



Roanoke Valley
Broadband Authority

Board of Directors

Jay Taliaferro, City of Salem
Richard Caywood, Roanoke County
Michael McEvoy, Citizen
Robert Cowell, City of Roanoke
Gary Larrowe, Botetourt County
Keith Perry, Carilion Clinic
Dr. Scott Midkiff, Virginia Tech

**VIRTUAL MEETING OF THE
BOARD OF THE ROANOKE VALLEY BROADBAND
AUTHORITY**

Friday, November 18, 2022 at 8:30 a.m.
601 S. Jefferson Street SW, Suite 110, Roanoke, VA 24011

An all Virtual Meeting of the Board of the Roanoke Valley Broadband Authority (“RVBA”) will be held on Friday, November 18, 2022 at 8:30 a.m. The virtual meeting is being held in compliance with the RVBA Board’s *Policy on Board Member Participation in Meetings When Absent; All-Virtual Meetings*, adopted on September 16, 2022; and with the amendments to Virginia Code § 2.2-3708.3. (Effective September 1, 2022 and styled “Meetings held through electronic communication means; situations other than declared states of emergency”). The method by which the Board chooses to meet shall not be changed unless the Board provides a new meeting notice in accordance with the provisions of Virginia Code § 2.2-3707.

Any members of the public may view and participate in the meeting through electronic means. The meeting will be set up through Zoom at this link:

Topic: Roanoke Valley Broadband Authority Board Meeting
Time: Nov 18, 2022 08:30 AM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us06web.zoom.us/j/7557433387?pwd=UGV0dHJKdlpRbEQ1Rm5SNzM2cWJkdz09>

Meeting ID: 755 743 3387

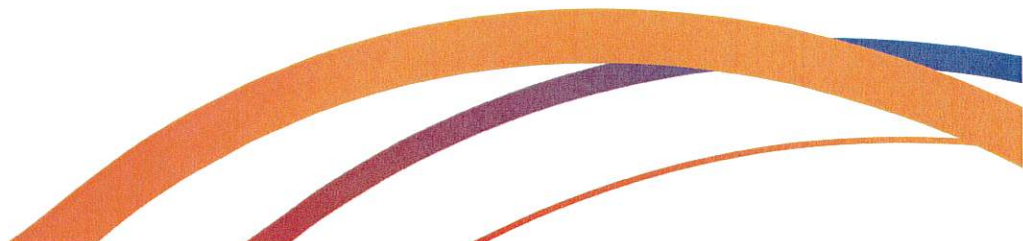
Passcode: 610382

Dial by your location

+1 929 205 6099 US (New York)

+1 301 715 8592 US (Washington DC)

601 S. Jefferson Street SW
Suite 110, Roanoke, VA 24011
540-904-4739
www.rvba.online





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I, (Tywanii Ross), will be responsible for receiving public comments at (540) 204-9341 or tross@highspeedroanoke.net. All materials made available to the members will be made available to the public at the same time by posting on the rvba.online. I will monitor this phone number and email address during the meeting and request that the public notify me promptly if the audio or video transmission of the meeting fails.

A video and/or audio recording will be made available at rvba.online within three (3) working days of the meeting. The draft minutes of the meeting will be distributed to common interest community members through the same method used to provide notice of this meeting. Draft minutes of the meeting will be available at rvba.online within ten (10) working days of the meeting. Final minutes will be available at rvba.online within three (3) working days of approval.

Please note for purposes of planning to participate in the meeting remotely, members will be required to state the location (a general description such as home, office, or other) from which they are participating. The location will be recorded in the minutes of the meeting.

If you wish to sign up to speak at the meeting, please let me know by 3:00 p.m. on November 17, 2022. Feel free to contact me if you have any questions.

Thank you.





