



**Regular Meeting of the Board of Directors of the
Eastern Shore Broadband Authority
July 22th, 2021
2:00 p.m. at 4174 Lankford Hwy, Exmore, VA 23350**

AGENDA

- 1. Call to Order**
- 2. Agenda Adoption**
- 3. Public Comment**
- 4. Approval of Minutes**
- 5. System Status & Build Report**
- 6. Old business**
 - a. Rate Hearing**
- 7. New Business**
 - a. Schedule new Rate hearing**
 - b. Consider budget amendment**
 - c. Consider ESVBA assistance program**
 - d. Consider Shore Wide Expansion Plans**
 - e. VATI Application**
- 8. Treasurers Report**
- 9. Board Comments**
- 10. Closed Session**
 - a. Personnel Discussion** (Section 2.2-3711 Paragraph 1) ⁽¹⁾
 - b. Contracted Revenue** (Section 2.2-3711 Paragraph 33) ⁽²⁾
- 11. Adjournment**

Next Board Regular Meeting: September 23rd, 2021

1. Closed Session: 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.

2. Closed Session: Section 2.2-3711 of the Code of Virginia of 1950, as amended; 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 records and trade secrets excluded from this chapter pursuant to subdivision 19 of § 2.2-3705.6.

MINUTES

Annual Meeting of the Board of Directors of the Eastern Shore of Virginia Broadband Authority

May 27, 2021

Board members in attendance were: Mike Mason, John Reiter, Elaine Meil, Charles Kolakowski, and Kelvin Pettit

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

Ms. Meil called the meeting to order at 2:02 pm.

AGENDA ADOPTION

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

PUBLIC COMMENT

Karen Downing (VA Organizing) wanted to know about plans for future buildouts and how their company can assist getting the word out.

Sue Mastyl (Citizens for a better Eastern Shore) questioned how the Eastern Shore will get full coverage using resources and funds.

Donna Bozza (Citizens for a better Eastern Shore) suggested using low interest bonds to finish providing coverage. Their goal is for all residents to have reliable and affordable service.

Rick Willis (VA Organizing) is hopeful that everyone can work together and achieve the same goal.

MOTION

Ms. Meil motioned to nominate John Reiter to serve as the Chairman of the ESVBA board and Mike Mason as Treasurer, Mr. Kolakowski seconded. Motion passed unopposed.

Mr. Reiter motioned to nominate Ms. Meil as Vice Chairman. Mr. Mason seconded. Motion passed unopposed.

Ms. Meil motioned to appoint Leah Hoopes as Secretary. Mr. Mason seconded. Motion passed unopposed.

ADJOURNMENT

Ms. Meil moved to adjourn at 2:15pm

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

Presiding Officer

Copy teste:

Leah Hoopes, Secretary

MINUTES

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

May 27, 2021

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

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

Members of the public attending were: Karen Downing, Patrick Coady, Donna Bozza

Ms. Reiter called the meeting to order at 2:16 pm.

AGENDA ADOPTION

Mr. Mason moved to adopt the agenda. Ms. Meil seconded. After discussion, Mr. Kolakowski motioned to add an item under Closed Session (paragraph 29). Ms. Meil seconded. Motion passed unopposed.

PUBLIC COMMENT

Karen Downing (VA Organizing) is working with the community to address challenges for residents, including broadband.

Patrick Coady suggested that the ESVBA move forward with a 30-year bond and complete engineering and order materials and use grant funds to lower the debt.

Donna Bozza (Citizens for a better Eastern Shore) encourages the Authority to move in the direction of building out the remainder of the Eastern Shore for the residents.

REVIEW OF MINUTES

Mr. Kolakowski moved to approve the Regular Board meeting minutes from March and the Work Session Meeting Minutes from April. Mr. Mason seconded. Motion passed unopposed.

