



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, March 21, 2025, 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 January 17, 2025, minutes, pp. 2-4** ..... *Chair Caywood*
3. **Treasurer’s Report, pp. 5-6** ..... *James Bandy*
  - Acceptance of the January & February 2025 Financial Reports
4. **Project Updates** ..... *James Bandy*
5. **Other Business**
  - Next Meeting Date – May 16, 2025, at 8:30 a.m.
6. **Adjournment**



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## January 17, 2025, RVBA Draft Minutes

The January 17, 2025, Board meeting of the Roanoke Valley Broadband Authority was held at 8:30 a.m. in the WVWA 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 8:27 a.m. with the roll call being called by Secretary Ms. Tywanii Ross. All Board members present at the time of roll call except for Mr. Larrowe, Botetourt County, with a quorum being formed.

Roanoke Valley Broadband Authority Board members: Present: Mr. Richard Caywood, Chairman, Roanoke County; Mr. Robert Light, City of Salem; Mr. Michael T. McEvoy, Citizen, Treasurer; Mr. Jason Krisch, Virginia Tech; Mr. Keith Perry, Carillion.

#### OTHERS IN ATTENDANCE

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

Others: Mr. Watts Burks, Attorney, Woods Rogers Vandeventer Black

Due to the scheduling of other meetings Mr. Richard Caywood, Chairman started the meeting with the confirmation of the new Board member Ms. Vanessa Bohr, City of Roanoke, all Board members with a voice vote were in agreeance and welcomed Ms. Vanessa Bohr to the Board of the Roanoke Valley Broadband Authority after the roll was called by Ms. Tywanii Ross, Secretary. 5-0.

### 2. APPROVAL OF MINUTES

The November 2024 minutes were presented. No additions or corrections were needed. Chairman. Caywood requested a motion to approve. Motion was made by Mr. Rob Light,



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City of Salem, and seconded by Mr. Michael T. McEvoy, Treasure. All present agreed with a voice vote, 6-0.

### 3. TRESURER'S REPORT

Mr. James Bandy presented the finalized Audit information for FY ended on June 30, 2024, and the recommendations for that. All recommendations are being worked on by the RVBA staff and the accountant. After reconvening from Closed session the Treasurer's report was gone over by Mr. James Bandy, Executive Director. Mr. Bandy explained the differences in the months as far as service revenue, Non-recurring, and Monthly recurring. Stating he was confident that the numbers would equal out at the end of the FY end. No corrections or additions were made. Motion made by Mr. Keith Perry, Carilion, and seconded by Mr. Rob Light, City of Salem to approve.

### 4. CLOSED SESSION

Chairman Caywood on the arrival of counsel requested a motion to go into Closed Session. Motion was made by Mr. Michael T. McEvoy, Treasure, and seconded by Mr. Keith Perry, Carilion. Roll called by Secretary, Ms. Tywanii Ross. All Board members present were in agreeance. The Certification Resolution of the closed session meeting was also done at this time due to the Chairman meeting his obligations to his other meetings this morning, this was seconded by Mr. Michael T. McEvoy, Treasure. Roll called by Ms. Tywanii Ross, Secretary, all Board members were in agreeance. Mr. Michael T. McEvoy made the motion that what was discussed in closed session be approved by the RVBA Board and be handled by Chairman Caywood to execute. Seconded by Chairman Caywood with the roll being called by Ms. Tywanii Ross, Secretary. Mr. Michael T. McEvoy was appointed by the Chairman to continue the meeting. Chairman Caywood exited the meeting at 8:46 a.m.

