

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

**Meeting Information: Monthly Board Meeting November 5, 2008**

<b>Meeting Description: Eastern Shore of Virginia Broadband Authority Board Meeting</b>	
<b>Date: November 5, 2008</b>	<b>Location: Accomack Airport</b>
<b>Time: 4:00 – 5:30 pm</b>	<b>Call In Phone no: N/A</b>

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

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

**Action Items:**

Action	Who/When
<p><b>1. Review of Minutes</b> – Minutes of the October 22, 2008 meeting were approved with one revision by motion of Plionis, seconded by Zodun and carried unanimously. Nunez abstained because she was not at the October 22 meeting. Revise minutes, prepare for signature, and upload to website</p>	Schwenk November 14
<p><b>2. Treasurer's Report</b></p> <p>a) Financial statements (attached) - Request that A-NPDC provide general ledger account numbers for each line item. The bills payable were approved by motion of Zodun, seconded by Caffrey, and carried unanimously.</p> <p>b) Operating Budget – discussion ensued on need for cash flow analysis on a profit and loss basis, as well as a 12 month analysis, and future development of a capital budget.</p> <p>c) Update on insurance quote – not received in time for this meeting – Add to next meeting agenda. Public officials liability insurance needed by motion of Plionis, seconded by Caffrey, and carried unanimously</p>	A-NPDC November 19

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	Schwenk November 19
<p><b>3. Status Reports</b></p> <p>a) Project Manager – Tyson reported on agreement with DHCD that engineering for Cape Charles and Parksley does not need to be part of Adesta’s work due in November. But the Chincoteague spur does need to be added. A change order to the Adesta contract will be made. Engineering for two towns expected early next year. Change order for \$750 to PDC contract needed for environmental assessment on Chincoteague spur.</p> <p>i) Southern Fibre Backbone – 29 contractors showed up for the pre-bid conference. Mid-Atlantic Broadband Cooperative signed the Memorandum of Understanding with ESVBA. A memorandum of Agreement is still needed with the Chesapeake Bay Bridge Tunnel District before construction can begin. The bid opening is scheduled for November 17. There are two contracts and two options. A meeting will be held 11/18 between CBBT, NASA, ESVBA, Mid-Atlantic Broadband Cooperative and Dewberry &amp; Davis on how to proceed. Distance is the priority. A rental agreement with CBBT has been discussed.. Decisions on value and number of fibres, etc. will be made after bid opening because it depends on the bid price vs distance.</p> <p>ii) Meetings with Design Nine and DHCD – A meeting will be held 11/13 with the Business Plan committee – not a full board meeting.</p>	Nunez/Meil
<p>b) A-NPDC</p> <p>i) EDA grant update – signed form from South Port Investors LLC still not received and sent on to EDA to complete file for legal review.</p> <p>ii) DCR – retroactive authority for Nunez to authorize goldenrod survey at less than \$1000 given by motion of Plionis, seconded by Caffrey and carried unanimously. (quote <u>attached</u>)</p> <p>iii) A-NPDC change order – Environmental Assessment for Chincoteague spur – Schwenk reported that letters to agencies were out week of 10/27. They have 30 days to respond.(quote <u>attached</u>).</p> <p>iv) CDBG Grants – addressed in 3.a. above.</p>	Pursue form – Schwenk ASAP
<p><b>4. Old Business</b></p> <p>a) Hut locations</p> <p>i) Cheriton - Zodun explored with Bayview Medical Center, but was unsure of the kind of agreement sought. Discussion that a free easement would be preferred. Might</p>	



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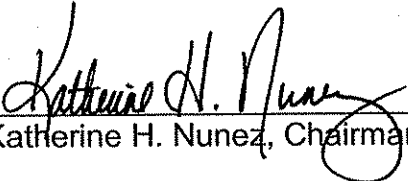
**Key Decisions:**

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

Description
1. Old business items 4e through i – first on agenda.
2. ESVBA agreement with Parksley and Cape Charles
3. Adesta agreements for "last mile" community networks
4. Southern Portion IFB results (Nov 17 2pm)

The meeting was adjourned at 5:45 pm by motion of Plionis, seconded by Caffrey and carried unanimously.

These minutes were approved with revisions at the November 19, 2008 meeting of the ESVBA.

  
Katherine H. Nunez, Chairman

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Barbara C. Schwenk, Secretary