



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 Larowe, Botetourt County  
Keith Perry, Carilion Clinic  
Dr. Scott Midkiff, Virginia Tech

**Roanoke Valley Broadband Authority Board**  
**Friday, November 15, 2024, at 8:30 a.m.**  
**601 S. Jefferson Street, SW, Roanoke, VA 24011**  
**Western Virginia Water Authority Boardroom 2<sup>nd</sup> floor**

**AGENDA**

- 1. **Call to Order, Roll Call, Introductions** ..... *Chair Caywood*
- 2. **Approval of the September 20, 2024, minutes, pp. 2-5** ..... *Chair Caywood*
- 3. **Treasurer’s Report, pp. 6-7** ..... *James Bandy*
  - Acceptance of the September & October 2024 Financial Reports
- 4. **Project Updates** ..... *James Bandy*
- 5. **Other Business**
  - Next Meeting Date – January 17, 2025, at 8:30 a.m.
- 6. **Adjournment**





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## **September 20, 2024 Draft RVBA Board Minutes**

The September 20, 2024, Board Meeting of the Roanoke Valley Broadband Authority was held at 8:30 a.m. in the WVVA Boardroom on the 2<sup>nd</sup> floor @ 601 S. Jefferson Street, Roanoke, VA. 24011

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

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

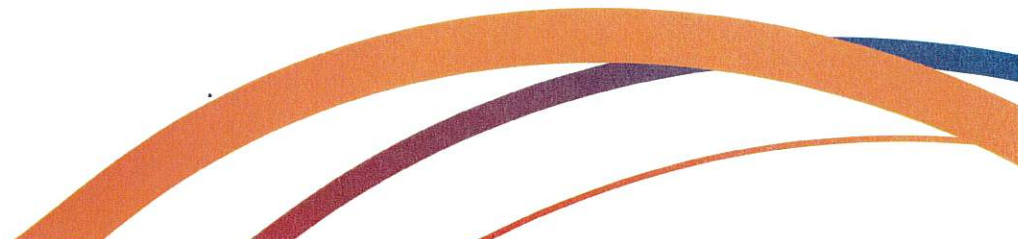
Roll was called by Secretary Ms. Tywanii Ross. All Board members present at the time of roll call with the exception of Mr. Keith Perry who joined via Zoom @ 8:40 a.m.

Roanoke Valley Broadband Authority Board Members: Present: Mr. Richard Caywood, Chairman, Roanoke County; Mr. Mike McEvoy, Citizen and Treasurer; Mr. Gary Larrowe, Botetourt County; Mr. Robert Light, City of Salem. We have a quorum.

### **OTHERS IN ATTENDANCE**

Broadband Authority Staff: Mr. James Bandy, Executive Director; Ms. Tywanii Ross, Business Operation Administrator & Secretary to the Board. Mr. Barry Stacy, RVBA Operations Project Manager

Others: Mr. Matthew Shaughnessy, Wallace 360. Mr. Watts Burks, Attorney, Woods Rogers Vandeventer Black





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## 2. Approval of Minutes

The March and the May 2024 minutes were presented. No additions or corrections were needed. Chairman Caywood requested a motion to approve. Motion was made by Mr. Michael McEvoy, Citizen and Treasurer, and seconded by Mr. Gary Larrowe, Botetourt County. All present agreed with a voice vote.

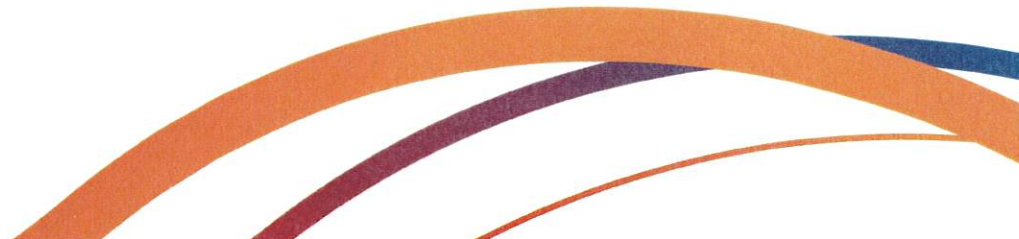
## 3. Treasurer's Report

Mr. James Bandy presented the Operating Statements for the months of March, April, May, June, July, August 2024. Reviewing specifically July and August 2024 Financial Statements

We are on target with things in the pipeline for July- September 2024 for the year. For the month of August where we moved from the 1<sup>st</sup> floor to the 3<sup>rd</sup> floor, we incurred some office expenses and the move of the fiber to the 3<sup>rd</sup> floor. Some monthly recurring revenue showing but not installed yet, but underway. WVWA and the City of Roanoke included in that new revenue. Radford paid their monthly recurring charges in full. Which made the total show of cash flow. Motion was made by Mr. Michael McEvoy, Citizen and Treasurer, to approve the Treasurer's Reports for the months forementioned. 2<sup>nd</sup> by Mr. Gary Larrowe, Botetourt County.

