

Meeting Information: Regular Meeting of the Board; January 13, 2010

Meeting Description: Monthly Meeting of Eastern Shore of Virginia Broadband Authority	
Date: January 13, 2010	Location: ESVBA Office, Belle Haven
Time: 3:00 – 5:00 pm	Call In Phone no: NA

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

	Name		Name		Name
✓	Katie Nunez	✓	Mike Zodun	X	Joe Caffrey
X	Steve Miner	✓	Dimitri Plionis	✓	Pat Coady
✓	Cheryl Tyson	✓	Nicholas Pascaretti		
✓	Also attended: Terry Malarkey				

Agenda Topics/Action Items:

<p>1) Public Comment Terry Malarkey asked for a moment of silence for Daria Finn. He then commented on the need to increase public awareness of the ESVBA and its projected timeline in regards to residential service.</p>
<p>2) Review of Minutes December's minutes were not available for review.</p>
<p>3) Status Reports</p> <ul style="list-style-type: none"> a) Director's Report – Coady presented an update on ESVBA's funding and construction and informed the board that construction from Wallops to Cheriton is essentially complete, but not yet lit and that fiber installation from South Plaza to Wallops would be complete the following week. Construction is underway to Chincoteague but will be delayed. b) Project Manager's Report - Cheryl Tyson presented a milestone chart updating project progress (see 3b attached). Tyson pointed out 27 segments that are currently being worked on. Tyson indicated our application for BTOP has moved into Step 2 – Due Diligence c) Agreements Worksheet Report - Pascaretti gave an update on agreements (see 3c attached).
<p>4) Treasurer's Report</p> <ul style="list-style-type: none"> a) Financial Statements – Tyson presented for review a Profit & Loss July 1, 2009 through January 13, 2010, Check Detail – Operating Account Jan 1 – Jan 15, 2010, Check Detail – Capital Account Jan 1 – Jan 15, 2010, and Unpaid Bills Detail as of Jan 13, 2010 (see 4.a.i, 4.a.ii, 4.a.iii, 4.a.iv attached). Tyson gave an overview of January's Accounts Payable - \$247k was paid out of the capital account for materials using NASA funds, and \$46k was paid out for general operations. Tyson explained the Unpaid Bills Detail b) <i>Motion to approve the financial statements made by Nunez, seconded by Zodun and carried unanimously.</i>
<p>5) Sales and Marketing Report</p> <ul style="list-style-type: none"> a) Sales - Pascaretti gave an update on sales: submitted an RFP for internet service from Virginia Beach on Jan 11, 2010, Cox circuit to hospital – a top priority. b) Marketing - A discussion followed on possible marketing avenues. ACTION: Coady will put together a publicity plan and present it at the February board meeting.

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

6) New Business

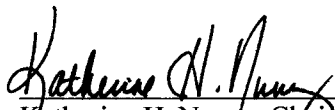
- a) Dimitri Plionis discussed his memo to the board entitled "Provider Regulation" and requested that the topic be added to a future agenda for further discussion.
- b) Agreements: *A motion was made by Dimitri Plionis that the ESVBA Board authorize the Vice Chairman to execute any and all necessary documentation to complete the contracts with Northampton County under the terms of the CDBG-R grant. The motion was seconded by Mike Zodun. Katherine Nunez abstained from voting. The vote carried (see 6b attached).*
- c) Northampton County – Nunez reported as a representative of Northampton County, that the county would include associated fees with the letter of credit that ESVBA will be responsible for. Staff opened bids to Northampton County and MasTec was awarded the bid at a resolution passed on January 12, 2010.
- d) Personnel: Pascaretti gave an update on personnel hired on contract: David Naar – drafting, Brad Spence – drafting, Jeff Waterfield – consulting on pole walks and other field work, Pete Messick – survey and field notes. Tyson gave an update on administrative Personnel: Adrienne Granston is currently on maternity leave and plans for her return have not been determined at this time and Melinda McPeek has been hired on contract to provide administrative assistance.
- e) Business procedures: Coady suggested with the increased business activity and new contractors that procedures be evaluated for purchasing and payroll: a credit card or draft from Shore Bank for purchases, dual check signing process, direct deposit.

7) Next Meeting Date


The next regular board meeting is scheduled for February 10, 2010; 3:00 PM to 5:00 PM at the Accomack Airport Board Room.

Motion to adjourn made by Nunez, seconded by Plionis and carried unanimously.

These minutes were approved at the February 17, 2010 meeting of the ESVBA.


Katherine H. Nunez, Chairman

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Melinda McPeek, Secretary