



**Regular Meeting of the Board of Directors of the
Eastern Shore Broadband Authority
February 15th, 2022
2:00 p.m. at 4174 Lankford Hwy, Exmore, VA 23350**

AGENDA

- 1. Call to Order**
- 2. Agenda Adoption**
- 3. Public Comment**
- 4. Approval of Minutes**
- 5. System Status & Build Report**
- 6. Old business**
 - a. VATI Grant**
 - b. Review FY22 Objectives**
 - c. Staff Compensation Study**
- 7. Treasurers Report**
- 8. Board Comments**
- 9. Closed Session**
 - a. Personnel Discussion** (Section 2.2-3711 Paragraph 1) ⁽¹⁾
 - b. Contracted Revenue** (Section 2.2-3711 Paragraph 33) ⁽²⁾
- 10. Adjournment**

Next Board Regular Meeting: March 24th, 2022

1. Closed Session: Section 2.2-3711 of the Code of Virginia of 1950, as amended; (A) Paragraph 1. Discussion, consideration, or interviews of prospective candidates for employment; assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of specific public officers, appointees, or employees of any public body.

2. Closed Session: Section 2.2-3711 of the Code of Virginia of 1950, as amended; Paragraph 33: 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 records and trade secrets excluded from this chapter pursuant to subdivision 19 of § 2.2-3705.6.

MINUTES

Regular Meeting of the Board of Directors of the Eastern Shore of Virginia Broadband Authority

December 2, 2021

Board members in attendance were: John Reiter, Mike Mason, Charles Kolakowski, and Elaine Meil.

ESVBA management participating in the meeting who were in attendance: Robert Bridgham and Leah Hoopes (Secretary)

Members of the public attending were: Bob Meyers, Sue Mastyl

Mr. Reiter called the meeting to order at 2:02 pm.

AGENDA ADOPTION

Mr. Mason moved to adopt the agenda. Ms. Meil seconded. Motion passed unopposed.

PUBLIC COMMENT

Bob Meyers (Silver Beach)-Mr. Meyers explained that ESVBA bypassed Prettyman Circle and has duplicated what Spectrum is doing. He suggested getting other forms of funding to provide service to Prettyman Circle.

REVIEW OF MINUTES

Mr. Kolakowski moved to approve the Regular Board Meeting Minutes from September and the Work Session Minutes from October. Ms. Meil seconded. Motion passed unopposed.

SYSTEM STATUS & BUILD REPORT

1. WiFi Hotspots- There are currently 27 hotspots in service.
2. Residential Broadband- Mr. Bridgham reported that the Authority has 1954 active residential customers. He stated that there are 54 customers in service in Harborton, 21 in Bobtown, 73 in Church Neck, 72 in Sanford, 42 on Cheapside, 4 on Cobbs

Station, 89 in Accomac, 6 in Townsend, 109 in Greenbackville, 60 in Atlantic, 65 in Wattsville/Horntown, 63 in Oak Hall, 79 in Hallwood, 58 in Painter/Quinby, 54 in Eastville, 49 in Nassawadox, 8 in Oyster, 220 in Exmore, 50 in Belle Haven, 44 in Cheriton, 32 in Wachapreague, 271 in Onancock, 211 in Cape Charles, 126 in Parksley, 5 in Nocks Landing, 35 in Saxis, 7 on Chincoteague, and 47 on Tangier.

Mr. Mason suggested a press release when the Authority hits the 2000 residential customer mark.

Mr. Bridgham explained that he is working with the marketing company on things they can do to ramp up sales.

Mr. Mason asked if the Authority has the ability to chart aerial vs underground installs.

3. WISP EVPL Program- Mr. Bridgham informed the BOD that 58 sites are in service, 2 new sites on-order and underway.
4. Microcommunity Program- There are 26 communities that are in service and 7 others that are in various stages of progress.
5. EBB Program- The program had 68 subscribers in the month of November.

Mr. Mason asked if any of the EBB customers took advantage of the Installation Assistance Program.

Mr. Bridgham replied that he will start adding that number to the report.

6. 2021 CARES projects in Accomack and Northampton- Mr. Bridgham reported that all of the approved Northampton County extensions are built and completed. About half of the Accomack County extensions are completed. 4 micro communities in Northampton and 4 in Accomack County are built and complete.

OLD BUSINESS.

a. VATI Application -

Mr. Bridgham reported that there were 2 challengers to the application and the ESVBA submitted rebuttals. The state decided to drop Chincoteague and Tangier from the application.

b. Consider Shore Wide Expansion Plans- Mr. Bridgham presented buildout forecast models to the board.

He explained that scenario 3 covers about 8k homes and scenario 1 covers about 12k homes. Scenario 2 is not viable at

this time.

Mr. Reiter asked if it would be reasonable for the Authority to go out and get the \$14M in scenario 3.

Mr. Kolakowski asked what the barrier was for getting more customers hooked up per month.

Mr. Bridgham explained that before it was the resources and underground construction that was causing the delays and now the sales just need to be ramped up. He explained that he has concerns about the cash flow if 200 customers were to be hooked up per month.

This subject will be revisited at the next board meeting pending the decision on the grant.

NEW BUSINESS.

- a. **ESVBA 2022 Board Meeting Schedule**– Mr. Bridgham presented the dates for the 2022 meeting schedule.
Mr. Mason motioned to adopt the schedule. Ms. Meil seconded. Motion passed unopposed.

TREASURER'S REPORT

Mr. Mason presented the Treasurer's Report.

Ms. Meil asked why the payroll expenses fluctuate monthly and asked about the what the amount under other income was for.

Mr. Bridgham explained that the payroll fluctuates depending on how many paydays there are in that month. He also stated that the amount under other income is the construction costs that were charged to the counties and disconnect fees.

BOARD COMMENTS

None

CLOSED SESSION

Motion to enter into closed session according to Section 2.2-3711 of the Code of Virginia of 1950, as amended;) Paragraph 1: Discussion, consideration, or interviews of prospective candidates for employment; assignment, appointment, promotion, performance, demotion, salaries, disciplining, or

resignation of specific public officers, appointees, or employees of any public body; and evaluation of performance of departments or schools of public institutions of higher education where such evaluation will necessarily involve discussion of the performance of specific individuals. Any teacher shall be permitted to be present during a closed meeting in which there is a discussion or consideration of a disciplinary matter that involves the teacher and some student and the student involved in the matter is present, provided the teacher makes a written request to be present to the presiding officer of the appropriate board. Nothing in this subdivision, however, shall be construed to authorize a closed meeting by a local governing body or an elected school board to discuss compensation matters that affect the membership of such body or board collectively. Paragraph 33: 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](#), made by Ms. Meil, seconded by Mr. Kolakowski. The following board members were present: Mr. Mason, Mr. Reiter, Mr. Kolakowski, and Ms. Meil and voted affirmative.

After closed session, the Chair reconvened the meeting. Motion was made by Mr. Kolakowski, seconded by Ms. Meil that the Board had entered the closed session for that purpose as set out in Paragraph 1 and 33 of Section 2.2-3711 of the Code of Virginia of 1950, as amended. Roll call vote taken Vote was that no other business discussed than as advised in Paragraph 1 and 33. The following board members were present: Mr. Mason, Mr. Reiter, Mr. Kolakowski, and Ms. Meil and voted affirmative.

Ms. Meil motioned to authorize the staff bonuses totaling \$26,950 based on Mr. Bridgham's recommendation. Mr. Kolakowski seconded. Motion passed unopposed.

ADJOURNMENT

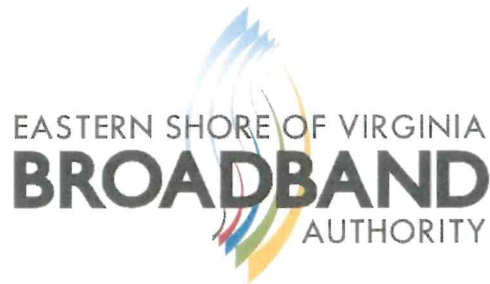
The meeting was adjourned at 3:38pm.

These minutes were approved at the _____ meeting of the Board of Directors of ESVBA.

Presiding Officer

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Leah Hoopes, Secretary



Status Report February 2022

Status Report Topics

1. WiFi Hotspots
2. Residential Broadband
3. WISP EVPL Program
4. Microcommunity Program
5. EBB Program
6. CARES projects in Accomack & Northampton

WiFi Hotspots

- 27 WiFi Hotspots online and the report is attached.

