

**Meeting Information: Regular Meeting of the Board; February 17, 2010**

<b>Meeting Description: Monthly Meeting of Eastern Shore of Virginia Broadband Authority</b>	
<b>Date: February 17, 2010</b>	<b>Location: Accomack Airport</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)**

	<b>Name</b>		<b>Name</b>		<b>Name</b>
✓	Katie Nunez	✓	Mike Zodun	X	Joe Caffrey
X	Steve Miner	✓	Dimitri Plionis	✓	Pat Coady
✓	Cheryl Tyson	✓	Nicholas Pascaretti	✓	Melinda McPeek

*The meeting was originally scheduled for February 10, 2010, but due to inclement weather was rescheduled for February 17, 2010.*

*Katie Nunez called the meeting to order @ 3:09 PM*

**Agenda Topics/Action Items:**

<b>1) Public Comment</b> – No public comment
<b>2) Introduction of New Staff</b> – Katie Nunez introduced new Administrative Assistant Melinda McPeek
<b>3) Review of Minutes</b> January 13 <sup>th</sup> board meeting minutes were reviewed and <i>motioned to be approved amended by Zodun, seconded by Plionis, and carried unanimously.</i>
<b>4) Treasurer’s Report</b> a) A/P Schedule – Tyson presented and discussed the A/P schedule and process for payment of board stipends. b) Financial Statements – Financial Statements – Tyson presented for review a Profit & Loss July 1, 2009 through February 15, 2010, and Check Details – Operating Account Jan 16 – Jan 29, 2010, Feb 1 – Feb 11, 2010, and Feb 11 – 15, 2010. (see 2.a.i, 2.a.ii, 2.a.iii, 2.a.iv <b>attached</b> ). c) <i>Motion to approve the financial statements made by Zodun, seconded by Plionis and carried unanimously.</i>
<b>5) Status Reports</b> a) Agreements –Pascaretti discussed the status of each agreement (see 4a <b>attached</b> ) and provided updates to the agreement worksheet: Exmore Hut survey is now complete; Mastec, Chincoteague, and Onancock – contracts are pending; Virginia Beach Schools and County of Northampton have signed contracts. b) Project Manager’s Report – Tyson presented the project management report updating the board on overall project status and priorities (see 4b <b>attached</b> ). Coady explained that Steve Durbin is reviewing the Mastec contract, and is assisting with the development of a packet of standardized contract templates. Mastec certificate of insurance has now been reviewed. Tyson and Nunez discussed the use of blanket PO’s to charge work for project segments and when a notice to proceed is required. c) VCC Loan Resolution - <i>Motion was made by Dimitri Plionis that the ESVBA hereby accepts</i>

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*the terms of the Letter of Commitment of Virginia Community Capital Bank for a thirty month loan of up to \$700,000 to be used for operating capital and other legitimate purposes of the ESVBA. The Board further authorizes the Vice-Chairman and the Executive Director to execute all documents necessary to perfect the loan. The motion was seconded by Mike Zodun. The following board members were present: Mike Zodun and Dimitri Plionis, and voted "yes". The following board members were absent: Steven Miner and Joe Caffrey. Katherine Nunez abstained from voting (see 5c attached).*

**6) New Business**

- a) Update on Contract Activity for Northern Backbone – Matter has been resolved and a resolution is no longer needed.
- b) BTOP Update – BTOP is still pending and numerous requests have been received from their office for additional information and changes, including new financials to accommodate a change in match requirements. Coady, Tyson, and Pascaretti have submitted requested changes.
- c) Publicity Plan – deferred to March or April meeting.
- d) 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 resignation of specific public officers, appointees, or employees of any public body, *made by Zodun, seconded by Plionis and carried unanimously.*

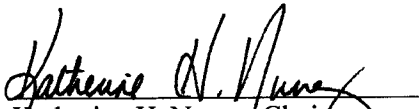
*After closed session, the Chairman reconvened the meeting. Motion was made by Plionis, seconded by Zodun, that the Board had entered the closed session for that purpose as set out in Paragraph 1 of Section 2.2-3711 of the Code of Virginia of 1950, as amended. Roll call vote taken – Vote was that no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

**7) Next Meeting Date**


The next regular board meeting is scheduled for March 10, 2010 at 3:00 PM at the Accomack Airport Board Room.

*Motion to adjourn made by Nunez, seconded by Zodun 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