Ph.D.
Director, Office of Broadband

**Scope of Work for
Middlesex County, VA**



**Four County ABB VATI
Project Management
May 14, 2021**

**Submitted by:
Jeff Beekhoo
Broadband Telecom Services, LLC
370 N Main St.
Kilmarnock, VA 23482
jeffb@broadband-telecom.com
(804) 800-7220**

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1. Introduction

Broadband Telecom Services, LLC (Broadband Telecom, BTS) has provided services to assist clients with their broadband initiatives. We are very excited to partner with the Caroline, Lancaster, Mathews, and Middlesex Counties as a project management team to act as a liaison between this Four County consortium and Atlantic Broadband (ABB). Broadband Telecom, on a monthly retainer to each county, will provide professional project management services to assist the consortium with the required duties and oversight for the 18-month duration of this grant build, as listed in this scope and in compliance with VATI guidelines and Virginia Department of Housing and Development (DHCD) policies.

2. Project Management Scope of Work

To deliver the best possible support to Middlesex County, the Broadband Telecom team will contain of a mix of personnel required for each assigned task:

- Act as a member of this VATI project's Management Team
- Attend all required monthly meetings between the Management Team, as well as any meeting set up between Lancaster, ABB, and DHCD
- Oversee counties' responsibilities with ABB's project planning and scheduling
 - Review project activities
 - Help designate responsibilities on the project management plan
- Make sure that the project is professionally designed, within budget, and on track to achieve the proposed benefit, to the best of our abilities
- Work with DHCD's Telecommunications and Broadband Project manager to make sure they are satisfied with project compliance to VATI guidelines and DHCD policy
- Act as a pillar of support along with the selected county representative
- Track and monitor project status
- Provide status updates upon request to both DHCD and Middlesex County
- Review documentation before upload into CAMS
 - Includes remittance requests and budget revisions

Jeffery Beekhoo will oversee the role as Project Manager, having the overall authority and responsibility for managing and executing this project oversight according to this scope of work and its subsidiary management plans. The Project Manager will work with all resources to perform project planning. All funding decisions will also be approved firstly by ABB, with further review from each county representative and then BTS.

The principal objective of BTS acting as a project manager is to act as a main point of contact and liaison between ABB, DCHD and the Four Counties, as well as verify and approve of data that is submitted to keep in compliance with VATI award guidelines.

3. Schedule

The project or scope of work schedule for Broadband Telecom technical and engineering services will be determined upon the receipt of written authorization from LCBA, determined by the acceptance of this Statement of Work, the tasks ordered and the final approved project plan.

4. Change Order Procedures

Changes to this Statement of Work must be agreed upon by Broadband Telecom and the customer in writing and can be requested by contacting the project manager.

5. Completion Criteria for Services

Broadband Telecom will have fulfilled its obligations under this SOW when one of the following first occurs:

1. Term of the Agreement has been reached.
2. Middlesex County, DHCD, ABB, or Broadband Telecom terminates the agreement in accordance with the provisions of the Additional Terms and Conditions listed below.

6. Fixed Price Contract

The table below provides pricing information. The services identified in the Scope of Work are offered and customer will be billed monthly beginning on the date of grant commitment, for a duration of 18 months or until the project is completed, if earlier. Fixed price contract for the statement of work, as described in section 2, the Project Management Scope of Work.

Task	Months	Rate	Total
Project Management	18	\$2,000.00/month	\$36,000.00

1. The above pricing quote will be determined upon negotiations with Middlesex County and Broadband Telecom, once agreed, will be valid for duration of the Contract.
2. The determined quote will be valid for 30 days.
3. Middlesex County may alter the current Statement of Work to add hours or other requests (travel, etc.) via change order.

7. Additional Terms and Conditions

Broadband Telecom will provide the services as stated in the Scope of Work under the following Terms and Conditions.

1. The services offered are on a monthly retainer. Broadband Telecom will invoice customer on a monthly basis.
2. Broadband Telecom and the customer may extend the term or funding of this agreement by mutual consent and in writing.

8. Authorization

Signing below indicates that Middlesex County, Virginia's acceptance of this Statement of Work.

Accepted by:

Broadband Telecom Services

Middlesex County

Contractor Name:

Client Name:

By Jeff Beekhoo
Authorized Signature

By _____
Authorized Signature

Jeff Beekhoo

Name (Type or Print)

Name (Type or Print)

President

Title (Type or Print)

Title (Type or Print)

May 14, 2021

Date (Type or Print)

Date (Type or Print)

DHCD/VATI Monthly Report

Project Name: Four County ABB Regional

VATI Contract Number: VATI#2021-010

Date of Report: 3/2/22

Summary of Project: The Four County ABB Regional 2021 Project covers four Counties including Mathews, Caroline, Middlesex and Lancaster. The purpose of this project is for a last-mile build-out project resulting in the availability of high-speed Internet, with access speeds of at least 25 Mbps download and 3 Mbps upload, to most of the populations unserved who are not currently being provided service by Breezeline. This awarded project will serve a total of 1,429 passings.

Milestones accomplished this month (refer to your project management timeline with regards to milestones):

The Notice to Proceed has been issued to the Construction Contractor to begin construction in Middlesex and Mathews County project areas.

Milestones Planned but not achieved with reason:

The Notice to Proceed (NTP) to the Construction Contractor for Lancaster County & Caroline County project areas. We are waiting on permits to be approved and expect to start issuing NTP later in March.

Milestones planned for the next 30 days:

None

DHCD/VATI Monthly Report Cont.

Is this project on track to be completed on time? If not, explain the reason for the delay and if the applicant will be seeking a contract extension.

At this time, the project is still on track to be completed by the contract completion requirement date of 1/30/2023.

Areas of discussion or concern:

There is uncertainty at this time in the supply chain industry for materials. There is an equipment delay for the Calix E3-2 PON Node equipment. We have moved around project areas that were impacted by this equipment delay and brought in dates of other project areas to reduce impact to the timeline.

Number of passings that are currently servicable:

0 passings

Expenditures to date:

Overall Project - \$788,816.60 (have not invoiced for yet)
VATI Funding - \$0.00
Match Funding - \$0.00

Special Notes for DHCD:

None

Breezeline (formerly

Atlantic Broadband)

DocuSigned by:

William Newborg

Caroline County

DocuSigned by:

David Sadler

Middlesex County

DocuSigned by:

Kevin Gentry

Lancaster County

DocuSigned by:

Nicholas Pascarelli

Mathews County

DocuSigned by:

Willie Love

Broadband Telecom

MBA Page 20 DocuSigned by:

Tyler Beekoo