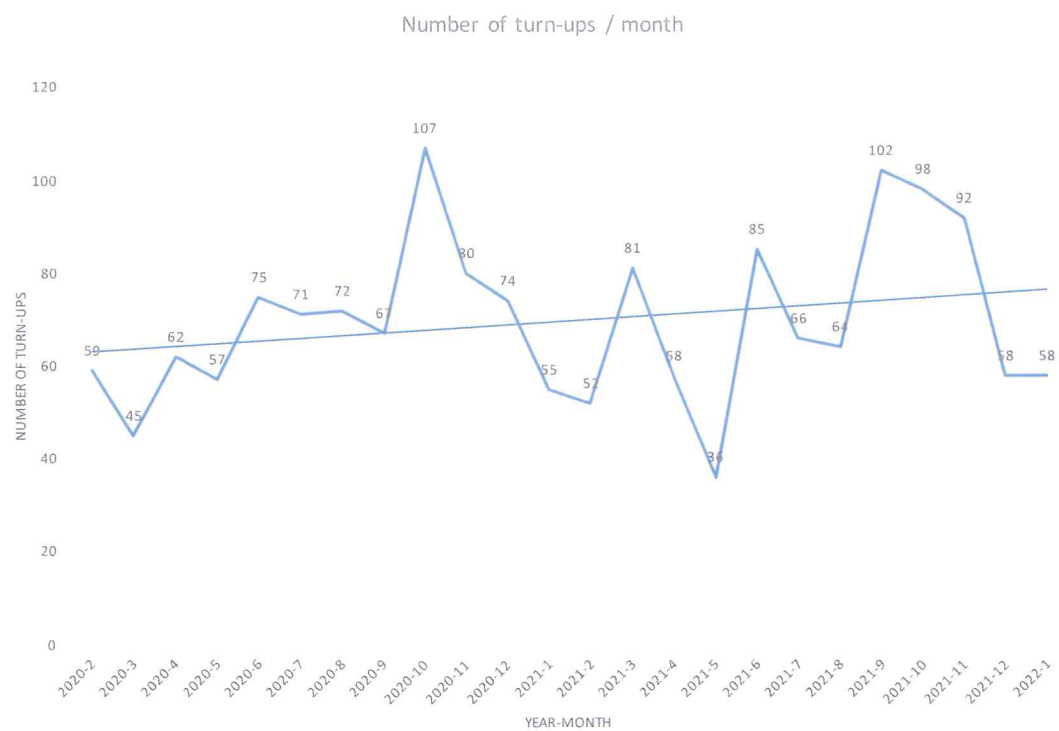
Residential Broadband

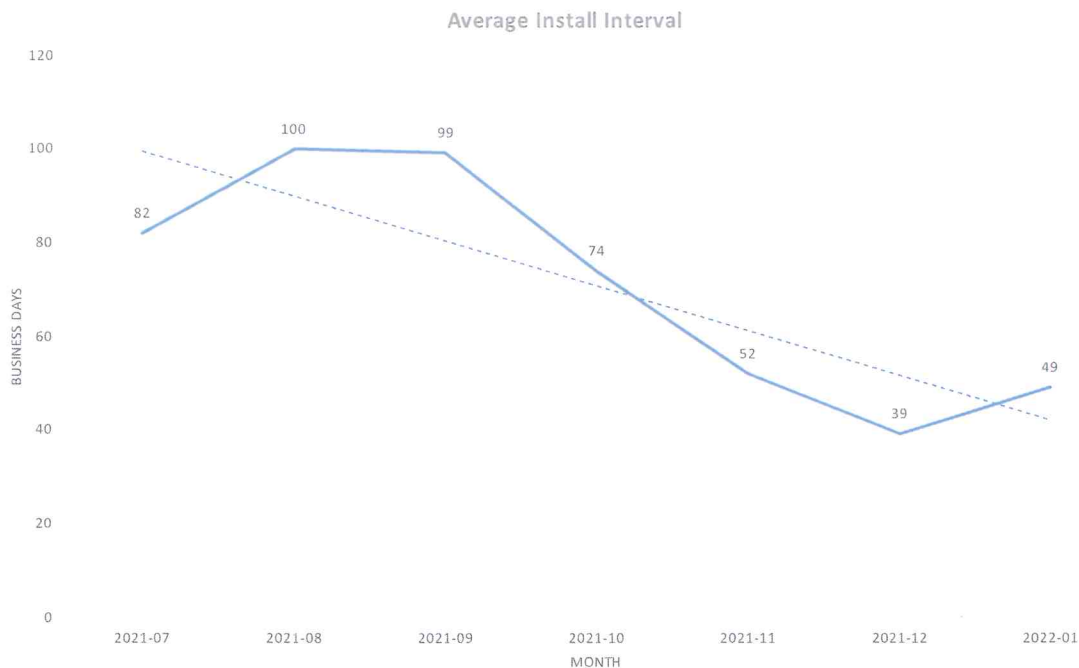
- We have updated all of our residential services to the new bandwidth plans approved at our October meeting as well as our website and new contracts.

Residential Report as of 2/3/2022

Area	Date Opened	# of Homes	Number of Active Customers	% Active Customers	Number of Signed customers pending construction	% Signed awaiting install	Combined Take Rate (active + signed)	Number of customers with contracts	% Awaiting cust signature
Harborton	Nov-16	142	54	38.03%	0	0.00%	38.03%	1	0.70%
Bobtown/Pungoteague/Keller	Mar-17	513	22	4.29%	0	0.00%	4.29%	1	0.19%
Church Neck	Mar-17	157	73	46.50%	5	3.18%	49.68%	0	0.00%
Sanford	Dec-17	306	69	22.55%	3	0.98%	23.53%	1	0.33%
Cheapside	Dec-17	197	41	20.81%	0	0.00%	20.81%	1	0.51%
Cobbs Station	Dec-17	105	4	3.81%	0	0.00%	3.81%	0	0.00%
Accomac	Dec-17	648	89	13.73%	0	0.00%	13.73%	0	0.00%
Townsend/Latimer Siding	Jan-18	80	7	8.75%	0	0.00%	8.75%	0	0.00%
Greenbackville	Jan-18	294	113	38.44%	10	3.40%	41.84%	0	0.00%
Atlantic	Mar-18	219	64	29.22%	4	1.83%	31.05%	0	0.00%
Wattsville-Horntown	Mar-18	262	70	26.72%	25	9.54%	36.26%	1	0.38%
Oak Hall	May-18	218	61	27.98%	3	1.38%	29.36%	1	0.46%
Hallwood	May-18	740	77	10.41%	1	0.14%	10.54%	0	0.00%
Quinby/Painter	Jun-18	354	62	17.51%	1	0.28%	17.80%	0	0.00%
Eastville	Jun-18	436	56	12.84%	1	0.23%	13.07%	1	0.23%
Nassawadox	Aug-18	455	74	16.26%	4	0.88%	17.14%	3	0.66%
Oyster	Aug-18	87	8	9.20%	0	0.00%	9.20%	0	0.00%
Exmore	Sep-18	740	218	29.46%	16	2.16%	31.62%	7	0.95%
Belle Haven	Sep-18	478	51	10.67%	19	3.97%	14.64%	1	0.21%
Cheriton	Oct-18	236	45	19.07%	0	0.00%	19.07%	0	0.00%
Wachapreague	Oct-18	300	34	11.33%	2	0.67%	12.00%	1	0.33%
Onancock	Nov-18	1907	285	14.94%	35	1.84%	16.78%	1	0.05%
Cape Charles	Nov-18	910	213	23.41%	4	0.44%	23.85%	5	0.55%
Parksley	Jan-19	896	139	15.51%	4	0.45%	15.96%	1	0.11%
Nocks Landing	Jan-19	88	5	5.68%	0	0.00%	5.68%	0	0.00%
Chincoteague	Jan-19	1345	6	0.45%	0	0.00%	0.45%	0	0.00%
Saxis	May-20	248	37	14.92%	0	0.00%	14.92%	0	0.00%
Tangier	May-21	342	82	23.98%	9	2.63%	26.61%	1	0.29%

Totals: 12,703 2,059 146 27





WISP EVPL Program

- Fifty-six (58) sites in service, two (2) new sites on-order and underway (one has been on hold for quite some time).
- Bandwidth upgrades have been provisioned for several towers and sites continue to be added.

Microcommunity Program

- There now 30 microcommunities in-service and operational, two that are partially in-service awaiting the remaining few turn-ups, 4 additionally being constructed currently that are 55-sites to come online.