SYSTEM STATUS & BUILD REPORT

1. WiFi Hotspots- There are currently 26 hotspots in service.
2. Residential Broadband- Mr. Bridgham reported that the Authority has 1593 active residential customers. He stated that there are 53 customers in service in Harborton, 20 in Bobtown, 69 in Church Neck, 55 in Sanford, 2 on Cheapside, 4 on Cobbs Station, 85 in Accomac, 6 in Townsend, 72 in Greenbackville, 57 in Atlantic, 48 in Wattsville/Horntown, 60 in Oak Hall, 75 in Hallwood, 37 in Painter/Quinby, 47 in Eastville, 35 in Nassawadox, 7 in Oyster, 160 in Exmore, 44 in Belle Haven, 44 in Cheriton, 31 in Wachapreague, 256 in Onancock, 195 in Cape Charles, 90 in Parksley, 5 in Nocks Landing, 33 in Saxis, and 3 on Chincoteague.
Ms. Meil asked what is the average install cost for residents. Mr. Bridgham stated that the Authority is funding about \$1200-\$1300 per install.
3. WISP EVPL Program- Mr. Bridgham informed the BOD that 52 sites are in service, 8 new sites on-order and underway.
4. Microcommunity Program- There are 9 communities that are in service and 12 others that are in various stages of progress.
5. 2021 CARES projects in Accomack and Northampton- Mr. Bridgham reported that they did an inspection and some of the routes for Accomack already had coverage with other providers. This freed up about \$176k of funds in Accomack and \$43k in Northampton. The Authority is progressing these projects and a summary will be provided in future packets.
Mr. Bridgham announced to the board that the EBB program will be available for residential customers and some have already signed up. Mr. Bridgham has been working with Accomack County on a support program to offset installation charges.

OLD BUSINESS

- a. **Authorization of use of remaining bond proceeds-**
Mr. Bridgham went over the different options for the bond proceeds.

Ms. Meil asked for an update on the new underground vendor. Mr. Bridgham explained that it is a one crew vendor and they will only be doing small jobs. Mr. Bridgham stated that the Authority will still be using internal and external resources to complete the underground jobs.

Mr. Kolakowski motioned to purchase equipment for \$160k.

Mr. Mason seconded. AYE:4 NAY:1. Motion passed.

Mr. Mason motioned to create an installation assistance program with the remaining funds using the EBB eligibility guidelines but expanding the income level guideline to a more liberal amount. Mr. Kolakowski seconded. Motion passed unopposed.

NEW BUSINESS.

- a. **FY2022 Budget** – Mr. Bridgham presented the budget to the board.

Ms. Meil asked how much the rent increased to in FY22.

Mr. Bridgham stated that the annual rate increased to \$30,600 for rent and pole attachment fees increased by \$280k.

Ms. Meil asked if the drop in Cash Flow in November was due to the bond payment.

Mr. Bridgham confirmed that is was.

Mr. Mason asked if they could merge subscriber deployment into one line item. He reminded the board that the Budget will change if the Authority starts to receive funding.

Mr. Reiter is concerned about the residential income and the amount of customers being hooked up.

Mr. Kolakowski motioned to approve the FY22 Budget. Mr.

Mason seconded. Motion passed unopposed.

TREASURER'S REPORT

None

BOARD COMMENTS

Mr. Pettit is concerned that there is no overall plan for expansion.

Mr. Mason recommended that they start putting together models and projections based on potential future funding.

Ms. Meil suggested finding out how much the Authority would be able to borrow.

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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; and evaluation of performance of departments or schools of public institutions of higher education where such evaluation will necessarily involve discussion of the performance of specific individuals. Any teacher shall be permitted to be present during a closed meeting in which there is a discussion or consideration of a disciplinary matter that involves the teacher and some student and the student involved in the matter is present, provided the teacher makes a written request to be present to the presiding officer of the appropriate board. Nothing in this subdivision, however, shall be construed to authorize a closed meeting by a local governing body or an elected school board to discuss compensation matters that affect the membership of such body or board collectively. Paragraph 29: Discussion of the award of a public contract involving the expenditure of public funds, including interviews of bidders or offerors, and discussion of the terms or scope of such contract, where discussion in an open session would adversely affect the bargaining position or negotiating strategy of the public body. 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. Mason, seconded by Mr. Kolakowski. The following board members were present: Mr. Kolakowski, Mr. Mason, Mr. Reiter, Mr. Pettit, and Ms. Meil and voted affirmative.

After closed session, the Chair reconvened the meeting. Motion was made by Mr. Kolakowski, seconded by Ms. Meil that the Board had entered the closed session for that purpose as set out in Paragraph 1, 29, 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, 29, and 33. The following board members were present: Mr. Kolakowski, Mr. Mason, Mr. Reiter, Mr. Pettit, and Ms. Meil and voted affirmative.

