

**Regular Meeting of the Board of Directors of the
Eastern Shore Broadband Authority
September 25th, 2025
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 FY22 Report**
- 7. New Business**
- 8. Treasurers Report**
- 9. Board Comments**
- 10. Closed Session**
 - a. Contracted Revenue** (Section 2.2-3711 Paragraph 33) ⁽¹⁾
 - b. Review bonus formulation** (Section 2.2-3711 Paragraph 1) ⁽²⁾
 - c. Personnel Discussion** (Section 2.2-3711 Paragraph 1) ⁽²⁾
- 11. Adjournment**

Next Board Regular Meeting: November 20th, 2025

1. 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.

2. 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.

MINUTES

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

July 24, 2025

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

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

Members of the public attending were: None

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

AGENDA ADOPTION

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

PUBLIC COMMENT

None

REVIEW OF MINUTES

Ms. Meil moved to approve the Annual Board Meeting Minutes from May. Mr. Mason seconded. Motion passed unopposed.

Mr. Kolakowski moved to approve the revised Regular Board Meeting Minutes from May. Ms. Meil seconded. Motion passed unopposed.

SYSTEM STATUS & BUILD REPORT

1. WiFi Hotspots- There are currently 26 of the 28 hotspots in

service. Ebenezer Church is still offline. Johnson Court had to have some repairs and should be back online soon.

2. Residential Broadband- Mr. Bridgham reported that the Authority has 44196 active residential customers. He stated that there are 88 customers in service in Harborton, 29 in Bobtown, 241 in Church Neck, 64 in Sanford, 49 on Cheapside, 4 on Cobbs Station, 108 in Accomac, 15 in Townsend, 797 in Greenbackville, 100 in Atlantic, 78 in Wattsville/Horntown, 172 in Oak Hall, 111 in Hallwood, 100 in Painter/Quinby, 124 in Eastville, 191 in Nassawadox, 8 in Oyster, 403 in Exmore, 152 in Belle Haven, 47 in Cheriton, 55 in Wachapreague, 558 in Onancock, 474 in Cape Charles, 221 in Parksley, 4 in Nocks Landing, 49 in Saxis, 108 on Chincoteague, and 146 on Tangier.
3. WISP EVPL Program- Mr. Bridgham informed the BOD that there are still 59 sites are in service.
4. Microcommunity Program- There are 42 communities that are in service.
5. USDA grants
 - a. Bailey Neck & Mt Nebo CDF- Project has been started and cable placing will begin soon. Construction is expected to be completed by September.
 - b. Custis Neck & Locustville- USDA requested modification to remove one segment. They are continuing with environmental review and approvals shortly.
6. Assistance Programs- Mr. Bridgham presented a report showing details for all of the assistance programs.

OLD BUSINESS

NEW BUSINESS

- A. VATI FY22 Report- Audit has been completed and ESVBA should be receiving the additional 10% reimbursement in November.

TREASURER'S REPORT

Mr. Mason stated that some underlying issues are getting cleaned up.

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. Mason. The following board members were present: Mr. Reiter, Ms. Meil, Mr. Mason, and Mr. Kolakowski, and voted affirmative.

After closed session, the Chair reconvened the meeting. Motion was made by Mr. Kolakowski, seconded by Mr. Mason 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. Reiter, Ms. Meil, Mr. Mason, and Mr. Kolakowski, and voted affirmative.

ADJOURNMENT

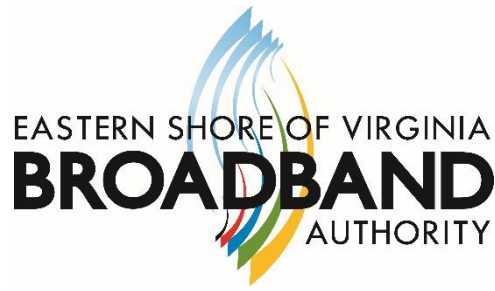
Mr. Kolakowski moved to adjourn at 3:27pm.