EBB Program

- As of January, we have 68 residents enrolled in the EBB program and have claimed and saved \$3,225 for those 68 people. The EBB program has been sunset and replaced with the Affordable Connectivity Program (ACP). This new program changes the supportive funding from \$50/month to \$30/month

CARES projects in Accomack & Northampton

CARES Project Report

Cares Act Buildout Summary

County	Name	Total Length (miles)	Extensions		Date Eng Complete	Miles Built	% Built	Date Const Complete
			Miles Engineered	% engineered				
ACK	Bayside Deep Creek to Lee Mont	3.83	3.85	100%	8/29/21	2.00	52%	
ACK	Matthews Rd	3.93	5.04	100%	8/19/21	5.04	100%	1/17/22
ACK	Nandua Rd	1.26	1.64	100%	4/29/21	1.64	100%	12/22/21
ACK	North Metompkin	3.44	4.59	100%	5/4/21	4.59	100%	9/1/21
ACK	Red Hill/Seaside	6.00	4.45	100%	6/8/21	4.45	100%	10/8/21
ACK	Upshurs Neck	2.67	2.64	100%	7/22/21	2.64	100%	12/20/22
ACK	Wisharts Point	1.40	1.73	100%	8/19/21	1.73	100%	11/19/21
ACK	Shell Bridge Rd	2.13	2.39	100%	9/1/21	2.39	100%	12/6/21
ACK	McComas Park	1.71	1.71	100%	3/16/21	1.71	100%	10/15/21
ACK	Chincoteague Rd				Rejected, currently served			
ACK	Coal Kiln rd				Rejected, currently served			
ACK	Daugherty Rd				Rejected, currently served			
ACK	Dogwood Dr				Rejected, currently served			
ACK	Greta Rd				Rejected, currently served			
ACK	Hacksneck Rd				Rejected, currently served			
ACK	Nelsonia Rd				Rejected, currently served			
ACK	Redbank	1.57	1.57	100%	8/21/21	1.57	100%	1/3/22
ACK	Stump Town Rd	2.56	2.96	100%	11/5/21	1.50	51%	
ACK	Justiceville Rd	2.85	2.39	100%	11/5/21	2.20	92%	
ACK	Parks Rd	0.88	0.80	100%	11/5/21	0.80	100%	12/17/21
ACK	Hortown Rd	4.06	4.11	100%	11/5/21	3.00	73%	
ACK	Bloxom Rd	1.34	1.57	100%	11/6/21	1.57	100%	12/17/21
ACK	Holland Rd	3.09	3.05	100%	11/11/21	3.05	100%	1/5/22
NHC	Cherrystone Inlet	2.37	2.07	100%	4/27/21	2.07	100%	6/15/21
NHC	Hungars Beach	2.82	2.37	100%	4/23/21	2.37	100%	10/15/21
NHC	Pine Meadows Way				Rejected, currently served			
NHC	TB Road	1.32	1.37	100%	4/23/21	1.37	100%	8/15/21
NHC	Wellington Neck	3.01	3.91	100%	4/27/21	3.91	100%	10/15/21
NHC	Brickhouse				Rejected, currently served			
NHC	Battle Point				Rejected, currently served			
NHC	Trehernville				Rejected, currently served			
NHC	Heron Drive Proposed	1.39			Awaiting county approval			

ESVBA CARES Buildout Status

2020-21 Cares Act Buildout Summary

MicroCommunities								
County	Name	Total Length (miles)	Miles Engineered	% engineered	Date Eng Complete	Miles Built	% Built	Date Const Complete
ACK	Big Rd	Part of Matthews Rd Build						
ACK	Bogues Bay	0.64	0.64	100%	7/26/21	0.50	78%	11/19/21
ACK	Creek Bluff							
ACK	Dix Farm	0.58	0.58	100%	9/3/21	0.58	100%	10/21/21
ACK	Doe Crossing	1.67	1.67	100%	11/4/21	0.30	18%	
ACK	Evergreen Ln	0.30	0.30	100%	10/27/21	0.30	100%	11/18/21
ACK	Locust Grove							
ACK	Ox Hearth-Bethel Church							
ACK	Metompinview	2.43	2.43	100%	9/8/21	2.43	100%	11/8/21
ACK	Hillsborough	Rejected, currently served						
NHC	Holly Dale							
NHC	Johnson Point	1.06	1.06	100%	8/16/21	1.06	100%	10/30/21
NHC	Kiptopeke Condos							
NHC	Locust Lawn	0.75	0.75	100%	10/21/21	0.75	100%	11/11/21
NHC	Saltworks *	2.26	2.26	100%	4/23/21	2.26	100%	10/25/21
NHC	Sunset Way	0.69	0.69	100%	11/18/21	0.00		
NHC	Yarmouth	0.52	0.52	100%	7/20/21	0.52	100%	11/23/21
NHC	Butlers Bluff	Rejected, currently served						
NHC	Ocohanock Blvd	Rejected, currently served						

Eastern Shore of Virginia Broadband Authority
Board Balance Sheet
End of Dec 2021

Financial Row	Amount
ASSETS	
Current Assets	
Bank	
10010 - General Operating Account - BB&T (0720)	\$75,801.54
10020 - Capital Expansion Account - BB&T (0747)	\$629,950.33
10030 - Equipment Accrual - BB&T (0739)	\$715,370.78
10160 - Annual Accrual - BB&T (7622) Savings Acct	\$1,234,218.94
10165 - Expansion Proceeds BB&T Savings Acct (0070)	\$170,199.80
10180 - Merchant Services - BB&T (8016)	\$106,116.01
10990 - Petty Cash	\$150.00
Total Bank	\$2,931,807.40
Accounts Receivable	
11000 - Accounts Receivable	\$237,709.32
11010 - Reserve for Bad Debt	(\$123,224.63)
Total Accounts Receivable	\$114,484.69
Other Current Asset	
11900 - Undeposited Funds	\$61,523.01
13100 - Inventory Asset	\$1,483,733.78
15000 - Plant in Service	\$17,328.56
Total Other Current Asset	\$1,562,585.35
Total Current Assets	\$4,608,877.44
Fixed Assets	
14100 - General Furniture Fixtures	\$42,727.66
14199 - Accumulated Depreciation - Furniture	(\$18,932.85)
14200 - Equipment:Computers, Printers, Equip, Software	\$90,472.05
14299 - Accumulated Depreciation - Equipment	(\$102,899.60)
15010 - Physical Plant Structure	\$20,414,145.02
15020 - Physical Plant Electronics	\$4,259,736.63
15040 - Physical Plant Towers	\$178,840.58
15050 - Physical Plant Mobile - (Mobile Carriers & Generators)	\$101,446.32
15060 - Physical Plant Huts	\$187,497.91
15070 - Physical Plant Tools & Equipment	\$31,008.62
15098 - Accumulated Depreciation - Plant In Service	(\$6,922,741.67)
15100 - Physical Plant Network & Software	\$22,281.96
15199 - Accumulated Depreciation - Software	(\$53,759.47)
15200 - Vehicles & Equipment	\$761,762.67
15299 - Accumulated Depreciation - Vehicles	(\$308,330.68)
16000 - Railway Easement	\$250,000.00
17000 - Land	\$10,000.00
Total Fixed Assets	\$18,943,255.15
Total ASSETS	\$23,552,132.59
Liabilities & Equity	
Current Liabilities	
Accounts Payable	
20000 - Accounts Payable	\$346,611.39
Total Accounts Payable	\$346,611.39
Credit Card	

Financial Row	Amount
21010 - BB&T Visa 5701 LH	\$3,068.00
21030 - BB&T Visa 5340 RB	\$2,814.71
21040 - BB&T Visa 7215 TE	\$2,550.18
21060 - BB&T Visa 5625 KB	\$1,940.89
Total Credit Card	\$10,373.78
Other Current Liability	
20010 - Accrued Purchases	(\$8,272.98)
24010 - Direct Deposit Liabilities:USAC Reimbursements Deposits	(\$7,470.84)
25000 - ESVBA Installation Assistance Program	(\$11,375.00)
26100 - USAC Tax Payable	\$42,835.49
26200 - Va Communications Tax	\$597.75
Total Other Current Liability	\$16,314.42
Total Current Liabilities	\$373,299.59
Long Term Liabilities	
27500 - BB&T Loan for Expansion	\$3,725,000.00
28000 - Deferred Income	\$187,035.28
Total Long Term Liabilities	\$3,912,035.28
Equity	
Retained Earnings	\$17,416,288.47
Net Income	\$1,850,509.25
Total Equity	\$19,266,797.72
Total Liabilities & Equity	\$23,552,132.59

Eastern Shore of Virginia Broadband Authority
Board Income Statement
Nov 2021, Dec 2021

