



Roanoke Valley
Broadband Authority

Board of Directors
Richard Caywood, Roanoke County
Rob Light, City of Salem
Michael McEvoy, Citizen
Gary Larowe, Botetourt County
Keith Perry, Carilion Clinic
Jason Krisch, Virginia Tech

Roanoke Valley Broadband Authority Board

Friday, January 17, 2025, 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 November 15, 2024, minutes, pp. 3-5** *Chair Caywood*
3. **Treasurer's Report, pp. 6-7** *James Bandy*
 - Acceptance of the November & December 2024 Financial Reports
4. **Audit Update**..... *James Bandy*
5. **Project Updates** *James Bandy*
6. **Confirmation of new Board Member** *Chair Caywood*
7. **Other Business**
 - Next Meeting Date – March 21, 2025, at 8:30 a.m.
8. **Closed Session**
 - a. **To discuss with legal counsel retained by the Roanoke Valley Broadband Authority pertaining to actual litigation initiated by a former employee, because such consultation in the open meeting would adversely affect the negotiating or litigating posture of the RVBA pursuant to Section §2.2-3711 A.1. of the Code of Virginia, 1950, as amended.**



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



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November 15, 2024 Draft Minutes

The November 15, 2024, Board Meeting of the Roanoke Valley Broadband Authority was held at 8:30 a.m. in the WVWA Boardroom on the 2nd floor @ 601 S. Jefferson Street, Roanoke, VA. 24011

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

Chairman Caywood called the meeting to order at 8:32 a.m. and welcomed those in attendance.

Roll was called by Mr. Barry Stacy from the RVBA team, as the Secretary Ms. Tywanii Ross was absent. All Board members present at the time of roll call except for Mr. Michael McEvoy who was also absent, with a quorum being formed.

Roanoke Valley Broadband Authority Board Members: Present: Mr. Richard Caywood, Chairman, Roanoke County; Mr. Gary Larowe, Botetourt County; Mr. Robert Light, City of Salem, Mr. Jason Krisch, Virginia Tech, Mr. Keith Perry, Carilion.

OTHERS IN ATTENDANCE

Broadband Authority Staff: Mr. James Bandy, Executive Director; Mr. Barry Stacy, RVBA Operations Project Manager

Others: Mr. Matthew Shaughnessy, Wallace 360. Mr. Watts Burks, Attorney, Woods Rogers Vandeventer Black @ 8:40 a.m.



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2. Approval of Minutes

The September 2024 minutes were presented. No additions or corrections were needed. Chairman Caywood requested a motion to approve. Motion was made by Mr. Rob Light, City of Salem, and seconded by Mr. Keith Perry, Carilion. All present agreed with a voice vote, 5-0.

3. Treasurer's Report

Mr. James Bandy presented the Operating Statements for the months of September and October 2024. The MRC (monthly recurring) revenue has increased we have a lot of builds in the forecast and looking well. NRC (non-recurring charges) are from the City of Roanoke builds on all their Recreation centers; this is a one-time fee. Mr. Bandy explained the cash flow numbers with cash on hand holding steady. NRC for the City of Roanoke will not be added until the projects have been completed. Mr. Caywood acknowledged that the subject of locality support will have to be revisited soon, meaning the local Government will put funds into the Capital side. Mr. Bandy explained we are operating and still finding new customers and contracts are being renewed. There was a question for the September 2024 salaries, from Mr. Rob Light, City of Salem. Mr. Bandy stated that he would investigate and address it at the next Board meeting.

4. Project Updates

As stated, the City of Roanoke has signed to have their Recreation Centers added to their contract, as well as their Fire Stations, which they have received quotes for. The Western Virginia Water Authority has signed already to add a ring closure at the Hollins Operation Center, and it is in the works which adds NRC and new MRC to the revenue line when it is complete. The Goodwill project at Melrose Plaza is complete, and the goal was just to be a part of the Community Project.

