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**Frank M. Smith, II, President & CEO**

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**BOARD MEMBERS:**

*Bob Cowell, City of Roanoke  
Gary Larrowe, Botetourt County  
Mike McEvoy, Citizen  
Daniel R. O'Donnell, Roanoke County  
James Taliaferro, II, City of Salem*

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## **DRAFT MINUTES**

The September Board Meeting of the Roanoke Valley Broadband Authority was held virtually on September 18, 2020 at 8:30 a.m. A video recording of the meeting is available.

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

Chairman McEvoy called the meeting to order at 8:31 a.m. and welcomed those in attendance. Wayne Strickland, Secretary to the Broadband Authority, called the roll and reported that a quorum was present.

Roanoke Valley Broadband Authority Board Members: *Present:* Gary Larrowe, Botetourt County (participating from Daleville, VA); Mike McEvoy, Citizen (participating from Roanoke, VA); Dan O'Donnell, Roanoke County (participating from Bernard Drive, Roanoke County), Bob Cowell (participating from Roanoke City Hall), and Jay Taliaferro, City of Salem (participating from Salem City Hall).

### **OTHERS IN ATTENDANCE**

Broadband Authority Staff: Frank Smith, Jim Bandy, and Barry Stacy

Roanoke Valley-Alleghany Regional Commission Staff: Matt Miller and Wayne Strickland.

Others: Jeff Crowder, Virginia Tech; Sam Darby, Glenn Feldmann Darby & Goodlatte; Jill Loope, Roanoke County Economic Development; Scott Midkiff, Virginia Tech; Jennifer Eddy, EddyAlexander; and Keith Perry, Carilion.

**2. Approval of Minutes**

May 15, 2020 and September 4, 2020 Minutes were presented. Gary Larrowe moved that both sets of minutes be approved. The motion was seconded by Bob Cowell. The motion was adopted by a unanimous voice vote of 5-0.

**3. Treasurer's Report**

Frank Smith gave an overview of the financial statements for May, June, July, and August and stated that revenues were tracking as expected. Dan O'Donnell moved that the four financial statements be accepted as presented. The motion was seconded by Gary Larrowe. The motion was adopted by a unanimous voice vote of 5-0:

**4. Chairman's Comments**

Mr. McEvoy announced that two new board members should be ready to install on the expanded board by the November meeting. He stated that there are also two issues that need to be addressed because of the board expansion. First, the bylaws will need to outline how the three citizen members will be appointed. Bylaw language is being developed by Mr. Darby to create a nominating committee of the four locality members to select the three citizen members. Secondly, policies on how future debt can be issued need to be documented because of the board expansion. These two issues will likely be addressed at the November meeting.

**5. Project Updates**

Frank Smith presented a few slides on the performance of the Roanoke Valley Broadband Authority. He stated that financials are on track for this year, that the Authority is using different technologies to serve a mix of internet, dark fiber, and transport. The average packet speed is 400 Mbps and the Authority is working with multiple partners. The network has been operating without interruption for 1173 consecutive days.

It was suggested that the RVBA reach out to the Workforce Development Board and the Regional Partnership to stay abreast of broadband's role in talent retention and workforce development.

Frank Smith welcomed Keith Perry and Scott Midkiff.

**6. Other Business**

The chair gave Mr. Perry and Mr. Midkiff an opportunity to make comments considering they will be coming on the board in November. Scott Midkiff stated that Virginia Tech has a growing presence in Roanoke, especially with Carilion and that connectivity is important. They are interested in working on CBRS (Citizens Broadband Radio Service) collaborations with the RVBA. Keith Perry said that Carilion is excited to become a part of the RVBA and that broadband has become more important with virtual medicine expansion because of COVID.

The Chair asked about the two procurements that were approved at the September 4<sup>th</sup> meeting. Mr. Smith stated that both RFPs are moving along as expected. Mr. O'Donnell asked about the

advocacy roles of the RVBA at the Federal and State levels. Mr. Smith and Ms. Eddy outlined past interactions with federal and state officials and that the RVBA continues to monitor relevant Federal and State issues that may impact broadband delivery in the region. Several board members agreed that the RVBA could develop a regional broadband plan sometime in the future.

Sam Darby indicated that three members needed oaths of office and that he would be in touch about who needs to complete this task. Mr. Darby will also mail welcome packets to new members.

The next meeting of the RVBA is scheduled for November 20, 2020.

**7. Adjournment**

Dan O'Donnell moved for adjournment and Gary Larrowe seconded the motion. By voice vote, the meeting was unanimously adjourned.

The meeting was adjourned at 9:22 a.m.

Submitted by:

Wayne G. Strickland  
Secretary to the Roanoke Valley Broadband Authority