Financial Row	Nov 2021 Amount	Dec 2021 Amount	Total Amount
Income			
40000 - Broadband Income			
Education Income	\$32,380	\$27,670	\$60,050
Enterprise Income	\$61,195	\$42,459	\$103,653
Government Income	\$9,470	\$9,470	\$18,940
Medical Income	\$10,064	\$10,064	\$20,128
Other Income	\$229,172	\$122,871	\$352,043
Residential Income	\$150,796	\$156,124	\$306,919
Wholesale Income	\$194,012	\$194,012	\$388,024
Total - 40000 - Broadband Income	\$687,088	\$562,669	\$1,249,757
40900 - Installation Income			
Enterprise Income	\$1,000	\$500	\$1,500
Installation Income	\$0	-\$1,250	-\$1,250
Residential Income	\$17,410	\$31,855	\$49,265
Wholesale Income	\$1,051	\$1,051	\$2,102
Total - 40900 - Installation Income	\$19,461	\$32,156	\$51,617
46400 - Other Income			
Other Income	\$0	\$10	\$10
Residential Income	\$0	\$0	\$0
Wholesale Income	\$150	\$150	\$300
Total - 46400 - Other Income	\$150	\$160	\$310
46460 - Interest Income			
Other Income	\$114	\$110	\$224
Total - 46460 - Interest Income	\$114	\$110	\$224
Total - Income	\$706,814	\$595,094	\$1,301,908
Cost Of Sales			
50100 - Cost of Goods Sold:Internet Access	\$6,678	\$6,678	\$13,357
50300 - Cost of Goods Sold:3rd Party Dark service	\$27,270	\$27,270	\$54,540
50400 - Cost of Goods Sold:Utility Locates	\$190	\$149	\$339
50500 - Cost of Goods Sold:Pole Attachments	\$600	\$200	\$800
50600 - Cost of Goods Sold:3rd Party Transport	\$9,849	\$9,849	\$19,698
51010 - Cost of Goods Sold:Collocation/Hut Expense:Utilities	\$3,376	\$3,240	\$6,616
51020 - Cost of Goods Sold:Collocation/Hut Expense:Phone, Communic.	\$142	\$142	\$283
51030 - Cost of Goods Sold:Collocation/Hut Expense:Fuel	\$87	\$0	\$87
51090 - Cost of Goods Sold:Collocation/Hut Expense:Maintenance	\$0	\$38	\$38
Total - Cost Of Sales	\$48,192	\$47,566	\$95,758
Gross Profit	\$658,622	\$547,528	\$1,206,150
Expense			
61200 - Payroll Expenses:Wages & Benefits	\$107,394	\$142,100	\$249,494
62100 - Sales and Marketing:Sales Commissions	\$30	\$0	\$30
62300 - Sales and Marketing:Marketing Materials	\$729	\$13,373	\$14,102
63100 - Travel and Meetings:Conference, Convention, Meeting	\$0	\$157	\$157
63200 - Travel and Meetings:Mileage/Tolls Reimbursement	\$386	\$56	\$442
63400 - Travel and Meetings:Meals & Entertainment	\$96	\$2,205	\$2,302
64100 - Advertising Expenses	\$429	\$374	\$803
64200 - Bank Charges & Fees	\$2,891	\$1,014	\$3,905
64320 - Dumpster/Trash Removal	\$192	\$192	\$384
64350 - Interest Expense	\$92,598	\$0	\$92,598
64370 - Janitorial Services	\$600	\$695	\$1,295
64400 - Office Supplies & Expense	\$476	\$966	\$1,442
64420 - Printing and Copying	\$68	\$1,012	\$1,080
64450 - Postage, Mailing & Shipping	\$356	\$127	\$484
64460 - Office IT Hardware/Software	\$970	\$39,708	\$40,677
64470 - Office Maintenance & Repair	\$0	\$350	\$350
64480 - Rent or Lease Payments	\$2,550	\$2,550	\$5,100

64490 - Office Utilities	\$0	\$259	\$259
64630 - Staff Development	\$34	\$0	\$34
64700 - Taxes	\$753	\$0	\$753
64750 - Telephone & Telecommunications	\$571	\$571	\$1,142
64760 - Mobile Phones	\$120	\$280	\$400
65100 - Professional Services:Accounting & Administration	\$0	\$400	\$400
65200 - Professional Services:Legal Fees	\$543	\$591	\$1,133
67300 - Vehicle Fuel	\$3,058	\$3,261	\$6,319
67400 - Vehicle & Equip Maintenance & Repair Expenses	\$387	\$1,082	\$1,469
68000 - Physical Plant & Electrical Maintenance	\$0	\$10,495	\$10,495
68100 - Physical Plant Maintenance/Agreements/Warranties/Software	\$5,859	\$2,493	\$8,352
68200 - Physical Plant Permits & Fees	\$1,427	\$2,064	\$3,491
68300 - Physical Plant Repairs	\$1,423	\$663	\$2,086
68400 - Physical Plant Tools & Safety Equipment	\$6,812	\$4,743	\$11,555
68500 - Physical Plant Shipping Freight & Delivery	\$3,213	\$8,242	\$11,456
Total - Expense	\$233,965	\$240,024	\$473,989
Net Income	\$424,657	\$307,504	\$732,161

Eastern Shore of Virginia Broadband Authority
Board Cash Flow Statement
Nov 2021, Dec 2021

Financial Row	Nov 2021 Amount	Dec 2021 Amount
Operating Activities		
Net Income	\$424,657.27	\$307,504.22
Adjustments to Net Income		
Accounts Receivable	(\$257,050.23)	\$195,452.87
Inventory Asset	(\$107,466.03)	(\$42,385.63)
Accounts Payable	\$430,671.33	(\$461,956.09)
Sales Tax Payable	\$2,237.24	\$2,830.90
Other Current Liabilities	(\$5,125.33)	(\$6,985.63)
Total Adjustments to Net Income	\$63,266.98	(\$313,043.58)
Total Operating Activities	\$487,924.25	(\$5,539.36)
Investing Activities		
Fixed Asset	(\$462,807.71)	(\$413,636.86)
Total Investing Activities	(\$462,807.71)	(\$413,636.86)
Financing Activities		
Long Term Liabilities	(\$445,050.76)	(\$1,050.76)
Total Financing Activities	(\$445,050.76)	(\$1,050.76)
Net Change in Cash for Period	(\$419,934.22)	(\$420,226.98)
Cash at Beginning of Period	\$3,833,491.61	\$3,413,557.39
Cash at End of Period	\$3,413,557.39	\$2,993,330.41

Residential Report as of 2/3/2022

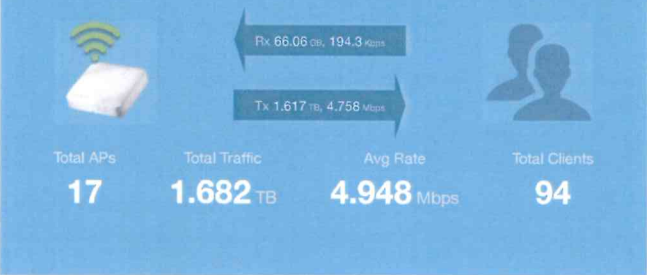
Area	Date Opened	# of Homes	Number of Active Customers	% Active Customers	Number of Signed customers pending construction	% Signed awaiting install	Combined Take Rate (active + signed)	Number of customers with contracts	% Awaiting cust signature
Harborton	Nov-16	142	54	38.03%	0	0.00%	38.03%	1	0.70%
Bobtown/Pungoteague/Keller	Mar-17	513	22	4.29%	0	0.00%	4.29%	1	0.19%
Church Neck	Mar-17	157	73	46.50%	5	3.18%	49.68%	0	0.00%
Sanford	Dec-17	306	69	22.55%	3	0.98%	23.53%	1	0.33%
Cheapside	Dec-17	197	41	20.81%	0	0.00%	20.81%	1	0.51%
Cobbs Station	Dec-17	105	4	3.81%	0	0.00%	3.81%	0	0.00%
Accomac	Dec-17	648	89	13.73%	0	0.00%	13.73%	0	0.00%
Townsend/Latimer Siding	Jan-18	80	7	8.75%	0	0.00%	8.75%	0	0.00%
Greenbackville	Jan-18	294	113	38.44%	10	3.40%	41.84%	0	0.00%
Atlantic	Mar-18	219	64	29.22%	4	1.83%	31.05%	0	0.00%
Wattsville-Horntown	Mar-18	262	70	26.72%	25	9.54%	36.26%	1	0.38%
Oak Hall	May-18	218	61	27.98%	3	1.38%	29.36%	1	0.46%
Hallwood	May-18	740	77	10.41%	1	0.14%	10.54%	0	0.00%
Quinby/Painter	Jun-18	354	62	17.51%	1	0.28%	17.80%	0	0.00%
Eastville	Jun-18	436	56	12.84%	1	0.23%	13.07%	1	0.23%
Nassawadox	Aug-18	455	74	16.26%	4	0.88%	17.14%	3	0.66%
Oyster	Aug-18	87	8	9.20%	0	0.00%	9.20%	0	0.00%
Exmore	Sep-18	740	218	29.46%	16	2.16%	31.62%	7	0.95%
Belle Haven	Sep-18	478	51	10.67%	19	3.97%	14.64%	1	0.21%
Cheriton	Oct-18	236	45	19.07%	0	0.00%	19.07%	0	0.00%
Wachapreague	Oct-18	300	34	11.33%	2	0.67%	12.00%	1	0.33%
Onancock	Nov-18	1907	285	14.94%	35	1.84%	16.78%	1	0.05%
Cape Charles	Nov-18	910	213	23.41%	4	0.44%	23.85%	5	0.55%
Parksley	Jan-19	896	139	15.51%	4	0.45%	15.96%	1	0.11%
Nocks Landing	Jan-19	88	5	5.68%	0	0.00%	5.68%	0	0.00%
Chincoteague	Jan-19	1345	6	0.45%	0	0.00%	0.45%	0	0.00%
Saxis	May-20	248	37	14.92%	0	0.00%	14.92%	0	0.00%
Tangier	May-21	342	82	23.98%	9	2.63%	26.61%	1	0.29%

Totals: 12,703 2,059

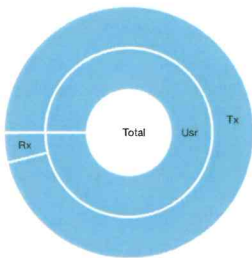
146

27

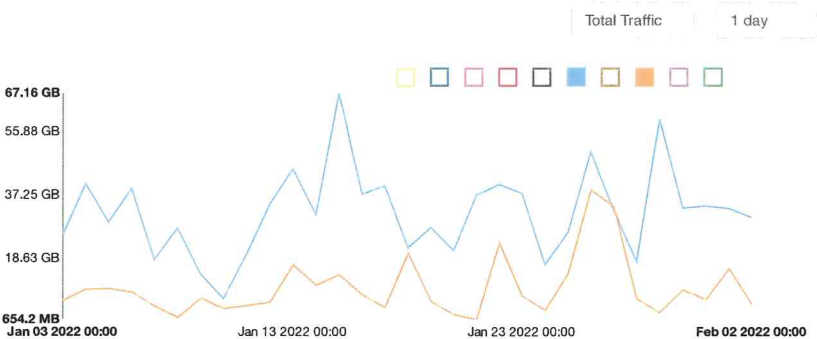
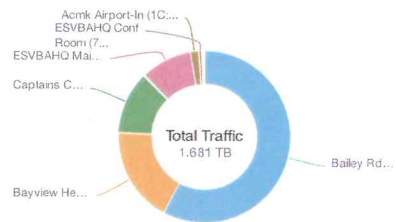
Overview



Traffic Distribution



Top APs by Traffic



Top APs by Traffic

These APs consume 99.99 % (1.681 TB) of the total traffic (1.682 TB).