Mr. Bridgham stated that the ESVBA will be beginning to start applications for the VATI and the NTIA Broadband Infrastructure

grants

ADJOURNMENT

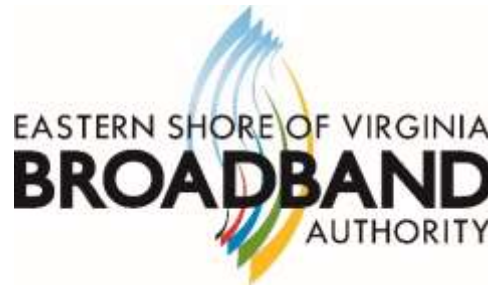
The meeting was adjourned at 5:09pm.

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

Presiding Officer

Copy teste:

Leah Hoopes, Secretary



Status Report July 2021

Status Report Topics

1. WiFi Hotspots
2. Residential Broadband
3. WISP EVPL Program
4. Microcommunity Program
5. EBB Program
6. 2021 CARES projects in Accomack & Northampton

WiFi Hotspots

- Increased from 25 WiFi Hotspots
- We also have one further county-funded hotspot at McComas Park which is constructed and awaiting splicing.

Residential Broadband

- We have continued to double all residential services from their base rates to help subscribers during the COVID-19 emergency

Residential Report as of 7/19/2021

Area	Date Opened	# of Homes	Number of Active Customers	% Active Customers	Number of Signed customers pending construction	% Signed awaiting install	Combined Take Rate (active + signed)	Number of customers with contracts	% Awaiting cust signature
Harborton	Nov-16	142	50	35.21%	1	0.70%	35.92%	2	1.41%
Bobtown/Pungoteague/Keller	Mar-17	513	22	4.29%	1	0.19%	4.48%	0	0.00%
Church Neck	Mar-17	157	70	44.59%	5	3.18%	47.77%	0	0.00%
Sanford	Dec-17	306	58	18.95%	5	1.63%	20.59%	2	0.65%
Cheapside	Dec-17	197	34	17.26%	7	3.55%	20.81%	0	0.00%
Cobbs Station	Dec-17	105	4	3.81%	0	0.00%	3.81%	0	0.00%
Accomac	Dec-17	648	80	12.35%	1	0.15%	12.50%	0	0.00%
Townsend/Latimer Siding	Jan-18	80	6	7.50%	0	0.00%	7.50%	0	0.00%
Greenbackville	Jan-18	294	67	22.79%	21	7.14%	29.93%	1	0.34%
Atlantic	Mar-18	219	62	28.31%	8	3.65%	31.96%	0	0.00%
Wattsville-Horntown	Mar-18	262	49	18.70%	20	7.63%	26.34%	0	0.00%
Oak Hall	May-18	218	64	29.36%	4	1.83%	31.19%	1	0.46%
Hallwood	May-18	740	78	10.54%	2	0.27%	10.81%	0	0.00%
Quinby/Painter	Jun-18	354	40	11.30%	7	1.98%	13.28%	0	0.00%
Eastville	Jun-18	436	48	11.01%	4	0.92%	11.93%	0	0.00%
Nassawadox	Aug-18	455	44	9.67%	4	0.88%	10.55%	0	0.00%
Oyster	Aug-18	87	9	10.34%	0	0.00%	10.34%	0	0.00%
Exmore	Sep-18	740	161	21.76%	43	5.81%	27.57%	8	1.08%
Belle Haven	Sep-18	478	52	10.88%	5	1.05%	11.92%	0	0.00%
Cheriton	Oct-18	236	44	18.64%	0	0.00%	18.64%	0	0.00%
Wachapreague	Oct-18	300	30	10.00%	1	0.33%	10.33%	1	0.33%
Onancock	Nov-18	1907	254	13.32%	11	0.58%	13.90%	1	0.05%
Cape Charles	Nov-18	910	207	22.75%	17	1.87%	24.62%	2	0.22%
Parksley	Jan-19	896	95	10.60%	23	2.57%	13.17%	4	0.45%
Nocks Landing	Jan-19	88	5	5.68%	0	0.00%	5.68%	0	0.00%
Chincoteague	Jan-19	1345	4	0.30%	1	0.07%	0.37%	0	0.00%
Saxis	May-20	248	33	13.31%	3	1.21%	14.52%	0	0.00%
Tangier	May-21	342	0	0.00%	42	12.28%	12.28%	5	1.46%