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 September 2025

Status Report Topics

1. WiFi Hotspots
2. Residential Broadband
3. WISP EVPL Program
4. Microcommunity Program
5. USDA Grants
 - a. Bailey Neck & Mt. Nebo CDF
 - b. Custis Neck & Locustville
6. Assistance Programs

WiFi Hotspots

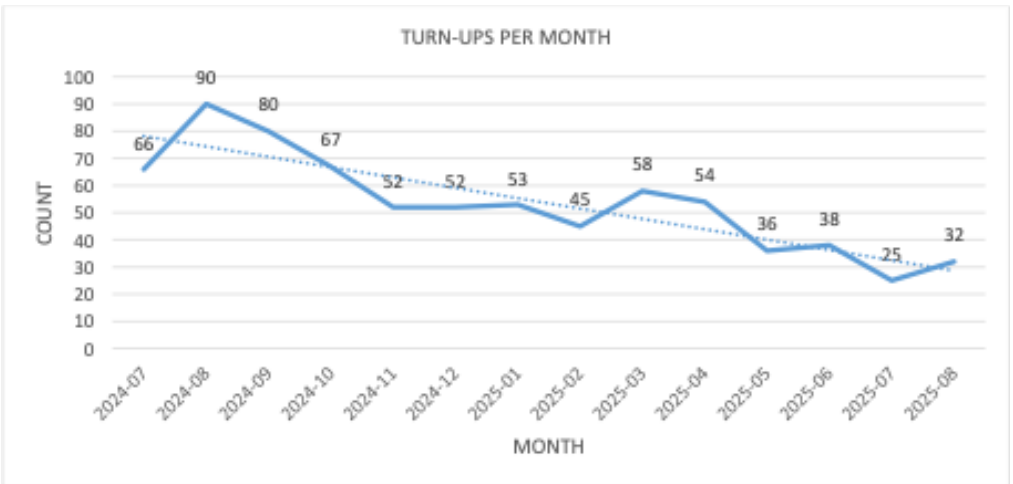
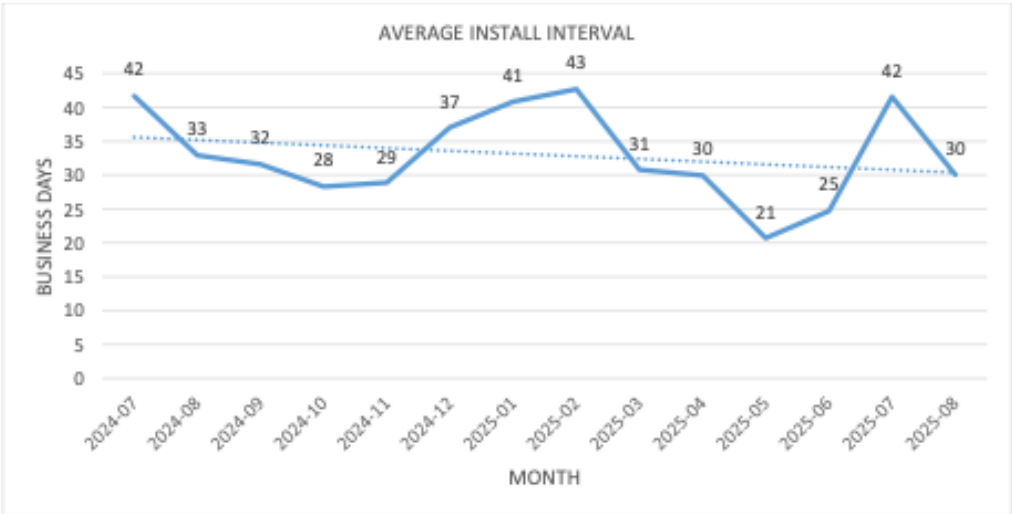
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Residential Broadband