Top 10 APs

Index	AP Name	AP IP Address	Rx	Tx	Total Traffic	Clients
1	Bailey Rd Apartments	10.32.18.46	23.26 GB	971.5 GB	994.8 GB	10
2	Bayview Heritage Garages	10.32.18.66	7.712 GB	301.9 GB	309.6 GB	22
3	Captains Cove Marina	10.32.18.28	13.6 GB	190.7 GB	204.3 GB	6
4	ESVBAHQ Main Off	10.32.18.50	12.4 GB	154.3 GB	166.7 GB	17
5	Acme Airport-In	10.32.18.17	3.564 GB	22.18 GB	25.74 GB	12
6	ESVBAHQ Conf Room	10.32.18.51	683.3 MB	8.511 GB	9.178 GB	4
7	Cape Charles Museum	10.32.18.69	3.719 GB	1.636 GB	5.355 GB	1
8	Pine St Apartments	10.32.18.101	1.019 GB	3.838 GB	4.857 GB	14
9	BloxomTowerAP01	10.32.18.35	77.62 MB	635.9 MB	713.5 MB	2
10	Parksley Town Pavilion	10.32.18.45	15.97 MB	519.3 MB	535.2 MB	1

SVBA Sites

PRODUCT
IBR900

NCOS VERSION
71.30

ACCOUNT
Accomack County School Dist, VA

Home

GeoView

Routers

Data Usage

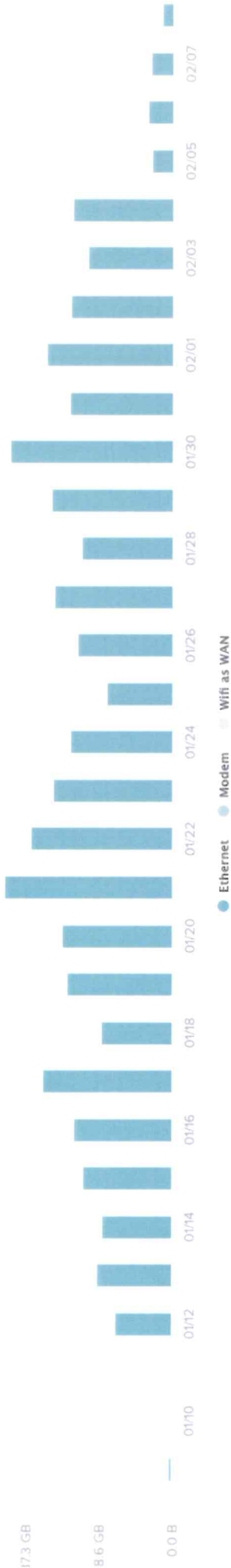
Health

Settings

Summary

WAN

Client

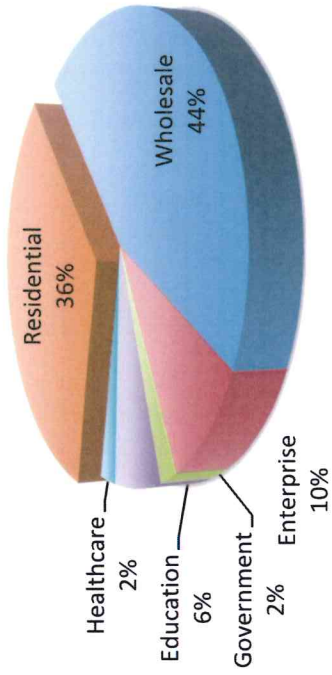


Name	Total Data ↓	Ethernet	Wifi as WAN	Modems
ESVBA McComas	486.1 GB	486.1 GB	0.0 B	0.0 B
ESVBA Johnson CT	139.1 GB	139.1 GB	0.0 B	0.0 B
ESVBA Dreamland 2	38.0 GB	38.0 GB	0.0 B	0.0 B
ESVBA AS West Rd	1.6 GB	1.6 GB	0.0 B	0.0 B
ESVBA Seaside Trailer Park	516.2 MB	516.2 MB	0.0 B	0.0 B