## 4. Project Updates

Goodwill Melrose Avenue project is underway and will be done by the end of September 2024, Roanoke City Police Academy, and 2 Freedom First locations will be done by October 2024. Also, a core upgrade is needed, but there is no ask currently. To reach some customers that have inquired about our network, we should reach out to Economic Development. Downtown area is super expensive to get the network for some customers due to concrete and sidewalk issues, which we may to consult the customer with some up-front cost. Some localities may have to invest in some network expansions in their locality. This is a question to the Board members. Will localities receive any of the funds back after





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RVBA is helped to fund this? Mr. Caywood said that it may be a conversation that can be had. Maybe a line of credit? Asked from Mr. Gary Larrowe, Botetourt County. Near net customers is low hanging fruit that the RVBA is going after, with multi-tenant buildings as well to grow. Mr. Caywood stated that it is a conversation worth having with his Board members.

5. Other Business

Mr. Caywood with a roll call vote to confirm and approve a new Board member by the name of Mr. Jason Krisch, Virginia Tech. Mr. Krisch, VT gave a brief synopsis of his accomplishments. A roll call to confirm and approve by Ms. Tywanii Ross, all were in agreeance and new Board member was confirmed and approved. All members welcomed Mr. Krisch.

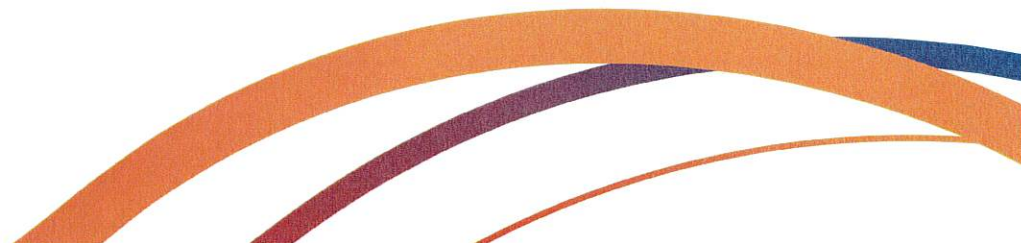
Next meeting will be held on November 15, 2024, @ 8:30 a.m.

6. Closed Session

Chairman Caywood made a motion to go into closed session @ 8:54 a.m. and seconded by Mr. Michael McEvoy, Treasurer and Citizen. Roll was called by Ms. Tywanii Ross, Secretary.

7. End Closed Session and Reconvene to Regular Meeting

Motion requested by Chairman Caywood to come out of closed session @ 9:16 a.m. to return to regular meeting. Motion was made by Mr. Michael McEvoy, Treasurer and seconded by Mr. Gary Larrowe, Botetourt County. No other discussion was needed, all members present agreed with a voice vote.





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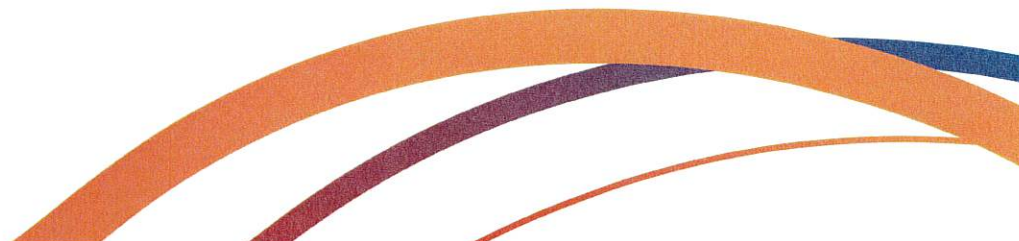
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Meeting Adjourned @ 9:17 a.m.

