

Kevin Gentry
Executive Director



John B. Koontz, Jr.
Chairman

Board Room in the Historic Courthouse

Saluda, VA

July 15, 2021

CALL TO ORDER

5:00 P.M

1. Statements from the Public
 2. Approval of the Minutes – May 20, 2021 (*pages 2-4*)
 3. Approval of Treasurer’s Report (*pages 5-9*)
 4. Report of Officers and Staff
 5. Action Item:
 - A. VACORP Coverage for MBA
 - B. Approve All Points Broadband Invoice
 - C. Management Position for VATI Project—Possible Stipend
 6. Information Item:
 - A. VATI Update—Kevin Gentry
 7. Old Business
 8. New Business
 9. Adjourn
- Next Meeting Date: August 19, 2021 at 5:00 p.m. (meetings to be held in the Board Room of the Historic Courthouse, unless otherwise notes)

AT A MEETING OF THE MIDDLESEX BROADBAND AUTHORITY HELD ON
THURSDAY, MAY 20, 2021, AT 5:00 P.M. AT THE HISTORIC COURTHOUSE

Present: John Koontz, Chairman
Carrie Dos Santos, Vice Chairman
Greg Grichtmeier
Steve Barnette
Kevin Gentry, Executive Director
Peggy Jordan, Secretary/Treasurer
Heather Lewis, County Attorney
Elizabeth Young, Consultant

Absent: Chris Henley
Peter Martin, Consultant

CALL TO ORDER

John Koontz, Chairman, called the meeting to order at 5:00 p.m.

STATEMENTS FROM THE PUBLIC

There were no statements from the public.

MINUTES

Mr. Koontz asked if there were any additions or corrections to the April 8 and April 15, 2021, minutes. There were none.

A Motion was made to approve the minutes and the Agenda by Mr. Grichtmeier; seconded by Mr. Barnette and carried unanimously.

TREASURER'S REPORT

The Treasurer's Report will be submitted at the June meeting.

ACTION ITEMS

A. Broadband Telecom—Oversee Internet Connectivity Project

Mr. Jeff Beekhoo, with Broadband Telecom presented information on his Grant Management services that he was currently working with counties on the VATI/ABB application. Mr. Beekhoo's company submitted the VATI grant for all of the participating

counties. He will now be working with ABB and project managers in each of the 4 counties verifying information and submitting it. This management of the project will last for 18 months and each county is paying \$2,000 per month for the 18 months. Mr. Koontz asked for a recommendation to approve sending this request for funding to the BOS.

Mr. Barnette made a motion to recommend requesting funding in the amount of \$2,000 per month for the 18 month project to the Board of Supervisors, seconded by Mr. Grichtmeier and carried unanimously.

B. Nominate Treasurer/Grant Fiscal Agent Position

Mr. Gentry asked the Board to split the treasurer/secretary duties and combine the treasurer position with fiscal responsibilities and oversight of grants awarded to the MBA and also to oversee an audit that was just scheduled for the MBA. Mr. Gentry stated that when Ms. Ann Marie Ricardi was approached, Ms. Ricardi was willing to take on this responsibility. Mr. Gentry asked the board to consider appointing Ms. Ricardi to that position at a stipend of \$250.00 per month.

Mr. Grichtmeier made a motion to appoint Ann Marie Ricardi to the position of Treasurer/Grant Management fiscal agent in the amount of \$250.00 per month, seconded by Mr. Barnette and carried unanimously

INFORMATION ITEMS

C. VATI Update—Kevin Gentry

Mr. Gentry reported met with stakeholders and ABB to get revised plans and timelines and stated they were in the process of securing contractors. When they begin in Middlesex, once the passes are completed, we will get billed. At this point they are on schedule for the 18 month timeline, however, no date has been set as to when they will break ground, which would be two counties at once. Middlesex is not scheduled to be one of the first two counties to break ground. Mr. Grichtmeier asked if instead of verbal updates, would it be possible to set up a dashboard with information being updated as received and members could access that information as soon it was updated as a means to keep up with the project. Mr. Gentry will check into this possibility.

OLD BUSINESS

There was no Old Business.

NEW BUSINESS

Mr. Gentry gave a staff report stating that he and Ms. Ricardi sat in on a meeting of Commonwealth Connect in which the learned billions of dollars will be available to be sent to localities to help with broadband.