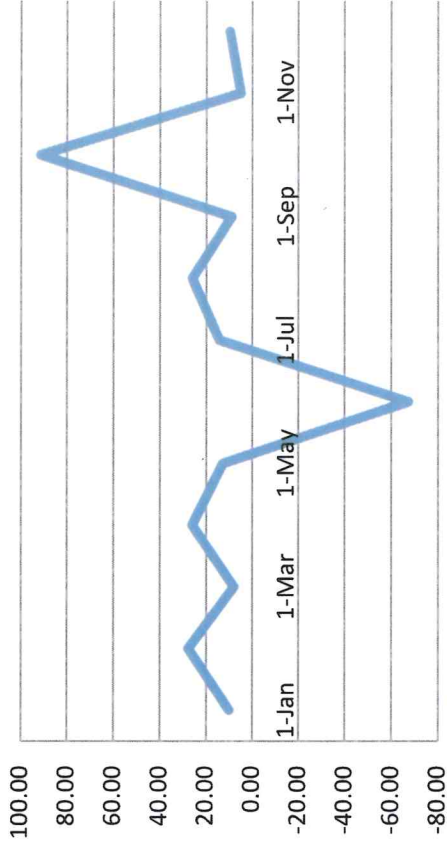
ESVBA Dashboard - January 2022

Financial Data

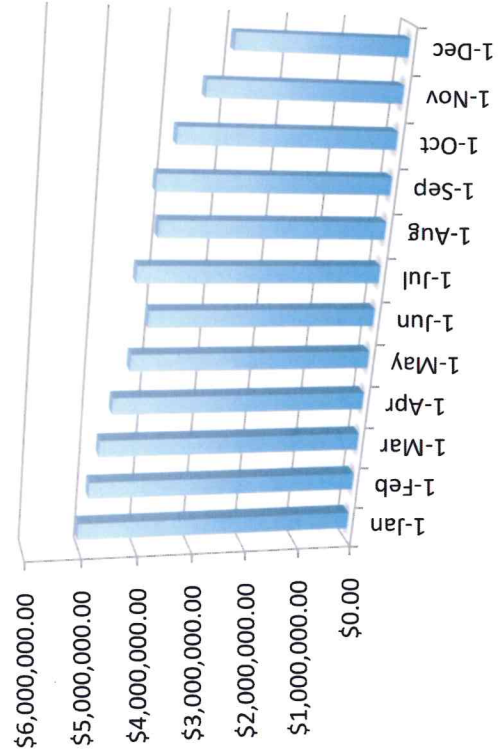
Revenue by Sector as of December 2021



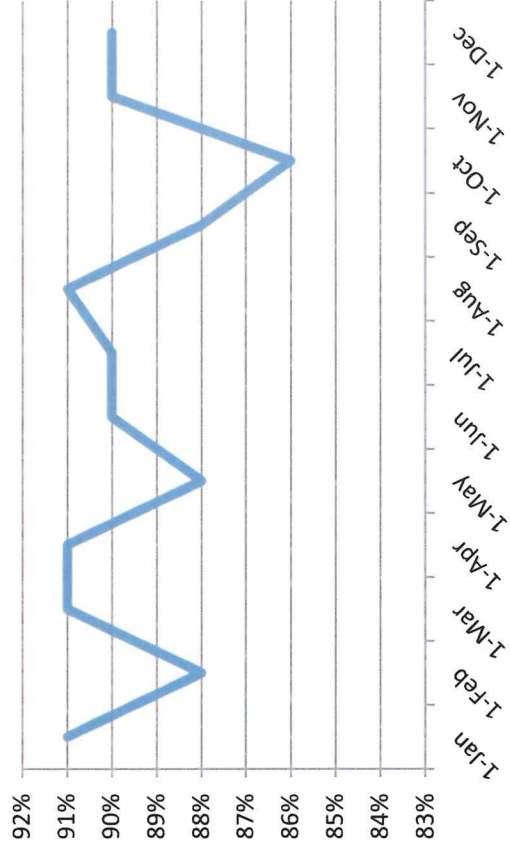
Quick Ratio



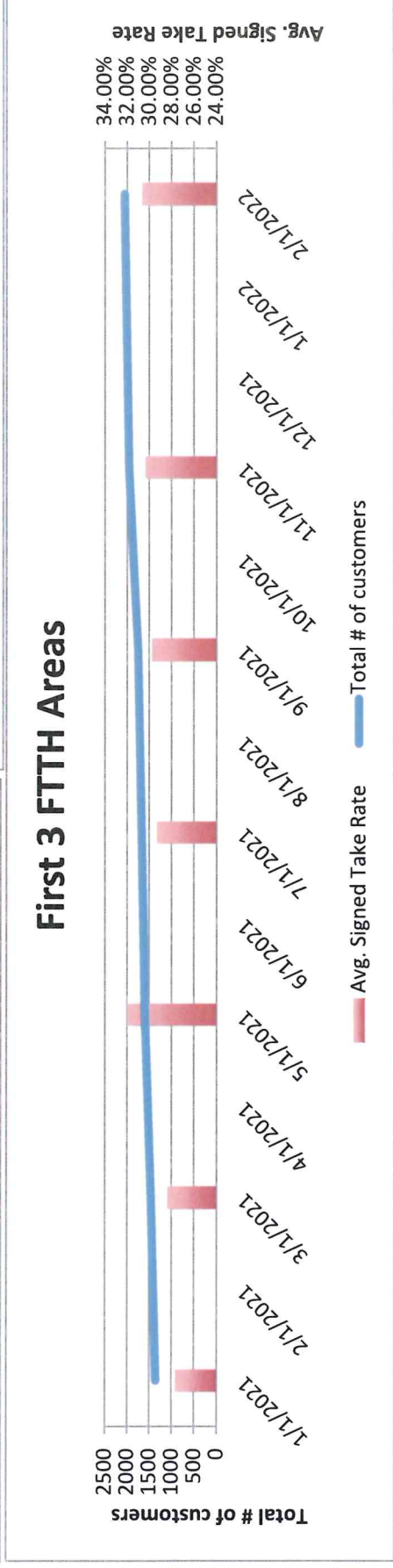
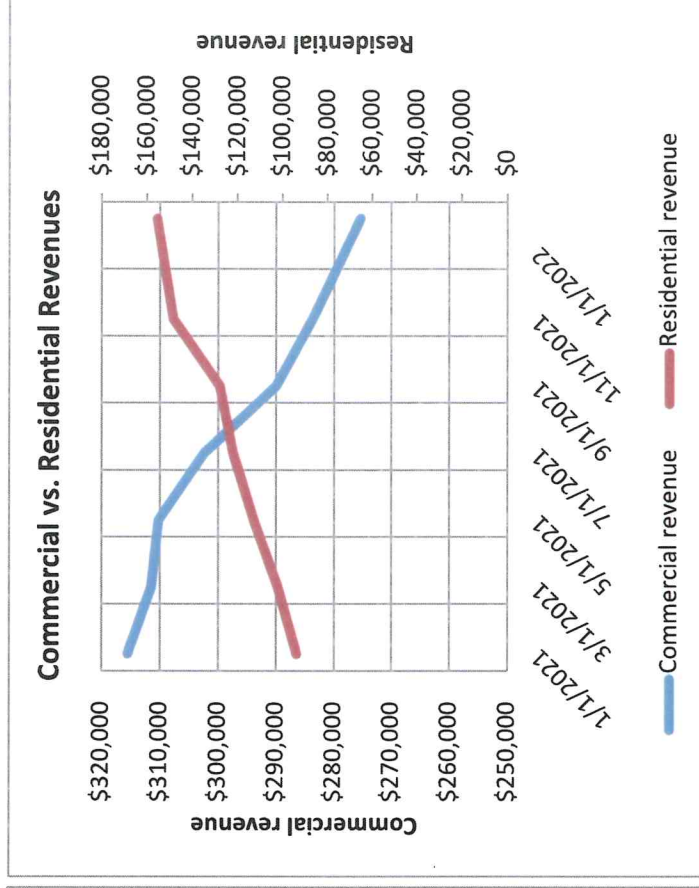
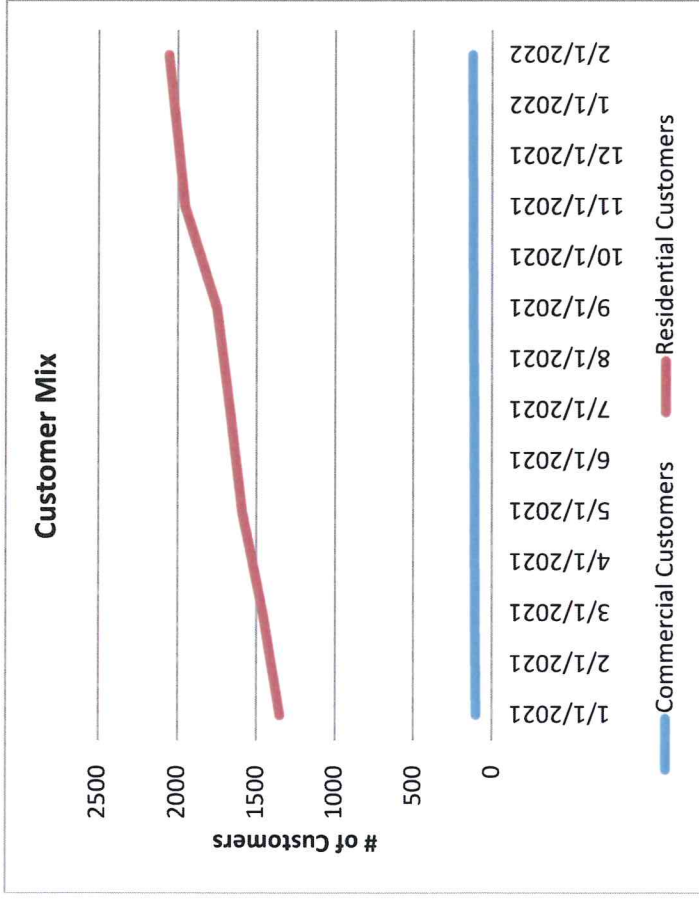
Cash & Cash Equivalents