### 5. PROJECT UPDATES

Mr. Bandy discussed the contracts that are signed and the verbal's that are in agreeance with the RVBA to sign. City of Roanoke has contracts to sign to all the City Fire stations. He discussed the cost with the City of Roanoke paying 25% of the installation cost and the signing of the contracts. The City of Roanoke has several projects underway. He discussed the one-time fees and the monthly recurring as revenue. The cash flow sheet was discussed with how much we have as cash on hand and how we are doing as far as building and installing the contracts that are signed. The City of Roanoke has 2 Recreation Centers that are still in the works. The RVBA has been struggling with the cold temps outside as far



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as outside builds. Moving fiber is a cost to the RVBA as the Right of Way VDOT has a project underway off Peters Creek Road. (Valley Pointe). Mr. Bandy wanted to make the Board aware that this is a cost to the RVBA just as a discussion with cash on hand. Network Core upgrade was also discussed, and Mr. bandy is talking with contractors and it is a work in progress. He is confident of the upgrade when it happens FY26-27. Mr. Keith Perry suggested putting the cost together for the RVBA Board to see. Mr. Bandy has a call next week to discuss with a national company that is now associated with the RVBA. The WVWA also has a project that is signed and on the way to installation.

#### 6. OTHER BUSINESS

Next meeting will be held May 16, 2025 @ 8:30 a.m. A motion to adjourn was requested by Mr. Michael T. McEvoy, Treasure, motion was made by Mr. Rob Light, City of Salem, and seconded by Mr. Keith Perry, Carilion.

Meeting adjourned @ 9:08 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 January 31, 2025**

|   | <u>FY 2025<br/>Budget</u>      | <u>January<br/>2025</u>        | <u>FY 24/25<br/>Year to Date</u> | <u>Percent<br/>Budget</u> |
|---|--------------------------------|--------------------------------|----------------------------------|---------------------------|
| <b>Broadband Revenues</b>                             |                                |                                |                                  |                           |
| Service Revenue                                       | \$804,288                      | \$56,091                       | \$484,303                        | 60%                       |
| Greenfield Management                                 | 36,000                         | 3,000                          | 21,000                           | 0%                        |
| Service Revenue                                       | <u>840,288</u>                 | <u>59,091</u>                  | <u>505,303</u>                   | <u>60%</u>                |
| <b>Total Broadband Operating Revenues</b>             | <b>\$840,288</b>               | <b>\$59,091</b>                | <b>\$505,303</b>                 | <b>60%</b>                |
| <b>Broadband Operation &amp; Maintenance Expenses</b> |                                |                                |                                  |                           |
| Personnel Costs                                       | \$365,040                      | \$56,605                       | \$177,615                        | 49%                       |
| Network Operations                                    | 324,000                        | 45,946                         | 242,216                          | 75%                       |
| OSP Infrastructure Maintenance                        | 30,000                         |                                |                                  | 0%                        |
| Brand Management                                      | 12,000                         | 330                            | 1,860                            | 16%                       |
| Legal Fees  | 18,000                         | 3,098                          | 6,759                            | 38%                       |
| Office Expenses                                       | 92,400                         | 6,916                          | 65,526                           | 71%                       |
| Travel  | 4,800                          | 68                             | 1,720                            | 36%                       |
| <b>Total BB Operation &amp; Maintenance Expenses</b>  | <b>\$846,240</b>               | <b>\$112,963</b>               | <b>\$495,696</b>                 | <b>59%</b>                |
| <b>Income from Operations</b>                         | <b>-\$5,952</b>                | <b>-\$53,872</b>               | <b>\$9,607</b>                   |                           |
| <b>Non-Operating Revenues</b>                         |                                |                                |                                  |                           |
| Dispute Reimbursement                                 | \$125,000                      | \$0                            | \$75,000                         | 60%                       |
| Installations   | 1,956                          | 163                            | 41,141                           | 2103%                     |
| Interest Income                                       | 150                            | 11                             | 73                               | 49%                       |
| Subtotal Non-Operating Revenues                       | <u>\$127,106</u>               | <u>\$174</u>                   | <u>\$116,214</u>                 | <u>91%</u>                |
| <b>Total Non-Operating Revenues</b>                   | <b><u>127,106</u></b>          | <b><u>174</u></b>              | <b><u>116,214</u></b>            | <b><u>91%</u></b>         |
| <b>Net Income (Loss) from Operations</b>              | <b>\$121,154</b>               | <b>(\$53,698)</b>              | <b>\$125,821</b>                 | <b>104%</b>               |
| Capital Projects                                      | 200,000                        | 14,437                         | 138,319                          | 69%                       |
| <b>Net Income (Loss)</b>                              | <b><u><u>-\$78,846</u></u></b> | <b><u><u>-\$68,135</u></u></b> | <b><u><u>-\$12,498</u></u></b>   |                           |

