

**Meeting Information: Regular Meeting of the Board; December 9, 2009**

<b>Meeting Description: Monthly Meeting of Eastern Shore of Virginia Broadband Authority</b>	
<b>Date: December 9, 2009</b>	<b>Location: ESVBA Office, Belle Haven</b>
<b>Time: 3:00 – 5:00 pm</b>	<b>Call In Phone no: NA</b>

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

	Name		Name		Name
X	Katie Nunez	✓	Mike Zodun	✓	Joe Caffrey
✓	Steve Miner	X	Dimitri Plionis	✓	Pat Coady
✓	Cheryl Tyson	✓	Nicholas Pascaretti	X	Adrienne Granston

**Agenda Topics/Action Items:**

<p><b>1) Review of Minutes</b> November 18<sup>th</sup> board meeting minutes were reviewed and a <i>motion to approve was made by Caffrey, seconded by Miner, and carried unanimously.</i></p>
<p><b>2) Treasurer's Report</b></p> <ul style="list-style-type: none"> <li>a) Financial Statements – Tyson presented for review a Profit &amp; Loss July 1, 2009 through November 30, 2009, Profit &amp; Loss November 2009, and Check Detail – Operating Account November 2009 (see 2.a.i, 2.a.ii, 2.a.iii <b>attached</b>).</li> <li>b) <i>Motion to approve the financial statements made by Caffrey, seconded by Miner and carried unanimously.</i></li> <li>c) Accounting Procedures – Tyson informed the board of accounting changes including switching to an accrual basis as of January 1, 2010 and setting up grants receivable as assets. Zodun requested statements of cash flow be included in board packets when ESVBA switches to an accrual basis.</li> </ul>
<p><b>3) Status Reports</b></p> <ul style="list-style-type: none"> <li>a) Agreements Worksheet Report – Pascaretti reviewed the agreements worksheet and gave an update on the status of agreements (see 3.a <b>attached</b>).</li> <li>b) Project Manager's Report – Tyson pointed out the 27 segments that are currently being worked on. Tyson reported that on the Southern Portion - Mid Atlantic is sending an asset transfer agreement and waiting on the splicing report. Tyson updated the board on new EDA drawdown requirements and Pascaretti gave an update on the status of contracts regarding EDA. In regards to the towns of Exmore, Willis Wharf, Belle Haven, and Nassawadox there is a pre-bid meeting on December 14<sup>th</sup>, bids will be awarded on December 22<sup>nd</sup>, and the Notice to Proceed will be January 15<sup>th</sup>.</li> </ul>
<p><b>4) New Business</b></p> <ul style="list-style-type: none"> <li>a) Virginia Public Procurement Act – VPPA – <i>A motion was made to adopt the Virginia Public Procurement Act by Miner, seconded by Caffrey and carried unanimously.</i></li> <li>b) Workers Compensation Insurance – Coady informed the board of the purchase of Worker's Compensation Insurance through VACORP.</li> <li>c) Closed Session – Motion to enter into closed session according to Section 2.2-3711 of the Code of Virginia of 1950, as amended; (A) Paragraph 1: Discussion, consideration, or interviews of prospective candidates for employment; assignment, appointment, promotion, performance, demotion, salaries, disciplining, or</li> </ul>

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resignation of specific public officers, appointees, or employees of any public body;... AND Paragraph 34: Discussion or consideration by a local authority created in accordance with the Virginia Wireless Service Authorities Act (§ 15.2-5431.1 et seq.) of confidential proprietary records and trade secrets excluded from this chapter pursuant to subdivision 19 of § 2.2-3705.6, *made by Miner, seconded by Caffrey and carried unanimously.*

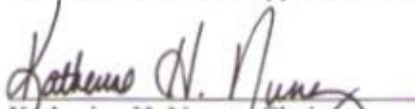
After closed session, the Chairman reconvened the meeting. *Motion was made by Caffrey, seconded by Miner, that the Board had entered the closed session for that purpose as set out in Paragraph 1 and 34 of Section 2.2-3711 of the Code of Virginia of 1950, as amended.* Roll call vote taken – Vote was that no other business discussed than as advised per Paragraph 1 and 34. All members present voted affirmative.

**5) Next Meeting Date**

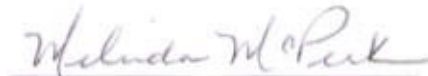
The next regular board meeting is scheduled for January 13, 2010; 3:00 PM to 5:00 PM at the ESVBA Office in Belle Haven.

*Motion to adjourn made by Zodun, seconded by Miner and carried unanimously.*

These minutes were approved at the March 10, 2010 meeting of the ESVBA.

  
Katherine H. Nunez, Chairman

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Melinda McPeek, Secretary