Residential Report as of 9/22/2025

Area	Date Opened	# of Servicable Homes (1/17/25)	Number of Active Circuits	% Active Customers	Number of Signed customers pending construction	% Signed awaiting install	Combined Take Rate (active + signed)	Number of customers with contracts	% Awaiting cust signature
Accomac	Dec-17	756	109	14.42%	1	0.13%	14.55%	0	0.00%
Atlantic	Mar-18	475	98	20.63%	3	0.63%	21.26%	0	0.00%
Belle Haven	Sep-18	1008	155	15.38%	3	0.30%	15.67%	0	0.00%
Bobtown/Pungoteague/Keller	Mar-17	1048	28	2.67%	0	0.00%	2.67%	1	0.10%
Cape Charles	Nov-18	1249	483	38.67%	12	0.96%	39.63%	2	0.16%
Cheapside	Dec-17	539	49	9.09%	0	0.00%	9.09%	0	0.00%
Cheriton	Oct-18	435	47	10.80%	0	0.00%	10.80%	0	0.00%
Chincoteague	Jan-19	5109	115	2.25%	3	0.06%	2.31%	0	0.00%
Church Neck	Mar-17	623	244	39.17%	6	0.96%	40.13%	1	0.16%
Cobbs Station	Dec-17	165	4	2.42%	0	0.00%	2.42%	0	0.00%
Eastville	Jun-18	994	124	12.47%	1	0.10%	12.58%	0	0.00%
Exmore	Sep-18	2298	407	17.71%	4	0.17%	17.89%	0	0.00%
Greenbackville	Jan-18	1260	810	64.29%	10	0.79%	65.08%	1	0.08%
Hallwood	May-18	1183	112	9.47%	3	0.25%	9.72%	0	0.00%
Harborton	Nov-16	284	90	31.69%	1	0.35%	32.04%	1	0.35%
Nassawadox	Aug-18	953	201	21.09%	3	0.31%	21.41%	1	0.10%
Nocks Landing	Jan-19	168	4	2.38%	0	0.00%	2.38%	0	0.00%
Oak Hall	May-18	474	181	38.19%	5	1.05%	39.24%	1	0.21%
Onancock	Nov-18	2208	547	24.77%	9	0.41%	25.18%	0	0.00%
Oyster	Aug-18	94	9	9.57%	0	0.00%	9.57%	0	0.00%
Parksley	Jan-19	1576	223	14.15%	1	0.06%	14.21%	1	0.06%
Quinby/Painter	Jun-18	880	102	11.59%	2	0.23%	11.82%	1	0.11%
Sanford	Dec-17	489	64	13.09%	0	0.00%	13.09%	0	0.00%
Saxis	May-20	249	49	19.68%	0	0.00%	19.68%	0	0.00%
Tangier	May-21	348	147	42.24%	4	1.15%	43.39%	0	0.00%
Townsend/Latimer Siding	Jan-18	369	15	4.07%	0	0.00%	4.07%	0	0.00%
Wachapreague	Oct-18	371	55	14.82%	0	0.00%	14.82%	0	0.00%
Wattsville-Horntown	Mar-18	585	78	13.33%	1	0.17%	13.50%	0	0.00%

Totals: 26,190 4,550 72 10



WISP EVPL Program

- Fifty-nine (59) sites in service and operational, no change.

Microcommunity Program

- There now 42 microcommunities in-service and operational, one new one is being evaluated.

USDA Bailey Neck & Mt. Nebo CDF

- This job has been started and cable placing shall start soon. The aerial portion of the project is nearly complete. There was one connection down to Mt. Nebo that was delayed due to a soybean field that we are crossing now. The remainder of the aerial work is complete. The underground work has been started but was also delayed due to weather and flagging.

USDA Custis Neck & Locustville CDF

- We received the notice from the USDA that the project cleared the environmental review and is now in the final contract phases.

Assistance Programs

ESVBA Assistance Programs Report

September-25

ESVBA Installation Assistance Program (IAP)

Active in 2021 and funded with \$189k

Number of subs enrolled:	154
Total funding from program:	\$ 47,715
Average Assistance / Sub:	\$ 309.84

Accomack Installation Assistance Program (IAP)

Active in 2021 and funded with \$50k

Number of subs enrolled:	0
Total funding from program:	\$ -
Average Assistance / Sub:	\$ -

DHCD Line Extension Cust Assistance Program (LECAP)

Active as of: June 2022

Number of subs enrolled:	11
Total funding from program:	\$ 115,205
Average Assistance / Sub:	\$ 10,473

ESVBA VATI FY22 Special Assistance

Active as of: June 2022 and funded with \$2.44M

Number of subs enrolled:	268
Total funding from program:	\$ 1,095,670
Average Assistance / Sub:	\$ 4,088