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](http://www.rvba.online)



**Roanoke Valley Broadband Authority**  
**FY 2024/2025 Operations Statement**  
**For the Month Ended September 30, 2024**

	<u>FY 2025 Budget</u>	<u>September 2024</u>	<u>FY 24/25 Year to Date</u>	<u>Percent Budget</u>
<b>Broadband Revenues</b>				
Service Revenue	\$804,288	\$63,666	\$176,476	22%
Greenfield Management	36,000	3,000	9,000	0%
Service Revenue	<u>840,288</u>	<u>66,666</u>	<u>185,476</u>	<u>22%</u>
<b>Total Broadband Operating Revenues</b>	<b>\$840,288</b>	<b>\$66,666</b>	<b>\$185,476</b>	<b>22%</b>
<b>Broadband Operation &amp; Maintenance Expenses</b>				
Personnel Costs	\$365,040	\$0	\$55,830	15%
Network Operations	324,000	22,571	91,100	28%
OSP Infrastructure Maintenance	30,000			0%
Brand Management	12,000	120	798	7%
Legal Fees	18,000	0	2,707	15%
Office Expenses	92,400	7,489	28,358	31%
Travel	4,800	77	684	14%
<b>Total BB Operation &amp; Maintenance Expenses</b>	<b>\$846,240</b>	<b>\$30,257</b>	<b>\$179,477</b>	<b>21%</b>
<b>Income from Operations</b>	<b>-\$5,952</b>	<b>\$36,409</b>	<b>\$5,999</b>	
<b>Non-Operating Revenues</b>				
Dispute Reimbursement	\$125,000	\$75,000	\$75,000	60%
Installations	1,956	163	489	25%
Interest Income	150	11	131	87%
Subtotal Non-Operating Revenues	<u>\$127,106</u>	<u>\$174</u>	<u>\$620</u>	<u>0%</u>
<b>Total Non-Operating Revenues</b>	<b>127,106</b>	<b>174</b>	<b>620</b>	<b>0%</b>
<b>Net Income (Loss) from Operations</b>	<b>\$121,154</b>	<b>\$36,583</b>	<b>\$6,619</b>	<b>5%</b>
Capital Projects	200,000	43,687	50,293	25%
<b>Net Income (Loss)</b>	<b><u>-\$78,846</u></b>	<b><u>-\$7,104</u></b>	<b><u>-\$43,674</u></b>	

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

	<u>FY 2025 Budget</u>	<u>October 2024</u>	<u>FY 24/25 Year to Date</u>	<u>Percent Budget</u>
<b>Broadband Revenues</b>				
Service Revenue	\$804,288	\$68,861	\$245,337	31%
Greenfield Management	36,000	3,000	12,000	0%
Service Revenue	<u>840,288</u>	<u>71,861</u>	<u>257,337</u>	<u>31%</u>
<b>Total Broadband Operating Revenues</b>	<b>\$840,288</b>	<b>\$71,861</b>	<b>\$257,337</b>	<b>31%</b>
<b>Broadband Operation &amp; Maintenance Expenses</b>				
Personnel Costs	\$365,040	\$40,563	\$96,393	26%
Network Operations	324,000	43,714	135,514	42%
OSP Infrastructure Maintenance	30,000			0%
Brand Management	12,000	470	1,268	11%
Legal Fees	18,000	529	3,236	18%
Office Expenses	92,400	23,621	28,358	31%
Travel	4,800	289	973	20%
<b>Total BB Operation &amp; Maintenance Expenses</b>	<b>\$846,240</b>	<b>\$109,186</b>	<b>\$265,742</b>	<b>31%</b>
<b>Income from Operations</b>	<b>-\$5,952</b>	<b>-\$37,325</b>	<b>-\$8,405</b>	
<b>Non-Operating Revenues</b>				
Dispute Reimbursement	\$125,000	\$0	\$75,000	60%
Installations	1,956	163	652	33%
Interest Income	150	11	42	28%
Subtotal Non-Operating Revenues	<u>\$127,106</u>	<u>\$174</u>	<u>\$694</u>	<u>1%</u>
<b>Total Non-Operating Revenues</b>	<b>127,106</b>	<b>174</b>	<b>694</b>	<b>1%</b>
<b>Net Income (Loss) from Operations</b>	<b>\$121,154</b>	<b>(\$37,151)</b>	<b>(\$7,711)</b>	<b>-6%</b>
Capital Projects	200,000	12,816	63,109	32%
<b>Net Income (Loss)</b>	<b><u>-\$78,846</u></b>	<b><u>-\$49,967</u></b>	<b><u>-\$70,820</u></b>	