



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

**March 15, 2024, 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 Light, 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.



## 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.



- 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