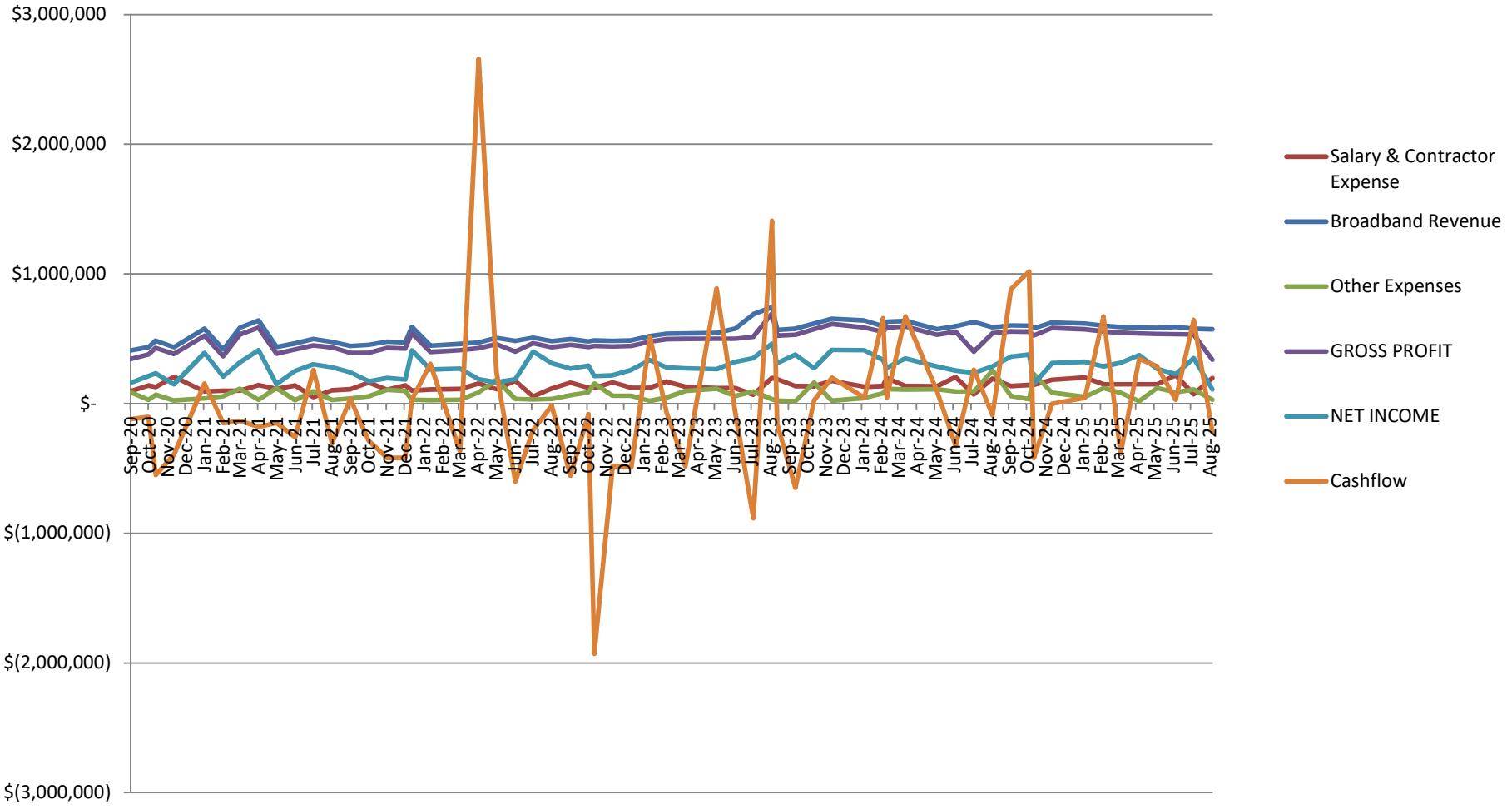
FCC ACP Program *

Number of subs enrolled	103
Previous month's savings	\$ 4,690

Total # of ESVBA Subscribers Assisted:	596
Total Assistive Funding Rendered:	\$ 1,258,590

* FCC ACP Program has sunset and users are no longer going to receive the benefit

