

MINUTES

Regular Meeting of the Board of Directors of the Eastern Shore of Virginia Broadband Authority (DRAFT)

December 5, 2019

Board members in attendance were: Charles Kolakowski, Mike Mason, Elaine Meil, and Peter Lalor (via phone at Pinehurst, NC).

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

Members of the public attending were: Cathy Fortunato, Glen Salmon

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

AGENDA ADOPTION

Mr. Kolakowski moved to adopt the agenda. Mr. Mason seconded. Motion passed unopposed.

PUBLIC COMMENT

Ms. Fortunato spoke about the cost of residential installs and having to pay a higher amount than her neighbors. She would like the option to reduce her bandwidth package.

Mr. Salmon asked ESVBA to update the public on coverage and future areas. He would like the wording on the website to change from "high-speed internet" to "Broadband". Mr. Salmon stated that the lack of internet capability diminishes the ability for local residents to make money on the side.

REVIEW OF MINUTES

Mr. Kolakowski moved to approve the Regular Meeting Minutes from September. Mr. Lalor seconded. Motion passed unopposed. Mr. Mason abstained.

STATUS REPORT

1. WiFi Hotspots- Mr. Bridgham gave an update that there are currently 12 hotspots in service.

2. Residential Broadband- Mr. Bridgham reported that there are 43 customers in service in Harborton, 22 in Bobtown, 24 in Church Neck, 29 in Sanford, 2 on Cheapside, 2 on Cobbs Station, 48 in Accomac, 5 in Townsend, 7 in Greenbackville, 19 in Atlantic, 6 in Wattsville/Horntown, 19 in Oak Hall, 19 in Hallwood, 3 in Painter/Quinby, 20 in Eastville, 10 in Nassawadox, 4 in Oyster, 39 in Exmore, 13 in Belle Haven, 12 in Cheriton, 13 in Wachapreague, 79 in Onancock, 57 in Cape Charles, 14 in Parksley, and 5 in Nocks Landing.
Mr. Kolakowski asked if there was number of estimated residential units for both counties.
Mr. Bridgham replied that there's about 24,000 homes.
Mr. Kolakowski asked for the Authority to start announcing what percent of residents have coverage.
3. WISP EVPL Program- Mr. Bridgham informed the BOD that 52 sites are in service, 1 that is under contract, and bandwidth upgrades continue.
4. Microcommunity Program- Mr. Bridgham stated that the Watts Bay Microcommunity has 5 residents in service. The Church Neck Microcommunity has 8 residents in serve. Wallops Millpond Microcommunity has been approved and is currently being constructed.

Mr. Bridgham gave an update on the buildout.

He stated that about 155 miles has been engineered and about 61 miles of that has been fully constructed.

Mr. Bridgham stated that the Authority is turning up about 50 residents a month and that number continues to increase.

Ms. Meil asked if the installation policy has changed.

Mr. Bridgham replied that the first customer to sign up in an area is being charged the initial installation fee. He explained that in order to reimburse or compensate the first customer, the Authority would need more advanced accounting.

Mr. Mason suggested the board reevaluate the metrics for the buildout.

NEW BUSINESS.

- a. **2020 Meeting Schedule-** Mr. Kolakowski spoke about the need

for adding a few work session meetings to discuss policies and other topics.

Mr. Lalor moved to adopt the schedule along with the November Meeting change. Mr. Kolakowski seconded. Motion passed unopposed.

- b. **FY19 Audit Approval-** *Mr. Mason moved to accept the FY19 Audit. Mr. Kolakowski seconded. Motion passed unopposed.*
- c. **Updating ESVBA employee handbook/safety manual and exploring changing ESVBA employee benefits-** Mr. Bridgham spoke about the Authority updating the safety manual and handbook. The board will be able to review them once they are complete.

BOARD COMMENT

None

CLOSED SESSION

Motion to enter into closed session according to Section 2.2-3711 of the Code of Virginia of 1950, as amended;) 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. ;) Paragraph 5: Discussion concerning a prospective business or industry or the expansion of an existing business or industry where no previous announcement has been made of the business or industry's interest in locating or expanding its facilities in the community. 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 33: 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 information and trade secrets subject to the exclusion in subdivision 19 of § [2.2-3705.6](#), made by Mr. Lalor, seconded by Mr. Kolakowski. The following board members were present: Mr. Kolakowski, Mr. Mason, Mr. Lalor, and Ms. Meil and voted affirmative.

After closed session, the Chair reconvened the meeting. Motion was made by Mr. Mason, seconded by Mr. Kolakowski that the Board had entered the closed session for that purpose as set out in Paragraph 1, 5, 7, and 33 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 1, 5, 7, and 33. The following board members were present: Mr. Kolakowski, Mr. Mason, Mr. Lalor, and Ms. Meil, and voted affirmative.

ADJOURNMENT

The meeting was adjourned at 3:12 pm.

These minutes were approved at the _____ meeting of the Board of Directors of ESVBA.

Presiding Officer

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Leah Hoopes, Secretary