Totals: 12,703 1,670 236 27

WISP EVPL Program

- Fifty-six (56) sites in service, four (4) new sites on-order and underway (one has been on hold for quite some time).
- Bandwidth upgrades have been provisioned for several towers and sites continue to be added.
- We are also still processing several migrations from the WISPs on the Eastern Shore

Microcommunity Program

- There now 13 microcommunities in-service and operational with 5 additionally being constructed currently. Sand Hill, representing 35 homes has most of the backbone in and has 25 of the homes online and in-service. We are moving the last handholds to bring the remaining 10-homes online.
- We have 7 approved microcommunities representing 36-homes that have been approved and are in-progress of being constructed.

EBB Program

- Our first group of 6 as of June one equated to \$300 of savings for people of the Eastern Shore which we have received payment from USAC for.
- As of July 1, 2021, we have 24 residents enrolled in the EBB program and have claimed and saved \$1,159.98 for those 24 people.

2021 CARES projects in Accomack & Northampton

The ESVBA has worked with both Accomack & Northampton to prepare MOUs for construction of projects in both Counties. The MOUs for both counties are complete. We have verified routes that are not currently 100% covered and notified counties for those areas that are no longer eligible as well as working on additional areas to reuse the funding. Materials have been ordered to prepare for the builds and engineering is complete for 36.68miles of extensions of the 56.13 currently planned. The Captains Cove community has been fully engineered and is ready for construction as funding becomes available. Several areas are constructed and construction is underway on others (see below).

2020-21 Cares Act Buildout Summary

County	Name	Total Length (miles)	Extensions					Date Const Complete
			Miles Engineered	% engineered	Date Eng Complete	Miles Built	% Built	
ACK	Bayside Deep Creek to Lee Mont	3.83						
ACK	Matthews Rd	3.93						
ACK	Nandua Rd	1.26	1.64	100%	4/29/21		0%	
ACK	North Metompkin	3.44	4.59	100%	5/4/21	1.52	33%	
ACK	Red Hill/Seaside	6.00						
ACK	Upshurs Neck	2.67						
ACK	Wisharts Point	1.40						
ACK	Shell Bridge Rd	2.13						
ACK	McComas Park	1.71	1.71	100%	3/16/21	1.10	64%	
ACK	Chincoteague Rd				Rejected, currently served			
ACK	Coal Kiln rd				Rejected, currently served			
ACK	Daugherty Rd				Rejected, currently served			
ACK	Dogwood Dr				Rejected, currently served			
ACK	Greta Rd				Rejected, currently served			
ACK	Hacksneck Rd				Rejected, currently served			
ACK	Nelsonia Rd				Rejected, currently served			
ACK	Redbank	18.29	18.29	100%	6/15/21			
ACK	Captains Cove							
NHC	Cherrystone Inlet	2.37	2.07	100%	4/27/21	2.07	100%	6/15/21
NHC	Hungars Beach	2.82	2.37	100%	4/23/21	1.03	43%	
NHC	Pine Meadows Way	0.56	0.71	100%	4/28/21	0.00	0%	
NHC	TB Road	1.32	1.37	100%	4/23/21	0.00	0%	
NHC	Wellington Neck	3.01	3.91	100%	4/27/21	0.00	0%	
NHC	Brickhouse				Rejected, currently served			
NHC	Battle Point				Rejected, currently served			
NHC	Trehernville				Rejected, currently served			
NHC	Heron Drive Proposed	1.39			Awaiting county approval			

2020-21 Cares Act Buildout Summary

MicroCommunities								
County	Name	Total Length (miles)	Miles Engineered	% engineered	Date Eng Complete	Miles Built	% Built	Date Const Complete
ACK	Big Rd							
ACK	Bogues Bay *							
ACK	Creek Bluff							
ACK	Dix Farm *							
ACK	Doe Crossing							
ACK	Evergreen Ln							
ACK	Locust Grove							
ACK	Ox Hearth-Bethel Church							
ACK	Metompinkinview *							
ACK	Hillsborough	Rejected, currently served						
NHC	Holly Dale							
NHC	Johnson Point							
NHC	Kiptopeke Condos							
NHC	Locust Lawn							
NHC	Saltworks *	2.26	2.26	100%	4/23/21	2.26	100%	
NHC	Sunset Way							
NHC	Yarmouth							
NHC	Butlers Bluff	Rejected, currently served						
NHC	Occohannock Blvd	Rejected, currently served						

