



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

Roanoke Valley Broadband Authority Board
Friday, September 20, 2024, at 8:30 a.m.
601 S. Jefferson Street, SW, Roanoke, VA 24011
Western Virginia Water Authority Boardroom 2nd floor

AGENDA

- 1. **Call to Order, Roll Call, Introductions** *Chair Caywood*
- 2. **Approval of the March and May 2024 minutes, pp. 3-9** *Chair Caywood*
- 3. **Treasurer’s Report, pp. 10-15** *James Bandy*
 - Acceptance of the March, April, May, and June, July & August 2024 Financial Reports
- 4. **Project Updates** *James Bandy*
- 5. **Confirmation of new Board Member** *Chairman Caywood*
- 6. **Other Business**
 - Next Meeting Date – November 15, 2024, at 8:30 a.m.
- 7. **Closed Session**
 - a. To discuss legal counsel retained by the Roanoke Valley Broadband Authority pertaining to actual litigation with a former customer, because such consultation in open meeting would adversely affect the negotiation or litigating posture of the RVBA pursuant to Section §2.2-3711 A.7. of the Code of Virginia, 1950, as amended.





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- b. To discuss and consider a specific public officer and employee of the Roanoke Valley Broadband Authority as a prospective candidate for the employment; assignment, appointment and / or promotion for the open position of President of the Roanoke Valley Broadband Authority pursuant to Section §2.2-3711 A.7. of the Code of Virginia, 1950, as amended.

- 8. **End Closed Meeting and Reconvene Regular Meeting**..... *Chair Caywood*
- 9. **Adoption of Certification Resolution of Closed Meeting, pp.16** *Chair Caywood*
- 10. **Adjournment**





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March 15, 2024, DRAFT MINUTES

The March 15, 2024 at 8:30 a.m. Board Meeting of the Roanoke Valley Broadband Authority was held @ 601 S. Jefferson Street, Suite 110, Roanoke, VA. 24011

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

Chairman Caywood called the meeting to order at 8:31 a.m. and welcomed those in attendance.

Roll was called by Secretary Ms. Tywanii Ross. All Board members were present except for Mr. Keith Perry, Carilion. Mr. Bob Cowell, City of Roanoke, joined the meeting @ 8:46 a.m. , a quorum was established.

Roanoke Valley Broadband Authority Board Members: Present: Vice Chair Mr. Bob Cowell, City of Roanoke; Mr. Mike McEvoy, Citizen and Treasurer; Mr. Robert Lite, City of Salem; Mr. Gary Larrowe, County of Botetourt; Chairman Caywood, County of Roanoke.

OTHERS IN ATTENDANCE

Broadband Authority Staff: Mr. James Bandy, President, Ms. Tywanii Ross, Business Operation Administrator & Secretary to the Board, Mr. Barry Stacy, Outside Project Manager.

Others: Mr. Watts Burks, Esquire, Woods Rogers Vandeventer Black, Legal Counsel.





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2. Approval of Minutes

The January 19, 2024, minutes were presented. No additions or corrections were needed. Chairman Caywood asked for a motion to approve. Motion was made by Mr. Michael McEvoy, Treasurer and seconded by Mr. Gary Larrowe, County of Botetourt. All present agreed with a voice vote.

3. Treasurer's Report

Mr. James Bandy, President, gave an overview of the financial statements for January & February 2024, with an increase in revenue from multiple services. This will increase in the FY 24-25. No questions or concerns January and February 2024 Treasure reports ae approved.

4. Project Updates

Mr. Bandy gave a brief overview of what we are building now in Downtown Roanoke, we will be in 3 multi-tenant buildings, which will increase your service revenue easy with little to no cost to build. He mentioned Cook Drive being approved after a year to cross the railroad tracks. One of our larger projects are being worked on with Dark Fiber, and some colocations for their own transport, at minimal cost.

5. Other Business

- Next Board meeting will be held on May 17, 2024.
- Mr. Michael T. McEvoy, Treasure, mentioned the replacement for Dr. Midkiff's position on the RVBA has not yet been filled by Virginia Tech, with a few attempts by the RVBA. This topic might want to be discussed in the next Board meeting with one more attempt with a formal correspondence letter to the President to at least get a response on the seat of yes or no. Mr. Bandy stated that we will send a formal correspondence letter.





