



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

Meeting Information: Regular Meeting of the Board; March 11, 2009

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| Meeting Description: Bi-Monthly Meeting of Eastern Shore of Virginia Broadband Authority | |
| Date: March 11, 2009 | Location: Accomack Airport Board Room |
| Time: 3:30 – 5:00 pm | Call In Phone no: NA |

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

| | Name | | Name | | Name |
|---|-------------------|---|---------------------|---|--|
| ✓ | Katie Nunez | ✓ | Mike Zodun | ✓ | Joe Caffrey |
| X | Steve Miner | ✓ | Dmitri Plionis | X | Barbara Schwenk |
| ✓ | Elaine Meil | ✓ | Pat Coady | ✓ | Cheryl Tyson |
| ✓ | Adrienne Granston | ✓ | Nicholas Pascaretti | | Also attended: Susan Haycox Terry Malarkey |

Agenda Topics/Action Items:

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| <p>1) Review of Minutes February 18 board meeting minutes were reviewed and <i>motioned to be approved by Plionis, seconded by Zodun and carried unanimously.</i></p> |
| <p>2) Treasurer's Report</p> <p>a) A Summary of Current Bills Payable was presented (see 2.a attached) and reviewed. A <i>motion to approve and pay listed priority items of the Summary of Current Bills Payable and drawdown the remaining funds in the County budget was made by Plionis, seconded by Zodun and carried unanimously.</i></p> <p>b) A Summary of Budget Adopted, Total Fiber Backbone Project Expenditures and Bank Account Activity were presented (see 2.b attached) and reviewed. A <i>motion to approve the financial statements was made by Caffrey, seconded by Plionis and carried unanimously.</i></p> <p>c) CDBG Grant – ANPDC will have engineering requirements satisfied by next week and a contract shortly after that. EDA Grant – forms are being filled out, change in scope of work has been forwarded to EDA, waiting for response.</p> |
| <p>3) Old Business</p> <p>a) Year Zero Budget – An actuals (see 3.a attached) report and projection (see 3.a1 attached) report was reviewed. Caffrey will update projections when actual expenditures</p> |

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are added to budget through January 31, 2009. ANPDC will confirm County starting cash before next board meeting.

- b) Liability Insurance – *A motion to adopt the resolution as presented to enable ESVBA to join the Virginia Association of Counties Group Self Insurance Risk Pool by Plionis, seconded by Caffrey and carried unanimously. (see 3.b attached)*
- c) Agreements Worksheet: (see 3.c attached) ANEC – Pascaretti waiting for Tom Larson at ANEC to confirm meeting date to negotiate retail pole rates; will report back at next board meeting. Railway Lease Agreement – Nunez reports that she has spoken with Richard Tankard, apprised him of our status of negotiations and will request a meeting with the Canonie Board and Bay Coast Railroad after today's board meeting.

4) Status Reports

- a) Interim Executive Director – Staff Report for ESVBA, 11 March 2009 (see 4.a attached) was distributed and questions regarding priority items were answered.
- b) Project Manager - Reviewed Project Status Report (see 4.b attached). Special note on status of VDOT permit. Tyson asked Nunez to call VDOT and confirm status of application. Once VDOT application is approved, the date and exact start point for Construction on the Northern Portion can be confirmed.

5) New Business

- a) Funding Sources
 - iii) ANPDC \$600K EDC - *A motion authorizing Coady to draft a letter of intent addressed to chairman of the ANPDC regarding the EDC \$600k economic development fund by Plionis, seconded by Caffrey and carried unanimously.*
- b) Resolution Small Purchase Procedure - *A motion to adopt the resolution as presented for small purchase procedures by Plionis, seconded by Zodun and carried unanimously. (see 5.b attached)*
- c) Direct Purchase Procedure – *A motion to approve the direct purchase procedure as corrected by Plionis seconded by Zodun and carried unanimously. A motion to incorporate the direct purchase procedure into existing contracts by Plionis seconded by Caffrey and carried unanimously. (see 5.c attached)*

Business Plan – Must be completed prior to submitting applications for funding. Coady will complete draft of business plan by Friday, March 13. Caffrey asked to attend an initial internal review on Wednesday, March 18. A subsequent internal review will be completed by staff prior to Board workshop scheduled for Tuesday, March 2. The workshop will provide the Board an opportunity to review the business plan and craft a resolution to be approved on Wednesday, March 25.

Staffing – *A motion was made by Plionis to authorize Coady to finalize hiring 2 interns for 60 days to complete drawings and field engineering work at \$15.00/hour, not to exceed 30 hours/week, \$15k/month for both interns combined, seconded by Caffrey and carried unanimously.*

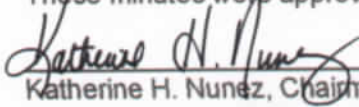


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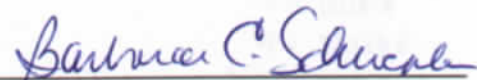
6) Next Meeting Date – March 25, 2009 @ 8:00 – 9:30 am

The meeting was adjourned at 5:10 pm.

These minutes were approved at the March 25, 2009 meeting of the ESVBA.


Katherine H. Nunez, Chairman

Copy teste:


Barbara C. Schwenk, Secretary