The purchase of the City of Roanoke's dark fiber will continue to grow. Mr. Bandy is working with an Engineering company to look at the update of the core infrastructure of the RVBA, which he has stated in previous meetings that it needs to be updated,



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with what the cost of the updates in mind and then coming back to the Board to state what that cost would be with the target year being 25/26. Road work being done and VDOT has inquired about shifting the work (infrastructure) just a speed bump that comes along with the territory, which is also a cost to the RVBA. Mr. Rob Light, City of Salem, and Mr. Gary Larowe, County of Botetourt spoke of the RVBA working closely with Economic Development in each locality for new builds. Mr. Bandy has already spoken to Economic Development with the City of Roanoke. Chair Caywood mentioned the Debt roll off soon could be potential for Capital funding for the RVBA, which is built into the County of Roanoke's budget today and can be revisited. December 2025 would be the goal to update the core infrastructure which in turn would be March 2026 once everyone that is needed can be scheduled. Chair Caywood stated that it did need to be discussed as far as cost very soon. Mr. Watts Burks, Attorney for the RVBA updated Board members on a legal matter concerning the RVBA with a call being scheduled to discuss the matter and will update the Board as it comes.

5. Other Business

Next meeting will be held on January 17, 2025, @ 8:30 a.m. Chair Caywood requested a motion to adjourn, motion made by Mr. Keith Perry, Carilion and seconded by Mr. Rob Light, City of Salem.

Meeting Adjourned @ 9:23 a.m.

Minutes Submitted by Tywanii Ross

Secretary to the Roanoke Valley Broadband Authority

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

	FY 2025 Budget	November 2024	FY 24/25 Year to Date	Percent Budget
Broadband Revenues				
Service Revenue	\$804,288	\$135,124 *	\$363,120	45%
Greenfield Management	36,000	3,000	15,000	0%
Service Revenue	840,288	138,124	378,120	45%
Total Broadband Operating Revenues	\$840,288	\$138,124	\$378,120	45%
Broadband Operation & Maintenance Expenses				
Personnel Costs	\$365,040	\$32,308	\$162,664	45%
Network Operations	324,000	13,194	146,203	45%
OSP Infrastructure Maintenance	30,000			0%
Brand Management	12,000	383	1,530	13%
Legal Fees	18,000	0	2,410	13%
Office Expenses	92,400	312	51,545	56%
Travel	4,800	0	940	20%
Total BB Operation & Maintenance Expenses	\$846,240	\$46,197	\$365,292	43%
Income from Operations	-\$5,952	\$91,927	\$12,828	
Non-Operating Revenues				
Dispute Reimbursement	\$125,000	\$0	\$75,000	60%
Installations	1,956	163	40,815	2087%
Interest Income	150	10	52	35%
Subtotal Non-Operating Revenues	\$127,106	\$173	\$115,867	91%
Total Non-Operating Revenues	127,106	173	115,867	91%
Net Income (Loss) from Operations	\$121,154	\$92,100	\$128,695	106%
Capital Projects	200,000	255	65,893	33%
Net Income (Loss)	-\$78,846	\$91,845	\$62,802	

* One time payment of \$77,233 from City of Roanoke Technology Department

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

	FY 2025 Budget	December 2024	FY 24/25 Year to Date	Percent Budget
Broadband Revenues				
Service Revenue	\$804,288	\$65,091	\$428,212 *	53%
Greenfield Management	36,000	3,000	18,000	0%
Service Revenue	840,288	68,091	446,212	53%
Total Broadband Operating Revenues	\$840,288	\$68,091	\$446,212	53%
Broadband Operation & Maintenance Expenses				
Personnel Costs	\$365,040	\$32,308	\$195,072	53%
Network Operations	324,000	37,874	184,077	57%
OSP Infrastructure Maintenance	30,000			0%
Brand Management	12,000	0	1,530	13%
Legal Fees	18,000	1,251	3,661	20%
Office Expenses	92,400	5,666	57,211	62%
Travel	4,800	712	1,652	34%
Total BB Operation & Maintenance Expenses	\$846,240	\$77,811	\$443,203	52%
Income from Operations	-\$5,952	-\$9,720	\$3,009	
Non-Operating Revenues				
Dispute Reimbursement	\$125,000	\$0	\$75,000	60%
Installations	1,956	163	40,815	2087%
Interest Income	150	11	63	42%
Subtotal Non-Operating Revenues	\$127,106	\$174	\$115,878	91%
Total Non-Operating Revenues	127,106	174	115,878	91%
Net Income (Loss) from Operations	\$121,154	(\$9,546)	\$118,887	98%
Capital Projects	200,000	57,990	123,883	62%
Net Income (Loss)	-\$78,846	-\$67,536	-\$4,996	



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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 17th day of January 2025