**Roanoke Valley Broadband Authority**  
**FY 2024/2025 Operations Statement**  
**For the Month Ended February 28, 2025**

|   | <b>FY 2025<br/>Budget</b>      | <b>February<br/>2025</b>       | <b>FY 24/25<br/>Year to Date</b> | <b>Percent<br/>Budget</b> |
|---|--------------------------------|--------------------------------|----------------------------------|---------------------------|
| <b>Broadband Revenues</b>                             |                                |                                |                                  |                           |
| Service Revenue                                       | \$804,288                      | \$58,191                       | \$542,494                        | 67%                       |
| Greenfield Management                                 | 36,000                         | 3,000                          | 24,000                           | 0%                        |
| Service Revenue                                       | <u>840,288</u>                 | <u>61,191</u>                  | <u>566,494</u>                   | <u>67%</u>                |
| <b>Total Broadband Operating Revenues</b>             | <b>\$840,288</b>               | <b>\$61,191</b>                | <b>\$566,494</b>                 | <b>67%</b>                |
| <b>Broadband Operation &amp; Maintenance Expenses</b> |                                |                                |                                  |                           |
| Personnel Costs                                       | \$365,040                      | \$49,195                       | \$226,809                        | 62%                       |
| Network Operations                                    | 324,000                        | 27,093                         | 269,347                          | 83%                       |
| OSP Infrastructure Maintenance                        | 30,000                         |                                |                                  | 0%                        |
| Brand Management                                      | 12,000                         | 120                            | 1,980                            | 17%                       |
| Legal Fees  | 18,000                         | 0                              | 6,759                            | 38%                       |
| Office Expenses                                       | 92,400                         | 16,694                         | 82,320                           | 89%                       |
| Travel  | 4,800                          | 186                            | 1,906                            | 40%                       |
| <b>Total BB Operation &amp; Maintenance Expenses</b>  | <b>\$846,240</b>               | <b>\$93,288</b>                | <b>\$589,121</b>                 | <b>70%</b>                |
| <b>Income from Operations</b>                         | <b>-\$5,952</b>                | <b>-\$32,097</b>               | <b>-\$22,627</b>                 |                           |
| <b>Non-Operating Revenues</b>                         |                                |                                |                                  |                           |
| Dispute Reimbursement                                 | \$125,000                      | \$0                            | \$75,000                         | 60%                       |
| Installations   | 1,956                          | 163                            | 41,304                           | 2112%                     |
| Interest Income                                       | 150                            | 9                              | 82                               | 55%                       |
| Subtotal Non-Operating Revenues                       | <u>\$127,106</u>               | <u>\$172</u>                   | <u>\$116,386</u>                 | <u>92%</u>                |
| <b>Total Non-Operating Revenues</b>                   | <b>127,106</b>                 | <b>172</b>                     | <b>116,386</b>                   | <b>92%</b>                |
| <b>Net Income (Loss) from Operations</b>              | <b>\$121,154</b>               | <b>(\$31,925)</b>              | <b>\$93,759</b>                  | <b>77%</b>                |
| Capital Projects                                      | 200,000                        | 6,498                          | 138,319                          | 69%                       |
| <b>Net Income (Loss)</b>                              | <b><u><u>-\$78,846</u></u></b> | <b><u><u>-\$38,423</u></u></b> | <b><u><u>-\$44,560</u></u></b>   |                           |