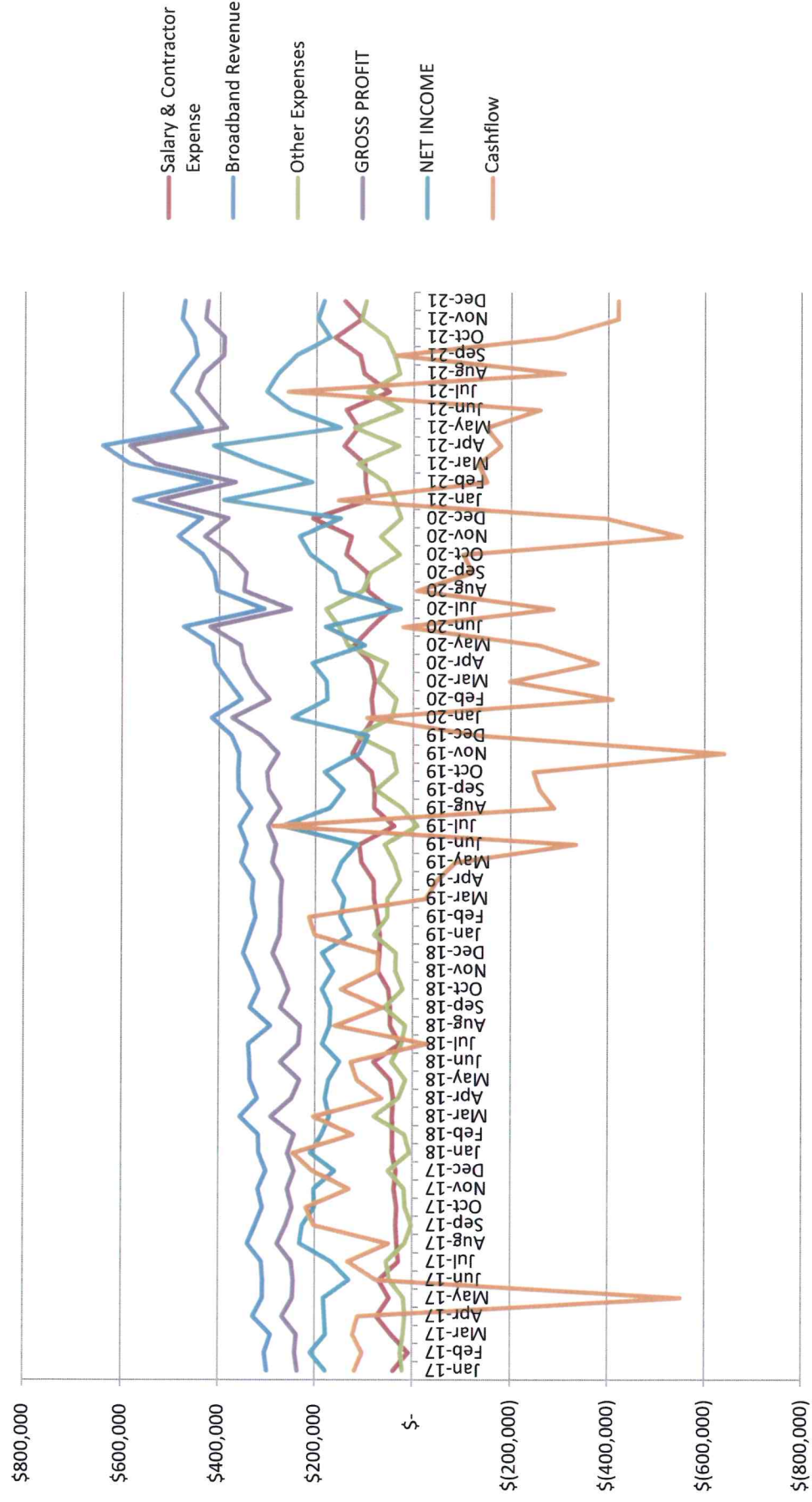
GROSS PROFIT MARGIN



ESVBA Dashboard - January 2022



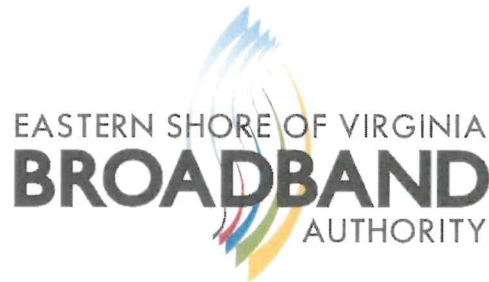
Jan '17 to Dec '21 Financials



VATI Grant Status

The ESVBA had a meeting with DHCD staff on Friday, February 4th to discuss the grant process. We have been supplied feedback that our grant area will not be rescope and the grant will stand. We have been informed about the applicable requirements and compliances we will have as well as a list of deliverables for the state. We have 90-days from 2/4 to get all deliverables to the state and execute the contract (which still isn't finished being written by DHCD). We have already reached out to our attorney to ensure all compliances as well as ensuring our immediate procurements are prepared in consideration of DHCDs requirements stemming from the federal sources of funding. We have also asked our attorney to help us prepare the agreements for the counties for their match funds.

We also wanted to provide a quick reflection of the grant application process in regards to supportive efforts, technical approach, challenges and final takeaways.



FY 2022 Objectives

1. **Establish Internship Program**

The ESVBA has established communications with ESCC to start the process of an internship program. We have reviewed what types of positions we could consider for internship and the idea of both paid and non-paid positions. We are going to create/utilize new or existing job descriptions to provide to the Community College to look for candidates and consider 3-6month positions.

2. **Ramp-Up connections (200/month by June 2022, total of 1610 new connections by end of FY22)**

From 7/1/21 to 1/31/22 we have turned-up 538 subscribers on the ESVBA network and achieved a peak number of turn-ups at 102 in September 2021. The ESVBA on-ramped two new underground vendors and have been increasing our capacity. In late November, we saw a decline of new orders that we anticipated and limited the amount of work. In December/January we signed several large microcommunities (Creek bluff, Doe Crossing and Corbin Hall) which have increased our queue but were awaiting materials. At this point we have ordered 6000 direct mailers and are going to be initiating a mailing campaign to ~5,200 addresses on the shore to increase our workflow and get this per-month incremental number ramping up. Lastly, we are also working on our website and social media presence to increase community awareness of services.

3. **Design a plan to build 100% of the shore by 2026**

In the December 2021 Board meeting we discussed the different scenarios of how to accomplish a ubiquitous network on the Eastern Shore of which VATI was a major component of this. With the VATI award, we will be taking the

next large stride towards universal coverage of the shore by 2026. The plan called for a second set of funding in 2-years subsequent to the VATI grant to finish the remaining areas and the staff will continue to monitor our progress so we are prepared to undertake the final phase of buildout when VATI is nearing completion.

4. Reduce lead times

As represented in the Status Update, the trend for our installation intervals has dropped significantly since July 2021. Our trend line shows a nearly 50% reduction in our installation intervals for customer deliveries. Just in the past two months, there was one single customer who canceled prior to service activation and that was due to install time however, that was held for easement by Captains Cove which was beyond our control.

Version	Comment / Changes made	Date
V1	Created new pay plan with minimum being \$15/hour to stay abreast with target federal "livable wage".	12.22.21
	Utilized market data from ERI and the JAT to slot positions into the pay plan.	
V2	Percentile/progression guide added Added Bring to Percentile option Reviewed positions for appropriate title and hierarchy	12.28.21
V3	Percentile Lookup modified to add each tenure year individually	01.13.2022
V4	Added additional proposed classes with recommended grades	02.09.2022

PAY PLAN (ANNUAL)

Grade	Minimum	Midpoint	Maximum	Range Spread	Pay Grade Progression
104	\$31,200.00	\$40,560.00	\$49,920.00	60.0%	7.0%
105	\$33,384.00	\$43,399.20	\$53,414.40	60.0%	7.0%
106	\$35,720.88	\$46,437.14	\$57,153.41	60.0%	7.0%
107	\$38,221.34	\$49,687.74	\$61,154.15	60.0%	7.0%
108	\$42,807.90	\$55,650.27	\$68,492.64	60.0%	12.0%
109	\$47,944.85	\$62,328.31	\$76,711.76	60.0%	12.0%
110	\$53,698.23	\$69,807.70	\$85,917.17	60.0%	12.0%
111	\$60,142.02	\$78,184.63	\$96,227.23	60.0%	12.0%
112	\$67,359.06	\$87,566.78	\$107,774.50	60.0%	12.0%
113	\$75,442.15	\$98,074.80	\$120,707.44	60.0%	12.0%

PAY PLAN (HOURLY)

Grade	Minimum	Midpoint	Maximum	Range Spread	Pay Grade Progression
104	\$15.00	\$19.50	\$24.00	60.0%	7.0%
105	\$16.05	\$20.87	\$25.68	60.0%	7.0%
106	\$17.17	\$22.33	\$27.48	60.0%	7.0%
107	\$18.38	\$23.89	\$29.40	60.0%	7.0%
108	\$20.58	\$26.75	\$32.93	60.0%	12.0%
109	\$23.05	\$29.97	\$36.88	60.0%	12.0%
110	\$25.82	\$33.56	\$41.31	60.0%	12.0%
111	\$28.91	\$37.59	\$46.26	60.0%	12.0%
112	\$32.38	\$42.10	\$51.81	60.0%	12.0%
113	\$36.27	\$47.15	\$58.03	60.0%	12.0%

DEPARTMENT	CLASS TITLE	Evergreen Proposed CLASS TITLE (yellow highlight if different than current)	Proposed Pay Grade	Proposed Minimum	Proposed Midpoint	Proposed Maximum	Minimum Education	Minimum Experience	Licenses/Certifications	Current FLSA	Evergreen Proposed FLSA
Administrative	Customer Service/Admin Asst	Customer Service Representative	104	\$ 31,200.00	\$ 40,560.00	\$ 49,920.00	HS	1		Non-exempt	Non-exempt
Administrative	Sales and Marketing Representative	Sales and Marketing Representative	105	\$ 33,384.00	\$ 43,399.20	\$ 53,414.40	B	3			Non-exempt
Construction	Warehouse Associate	Warehouse Associate	105	\$ 33,384.00	\$ 43,399.20	\$ 53,414.40	HS	2		Non-exempt	Non-exempt
Network	Network/Customer Service Tech	Network/Customer Service Technician	106	\$ 35,720.88	\$ 46,437.14	\$ 57,153.41	HS	2		Non-exempt	Non-exempt
Construction	Field Engineer	Field Services Associate	106	\$ 35,720.88	\$ 46,437.14	\$ 57,153.41	A	3		Non-exempt	Non-exempt
Construction	Field Services Supervisor	Field Services Associate	106	\$ 35,720.88	\$ 46,437.14	\$ 57,153.41	A	5		Non-Exempt	Non-exempt
Administrative	Bookkeeper	Bookkeeper	107	\$ 38,221.34	\$ 49,687.74	\$ 61,154.15	HS	3		Non-exempt	Non-exempt
Administrative	Account Manager	Account Manager	108	\$ 42,807.90	\$ 55,650.27	\$ 68,492.64	HS	2		Non-exempt	Non-exempt
Construction	Lineman Apprentice	Fiber Optic Lineman Apprentice	108	\$ 42,807.90	\$ 55,650.27	\$ 68,492.64	HS	3	Class B CDL	Non-exempt	Non-exempt
Construction	Underground Tech	Underground Installation Technician	108	\$ 42,807.90	\$ 55,650.27	\$ 68,492.64	A	5		Exempt	Exempt
Construction	Network Tech/Installer	Field Network Technician	108	\$ 42,807.90	\$ 55,650.27	\$ 68,492.64	HS	2		Exempt	Exempt
Network	GIS/Records Tech	GIS Analyst	109	\$ 47,944.85	\$ 62,328.31	\$ 76,711.76	A	2		Non-Exempt	Non-exempt
Network	IT Support - System Administrator	IT Support - System Administrator	109	\$ 47,944.85	\$ 62,328.31	\$ 76,711.76	A	2			Non-exempt
Network	Network Operations Tech	Network Operations Technician	109	\$ 47,944.85	\$ 62,328.31	\$ 76,711.76	B	5		Exempt	Exempt
Construction	Lineman	Fiber Optic Lineman	110	\$ 53,698.23	\$ 69,807.70	\$ 85,917.17	HS	3	Class B CDL	Non-exempt	Non-exempt
Administrative	Business Development Manager	Business Development Manager	110	\$ 53,698.23	\$ 69,807.70	\$ 85,917.17	B	5			Exempt
Administrative	Marketing Manager	Marketing Manager	110	\$ 53,698.23	\$ 69,807.70	\$ 85,917.17	B	5		Non-exempt	Exempt
Administrative	Office Manager	Administrative Manager	110	\$ 53,698.23	\$ 69,807.70	\$ 85,917.17	A	5			Exempt
Administrative	Controller	Controller	111	\$ 60,142.02	\$ 78,184.63	\$ 96,227.23	B	5	CPA		Exempt
Construction	Manager of Construction	Construction Manager	112	\$ 67,359.06	\$ 87,566.78	\$ 107,774.50	A	5	Class B CDL	Non-exempt	Non-exempt
Network	Network Operations Manager	Network Operations Manager	112	\$ 67,359.06	\$ 87,566.78	\$ 107,774.50	B	5		Exempt	Exempt

