

**Eastern Shore of Virginia
Broadband Authority
Board Meeting Minutes**

Meeting Information: 2008

Meeting Description: Eastern Shore of Virginia Broadband Authority Board Meeting	
Date: July 23, 2008	Location: Accomack Airport
Time: 9:30 to 11:30 am	Call In Phone no: N/A

Participants: (√ marks present; ☎ a dial-in attendee)

	Name		Name		Name
√	Joe Caffrey	√	Cheryl Tyson		Andrew Cohill, Design Nine
√	Mike Zodun	√	Barbara Schwenk	√	Elaine Meil
√	Steve Miner		John Quinlan		
√	Dimitri Plionis	√	Katie Nunez		

Action Items:

Action	Responsibility	Required By
1. The June 2 minutes were approved as corrected. June 25 minutes need attachments before approval. Put on August agenda. Add signature lines to all minutes.	Barbara	August 19
2. Funding updates –		
a. EDA – packet for full application received 7/21. Full application for \$2.3 million needs to be prepared.	Barbara	August 1
b. USDA Rural Broadband – not encouraging as rules make it nearly impossible to use – communities must have dial-up only to be eligible. Not useful at this time for ESVBA. Will continue to research.	Katie	Ongoing
c. NASA – 2009 appropriation will name ESVBA as recipient. Is for construction only and can include mid- and last-mile.	Cheryl	Ongoing
d. DHCD – set up contract negotiation meetings with Denise Ambrose. Matt Fitzgerald is working on agreements now. DHCD has \$2.7 million now.	Cheryl	September 30

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<p>1. Contract negotiation meetings to be set up for Parksley and Cape Charles</p> <p>2. Agreement with DHCD</p> <p>3. Letter of Intent from DHCD</p> <p>g. <u>MdBC</u> – Pat Mitchell attended meeting today to outline their business model (cooperative). His presentation is attached as Addendum #2.</p> <p>h. <u>NASA</u> – final preliminary engineering report was presented June 30. VMRC Permit application underway will be available to ESVBA Board at August meeting</p> <p>i. <u>VDOT</u> – Katie has spoken with Tim Holloway, Residency Engineer. He indicated they need the engineering done before they can work on the agreement, but he is ready to do so as soon as ESVBA is ready.</p> <p>j. <u>MBC</u> – waiting for board approval of the agreement. Tad has not yet responded to Cheryl's emails.</p>	<p>Mike/Cheryl</p> <p>Dimitri Cheryl</p> <p>Cheryl</p>	<p>September</p> <p>September 30 July 31</p>
<p>5. Liability Insurance – Katie reported that VACo can cover ESVBA easily (within 2 days) once it has assets.</p>		
<p>6. Engineering Procurement –</p> <p>a. Question as to potential difference in liability depending whether fiber is direct buried or is placed in conduit. Group agreed to consult with Andrew Cohill on this point.</p> <p>b. Review of dates on page 7 of RFP (full RFP attached as Addendum #3). Changes needed.</p> <p>c. Should be an RFQ (qualifications)</p> <p>d. Technical Committee subgroup will review to RFQ.</p>	<p>Dimitri</p> <p>Cheryl/Darlene Burton (Accomack County)</p> <p>Cheryl contact John Quinlan Katie contact Tom Bonadeo</p>	<p>July 23</p> <p>Special meeting before August 19</p>
<p>7. Staffing – Executive Director - Dimitri reported that this was premature as a business plan is needed first in order to know what type of person will be needed. Cheryl noted that she needs administrative staff. Katie has someone who will be able</p>		

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to help. ESVBA will pay her.		
8. Charter Communications was covered under agreements.		
9. Logo and Website Review – Cheryl reported that the website is taking longer than expected from Design Nine. Joe handed out the preliminary logo design (attached as Addendum #4). Group prefers another design that shows location and how the ES is a bridge between Maryland in the north and “mainland” Virginia. Will contact Mark Danes, Bay Creek.	Joe to contact Mark Danes	August 19
10. Legal Procurement – (RFP attached as Addendum #5) need help with Terms and Conditions. Need to keep a list of addenda and make sure it goes out to all responders to keep them updated. Change date to something closer than October 19 to accelerate process. Use c/o A-NPDC address to receive and open responses. Add MdBC’s attorney to mailing list.	Darlene Burton, Accomack County Cheryl/Barbara	July 25 Ongoing
	Barbara	July 25
	Barbara	July 25
	Barbara	July 25
11. MdBC Business Model – presented in 4.g. above		
12. Next meeting date – August 19, 2008 9:00 – 12:00 noon - Airport		

Key Decisions:

Decision	Impact	Follow up

Discussion Points:

Item	Follow up

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To Do Items: (Added to agenda for next meeting)

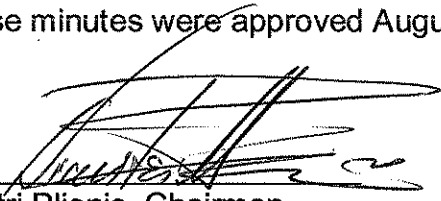
Description
1. Review of June 25 minutes with addenda
2. Consider the recommendation of the RFP committee on the Engineering Firm
3. Review the Business Plan
4. Review draft press releases
5. Appoint committee to review and evaluate Legal RFP responses

Misc. To Do Items

Description
1. Barbara will make copies of Keith Hill's 2007 Telecommunications Study and get them out to all board members asap.
2. Cheryl to present progress to both county Boards of Supervisors – Oct 14 (N) 15 (A)

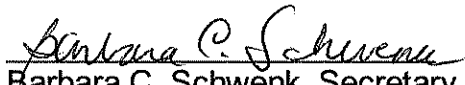
The meeting was adjourned at 12:45 pm.

These minutes were approved August 19, 2008



Dimitri Plionis, Chairman

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Barbara C. Schwenk, Secretary