Mr. Gentry reported that Starry, the company that had purchased a track in Jamaica to provide services, may be among many companies looking to provide services our area. Mr. Gentry asked them if providing wireless services up there would prevent any future fiber projects, he did not get an answer. Instead, he was asked to speak with them individually to talk this through.

Mr. Grichtmeier asked if we knew what the schools were doing with all of the hot spots, etc. that they had obtained for those students and staff who needed help connecting during COVID. Mr. Gentry thought the majority of the technology included cromebooks that had the access built in instead of purchasing a large quantity of hot spots. Mr. Grichtmeier wanted to make sure we were not overlapping coverages.

Mrs. DosSantos reported the Library of Virginia had funds for technology that would include hot spots, tablets, laptops and improved WiFi, but at this point the information on what the funds would be for each local library had not been released.

ADJOURN

There being no further business, the meeting adjourned until the next meeting set for April 15, 2021 at 5:00 p.m., by motion of Mr. Grichtmeier, seconded by Mr. Barnette; carried unanimously.

John Koontz, Chairman

Middlesex Broadband Authority
Expenses Since Last Meeting

Date	Check Number	Check To	Charge To	DEPOSIT	EXPENSE	CASH BALANCE
4/1/2021	1139	Kevin Gentry	Director		500.00	\$75,391.75
4/1/2021	1140	Peggy Jordan	Secretary/Treasurer		250.00	\$75,141.75
4/1/2021	1141	Circuit Court Clerk	Legal Services		157.50	\$74,984.25
5/1/2021	1142	Kevin Gentry	Director		500.00	\$74,484.25
5/1/2021	1143	Peggy Jordan	Secretary/Treasurer		250.00	\$74,234.25
4/16/2021	1144	Southside Sentinel	Ad for RFP		38.00	\$74,196.25
4/16/2021	1145	Guynn & Waddell	Legal Services		227.50	\$73,968.75
5/31/2021	1146	Kevin Gentry	Director		500.00	\$73,468.75
6/1/2021	1147	Peggy Jordan	Secretary/Treasurer		250.00	\$73,218.75
5/19/2021	1148	Guynn & Waddell	Legal Services		735.00	\$72,483.75
7/1/2021	1149	Reserve Account (Postage)	Postage		2.04	\$72,481.71
7/1/2021	1150	Guynn & Waddell	Legal Services		140.00	\$72,341.71
7/1/2021	1151	Kevin Gentry	Director		500.00	\$71,841.71
7/1/2021	1152	Peggy Jordan	Secretary		250.00	\$71,591.71
7/1/2021	1153	Ann Marie Ricardi	Treasurer		250.00	\$71,341.71
7/1/2021	1154	All Points Broadband	Professional Svs Per Contract (2 months)		6,000.00	\$65,341.71

Middlesex Broadband Authority
Year to Year Comparison

REVENUE	Actual FY 2016- 17	Actual FY 2017- 18	Actual FY 2018-19	Actual FY 2019-20	Actual FY 2020-21	Actual 2021-22
Beginning Fund Balance	\$ 25,000.00					
Middlesex County Contribution (Vendor 1789)			\$ 77,525.00	\$ 60,000.00	\$ -	
Middlesex County Contribution (Surfs)			\$ -	\$ 10,000.00	\$ -	
CARES reimbursement					\$ 1,500.00	
VATI Grant/Other				\$ 25,000.00		
	\$ 25,000.00	\$ -	\$ 77,525.00	\$ 95,000.00	\$ 1,500.00	\$ -
Beginning Reserves	\$ -	\$ 12,623.69	\$ 1,250.94	\$ 66,498.60	\$ 89,745.75	\$ 72,483.75
Total Available Funds	\$ 25,000.00	\$ 12,623.69	\$ 78,775.94	\$ 161,498.60	\$ 91,245.75	\$ 72,483.75
EXPENSE	Actual FY 2016- 17	Actual FY 2017- 18	Actual FY 2018-19	Actual FY 2019-20	Actual FY 2020-21	Actual 2021-22
Director	\$ 6,000.00	\$ 5,000.00	\$ 6,000.00	\$ 6,000.00	\$ 6,000.00	\$ 500.00
Treasurer/Secretary (changed 6/2021)	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	\$ -
Secretary						\$ 250.00
Treasurer/Fiscal Agent						\$ 250.00
Liability Insurance						\$ -
Office Supplies/Postage	\$ 376.31	\$ 25.00	\$ 137.84	\$ 152.85	\$ 38.00	\$ 2.04
Purchased or Contract Services	\$ -	\$ 3,347.75	\$ 822.50	\$ 61,970.00	\$ 8,499.00	\$ 6,000.00
Legal Expenses	\$ 3,000.00		\$ 2,317.00	\$ 630.00	\$ 1,225.00	\$ 140.00
TOTAL OPERATING EXPENSE	\$ 12,376.31	\$ 11,372.75	\$ 12,277.34	\$ 71,752.85	\$ 18,762.00	7,142.04
Total Funds	\$ 12,623.69	\$ 1,250.94	\$ 66,498.60	\$ 89,745.75	\$ 72,483.75	\$ 65,341.71
Reserved for Middlesex Surfs Program				\$10,000.00	\$10,000.00	\$10,000.00
Reserved for Four County Project				\$0.00	\$0.00	\$0.00
Net Unreserved Funds				\$79,745.75	\$62,483.75	\$55,341.71

