

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

Meeting Information:

Meeting Description: Bi-Monthly Board Meeting of Eastern Shore of Virginia Broadband Authority	
Date: October 22, 2008	Location: Accomack Airport Board Room
Time: 8:00 – 9:30 am	Call In Phone no: NA

Participants: (√ marks present; ☎ a dial-in attendee; X not present)

	Name		Name		
X	Katie Nunez	√	Dimitri Plionis	√	Kat Edwards
√	Cheryl Tyson	√	Mike Zodun	X	John Quinlan
√	Steve Miner	√	Joe Caffrey		
√	Barbara Schwenk	X	Elaine Meil		

Action Items:

Description	Responsibility
1) Review of Minutes The October 8 minutes were approved with amendments by motion of Caffrey, seconded by Zodun and carried unanimously.	Schwenk
2) Treasurer's Report	
a) Operating Budget – FY2009 – the budget was adopted by motion of Caffrey, seconded by Zodun and carried unanimously. Budget <u>attached</u> .	Caffrey
b) Also discussed was a reminder to A-NPDC that board members are to be paid \$25 per meeting they attend. Schwenk will arrange to have checks prepared for the November 5 meeting for all meetings after August 19 when the board instituted this policy.	Schwenk
3) Status Reports	
a) Project Manager – report <u>attached</u> .	Tyson
b) Design Nine – report <u>attached</u> . Design Nine is working on financial plan.	Tyson/Design Nine
(c) Technical Advisor – The Project Manager gave an update on John Quinlan's activities which included review of Preliminary drawings from Dewberry for Phase 1 of the CBBT build, research on regulations for propane tanks needed for generators, review of latest bid documents and engineering plans for Phase 1 buildout. John is also contacting the building contractor	Tyson

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

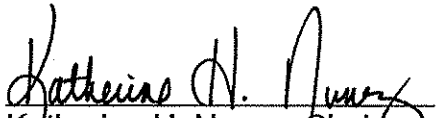
<p>for the Wallops research park to start the process of planning for the fiber installation there.</p>	
<p>c) ANPDC</p>	
<p>i) EDA Grant – EDA requested several more documents including the agreements between Canonie Board and Cassatt, the agreement between A-NPDC and ESVBA, and the response from Fish & Wildlife Services, as well as a few minor text revisions to the application narrative and new forms with Nunez’s signature (since she is now Chairman). All were prepared and sent via email and FEDEX on October 10. EDA has assured us that our application for \$2.3 million is their #1 priority. They stated they anticipate a commitment by mid-November. However, they will need to approve the construction contract before construction can begin.</p>	<p>Schwenk</p>
<p>ii) CDBG Grants</p>	
<p>(1) Cape Charles – The Management Team meeting was held on October 21. Many items can not be completed until engineering work is complete. However, work can commence on surveying and mapping in preparation for engineer’s use before the next scheduled meeting on November 18.</p>	<p>Schwenk to speak to Tom Bonadeo about interim work before 11/18 meeting.</p>
<p>(2) Parksley – Edwards conveyed that CSB confirmed via letter that they can’t supply the number of jobs they previously thought possible. Therefore, she has been working with DHCD and Parksley to agree on a new number of jobs (17 has been negotiated). Also, if Parksley will agree to a “resolution of moral obligation” instead of a line of credit in the full amount of the grant, DHCD will accept that. In addition, the management team has been preparing surveys and maps for use of the engineer in designing the network.</p>	<p>Edwards</p>
<p>(3) Edwards also conveyed that agreements for towns also needed by November 19 in order to execute contracts with DHCD. Both need agreements to be completed with ESVBA, and Cape Charles also needs to supply an agreement with Bay Creek and the library. Both towns need a grant budget, which can’t be completed without engineering work.</p>	<p>Edwards</p>
<p>(4) Discussion ensued on DHCD expectation that town networks would be included in engineering</p>	

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

h) Resolution on Board members meeting - tabled	November 5 agenda item
5) New Business	
a) Wallops Research Park - tabled	November 5 agenda item
b) Members discussed the need for a better public relations campaign to reach out to prospective customers. There is no process in place to contact potential large customers that could be anchors for the network. General agreement that staff is needed to complete this work. Caffrey requested that a series of solutions for the staff issue be developed and presented for choice at the November 5 meeting. The operating budget can be amended to include staff, if that is the board's pleasure.	Board members November 5 agenda item
6) Next meeting date – November 5, 2008 4:00 – 5:30 pm	Location: Accomack Airport

The meeting was adjourned at 9:56 am by motion of Plionis, seconded by Caffrey and carried unanimously.

These minutes were approved with revisions at the November 5, 2008 meeting of the ESVBA.


Katherine H. Nunez, Chairman

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Barbara C. Schwenk, Secretary