Option	Description	Total Implementation Cost	# Employees Requiring Adjustments	Avg Salary Adjustment for Employees Receiving an Adjustment	Avg Percentage Adjustment	Considerations for Selecting Options	Pros/Cons for Each Option
Bring to Percentile Tenure- 25 Years	Employees are brought to a designated percentile of their proposed pay grade based on their time with the ESRBA. One of the intended outcomes of this calculation is to quickly move employees with less than 10 years of total tenure toward the midpoint. Employees with 10 or more years of tenure will be moved more slowly to the maximum of their pay grade. This option includes the Bring to Minimum adjustment.	\$ 47,501.83	7	\$ 6,785.98	18.4%	This option would best align with a compensation philosophy in which it is expected that employees' salaries will continue to progress as the employee performs the duties of the position satisfactorily.	<p>PRO: This option simply places salaries into the new structure based on the employee's time in their position, assuming they continue to perform satisfactorily.</p> <p>CON: This option may not change any perceived salary inequities by employees if they consider/compare their individual salary to another employee within the same classification, and may not address other issues with inequities (e.g. performance-based salary progression)</p>

Tenure	5.1 year	1 year	2 years	3 years	4 years	5 years	6 years	7 years	8 years	9 years	10 years	11 years	12 years	13 years	14 years	15 years	16 years	17 years	18 years	19 years	20 years	21 years	22 years	23 years	24 years	25 years
PROPOSED PAY GRADE	MINIMUM	5TH PERCENTILE	10TH PERCENTILE	15TH PERCENTILE	20TH PERCENTILE	25TH PERCENTILE	30TH PERCENTILE	35TH PERCENTILE	40TH PERCENTILE	45TH PERCENTILE	50TH PERCENTILE (MIDPOINT)	55TH PERCENTILE	60TH PERCENTILE	65TH PERCENTILE	70TH PERCENTILE	75TH PERCENTILE	80TH PERCENTILE	85TH PERCENTILE	90TH PERCENTILE	95TH PERCENTILE	96.6 PERCENTILE	98.3 PERCENTILE	99.3 PERCENTILE	99.6 PERCENTILE	99.8 PERCENTILE	MAXIMUM
104	\$31,300.00	\$32,136.00	\$33,072.00	\$34,008.00	\$34,944.00	\$35,880.00	\$36,816.00	\$37,752.00	\$38,688.00	\$39,624.00	\$40,560.00	\$41,496.00	\$42,432.00	\$43,368.00	\$44,304.00	\$45,240.00	\$46,176.00	\$47,112.00	\$48,048.00	\$48,984.00	\$49,920.00	\$50,856.00	\$51,792.00	\$52,728.00	\$53,664.00	\$54,600.00
105	\$32,136.00	\$32,972.00	\$33,908.00	\$34,844.00	\$35,780.00	\$36,716.00	\$37,652.00	\$38,588.00	\$39,524.00	\$40,460.00	\$41,396.00	\$42,332.00	\$43,268.00	\$44,204.00	\$45,140.00	\$46,076.00	\$47,012.00	\$47,948.00	\$48,884.00	\$49,820.00	\$50,756.00	\$51,692.00	\$52,628.00	\$53,564.00	\$54,500.00	\$55,436.00
106	\$32,972.00	\$33,808.00	\$34,744.00	\$35,680.00	\$36,616.00	\$37,552.00	\$38,488.00	\$39,424.00	\$40,360.00	\$41,296.00	\$42,232.00	\$43,168.00	\$44,104.00	\$45,040.00	\$45,976.00	\$46,912.00	\$47,848.00	\$48,784.00	\$49,720.00	\$50,656.00	\$51,592.00	\$52,528.00	\$53,464.00	\$54,400.00	\$55,336.00	\$56,272.00
107	\$33,808.00	\$34,644.00	\$35,580.00	\$36,516.00	\$37,452.00	\$38,388.00	\$39,324.00	\$40,260.00	\$41,196.00	\$42,132.00	\$43,068.00	\$44,004.00	\$44,940.00	\$45,876.00	\$46,812.00	\$47,748.00	\$48,684.00	\$49,620.00	\$50,556.00	\$51,492.00	\$52,428.00	\$53,364.00	\$54,300.00	\$55,236.00	\$56,172.00	\$57,108.00
108	\$34,644.00	\$35,480.00	\$36,416.00	\$37,352.00	\$38,288.00	\$39,224.00	\$40,160.00	\$41,096.00	\$42,032.00	\$42,968.00	\$43,904.00	\$44,840.00	\$45,776.00	\$46,712.00	\$47,648.00	\$48,584.00	\$49,520.00	\$50,456.00	\$51,392.00	\$52,328.00	\$53,264.00	\$54,200.00	\$55,136.00	\$56,072.00	\$57,008.00	\$57,944.00
109	\$35,480.00	\$36,316.00	\$37,252.00	\$38,188.00	\$39,124.00	\$40,060.00	\$40,996.00	\$41,932.00	\$42,868.00	\$43,804.00	\$44,740.00	\$45,676.00	\$46,612.00	\$47,548.00	\$48,484.00	\$49,420.00	\$50,356.00	\$51,292.00	\$52,228.00	\$53,164.00	\$54,100.00	\$55,036.00	\$55,972.00	\$56,908.00	\$57,844.00	\$58,780.00
110	\$36,316.00	\$37,152.00	\$38,088.00	\$39,024.00	\$39,960.00	\$40,896.00	\$41,832.00	\$42,768.00	\$43,704.00	\$44,640.00	\$45,576.00	\$46,512.00	\$47,448.00	\$48,384.00	\$49,320.00	\$50,256.00	\$51,192.00	\$52,128.00	\$53,064.00	\$54,000.00	\$54,936.00	\$55,872.00	\$56,808.00	\$57,744.00	\$58,680.00	\$59,616.00
111	\$37,152.00	\$37,988.00	\$38,924.00	\$39,860.00	\$40,796.00	\$41,732.00	\$42,668.00	\$43,604.00	\$44,540.00	\$45,476.00	\$46,412.00	\$47,348.00	\$48,284.00	\$49,220.00	\$50,156.00	\$51,092.00	\$52,028.00	\$52,964.00	\$53,900.00	\$54,836.00	\$55,772.00	\$56,708.00	\$57,644.00	\$58,580.00	\$59,516.00	\$60,452.00
112	\$37,988.00	\$38,824.00	\$39,760.00	\$40,696.00	\$41,632.00	\$42,568.00	\$43,504.00	\$44,440.00	\$45,376.00	\$46,312.00	\$47,248.00	\$48,184.00	\$49,120.00	\$50,056.00	\$50,992.00	\$51,928.00	\$52,864.00	\$53,800.00	\$54,736.00	\$55,672.00	\$56,608.00	\$57,544.00	\$58,480.00	\$59,416.00	\$60,352.00	\$61,288.00
113	\$38,824.00	\$39,660.00	\$40,596.00	\$41,532.00	\$42,468.00	\$43,404.00	\$44,340.00	\$45,276.00	\$46,212.00	\$47,148.00	\$48,084.00	\$49,020.00	\$49,956.00	\$50,892.00	\$51,828.00	\$52,764.00	\$53,700.00	\$54,636.00	\$55,572.00	\$56,508.00	\$57,444.00	\$58,380.00	\$59,316.00	\$60,252.00	\$61,188.00	\$62,124.00