

# MINUTES

## Regular Meeting of the Board of Directors of the Eastern Shore of Virginia Broadband Authority

September 21, 2017

Board members in attendance were: Pete Lalor, Elaine Meil, John Reiter, Mike Mason, and Charles Kolakowski.

ESVBA management participating in the meeting who were in attendance: Robert Bridgham and Matt Ertle (Secretary)

Members of the public attending were:  
Pat Coady, Bob Nichols, and Rob Harris

Elaine Meil called the meeting to order at 2:00 pm.

### **AGENDA ADOPTION**

*Mr. Lalor motioned to amend the agenda to remove the first Closed Session. Mr. Mason seconded. Motion passed unopposed.*

### **PUBLIC COMMENT**

None

### **REVIEW OF MINUTES**

*Ms. Meil motioned to approve the Regular Meeting Minutes from July and the Special Meeting Minutes from August. Mr. Kolakowski seconded. Motion passed.*

### **STATUS REPORT**

1. Town Broadband Initiative Program (BIP)- Mr. Bridgham reported that many of the BIPs will end this year. Bloxom has been delayed due to the Power Company and fire department. ESVBA has removed installation and are taking another path.
2. WiFi Hotspots- Mr. Bridgham gave an update that there are currently 11 hotspots in service and Northampton County has

recently requested more WiFi hotspots. Mr. Bridgham provided reports on usage to the board members.

3. Service Level Metrics- 9/8 outage caused by one of our service providers losing power. Redundant circuits failed over as planned, non-redundant circuits were temporarily affected.
4. Harborton Fiber to the Home- 15 customers in service and 4 others are awaiting installation.
5. Bobtown/Pungoteague/Painter Fiber to the Home- 4 customers in service.
6. Church Neck Fiber to the Home- Construction is complete with 1 customer in service and 2 customers awaiting installation.
7. WISP EVPL Program- Mr. Bridgham informed the BOD that 29 sites are in service and bandwidth upgrades continue.
8. CBBT Fiber Cable Relocation- Mr. Bridgham stated that on 10/4 ESVBA is scheduled to cutover to the new fiber on island #2.

### **NEW BUSINESS.**

- a. **Micro-community policy-** Mr. Bridgham spoke about residents in communities that are requesting broadband service. He provided the board with a draft policy.  
*Mr. Kolakowski motioned to table the policy until the next meeting. Mr. Mason seconded. Motion passed.*

### **OLD Business**

- a. **Review of budget with rate reduction-** Mr. Bridgham provided the board with 3 different projections to show the effect of the rate reduction. Mr. Mason asked how many customers have chosen to increase their bandwidth. Mr. Bridgham stated that almost all have decided to increase their bandwidth and that's why there's little effect on revenue. Ms. Meil asked what would happen if the cash flow started to become negatively affected by the rate reduction. Mr. Bridgham indicated that there are 3 positions budgeted that haven't been filled yet and that should cover any negative cash flow for the FY18.
- b. **CTC update-** Mr. Bridgham provided the board a written statement sent by CTC. They should have a draft available within the next 3 weeks. Mr. Lalor suggested setting up a meeting with CTC to ensure they have completed the draft in a timely fashion. Ms. Meil recommended a meeting

on 10/16.

**Treasurer's Report-** Mr. Mason explained that everything looks good and things are moving in the right direction. Mr. Reiter questioned the current liability for \$500k on the Balance Sheet. Mr. Bridgham stated that he would look into it and notify the board. *Mr. Reiter moved to accept the treasurer's report. Mr. Lalor seconded. Motion passed unopposed.*

### **CLOSED SESSION**

Motion to enter into closed session according to Section 2.2-3711 of the Code of Virginia of 1950, as amended; Paragraph 3: Discussion or consideration of the acquisition of real property for a public purpose, or of the disposition of publicly held real property, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body. Paragraph 7: Consultation with legal counsel and briefings by staff members, consultants, or attorneys pertaining to actual or probably litigation, and consultation with legal counsel employed or retained by the Authority regarding specific legal matters requiring the provision of legal advice by counsel. 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 Mr. Reiter, seconded by Mr. Lalor. The following board members were present Mr. Reiter, Mr. Lalor, Ms. Meil, Mr. Kolakowski, and Mr. Mason and voted affirmative.

After closed session, the Chair reconvened the meeting. Motion was made by Mr. Reiter, seconded by Mr. Mason that the Board had entered the closed session for that purpose as set out in Paragraph 3, Paragraph 7, and Paragraph 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 in Paragraph 3, 7, and 34. The following board members were present Mr. Reiter, Mr. Lalor, Ms. Meil, Mr. Kolakowski, and Mr. Mason and voted affirmative.

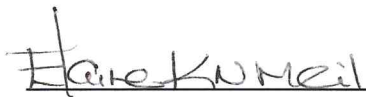
**Board Comment**

*Mr. Lalor motioned to create an executive committee composed of the county administrators. Mr. Reiter seconded. Motion passed unopposed.*

**ADJOURNMENT**

*The meeting was adjourned at 3:19pm.*

These minutes were approved at the Nov. 16, 2017 meeting of the Board of Directors of ESVBA.

  
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Presiding Officer

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Leah Hoopes, Secretary