Board of Directors

- Mr. Light, City of Salem asked when the budget would be discussed. Mr. Bandy went over the projected 2-year budget that he put together for the discussion, but this will further be discussed in the May 2024 meeting for the budget.

6. Closed Session

Chairman Caywood requested a motion to go into closed session to discuss confidential proprietary information, to discuss with legal actual litigation with a former customer and actual litigation with a former employee. Mr. Gary Larrowe, County of Botetourt made the motion and it was seconded by named Vice Chair Mr. Bob Cowell, City of Roanoke.

7. End Closed Session and Reconvene to Regular Meeting

Motion requested by Chairman Caywood to come out of closed session and to return to regular meeting. Motion was made by Mr. Michael McEvoy, Treasurer, and seconded by Mr. Gary Larrowe, County of Botetourt. A motion was requested by Chairman Caywood to certify the Closed Session. Motion was made by Mr. Gary Larrowe, County of Botetourt, and seconded by Vice Chair, Mr. Bob Cowell, City of Roanoke. Several Board members wanted to acknowledge the good job that Mr. Bandy has been doing since he has agreed to fill in as acting President. 1 Board seat needs to be filled and could possibly come from Virginia Tech. Contact needs to be made with VT regarding this item. One other item was not discussed as on the Agenda of Litigation with Counsel, will be discussed in the next meeting as there were not any updates. No other discussion was needed, all members that were present agreed with a voice vote.

Meeting Adjourned @ 9:33 a.m.

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





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May 17, 2024
STRATEGIC PLANNING DRAFT MINUTES

The May 17, 2024, Board Meeting of the Roanoke Valley Broadband Authority was held at 7:30 a.m. @ 601 S. Jefferson Street, Roanoke, VA. 24011 in the Boardroom of the Western Virginia Water Authority 2nd floor.

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

Chairman Caywood called the meeting to order at 7:31 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. Bob Cowell, City of Roanoke, and a quorum was established.

Roanoke Valley Broadband Authority Board Members: Mr. Mike McEvoy, Citizen and Treasurer; Mr. Robert Lite, City of Salem; Mr. Gary Larrowe, County of Botetourt; Chairman Caywood, County of Roanoke, Mr. Keith Perry, Carilion.

OTHERS IN ATTENDANCE

Broadband Authority Staff: Mr. James Bandy, President, Ms. Tywanii Ross, Business Operation Administrator & Secretary to the Board, Mr. Barry Stacy, Outside Project Manager.

Others: Jason_(Jed) Krisch, Director of Information Technology @ Virginia Tech





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Mr. James Bandy, Acting President has put an Agenda together for the Strategic Planning Meeting for the Roanoke Valley Broadband Authority to discuss moving forward the direction of the RVBA:

- *Review 2023-2024- Successes and highlights**
- *Network Strategy and Terms**
- *5 Year Product Portfolio**
- *2-year budget and cash flow**
- *Future challenges / solutions**
- *Open Discussion**

Review of 2023-2024 Successes and highlights

-The review for 2023-2024 turned out well, even with the challenges of early terminations that were not paid from a former customer, which we are almost done with all early termination payments to carriers at this time.

We will start off the new FY with a clean slate. Colo agreements and budgets have been worked out also. Mr. Gary Larrowe, County of Botetourt pointed out how the EDA is pleased with what Mr. Bandy has presented and worked out thus far. We are working on reductions, (moving into our new suite, from the WVWA), storage fees and recovered funds from a former customer that we have received.

MRC fees have increased with brand new services, and we still have services that need to be installed in addition to that.

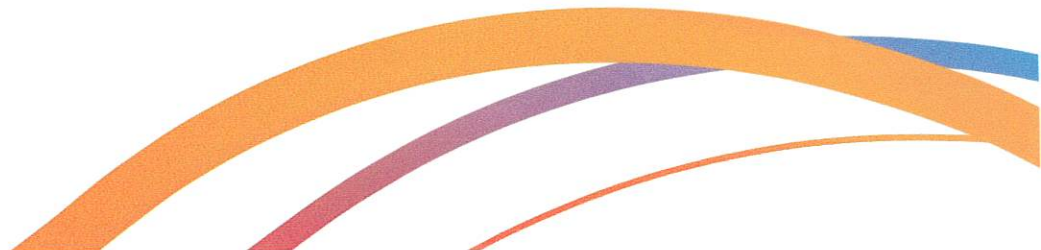
Our most successes were in Carrier and ISP, Dark Fiber was the big one, and multi-location services.