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Roanoke Valley Broadband Authority Board
Friday, November 18, 2022 at 8:30 a.m.
601 S. Jefferson Street, SW, Suite 110 Roanoke, VA 24011

AGENDA

- 1. **Call to Order, Roll Call, Introductions** *Chair Taliaferro*

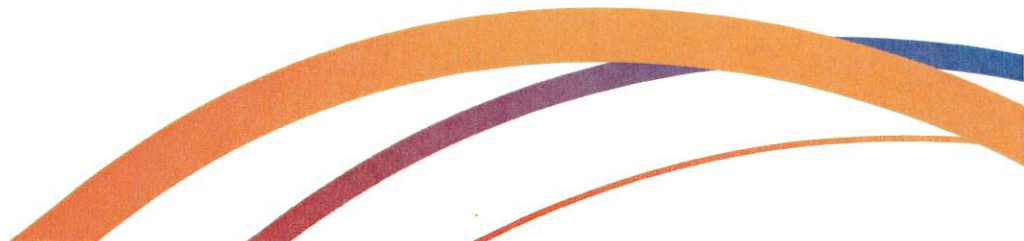
- 2. **Approval of the September 16, 2022 minutes, pp. 4-6** *Chair Taliaferro*

- 3. **Treasurer’s Report, pp. 7-8** *Frank Smith*
 - Acceptance of the September and October 2022 Financial Reports

- 4. **Project Updates** *Frank Smith*

- 5. **Other Business**
 - Next Meeting Date – January 20, 2023, at 8:30 a.m.

- 6. **Adjournment**





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DRAFT MINUTES

The September 16, 2022 Board Meeting of the Roanoke Valley Broadband Authority was held at 8:30 a.m. @ 601 S. Jefferson Street, Roanoke, VA. 24011.

1. **CALL TO ORDER, WELCOME AND ROLL CALL**

Chairman Taliaferro called the meeting to order at 8:30 a.m. and welcomed those in attendance.

Roll was called by Secretary Ms. Tywanii Ross. All Board members were present with the exception of Mr. Keith Perry, Carilion and a quorum was established.

Roanoke Valley Broadband Authority Board Members: Present: Mr. Bob Cowell, City of Roanoke; Mr. Mike McEvoy, Citizen and Treasurer; Mr. Jay Taliaferro, Chairman; Dr. Scott Midkiff, Virginia Tech; Mr. Gary Larrowe, County of Botetourt; Mr. Richard Caywood, County of Roanoke; Mr. Keith Perry, Carilion was absent.

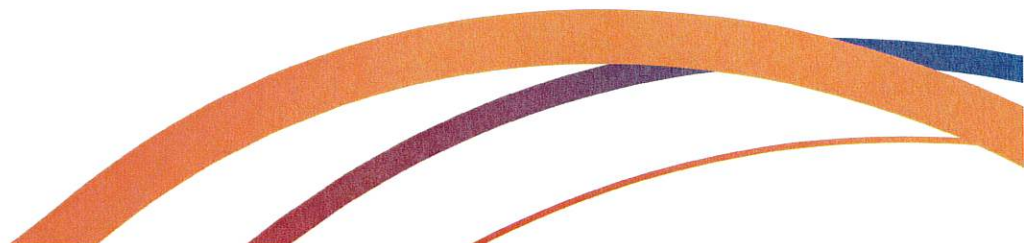
OTHERS IN ATTENDANCE

Broadband Authority Staff: Mr. Frank Smith II, President & CEO; Mr. James Bandy, Vice President of Network Operations; Ms. Tywanii Ross, Business Operation Administrator & Secretary to the Board.

Others: Mr. Sam Darby, Glenn Feldmann Darby & Goodlatte; Mr. Matthew Shaughnessy, Wallace 360.

2. **Approval of Minutes**

The July 15, 2022 minutes were presented. No additions or corrections were needed. Chairman Taliaferro asked for a motion to approve. Motion was made





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by Gary Larrowe, County of Botetourt and seconded by Mr. Richard Caywood, County of Roanoke. All present agreed with a voice vote.