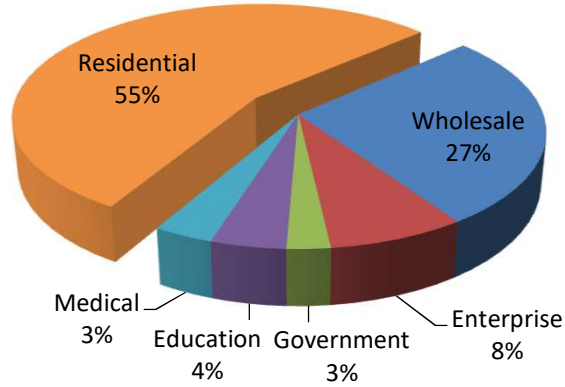
Sept '20 to Aug '25 Financials



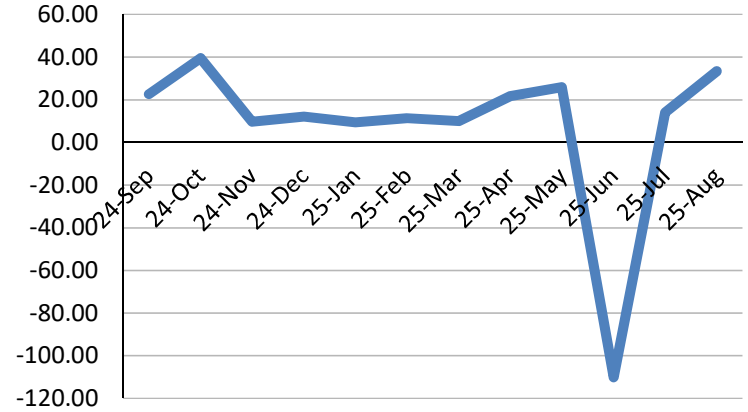
ESVBA Dashboard - September 2025

Financial Data

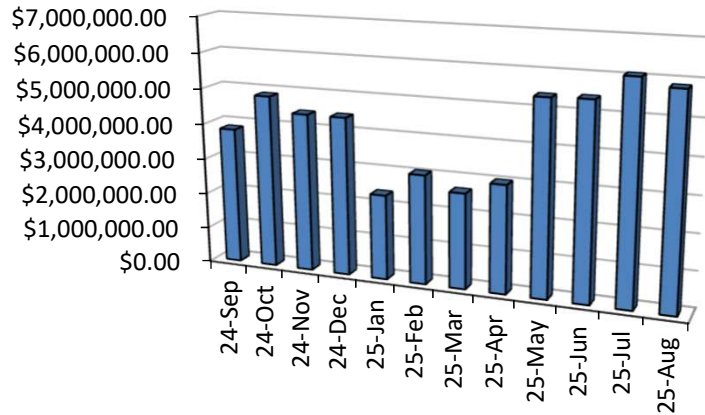
Revenue by Sector as of August 2025



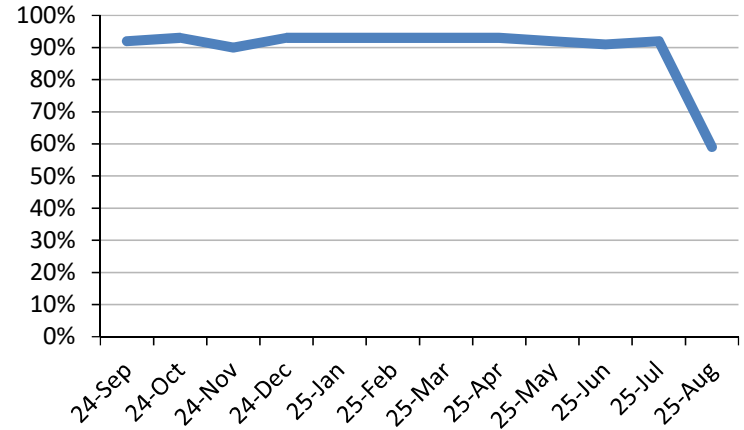
Quick Ratio



Cash & Cash Equivalents

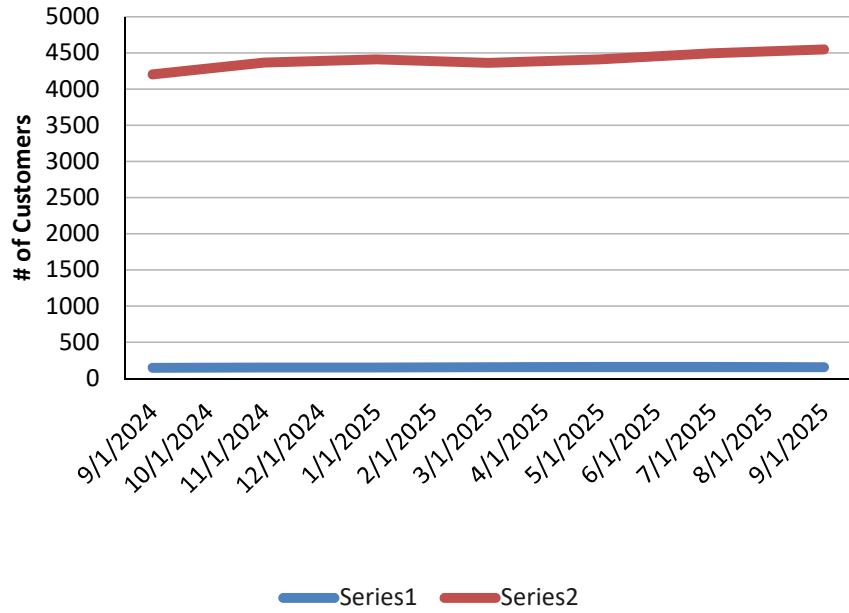


GROSS PROFIT MARGIN

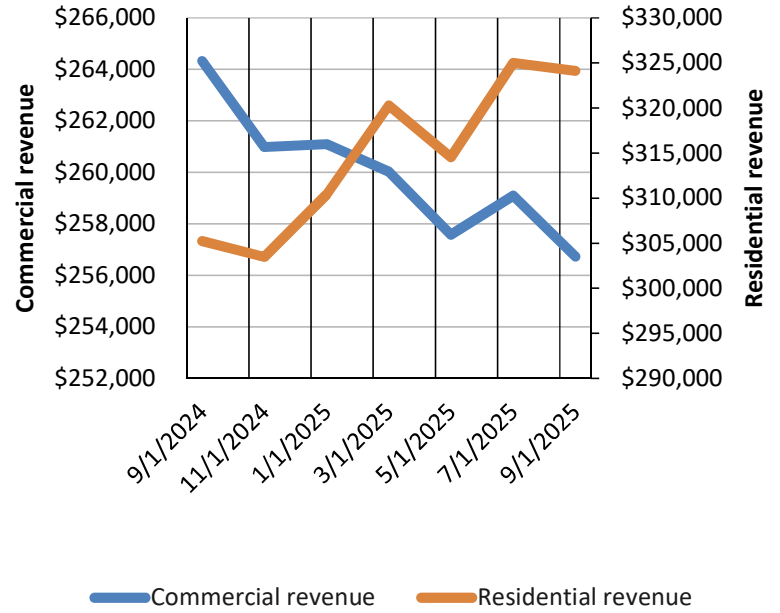


Customer Base

Customer Mix



Commercial vs. Residential Revenues



Eastern Shore of Virginia Broadband Authority

Board Balance Sheet

End of Aug 2025

Financial Row	Amount
ASSETS	
Current Assets	
Bank	
10010 - General Operating Account - BB&T (0720)	\$1,091,470.17
10020 - Capital Expansion Account - BB&T (0747)	\$814,257.94
10030 - Equipment Accrual - BB&T (0739)	\$668,457.99
10160 - Annual Accrual - BB&T (7622) Savings Acct	\$3,180,570.53
10165 - Expansion Proceeds BB&T Savings Acct (0070)	\$442.04
10180 - Merchant Services - BB&T (8016)	\$80,014.40
10200 - USDA - TowneBank (7682)	\$100.00
10990 - Petty Cash	\$150.00
Total Bank	\$5,835,463.07
Accounts Receivable	
11000 - Accounts Receivable	\$807,340.56
11001 - Accounts Receivable-Federal Grants Receivable	\$1,025,115.19
11010 - Reserve for Bad Debt	(\$173,444.84)
11020 - Due from Other Government (Retainage)	\$814,420.58