All localities will be utilizing our fiber once everything has been installed.

Network Strategy and Terms

-Our investments / return is the On-Net and Near Net. On Net at a minimal cost with Dark fiber and Multi dwelling units. The Near Net is business very near the network which are blended opportunities with Multisite.

A Network Expansion was done Downtown Roanoke and Ring Closure with access to 3 multi-tenant buildings in 2023.





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Revenue Generation

Mailers to existing customers
Mailers to near-net building
Feet on the street
Carrier business
Capital Investment

5 Year Product Portfolio

-We will define our internet Access to Premium Business Internet. Standard Business Internet which requires street or multi-tenant building investment. Custom Internet which is a direct connect to customer device and media conversion. Metro Ethernet Forum Products, (E-LINE, E-LAN, E-TREE, point to point, any to any, point to multipoint. Wavelength Services, (DWDM to the Enterprise and Cell Tower, Aggregate wavelength, and customer private Metro networks 10-400G and long-haul transport which is a low margin product. Dark Fiber- simplified dark fiber pricing based on zones, and Colocations.

Challenges

-Ending of Government Operational Subsidy per year loss of \$300,000 per year
-Capital Investments for upgrades, fiber builds, and targeted customers
-Installation time frames for railroad crossing and pole attachments
-Employee Investment, Salem fiber infrastructure, there is limited RVBA owned Fiber presence in Salem

Revenue Generation

-Mailers to Existing customers
-Mailers to Near-Net buildings
-Feet on the Street
-Carrier business
-Capital Investment





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24/25 Cashflow & 25 / 26 Cashflow

Mr. Bandy focused on the service revenue but made mention to the moving of fiber that is an out-of-pocket expense for the RVBA. Sometimes we don't need money allocated to it and then sometimes we use most of it for road improvements, and sidewalk builds, etc.

These numbers don't include network upgrades. The RVBA had a lot of legal fees this year as well.

Mr. Bandy will be looking at the WVWA to be an Agent for some professional services soon.

25/26 Budget

The budget numbers were explained by Mr. Bandy, Mr. McEvoy, WVWA, Treasurer moved to accept the budget as presented. 2nd by Mr. Gary Larrowe, County of Botetourt. RVBA Board members accepted the 25/26 Budget for the RVBA with a voice vote. The RVBA runs through the WVWA payroll, and the RVBA rents office space from the WVWA. Moving forward things are looking up.

The Ask

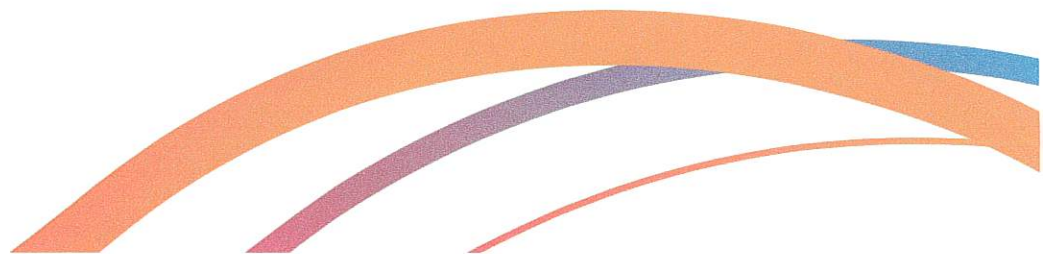
- *Invest in your locality- mark Capital funds to be spent on businesses in your area**
- Approve by Board member if required**
- *Invest in your Regional fiber company**
- Capital Investment into the network**

There are some things such as Network upgrades that need to be done with things such as batteries due to the age of the batteries that are in now, that was put in in 2016.

Mr. Bandy's last thoughts were to use the fiber that you own, in your locality and thinks it looks positive in the future. Mr. Gary Larrowe stated that he is seeing a huge win.