3. Treasurer's Report

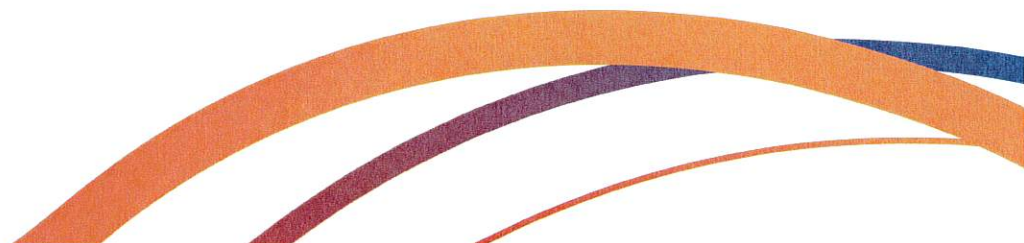
Mr. Frank Smith gave an overview of the financial statements for July and August 2022. He stated that we are on track, making mention that Ms. Ross, Board Secretary has been working on the A/R and only 1 account is outstanding, and he gave many thanks. Having some issues with the supply chain we are now looking @ 52 weeks for delivery, so we are making strategic purchases, not carrying too much inventory, but enough. Changes made on the Operating Statements as requested by Mr. Richard Caywood, County of Roanoke, from Contributing to Locality Support to make things easier to recognize by each locality.

4. Project Updates

A slide presentation was given by Mr. Smith making mention that Wallace 360 has been working on our branding and Imaging. Our site rvba.online has been updated, and notifications have been sent out in regard to this and was well received. We are working with Bob Picchi, and PFM to prepare for our Offsite Strategic Planning Meeting, our Marketing Team and the team here at the RVBA have been working in regard to the next steps of the RVBA to be discussed on October 25, 2022. Details are being worked out so that it can be discussed in that meeting as requested by the Board. John Schoenbaum has been brought in as a Grant Writer for the RVBA who has a great amount of experience on the technology side. He will be a great asset to the team. No closed session will be needed in that meeting.

5. Other Business

Next Board meeting will be held on November 18, 2022 which will follow the work session on October 25, 2022.





6. Closed Session

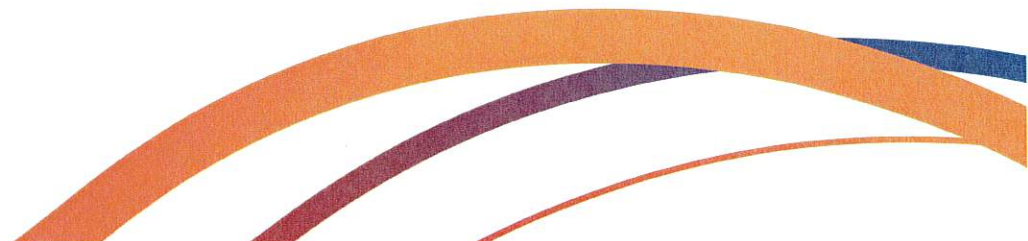
Chairman Taliaferro asked for a motion to enter Closed Session to discuss the appointment of Legal Counsel. Motion was made by Mr. Gary Larrowe, Botetourt County, and seconded by Mr. Bob Cowell, City of Roanoke without any discussion needed. All members present agreed with a voice vote.

7. End Closed Session and Reconvene to Regular Meeting

Motion requested by Chairman Taliaferro to come out of closed session and to return to regular meeting. Motion made by Dr. Midkiff, Virginia Tech and seconded by Mr. Bob Cowell, City of Roanoke. A motion was requested by Chairman Taliaferro to certify the Closed Session. Motion was made by Mr. Bob Cowell, City of Roanoke, and seconded by Mr. Richard Caywood, County of Roanoke. No other discussion was needed, roll was called by Ms. Tywanii Ross, Board Secretary all present members agreed with a voice vote. Chairman Taliaferro requested a motion to appoint Legal Counsel. Mr. Richard Caywood, County of Roanoke, made the motion to appoint Mr. Jeremy E. Carroll with Gynn, Waddell, Carroll & Lockaby, P.C. , seconded by Mr. Bob Cowell, City of Roanoke. Mr. Sam Darby will serve alongside Mr. Carroll until the transition can be made, with many thanks to Mr. Sam Darby for his times served. Roll was called by Ms. Tywanii Ross, all Board members agreed with a voice vote. One item that was not on the agenda in regard to policy on remote participation. Mr. Sam Darby expounded on how this is to work. Mr. Mike McEvoy, Board Treasure made the motion to adopt the policy on remote participation, and seconded by Mr. Richard Caywood, County of Roanoke. No other discussion was needed, all members that were present agreed with a voice vote.

Meeting Adjourned @ 8:54 a.m.