11030 - Performance Bond Escrow	(\$10,000.00)
Total Accounts Receivable	\$2,463,431.49
Other Current Asset	
11900 - Undeposited Funds	\$10,786.56
11920 - Customer overpayments	(\$88,414.07)
13100 - Inventory Asset	\$1,476,761.61
15000 - Plant in Service	\$36,307.15
Total Other Current Asset	\$1,435,441.25
Total Current Assets	\$9,734,335.81
Fixed Assets	
14100 - General Furniture Fixtures	\$64,788.41
14199 - Accumulated Depreciation - Furniture	(\$34,796.05)
14200 - Equipment:Computers, Printers, Equip, Software	\$138,633.77
14299 - Accumulated Depreciation - Equipment	(\$269,626.20)
15010 - Physical Plant Structure	\$37,083,227.19
15020 - Physical Plant Electronics	\$5,323,742.77
15040 - Physical Plant Towers	\$178,656.12
15050 - Physical Plant Mobile - (Mobile Carriers & Generators)	\$100,546.32
15060 - Physical Plant Huts	\$187,497.91
15070 - Physical Plant Tools & Equipment	\$58,881.73
15098 - Accumulated Depreciation - Plant In Service	(\$12,428,384.72)
15100 - Physical Plant Network & Software	\$22,281.96
15199 - Accumulated Depreciation - Software	(\$64,303.09)
15200 - Vehicles & Equipment	\$1,049,674.21
15299 - Accumulated Depreciation - Vehicles	(\$477,071.43)
16000 - Railway Easement	\$250,000.00
17000 - Land	\$10,000.00
Total Fixed Assets	\$31,193,748.90
Other Assets	
15001 - GASB 87 leased assets	\$473,948.00