Meeting Adjourned @ 10:22 a.m.
Minutes Submitted by Tywanii Ross
Secretary to the Roanoke Valley Broadband Authority

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



Roanoke Valley Broadband Authority
FY 2023/2024 Operations Statement
For the Month Ended March 31, 2024

	FY 2024 Budget	March 2024	FY 23/24 Year to Date	Percent Budget
Broadband Revenues				
Locality Support	\$300,000	\$25,000	\$225,000	75%
Pass Through Funds	-	-	-	0%
Service Revenue	<u>1,100,000</u>	<u>57,188</u>	<u>521,804</u>	<u>47%</u>
Total Broadband Operating Revenues	\$1,400,000	\$82,188	\$746,804	53%
Broadband Operation & Maintenance Expenses				
Personnel Costs	\$550,000	\$27,018	\$300,682	55%
Network Operations	445,000	26,222	281,722	63%
Brand Management	60,000	120	17,470	29%
Legal Fees	25,000	0	50,767	203%
Office Expenses	132,000	1,537	74,378	56%
Travel	<u>8,000</u>	<u>58</u>	<u>3,253</u>	<u>41%</u>
Total BB Operation & Maintenance Expenses	\$1,220,000	\$54,955	\$728,272	60%
Income from Operations	\$180,000	\$27,233	\$18,532	
Non-Operating Revenues:				
Installations	250,000	163	1,467	1%
Interest Income	160	9	108	68%
Subtotal Non-Operating Revenues	<u>\$250,160</u>	<u>\$172</u>	<u>\$1,575</u>	<u>1%</u>
Total Non-Operating Revenues	250,160	172	1,575	1%
Net Income (Loss) from Operations	\$430,160	27,405	\$20,107	5%
Capital Projects Reserves	380,160	15,119	200,237	53%
	<u>50,000</u>	<u>-</u>	<u>-</u>	
Net Income (Loss)	\$0	\$12,286	-\$180,130	

YTD Service Revenue includes \$41,260 in legal dispute with SEIONTEC

Roanoke Valley Broadband Authority
FY 2023/2024 Operations Statement
For the Month Ended April 30, 2024

	FY 2024 Budget	April 2024	FY 23/24 Year to Date	Percent Budget
Broadband Revenues				
Locality Support	\$300,000	\$25,000	\$250,000	83%
Pass Through Funds	-	-	-	0%
Service Revenue	<u>1,100,000</u>	<u>56,941</u>	<u>578,745</u>	<u>53%</u>
Total Broadband Operating Revenues	\$1,400,000	\$81,941	\$828,745	59%
Broadband Operation & Maintenance Expenses				
Personnel Costs	\$550,000	\$37,976	\$338,658	62%
Network Operations	445,000	40,212	321,934	72%
Brand Management	60,000	3,770	21,240	35%
Legal Fees	25,000	15,302	66,069	264%
Office Expenses	132,000	19,304	93,682	71%
Travel	<u>8,000</u>	<u>1,071</u>	<u>4,325</u>	<u>54%</u>
Total BB Operation & Maintenance Expenses	\$1,220,000	\$117,635	\$845,908	69%
Income from Operations	\$180,000	-\$35,694	-\$17,163	
Non-Operating Revenues				
Installations	250,000	163	1,630	1%
Interest Income	<u>160</u>	<u>10</u>	<u>118</u>	<u>74%</u>
Subtotal Non-Operating Revenues	<u>\$250,160</u>	<u>\$173</u>	<u>\$1,748</u>	<u>1%</u>
Total Non-Operating Revenues	250,160	173	1,748	1%
Net Income (Loss) from Operations	\$430,160	(35,521)	(\$15,415)	-4%
Capital Projects Reserves	380,160	56,571	256,844	68%
	<u>50,000</u>	<u>-</u>	<u>-</u>	
Net Income (Loss)	\$0	-\$92,092	-\$272,259	

YTD Service Revenue includes \$41,260 in legal dispute with SEIONTEC

Roanoke Valley Broadband Authority
FY 2023/2024 Operations Statement
For the Month Ended May 31, 2024

