

**SOUTHSIDE NETWORK AUTHORITY  
BOARD MEETING**

**February 5, 2021  
2:00 PM**

Pursuant to the declared state of emergency in the Commonwealth of Virginia in response to the COVID-19 pandemic and to protect the public health and safety of the Southside Network Authority (SNA) members, staff, and the general public, the SNA meeting will be held electronically.

- 1. Call to Order**
- 2. Approval/Modification of Agenda**
- 3. Public Comments**

Members of the public are invited to address the Southside Network Authority. Due to the COVID-19 crisis, interested persons may submit comments to the SNA in advance of the meeting by email to [kmiller@hrpdcva.gov](mailto:kmiller@hrpdcva.gov) or phone (757) 366-4370. Each comment is limited to three minutes. All comments received 48 hours before the meeting will be provided to the SNA Members and included in the official record.

- 4. Introduction of Newly Appointed Member of the Southside Network**

In accordance with the Southside Network Authority Bylaws, when there is a Board Member vacancy, the governing body of the impacted member locality may appoint a replacement to serve out the term of a departing member. Accordingly, Ms. Regina Chandler, Interim Chief Information Officer, City of Suffolk, has been appointed as an Alternate Member of the Board of Directors.

No action requested – provided for situational awareness and recognition of our new Board Member.

- 5. Meeting Minutes (Attachment 5)**

Attached for the SNA's consideration are the minutes from the December 11, 2020 SNA meeting.

***Action Requested: SNA Board should approve the minutes from the December 11, 2020 Board Meeting.***

**6. Decision point for the development of an approach to fiber ring ownership, funding, and operation (Attachment 6)**

During the December 11, 2020 Board of Directors meeting, a presentation was made to the Board that summarized the SNA goals for the regional fiber ring as well as a Business Case Analysis overview that identified:

- Cost estimates for capital construction and equipment and fixed operations and maintenance
- Conduit configuration
- Opportunities for near-term cost avoidance
- Examination and review of strategies, case studies, and lessons learned from a variety of financing and operating models being employed nationally for fiber ring projects. The advantages and disadvantages of various financing and operating options were reviewed.

After extensive discussion, the Authority directed staff to further refine financing/operating models for discussion at the Authority's next meeting.

During this meeting, staff and CTC will:

- Present a review of the Regional Connectivity Ring fiber design, cost estimates and cost avoidance Business Case Analysis models
- Lead a discussion of refined financing and operating models
- Facilitate the identification of key decision points for next steps utilizing a decision matrix that codifies Authority strategies and goals as well as financial reality

***Action Requested: The SNA Board should take action to define and approve next steps for an ownership, funding, and operating strategy for the regional connectivity ring.***

**7. Southside Network Authority 2021 Bylaws (Attachment 7)**

Bylaws are necessary to ensure the orderly and efficient transaction of public business at meetings of the Board of Directors of the Southside Network Authority, to protect the rights of all members of the Board to speak, to ensure that the will of the majority is done, and to ensure transparency of its decisions and operations in compliance with the Virginia Freedom of Information Act.

***Action Requested: The SNA should take action to approve the attached 2021 Bylaws.***

**8. Election of Southside Network Authority Officers: Chair, Vice-Chair, Secretary and Treasurer.**

In accordance with the Southside Network Authority Bylaws, the Board of Directors shall, at its first meeting of each calendar year, elect its officers, who shall serve terms of one year, and may succeed themselves. It shall have a Chair, a Vice-Chair, a Secretary, and a Treasurer. The Chair and Vice-Chair must be voting members of the Authority Board of Directors. The Chair shall preside at all meetings of the Board of Directors, but in the event the Chair is absent or unable to preside, the Vice-Chair shall preside. In the event neither the Chair nor Vice-Chair is present, the remaining members of the Board of Directors shall elect one of their members to serve as chair *pro tempore*. The Secretary shall be responsible for taking minutes of the proceedings. The Treasurer shall be responsible for keeping the financial records of the Authority. The Secretary and Treasurer need not be voting members of the Board of Directors, and the offices may be combined (these responsibilities will be accomplished by a Memorandum of Understanding between the Hampton Roads Planning District Commission and the Southside Network Authority).

***Action Requested: In accordance with the Southside Network Authority Bylaws, formally elect the following officers: Chair, Vice-Chair, Secretary, Treasurer for calendar year 2021.***

**9. Fiscal Year 2021 Budget Execution (Attachment 9)**

The FY 2021 budget has been initially funded with \$1M appropriated by the five Southside cities comprising the Southside Network Authority. Attachment 9 provides the Authority's budget execution status as of December 31, 2020.

No action requested – provided for situational awareness.

**10. Fiscal Year 2022 Proposed Operating Budget (Attachment 10)**

The proposed FY 2022 SNA Operating Budget of \$316,500 includes funding for running the day-to-day SNA operations and is effective July 1, 2021 to June 30, 2022. This budget will be funded equally among the 5 member cities.

***Action Requested: The Southside Network Authority should take action to approve the FY 2022 Budget with the condition that the budget be revisited by the Board after a final decision has been made regarding a funding and operational model for the Regional Connectivity Ring.***

**11. Old/New Business**

**12. Adjournment**