Financial Row	Amount
15002 - Accumulated Depreciation-GASB 87 leased assets	(\$166,319.58)
Total Other Assets	\$307,628.42
Total ASSETS	\$41,235,713.13
Liabilities & Equity	
Current Liabilities	
Accounts Payable	
20000 - Accounts Payable	\$191,978.50
20050 - Accrued Interest Payable	\$20,542.33
Total Accounts Payable	\$212,520.83
Credit Card	
21010 - BB&T Visa 5701 LH	(\$83.82)
21030 - BB&T Visa 0439 RB	(\$175.52)
21060 - BB&T Visa 5625 KB	(\$43.86)
Total Credit Card	(\$303.20)
Other Current Liability	
20010 - Accrued Purchases	(\$65,164.02)
24010 - Direct Deposit Liabilities:USAC Reimbursements Deposits	\$92,825.23
25000 - ESVBA Installation Assistance Program	(\$47,065.00)
26100 - USAC Tax Payable	\$6,874.73
26200 - Va Communications Tax	(\$15,132.78)
Total Other Current Liability	(\$27,661.84)
Total Current Liabilities	\$184,555.79
Long Term Liabilities	
27500 - BB&T Loan for Expansion	\$2,269,000.00
27700 - GASB 87 lease liability	\$301,928.36
28000 - Deferred Income	\$140,801.84
Total Long Term Liabilities	\$2,711,730.20
Equity	
Retained Earnings	\$37,778,163.37
Net Income	\$561,263.77
Total Equity	\$38,339,427.14
Total Liabilities & Equity	\$41,235,713.13

Eastern Shore of Virginia Broadband Authority
Board Income Statement
Jul 2025, Aug 2025

Financial Row	Jul 2025 Amount	Aug 2025 Amount	Total Amount
Income			
40000 - Broadband Income			
Education Income	\$24,523	\$24,523	\$49,046
Enterprise Income	\$42,838	\$44,655	\$87,493
Government Income	\$14,547	\$14,123	\$28,670
Medical Income	\$19,477	\$19,477	\$38,954
Other Income	\$3,417	\$1,658	\$5,075
Residential Income	\$319,626	\$315,843	\$635,470
Wholesale Income	\$157,346	\$155,488	\$312,834
Total - 40000 - Broadband Income	\$581,775	\$575,767	\$1,157,542
40900 - Installation Income			
Enterprise Income	\$0	\$250	\$250
Residential Income	\$24,225	\$64,320	\$88,545
Wholesale Income	\$1,051	\$1,051	\$2,102
Total - 40900 - Installation Income	\$25,276	\$65,621	\$90,897
46400 - Other Income			
Other Income	\$580	\$1,241	\$1,821
Wholesale Income	\$150	\$150	\$300
Total - 46400 - Other Income	\$730	\$1,391	\$2,121
46420 - LECAP Reimbursement			
Other Income	\$0	\$33,614	\$33,614
Total - 46420 - LECAP Reimbursement	\$0	\$33,614	\$33,614
46460 - Interest Income			
- No Vertical -	\$0	\$0	\$0
Other Income	\$2,801	\$3,522	\$6,323
Total - 46460 - Interest Income	\$2,802	\$3,522	\$6,324
Total - Income	\$610,582	\$679,914	\$1,290,496
Cost Of Sales			
50100 - Cost of Goods Sold:Internet Access	\$6,701	\$6,701	\$13,403
50300 - Cost of Goods Sold:3rd Party Dark service	\$27,847	\$27,847	\$55,694
50400 - Cost of Goods Sold:Utility Locates	\$388	\$0	\$388
50500 - Cost of Goods Sold:Pole Attachments	\$893	\$192,098	\$192,991
50600 - Cost of Goods Sold:3rd Party Transport	\$4,301	\$4,301	\$8,602
51010 - Cost of Goods Sold:Collocation/Hut Expense:Utilities	\$4,161	\$4,519	\$8,681
51020 - Cost of Goods Sold:Collocation/Hut Expense:Phone, Communic.	\$165	\$165	\$330
51090 - Cost of Goods Sold:Collocation/Hut Expense:Maintenance	\$338	-\$338	\$0
Total - Cost Of Sales	\$44,794	\$235,294	\$280,088
Gross Profit	\$565,788	\$444,620	\$1,010,408
Expense			
61200 - Payroll Expenses:Wages & Benefits	\$72,444	\$198,208	\$270,652
62200 - Sales and Marketing:Marketing and Promotions	\$3,774	\$9,383	\$13,157
62300 - Sales and Marketing:Marketing Materials	\$348	\$50	\$398
63100 - Travel and Meetings:Conference, Convention, Meeting	\$0	\$1,395	\$1,395
63200 - Travel and Meetings:Mileage/Tolls Reimbursement	\$425	\$0	\$425
63400 - Travel and Meetings:Meals & Entertainment	\$71	\$58	\$129
64200 - Bank Charges & Fees	\$6,094	\$6,108	\$12,203
64280 - VATI Grant FY22 Special Construction	\$10,050	\$24,750	\$34,800
64320 - Dumpster/Trash Removal	\$307	\$307	\$615
64350 - Interest Expense	\$32	\$0	\$32
64360 - Insurance - Liability, D and O	\$5,115	\$0	\$5,115
64370 - Janitorial Services	\$640	\$695	\$1,335
64400 - Office Supplies & Expense	\$1,975	\$1,339	\$3,314
64420 - Printing and Copying	\$693	\$41	\$734
64450 - Postage, Mailing & Shipping	\$1,159	\$471	\$1,630
64460 - Office IT Hardware/Software	\$12,923	\$3,859	\$16,782