	<u>FY 2024 Budget</u>	<u>May 2024</u>	<u>FY 23/24 Year to Date</u>	<u>Percent Budget</u>
Broadband Revenues				
Locality Support	\$300,000	\$25,000	\$275,000	92%
Pass Through Funds	-	-	-	0%
Service Revenue	<u>1,100,000</u>	<u>64,226</u>	<u>727,727</u>	<u>66%</u>
Total Broadband Operating Revenues	\$1,400,000	\$89,226	\$1,002,727	72%
Broadband Operation & Maintenance Expenses				
Personnel Costs	\$550,000	\$0	\$338,658	62%
Network Operations	445,000	23,456	352,646	79%
Brand Management	60,000	383	21,622	36%
Legal Fees	25,000	502	66,570	266%
Office Expenses	132,000	7,184	66,750	51%
Travel	<u>8,000</u>	<u>454</u>	<u>4,778</u>	<u>60%</u>
Total BB Operation & Maintenance Expenses	\$1,220,000	\$31,979	\$851,024	70%
Income from Operations	\$180,000	\$57,247	\$151,703	
Non-Operating Revenues				
Installations	250,000	163	1,793	1%
Interest Income	160	10	128	80%
Subtotal Non-Operating Revenues	<u>\$250,160</u>	<u>\$173</u>	<u>\$1,921</u>	<u>1%</u>
Total Non-Operating Revenues	250,160	173	1,921	1%
Net Income (Loss) from Operations	\$430,160	\$57,420	\$153,624	36%
Capital Projects Reserves	380,160	3,448	260,292	68%
	<u>50,000</u>	<u>-</u>	<u>-</u>	
Net Income (Loss)	<u>\$0</u>	<u>\$53,972</u>	<u>-\$106,668</u>	

Roanoke Valley Broadband Authority
FY 2023/2024 Operations Statement
For the Month Ended June 3, 2024

	<u>FY 2024 Budget</u>	<u>June 2024</u>	<u>FY 23/24 Year to Date</u>	<u>Percent Budget</u>
Broadband Revenues				
Locality Support	\$300,000	\$25,000	\$300,000	100%
Pass Through Funds	-	-	-	0%
Service Revenue	<u>1,100,000</u>	<u>104,926</u>	<u>832,653</u>	<u>76%</u>
Total Broadband Operating Revenues	\$1,400,000	\$129,926	\$1,132,653	81%
Broadband Operation & Maintenance Expenses				
Personnel Costs	\$550,000	\$27,018	\$365,675	66%
Network Operations	445,000	24,788	377,434	85%
Brand Management	60,000	120	21,743	36%
Legal Fees	25,000	83	66,653	267%
Office Expenses	132,000	7,541	74,290	56%
Travel	<u>8,000</u>	<u>221</u>	<u>5,000</u>	<u>63%</u>
Total BB Operation & Maintenance Expenses	\$1,220,000	\$59,771	\$910,795	75%
Income from Operations	\$180,000	\$70,156	\$221,858	
Non-Operating Revenues				
Installations	250,000	163	1,956	1%
Interest Income	160	10	137	86%
Subtotal Non-Operating Revenues	<u>\$250,160</u>	<u>\$173</u>	<u>\$2,093</u>	<u>1%</u>
Total Non-Operating Revenues	250,160	173	2,093	1%
Net Income (Loss) from Operations	\$430,160	\$70,329	\$223,952	52%
Capital Projects	380,160	40,861	301,153	79%
Reserves	<u>50,000</u>	<u>-</u>	<u>-</u>	
Net Income (Loss)	<u>\$0</u>	<u>\$29,468</u>	<u>-\$77,201</u>	

Roanoke Valley Broadband Authority
FY 2024/2025 Operations Statement
For the Month Ended July 31, 2024