Middlesex Broadband Authority
Monthly Summary

REVENUE	July 2021	August 2021	September 2021	October 2021	November 2021	December 2021
Beginning Fund Balance	\$ 72,483.75					
Middlesex County Contribution (Vendor 1789)						
CARES reimbursement						
VATI Grant/Other?						
Middlesex Surfs						
	\$ 72,483.75	\$ -	\$ -	\$ -	\$ -	\$ -
Beginning Reserves	\$ -	\$ 65,341.71	\$ 65,341.71	\$ 65,341.71	\$ 65,341.71	\$ 65,341.71
Total Available Funds	\$ 72,483.75	\$ 65,341.71	\$ 65,341.71	\$ 65,341.71	\$ 65,341.71	\$ 65,341.71
EXPENSE	July 2021	August 2021	September 2021	October 2021	November 2021	December 2021
Director	\$ 500.00					
Secretary	\$ 250.00					
Treasurer/Fiscal Agent	\$ 250.00					
Liability Insurance						
Office Supplies/Postage	\$ 2.04					
Purchased or Contract Services	\$ 6,000.00					
Legal Expenses	\$ 140.00					
TOTAL OPERATING EXPENSE	\$ 7,142.04	\$ -	\$ -	\$ -	\$ -	\$ -
Balance remaining	\$ 65,341.71	\$ 65,341.71	\$ 65,341.71	\$ 65,341.71	\$ 65,341.71	\$ 65,341.71
Reserved Funds/SURF	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00
Unreserved Funds	\$ 55,341.71					

BB&T Broadband Authority

Bank Account Reconciliation

Bank statement dated 5/28/2021

Current Register Balance	\$72,483.75	At check 1148
A Latest bank statement balance	\$73,233.75	5/28/2021
B Outstanding Checks	<u>\$750.00</u>	#1146 \$500 and #1147 \$250
C A-B	\$72,483.75	
D Outstanding Deposits	<u>\$0.00</u>	
E C+D	\$72,483.75	This should match the register
VERIFY SHOULD BE ZERO	\$0.00	

Completed by AMRicardi 6/30/2021

Middlesex County Broadband Authority 2021-2022 Budget		DRAFT 7/2/2021 DRAFT 7/2/2021 DRAFT 7/2/2021
REVENUE	Proposed 2021-22	Comment
Beginning Fund Balance	\$ 72,483.00	
Middlesex County Contribution (Vendor 1789)		
ARPA Funds	\$ 36,000.00	
CARES reimbursement		
<i>County funds for 4 county VATI project</i>	<u>\$ 180,000.00</u>	
Total Available Funds	\$ 288,483.00	
EXPENSE	Proposed 2021-22	
Director	\$ 6,000.00	
Secretary	\$ 3,000.00	
Treasurer/Fiscal Agent	\$ 3,000.00	
Liability Insurance	\$ 1,050.00	
Office Supplies/Postage	\$ 350.00	
Purchased or Contract Services	\$ 39,000.00	BPA/APB \$36,000 +
America Broadband VATI project	\$ 180,000.00	ABB
Legal Expenses	\$ 2,400.00	
TOTAL OPERATING EXPENSE	234,800.00	
Reserved for Middlesex Surfs Program	\$10,000.00	
Net Unreserved Funds	\$43,683.00	