



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

**Meeting Information: Regular Meeting of the Board; January 7, 2009**

<b>Meeting Description: Bi-Monthly Meeting of Eastern Shore of Virginia Broadband Authority</b>	
<b>Date: January 7, 2009</b>	<b>Location: Accomack Airport Board Room</b>
<b>Time: 4:00 – 5:30 pm</b>	<b>Call In Phone no: NA</b>

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

	Name		Name		Name
	Katie Nunez	√	Mike Zodun	√	Joe Caffrey
√	Steve Miner	√	Dmitri Plionis		Barbara Schwenk
√	Elaine Meil	√	Pat Coady	√	Cheryl Tyson
√	Adrienne Granston		Also attended, Terry Malarkey		

**Action Items:**

Action	Who/When
<p><b>1) Review of Minutes</b> November 14, November 19 and December 30 board meeting minutes were reviewed and <i>motioned to be approved by Caffrey, seconded by Plionis and carried unanimously.</i> December 10 and December 18 board meeting minutes were deferred.</p>	Tyson/Granston January 21
<p><b>2) Treasurer's Report</b></p> <p>a) A Summary of Current Bills Payable was presented (see 2.a attached). Tyson cited the Computer/Supplies amount was for the purchase of a laptop, printer/copy/fax and miscellaneous supplies for Granston. Tyson requested a property pass template to log ESVBA serial numbers of equipment used by employees. Zodun will email documents to reference for language.</p> <p>b) A Summary of Total Fiber Backbone Project Expenditures, Bank Account Activity, and Budget were presented (see 2.b attached).</p>	



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<p><i>A motion to approve the Accounts Payable and Financial Statements was made by Caffrey, seconded by Plionis and was unanimously carried.</i></p>	
<p><b>3) Old Business</b></p> <p>a) Plionis asked should the Business Development Manager position and compensation be advertised and if it was an interim position. Members agreed position and compensation should be advertised with a deadline. Malarkey raised civil rights issue if applicant is rejected. Tyson sent email to Darlene, procurement officer, requesting advice regarding proper procedure to follow when listing position.</p> <p><i>A motion to place advertisement in the Eastern Shore News and Virginia Pilot for the Business Development Manager position and list as a part-time, 6- month, contract position with the approved job description and an application deadline of January 19, 2009. Confirm with procurement officer if any civil rights issues or specific requirements exist. If no advertisement is placed, send email to all members. Caffrey seconded the motion and it was unanimously carried.</i></p> <p>The Network Engineer position was discussed. Coady will prepare job description and email to members. Will discuss at the next regular meeting.</p> <p>Questions regarding status of Volt contract. Tyson explained there were errors to be corrected and the final amended version is still pending. Will discuss at the next regular meeting.</p> <p>b)</p> <p>i) Discussion and review of the Year Zero Budget (see 3.b.i <b>attached</b>). Caffrey questioned any redundancies, if any information was missing, and if any specific telecom terminology is preferred. Year defined as October 1 to September 30. The final draft is still pending. Review meeting to be scheduled. Will remain on agenda.</p> <p>ii) Capital Budget – EDA/DHCD Funding discussed and reviewed (see 3.b.ii <b>attached</b>). Indicated that there is often a 10% - 15% contingency allowed and we have</p>	<p>Tyson/Granston, add to January 21 agenda</p> <p>Coady January 21</p> <p>Tyson January 21</p> <p>Caffrey January 21</p>



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<p>indicated 12%. Elaine sent a breakdown to EDA and Barbara is waiting for a response. Members discussed how the surplus could be used and confirmed that this budget is for the backbone only. <i>A motion was made by Caffrey to adopt the Capital Budget – EDA/DHCD Funding report, was seconded by Plionis and was unanimously carried.</i></p>	
<p><b>4) Status Reports</b></p> <p>a) Coady gave a verbal report that he met with the Coast Guard regarding the fiber on the bridge tunnel. He has also requested feedback from Homeland Security. He will be in contact with Miner and Nunez to facilitate additional business development and needs the budgeting numbers to help with this process. He asked what security package is needed, expressed the importance of information security and suggested laminated identification cards. He asked was Interim Executive Director the official name of his position and if a contract would be presented. Members confirmed the position title and stated they will get back to him regarding the contract. Tyson indicated that Coady will review the focus and project needs. Coady has reviewed the Agreements worksheet with the list of contracts and will work with Todd Christensen and Kat Edwards on DHCD required documents. He indicated that he spoke with J. T. Holland regarding the Bay Coast Railway and that he believes that the railroad is exempt from the Chesapeake Bay Act environmental requirements.</p> <p>b) Tyson asked for Project Status Report (see 4.b <b>attached</b>) to be accepted into the minutes. Plionis asked where Granston is conducting ESVBA business. Tyson indicated that she is working from home until office space is secured. The phone number is scheduled for connection on/about January 13. <i>Miner motioned to accept the Project Status Report into the minutes, Caffrey seconded and it was unanimously carried.</i></p> <p>c) A verbal report was given by Meil for the ANPDC.</p> <p>i) The EDA grant has been approved.</p> <p>ii) The CDBG grants have been given an extension until February 10, 2009. No problems are anticipated.</p> <p>d) Tyson requested Design Nine to train Granston with website. Still owes information on operating under a cooperative structure.</p>	<p>Nunez/Tyson</p>