Buildout Summary

Extensions							
Name	Total Length (miles)	Miles Engineered	% engineered	Date Eng Complete	Miles Built	% Built	Date Const Complete
Accomac to Centerville	2.11	2.14	101%	11/7/19	2.14	102%	6/10/20
Craddockville	3.69	0.61	16%	9/18/19	0.61	17%	4/18/20
Craddockville to Boston	7.12	11.84	166%	9/4/19	11.84	166%	4/18/20
Boston							
Boston to Pungoteague							
Bobtown Rd to Savageville Rd	2.79	2.86	103%	8/16/19	2.86	102%	6/15/20
Capeville	8.23	8.43	102%	8/1/19	8.23	100%	10/1/20
Capeville pt2							
Seaview to Capeville							
Seaview							
Assawoman	2.83	3.00	106%	11/7/19	2.83	100%	3/5/21
Cats Bridge	1.57	2.25	144%	10/29/19	2.25	144%	4/21/20
Birdsnest	1.72	1.83	107%	6/21/19	1.83	100%	4/1/20
Centerville to Gargatha	4.08	2.68	66%	9/11/19	2.68	66%	6/21/20
Nelsonia to Gargatha							
Deep Creek	12.17	12.54	103%	9/24/19	12.17	100%	10/23/20
Plantation							
Chesconessex North							
New Branch to Deep Creek							
Silver Beach	10.30	11.18	109%	6/20/19	11.18	109%	10/19/20
Silver Beach Tower Site	0.88	1.51	172%	9/10/19	1.51	172%	10/19/20
Big Pine Rd	2.00	3.09	154%	8/15/19	3.09	154%	5/1/20
Cashville	4.80	4.10	85%	8/16/19	4.78	117%	9/20/19
Nassawadox to Hare Valley	1.37	0.87	63%	2/26/19	0.87	100%	3/15/19
Smith Beach	4.39	4.39	100%	6/3/19	4.39	100%	3/20/20
Smith Beach pt2							
Cheriton Exmore	17.48	18.39	105%	5/1/20	10.20	58%	
Hopkins to Parksley	3.65	5.00	137%	8/16/19	5.00	137%	2/15/20
Pungoteague Rd	2.61	2.76	105%	9/11/19	2.76	106%	7/29/20
Bloxom East	4.07	3.94	97%	6/27/19	3.94	97%	3/15/20
Bloxom to Guilford							
Franktown	0.99	1.18	119%	4/26/19	1.80	153%	5/30/19
Wilsonia Neck	3.41	4.54	133%	4/26/19	5.46	120%	7/1/19
Mill Dam Rd	0.63	0.91	146%	11/5/19	0.91	146%	6/29/20
Saxis	4.92	4.92	100%	5/15/19	4.92	100%	5/16/20
Country Club Rd	1.78	2.66	149%	12/11/19	2.46	138%	

Buildout Summary

Towns							
Name	Total Length (miles)	Miles Engineered	% engineered	Date Eng Complete	Miles Built	% Built	Date Const Complete
Belle Haven	1.23	1.06	87%	10/24/19	1.00	82%	
Cape Charles	4.51	4.51	100%	6/5/19	6.23	138%	8/30/19
Cheriton	3.64	3.87	106%	12/4/20	3.60	93%	
Eastville	3.10	3.42	110%	7/10/19	4.69	137%	9/10/19
Exmore	7.14	6.47	91%	10/10/19	6.47	91%	9/25/20
Nasswadox	2.03	1.65	81%	5/2/19	1.65	100%	4/1/20
Accomac	1.67	1.09	65%	8/22/19	1.09	100%	2/1/20
Bloxom	5.09	4.92	97%	6/27/19	4.92	100%	3/12/21
Hallwood	1.15	1.39	121%	6/3/19	1.39	100%	2/1/20
Keller	1.80	1.77	98%	5/21/19	1.85	105%	7/22/19
Onancock	7.48	6.76	90%	7/10/19	9.26	137%	12/1/19
Onley	2.57	2.81	109%	5/23/19	4.78	170%	7/31/19
Painter	2.87	3.99	139%	5/16/19	3.95	99%	5/13/20
Saxis	1.91	1.69	88%	5/15/19	1.69	100%	5/16/20
Tangier	2.06	2.42	118%	9/25/19	2.42	117%	7/18/21
Wachapreague	3.34	2.21	66%	6/14/19	3.01	136%	7/15/19
Melfa	3.37	4.10	121%	7/2/19	4.10	100%	5/13/20
Parksley	7.43	5.52	74%	10/11/19	5.52	100%	12/15/19
Chincoteague	32.03	24.88	78%	1/7/20	9.20	29%	6/15/21