64470 - Office Maintenance & Repair	\$0	\$650	\$650
64480 - Rent or Lease Payments	\$65,750	\$3,350	\$69,100
64700 - Taxes	\$1,097	\$0	\$1,097
64750 - Telephone & Telecommunications	\$624	\$629	\$1,253
64760 - Mobile Phones	\$220	\$40	\$260
64800 - Utilities	\$87	\$87	\$174
65100 - Professional Services:Accounting & Administration	\$0	\$336	\$336
65200 - Professional Services:Legal Fees	\$1,943	\$490	\$2,433
65300 - Professional Services: Business Development	\$1,690	\$0	\$1,690
67300 - Vehicle Fuel	\$2,340	\$2,840	\$5,180
67400 - Vehicle & Equip Maintenance & Repair Expenses	\$7,803	\$2,043	\$9,846
68100 - Physical Plant Maintenance/Agreements/Warranties/Software	\$2,766	-\$7,175	-\$4,409
68200 - Physical Plant Permits & Fees	\$850	\$350	\$1,200
68300 - Physical Plant Repairs	\$1,169	\$2,323	\$3,493
68330 - Physical Plant/Inventory Disposed Items	\$459	\$0	\$459
68400 - Physical Plant Tools & Safety Equipment	\$450	\$158	\$608
68500 - Physical Plant Shipping Freight & Delivery	\$869	\$196	\$1,065
Total - Expense	\$204,167	\$252,982	\$457,149
Net Income	\$361,621	\$191,638	\$553,258

Eastern Shore of Virginia Broadband Authority

Board Cash Flow Statement

Jul 2025, Aug 2025

Financial Row	Jul 2025	Aug 2025
	Amount	Amount
Operating Activities		
Net Income	\$361,620.71	\$199,643.06
Adjustments to Net Income		
Accounts Receivable	\$111,812.72	(\$12,662.28)
Inventory Asset	(\$46,137.29)	\$8,811.34
Other Current Asset	\$0.00	(\$500.00)
Accounts Payable	\$271,573.57	(\$316,952.03)
Sales Tax Payable	(\$5,250.15)	\$6,879.96
Other Current Liabilities	\$18,713.73	\$21,785.33
Total Adjustments to Net Income	\$350,712.58	(\$292,637.68)
Total Operating Activities	\$712,333.29	(\$92,994.62)
Investing Activities		
Fixed Asset	(\$66,539.44)	(\$127,760.94)
Total Investing Activities	(\$66,539.44)	(\$127,760.94)
Financing Activities		
Long Term Liabilities	(\$1,050.76)	(\$1,050.76)
Total Financing Activities	(\$1,050.76)	(\$1,050.76)
Net Change in Cash for Period	\$644,743.09	(\$221,806.32)
Cash at Beginning of Period	\$5,423,312.86	\$6,068,055.95
Cash at End of Period	\$6,068,055.95	\$5,846,249.63