ROANOKE VALLEY BROADBAND AUTHORITY

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BOARD MEMBERS:
James E. Taliaferro, II, City of Salem
Bob Cowell, City of Roanoke
Daniel O'Donnell, Roanoke County
Gary Larrowe, Botetourt County
Michael T. McEvoy, Citizen
Dr. Scott Midkiff, Virginia Tech
Keith Perry, Carilion
rvba.online

The November Board Meeting of the Roanoke Valley Broadband Authority (RVBA) was held on Friday November 19, 2021 at 8:30 a.m. at the RVBA's office located at 601 S. Jefferson Street, Suite 110, Roanoke, VA.

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

Roanoke Valley Broadband Authority Board Members: Present: Mr. Michael T. McEvoy, Citizen; Mr. Dan O'Donnell, Roanoke County; Mr. Bob Cowell, Roanoke City; Mr. Jay Taliaferro, City of Salem; Dr. Scott Midkiff, Virginia Tech; Mr. Keith Perry, Carilion; Mr. Gary Larrowe, Botetourt County.

Broadband Authority Management:
Mr. Frank Smith, President and CEO; Mr. Jim Bandy, Vice President of Operations and Solutions Engineering; Mr. Barry Stacy, Outside Operation Manager; Ms. Tywanii Ross, Business Operation Administrator.

Others and Guests in Attendance:
Mr. Sam Darby, Glenn Feldmann; Mr. Matthew Shaughnessy, Wallace 360; Ms. Kathryn Piasta, Wallace 360; Mr. Christopher Eggleston, HDR Engineering.

2. **APPROVAL OF MINUTES**

Chairman McEvoy addressed the Approval of the Minutes from the previous September Board Meeting. Motion to Approve the Minutes was made by Mr. Cowell, Roanoke City Manager, and seconded by Dr. Midkiff, Virginia Tech. The Motion to Approve the Minutes was passed.

3. **Treasurer's Report**

Mr. Frank Smith gave a brief overview of the financials for the months of September and October 2021. Things are on track, and we are watching the time for supplies to be delivered. It was typically 6-8 weeks, and now the time is about 20-24 weeks. RVBA staff have managed to keep supplies on hand. Mr. Smith complimented the work of Mr. Phillip Lingafelt, who has worked with Mr. Sam Darby in support of past due accounts.
Chair McEvoy requested a motion to approve the minutes for September and October 2021 Financial Operating Statements. Motion was made by Mr. Larrowe, Botetourt County, and seconded by Mr. Cowell, City of Roanoke. The Motion to Approve the Financial Operating Statements was passed.

4. **PROJECT UPDATES**

Mr. Smith gave an overview on the new RVBA Quarterly Report. Mr. Shaugnessy spoke on how the Board will be better informed by the RVBA Quarterly Report. It will assist the Board with new and pertinent information over the course of the year.
Operations and Finance side are on track. The Financial Audit is going well. There was very good coverage in the local press and broadcast media including the Roanoke Times and the Cardinal Press. Wallace 360 is developing a new Branding and Market Strategy for the RVBA.

5. **APPOINTMENT OF NEW SECRETARY AND TREASURER to the RVBA Board**

The Vice Secretary was recommended for the position of Secretary and Treasurer to the RVBA Board. Chairman McEvoy asked for the motion for these appointments. Mr. Larrowe, Botetourt County made the motion to approve, Mr. Taliaferro, City of Salem, seconded the motion. The Motion was approved unanimously. We will be recognizing Ms. Olivia Dooley at the next RVBA Board Meeting in January of 2022. Ms. Dooley will be retiring at the end of January 2022.

6. **REQUEST FOR CLOSED SESSION**

A Motion for a closed session based on the Virginia Wireless Service Authorities Act 15.2-5431.1 of confidential propriety information and trade secrets subject to the exclusion in subdivision 19 of 2.2-3705.6 motion was made by Vice-Chairman O'Donnell, Roanoke County. The Motion was Seconded by Mr. Cowell, City of Roanoke. Roll was called by Secretary Tywanii Ross, RVBA. All were in favor, 7-0. Closed Session meeting began @8:51 a.m.

END CLOSED SESSION AND RECONVENE REGULAR MEETING

Motion was made to end closed session and to reconvene to regular meeting was done by Vice-Chairman O'Donnell, Roanoke County. Seconded by Mr. Larrowe, Botetourt County.

7. **RESOLUTION OF CERTIFICATION OF CLOSED MEETING**

Motion was made by Vice Chairman O'Donnell, Roanoke County, and seconded by Mr. Taliaferro, City of Salem. The Motion was adopted by a roll call vote 7-0.

Motion to adjourn given by Chairman McEvoy @ 9:24 a.m.

Submitted by :

Tywanii Ross, Secretary / Treasurer
Roanoke Valley Broadband Authority