

**Southside Network Authority
Summary Minutes
December 11, 2020**

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 Authority members, staff, and the general public the December 11, 2020 Southside Network Authority (SNA) meeting was being held electronically via Webex. Mr. Robert Crum, HRPDC Executive Director, stated the meeting was being recorded as well as live-streamed on the Regional Connections YouTube channel. All information for the meeting was provided to SNA members and the general public on the HRPDC website. Mr. Crum reviewed a few important housekeeping rules to help the meeting run smoothly:

- Participants were asked to please remain on mute before and after providing any comments to avoid unnecessary background noise and potential feedback.
- All votes taken must be by roll call vote and recorded in the minutes.
- Participants were asked to identify themselves when speaking and/or providing a motion or a second.

Chair Vitale called the December 11, 2020 meeting of the Southside Network Authority to order at 12:36 PM and asked Mr. Crum, to conduct a roll call to determine Authority members' attendance and asked that others participating in the meeting be introduced and identified. The following were in attendance:

Southside Network Authority Voting Members in Attendance:

Susan Vitale, Chair, CH
Andria McClellan, Vice-Chair, NO
Daniel Jones, PO

Albert Moor, SU
Rosemary Wilson, VB

Other Participants:

Steven DeBerry, SNA Executive Director
Robert Crum, HRPDC Executive Director
Debra Bryan, VB
Karla Carter, SU
Regina Chandler, SU
Scott Fairholm, CH
Andrew Fox, NO
Fraser Picard, NO

Jay Stroman, CH
Catheryn Whitesell
Mike Lockaby, Guynn, Waddell, Carroll &
Lockaby, P.C.
Joanne Hovis, CTC Technology & Energy
Matthew DeHaven, CTC Technology & Energy

Approval of the Agenda and Minutes

Chair Vitale called for a motion to approve the Minutes of the November 16, 2020 meeting.

Ms. McClellan Moved to approve the minutes of the November 16, 2020 SNA meeting; seconded by Mr. Jones.

Mr. Crum apologized but requested that both the agenda as presented and the minutes be approved in the same motion, if appropriate. Chair Vitale agreed and asked Ms. McClellan if she would amend her original motion.

Ms. McClellan Moved to approve the agenda as presented and the Minutes of the November 16, 2020 meeting; seconded by Mr. Jones.

Roll Call Vote:

Ms. Vitale	Yes
Ms. McClellan	Yes
Mr. Jones	Yes
Mr. Moor	Yes
Ms. Wilson	Yes

The Motion Carried.

Public Comment

There were no public comments.

Strategic Planning / Business Case Analysis

Chair Vitale introduced Ms. Joanne Hovis, CTC President and CEO, and Mr. Matthew DeHaven, CTC Vice President for Fiber and Infrastructure, to facilitate the discussion on a review of various strategic options for financing, constructing, operating and maintaining the regional fiber network.

Ms. Hovis and Mr. DeHaven led the discussion with the Authority members on the following items:

- **Goals for the Regional Fiber Network**
 - Provide a mechanism for the five SNA cities to meet internal communications needs while containing the financial risk associated with price increases for commercial services
 - Promote private investment that addresses the digital divide –service availability and affordability
 - Facilitate economic development initiatives with low- or no-cost access to middle mile infrastructure
 - Enable revenue generation through dark fiber leases and/or lit service offerings

- **Business Case Analysis Overview**
 - Operating costs for the fiber ring (repairs, relocations, network maintenance, financing costs for capital additions, etc.)
 - Cost estimates for capital construction and equipment and fixed operations and maintenance
 - Conduit configuration – standalone construction (Norfolk, Portsmouth, Suffolk and Virginia Beach) versus joint construction (Chesapeake)

- **Business Case Analysis Considerations**

- Identified opportunities for near-term cost avoidance
 - Bulk purchase & backhaul of commodity internet capacity
 - Transport to cloud service providers in regional data centers
- Projected requirements for long-term cost avoidance & regional collaboration
 - Public safety interoperability
 - Mutual aid / disaster recovery
- Explore partnership strategies for revenue generation and economic development
 - Fiber leasing
 - Backhaul for wireless and mobile broad service providers
 - Managed services for business

- **Summary of Strategies, Case Studies, and Lessons Learned**

A variety of financing and operating models being employed nationally, as well as industry best practices, were examined and reviewed with Authority members to guide next steps. The advantages and disadvantages of various financing and operating options were reviewed.

After extensive discussion, the Authority members agreed on next steps to allow for a decision on a funding and operating strategy for the fiber ring. Staff was directed to further refine financing/operating models for discussion at the Authority's January meeting.

Adjournment

With no further business to come before the Southside Network Authority, the meeting adjourned at 4:03 PM.

Respectfully submitted,

Robert A. Crum, Jr.
HRPDC Executive Director
Recording Secretary