	<u>FY 2025 Budget</u>	<u>July 2024</u>	<u>FY 24/25 Year to Date</u>	<u>Percent Budget</u>
Broadband Revenues				
Service Revenue	\$804,288	\$54,206	\$54,206	7%
Greenfield Management	36,000	3,000	3,000	0%
Service Revenue	<u>840,288</u>	<u>57,206</u>	<u>57,206</u>	<u>7%</u>
Total Broadband Operating Revenues	\$840,288	\$57,206	\$57,206	7%
Broadband Operation & Maintenance Expenses				
Personnel Costs	\$365,040	\$27,018	\$27,018	7%
Network Operations	324,000	35,387	35,387	11%
OSP Infrastructure Maintenance	30,000			0%
Brand Management	12,000	120	120	1%
Legal Fees	18,000	826	826	5%
Office Expenses	92,400	5,480	5,480	6%
Travel	4,800	111	111	2%
Total BB Operation & Maintenance Expenses	\$846,240	\$68,942	\$68,942	8%
Income from Operations	-\$5,952	-\$11,736	-\$11,736	
Non-Operating Revenues				
Disbupt Reimbursement	125,000	0	0	0%
Installation	1,956	163	163	8%
Interest Income	150	10	10	7%
Subtotal Non-Operating Revenues	<u>\$127,106</u>	<u>\$173</u>	<u>\$173</u>	<u>0%</u>
Total Non-Operating Revenues	127,106	173	173	0%
Net Income (Loss) from Operations	\$121,154	(\$11,563)	(\$11,563)	-10%
Capital Projects	200,000	2,783	2,783	1%
Net Income (Loss)	<u>-\$78,846</u>	<u>-\$14,346</u>	<u>-\$14,346</u>	

Roanoke Valley Broadband Authority
FY 2024/2025 Operations Statement
For the Month Ended August 31, 2024

	<u>FY 2025 Budget</u>	<u>August 2024</u>	<u>FY 24/25 Year to Date</u>	<u>Percent Budget</u>
Broadband Revenues				
Service Revenue	\$804,288	\$58,604	\$112,810	14%
Greenfield Management	36,000	3,000	6,000	0%
Service Revenue	<u>840,288</u>	<u>61,604</u>	<u>118,810</u>	<u>14%</u>
Total Broadband Operating Revenues	\$840,288	\$61,604	\$118,810	14%
Broadband Operation & Maintenance Expenses				
Personnel Costs	\$365,040	\$28,812	\$55,830	15%
Network Operations	324,000	33,142	68,529	21%
OSP Infrastructure Maintenance	30,000			0%
Brand Management	12,000	558	678	6%
Legal Fees	18,000	1,881	2,707	15%
Office Expenses	92,400	15,389	20,869	23%
Travel	<u>4,800</u>	<u>496</u>	<u>607</u>	<u>13%</u>
Total BB Operation & Maintenance Expenses	\$846,240	\$80,278	\$149,220	18%
Income from Operations	-\$5,952	-\$18,674	-\$30,410	
Non-Operating Revenues				
Dispute Reimbursement	\$125,000	\$0	\$0	0%
Installations	1,956	163	326	17%
Interest Income	150	10	20	13%
Subtotal Non-Operating Revenues	<u>\$127,106</u>	<u>\$173</u>	<u>\$346</u>	<u>0%</u>
Total Non-Operating Revenues	127,106	173	346	0%
Net Income (Loss) from Operations	\$121,154	(\$18,501)	(\$30,064)	-25%
Capital Projects	200,000	3,823	6,606	3%
Net Income (Loss)	<u>-\$78,846</u>	<u>-\$22,324</u>	<u>-\$36,670</u>	



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Keith Perry, Carilion Clinic
Dr. Scott Midkiff, Virginia Tech

CERTIFICATION RESOLUTION

**RESOLUTION CERTIFYING CLOSED MEETING WAS HELD IN CONFORMITY
WITH THE CODE OF VIRGINIA**

WHEREAS, the Roanoke Valley Broadband Authority has convened a closed meeting on this date pursuant to an affirmative recorded vote and in accordance with the provisions of The Virginia Freedom of Information Act; and

WHEREAS, Section 2.2-3712 of the Code of Virginia requires a certification by the Roanoke Valley Broadband Authority that such closed meeting was conducted in conformity with Virginia law.

NOW, THEREFORE, BE IT RESOLVED, that the Roanoke Valley Broadband Authority hereby certifies that, to the best of each member's knowledge:

1. Only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting which this certification resolution applies; and
2. Only such public business matters as were identified in the motion convening the closed meeting were heard, discussed or considered by the Roanoke Valley Broadband Authority.

The 20th day of September 2024