Minutes Submitted by Tywanii Ross
Secretary to the Roanoke Valley Broadband Authority



Roanoke Valley Broadband Authority
FY 2022/2023 Operations Statement
For the Month Ended September 30, 2022

	<u>FY 2023 Budget</u>	<u>September 2022</u>	<u>FY 22/23 Year to Date</u>	<u>Percent Budget</u>
Broadband Revenues				
Locality Support	\$290,313	\$24,192	\$72,576	25%
Pass Through Funds	-	-	-	0%
Service Revenue	<u>1,352,490</u>	<u>76,239</u>	<u>221,307</u>	<u>16%</u>
Total Broadband Operating Revenues	\$1,642,803	\$100,431	\$293,883	18%
Broadband Operation & Maintenance Expenses				
Personnel Costs	\$604,800	\$55,203	\$107,492	18%
Network Operations	586,210	60,821	157,623	27%
Brand Management	60,000	5,000	17,231	29%
Legal Fees	25,000	532	2,233	9%
Office Expenses	144,728	32,801	58,186	40%
Richmond Message Management	60,000	0	0	0%
Travel	<u>8,000</u>	<u>1,050</u>	<u>2,112</u>	<u>26%</u>
Total BB Operation & Maintenance Expenses	\$1,488,738	\$155,407	\$344,877	23%
Income from Operations	\$154,065	-\$54,976	-\$50,994	
Non-Operating Revenues				
Locality Support	459,687	\$38,307	\$114,921	25%
Pass Through Funds	0	0	0	0%
Installations	85,000	163	489	1%
Service Revenue	0	-	-	0%
Other Non-Operating Revenue	0	-	-	0%
Interest Income	150	18	112	75%
Subtotal Non-Operating Revenues	<u>\$544,837</u>	<u>\$38,488</u>	<u>\$115,522</u>	<u>21%</u>
Total Non-Operating Revenues	544,837	38,488	115,522	21%
Net Income (Loss) from Operations	\$698,902	(16,488)	\$64,528	9%
Capital Projects Reserves	648,492	0	36,623	6%
	<u>50,000</u>	<u>-</u>	<u>-</u>	
Net Income (Loss)	<u>\$410</u>	<u>-\$16,488</u>	<u>\$27,905</u>	

Roanoke Valley Broadband Authority
FY 2022/2023 Operations Statement
For the Month Ended October 31, 2022

	<u>FY 2023 Budget</u>	<u>October 2022</u>	<u>FY 22/23 Year to Date</u>	<u>Percent Budget</u>
Broadband Revenues				
Locality Support	\$290,313	\$24,192	\$96,768	33%
Pass Through Funds	-	-	-	0%
Service Revenue	<u>1,352,490</u>	<u>70,759</u>	<u>292,066</u>	<u>22%</u>
Total Broadband Operating Revenues	\$1,642,803	\$94,951	\$388,834	24%
Broadband Operation & Maintenance Expenses				
Personnel Costs	\$604,800	\$60,975	\$168,467	28%
Network Operations	586,210	38,784	196,407	34%
Brand Management	60,000	11,000	28,231	47%
Legal Fees	25,000	1,896	4,129	17%
Office Expenses	144,728	8,669	66,855	46%
Richmond Message Management	60,000	0	0	0%
Travel	<u>8,000</u>	<u>236</u>	<u>2,347</u>	<u>29%</u>
Total BB Operation & Maintenance Expenses	\$1,488,738	\$121,560	\$466,436	31%
Income from Operations	\$154,065	-\$26,609	-\$77,602	
Non-Operating Revenues				
Locality Support	459,687	\$38,307	\$153,228	33%
Pass Through Funds	0	0	0	0%
Installations	85,000	163	652	1%
Service Revenue	0	-	-	0%
Other Non-Operating Revenue	0	-	-	0%
Interest Income	150	15	126	84%
Subtotal Non-Operating Revenues	<u>\$544,837</u>	<u>\$38,485</u>	<u>\$154,006</u>	<u>28%</u>
Total Non-Operating Revenues	544,837	38,485	154,006	28%
Net Income (Loss) from Operations	\$698,902	11,876	\$76,405	11%
Capital Projects	648,492	2,496	39,120	6%
Reserves	<u>50,000</u>	<u>-</u>	<u>-</u>	
Net Income (Loss)	<u>\$410</u>	<u>\$9,380</u>	<u>\$37,285</u>	