

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

**Meeting Information:**

<b>Meeting Description: Monthly Board Meeting of Eastern Shore of Virginia Broadband Authority</b>	
<b>Date:</b> September 24, 2008	<b>Location:</b> Accomack Airport Board Room
<b>Time:</b> 9:30 – 11:30 am	<b>Call In Phone no:</b> NA

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

	Name		Name
√	Katie Nunez	√	Dmitri Plionis
√	Cheryl Tyson	√	Mike Zodun
√	Steve Miner	√	Joe Caffrey
√	Barbara Schwenk	√	Elaine Meil

**Agenda Items:**

Description	
1) <b>Review of Minutes</b> Sept 10 and 18. Minutes for 9/10 were approved as presented. 9/18 minutes approved with amendments. The motion was made by Plionis, seconded by Caffrey and carried unanimously.	Barb / Cheryl
2) <b>Treasurer's Report</b>	Joe / Elaine
a) Financial Statements – no bills payable at this time. Financial statement accepted by motion of Caffrey, seconded by Plionis, and carried unanimously.	Elaine
b) Update on Budget – recommendation to wait on budget until Business Plan is in place.	Joe
3) <b>Status Reports</b>	
a) Project Manager – project management status report was presented and is attached to these minutes.	Cheryl
b) Design Nine –	Cheryl
c) Technical Advisor	Cheryl
d) ANPDC – Grant Management (CDBG & EDA)	
i) CDBG grants for Cape Charles and Parksley require pre-contract activities – Barbara and Kat Edwards, A-NPDC are preparing documents for town council meetings in October.	Barbara
ii) EDA – no final review as yet. Project number was assigned (01-01-08691). In meeting , call to Bob Brown, EDA, to learn status of "Early Start." This option is no longer available, as EDA has stopped	

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<p>doing these unless there is some crisis. If any funds are spent before EDA awards a grant, they are not eligible as match.</p> <p>iii) Because of timeline, the need to proceed with engineering procurement was discussed. Decision made to go ahead with engineering quoted at \$285K (still being negotiated by Nunez) and request pre-authorization from DHCD for \$200K in engineering. Any balance needed will be discussed later. If \$200K of state funds is used, \$2.3 million will remain – the match needed for EDA funding. Letter will be sent by Nunez to DHCD today.</p>	<p>Nunez (no motion recorded)</p>
<p>iv) Letters of Support – Provided for Onley and Onancock – A-NPDC to complete letters of interest for Onancock and possibly Onley for a CDBG Local Innovation Grant for \$400,000 to construct a community network for those towns. Letters due September 30.</p>	<p>Cheryl</p>
<p><b>4) Old Business</b></p>	
<p>a) Equipment Hut Locations – discussion on possible locations owned by public entities.</p> <p>i) The Regional Housing Authority has property in Cheriton. Will provide a map.</p> <p>ii) Bayview Medical Center. Check lot for location.</p> <p>iii) Northampton County can provide maps for parcels within ¾ mile of Cheriton</p>	<p>Elaine Mike Katie</p>
<p>b) Next RFP needed is electronics, operations, and transmission design. John Quinlan and Darlene Burton will develop documents. Action approved by a motion of Plionis, seconded by Caffrey and carried unanimously.</p>	<p>Steve, John, Darlene</p>
<p>c) Agreements Worksheet – attached to these minutes. Critical agreements needed (A&amp;B) are with railroad and CBBT. NASA needs both before proceeding.</p> <p>i) Katie will meet with Larry Lemond, RR, this Friday, and the Canonie board is scheduled to hold a special meeting next week.</p> <p>ii) CBBT will not meet again until November. Need to find out exactly when NASA needs this agreement.</p> <p>iii) Charter Communications – Joe reported that he has had no return communication from Charter. He will contact them again.</p> <p>iv) COX – Cheryl to follow-up</p> <p>v) DHCD – reported above</p> <p>vi) MdBC – Cheryl will ask Scott Webb, NASA, how</p>	<p>Cheryl / Board members</p> <p>Katie</p> <p>Cheryl</p> <p>Joe</p> <p>Cheryl</p> <p>Cheryl/Dimitri/Katie</p>

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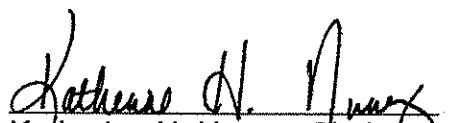
<p>much of a priority this is for him. Draft planned for review next week. Dimitri reviewed documents that Pat Mitchell, MdBC sent him. He will draft the MOU by Monday (9/29) and confer with Katie</p> <p>vii) NASA – Cheryl to make sure Scott Webb has what he needs.</p> <p>viii) Cape Charles and Parksley – draft MOU's need to be developed. Jim Cornwell may have a template. Will also need for Onancock and Onley.</p> <p>ix) VDOT – two-fold issue. For the southern portion, Dewberry never finished VDOT permitting because Mid-Atlantic Broadband Cooperative halted the project. VDOT stopped their work as a result. Is now back on track, and northern portion permitting work will be handled by Adesta, new engineering firm.</p>	<p>Cheryl</p> <p>Katie</p> <p>Katie</p>
<p>d) Business Model of MdBC – nothing from Andrew to discuss. Would like to see real numbers from Andrew in the models – specifically would like to see financials plugged into each business model for cost of services, take-up rate, and market size. Review numbers with Finance committee members – Lawrence, Coady, and Bonadeo. Question on accuracy of some formulas. Will be clarified with Andrew.</p> <p>e) Logo &amp; Letterhead – selected 2A by motion of Zodun, seconded by Plionis and carried unanimously. Continue unless a grayscale version is not acceptable.</p> <p>f) Other Public Relations efforts – Cheryl will be on “Shore Talk” October 21. Press releases should be completed this week. Several in development. Articles need to be written by the Board members for the newspapers and the webpage. A list of articles for the next six months should be developed covering technical aspects and progress.</p>	<p>Joe/Dimitri/Andrew and finance committee</p> <p>Joe</p> <p>Cheryl/Joe/Others?</p>
<p><b>5) New Business</b></p>	
<p>a) VDOT MOU with MBC – not discussed</p>	<p>Katie</p>
<p>b) Resolution on Vision Statement – not discussed</p>	<p>Board</p>
<p>c) Resolution on Business Model – not ready to adopt</p>	<p>Board</p>
<p>d) Update on Worksheets for Design Nine - none</p>	<p>Board</p>
<p>e) Update on VMRC - not discussed</p>	<p>Cheryl</p>
<p>f) Future Meeting Schedule – decision to meet twice per month – 2<sup>nd</sup> Wednesday of the month from 4:00 – 5:30 pm and 4<sup>th</sup> Wednesday from 8:00 – 9:30 am.</p>	<p>Katie</p>

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6) <b>Next meeting dates:</b> a) October 8, 2008 4:00 – 5:30 pm – Chamber of Commerce b) October 22, 2008 – 8:00 – 9:30 am c) November 5, 2008 – 4:00 – 5:30 pm d) November 19, 2008 – 8:00 – 9:30 am	
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The meeting was adjourned at 11:45 am by motion of Nunez, seconded by Plionis and carried unanimously.

These minutes were approved at the October 8, 2008 meeting of the ESVBA.

  
Katherine H. Nunez, Chairman

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Barbara C. Schwenk, Secretary