Statistics

Total Miles Planed in AC:	<u>143.45</u>
Total Miles Engineered in AC:	<u>139.98</u>
Total Miles Built in AC:	<u>121.97</u>

Total Miles Planed in NHC:	<u>60.56</u>
Total Miles Engineered in NHC:	<u>62.16</u>
Total Miles Built in NHC:	<u>65.56</u>

Total Miles Planed:	<u>204.01</u>
Total Miles Engineered:	<u>202.14</u>
Total Miles Built:	<u>187.53</u>

Residential Report as of 7/19/2021

Area	Date Opened	# of Homes	Number of Active Customers	% Active Customers	Number of Signed customers pending construction	% Signed awaiting install	Combined Take Rate (active + signed)	Number of customers with contracts	% Awaiting cust signature
Harborton	Nov-16	142	50	35.21%	1	0.70%	35.92%	2	1.41%
Bobtown/Pungoteague/Keller	Mar-17	513	22	4.29%	1	0.19%	4.48%	0	0.00%
Church Neck	Mar-17	157	70	44.59%	5	3.18%	47.77%	0	0.00%
Sanford	Dec-17	306	58	18.95%	5	1.63%	20.59%	2	0.65%
Cheapside	Dec-17	197	34	17.26%	7	3.55%	20.81%	0	0.00%
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Accomac	Dec-17	648	80	12.35%	1	0.15%	12.50%	0	0.00%
Townsend/Latimer Siding	Jan-18	80	6	7.50%	0	0.00%	7.50%	0	0.00%
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Eastville	Jun-18	436	48	11.01%	4	0.92%	11.93%	0	0.00%
Nassawadox	Aug-18	455	44	9.67%	4	0.88%	10.55%	0	0.00%
Oyster	Aug-18	87	9	10.34%	0	0.00%	10.34%	0	0.00%
Exmore	Sep-18	740	161	21.76%	43	5.81%	27.57%	8	1.08%
Belle Haven	Sep-18	478	52	10.88%	5	1.05%	11.92%	0	0.00%
Cheriton	Oct-18	236	44	18.64%	0	0.00%	18.64%	0	0.00%
Wachapreague	Oct-18	300	30	10.00%	1	0.33%	10.33%	1	0.33%
Onancock	Nov-18	1907	254	13.32%	11	0.58%	13.90%	1	0.05%
Cape Charles	Nov-18	910	207	22.75%	17	1.87%	24.62%	2	0.22%
Parksley	Jan-19	896	95	10.60%	23	2.57%	13.17%	4	0.45%
Nocks Landing	Jan-19	88	5	5.68%	0	0.00%	5.68%	0	0.00%
Chincoteague	Jan-19	1345	4	0.30%	1	0.07%	0.37%	0	0.00%
Saxis	May-20	248	33	13.31%	3	1.21%	14.52%	0	0.00%
Tangier	May-21	342	0	0.00%	42	12.28%	12.28%	5	1.46%

Totals: 12,703 1,670

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Node Availability Report

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Node	Outage Count	MTTR (hours)	Outage Hours	Outage Percent	Availability Percent
Surveillance Category: CORE					
ESVBA @ 15454 300 Lexington Baltimore (10.30.0.18)	23	0.08	1.84	0.021	99.979
ESVBA @ Bloxom Cabinet Camera (10.32.48.39)	27	0.13	3.40	0.039	99.961
ESVBA @ Bloxom Cabinet Cisco DC Switch	26	0.12	3.14	0.036	99.964
ESVBA @ Bloxom Cabinet PTZ Camera (10.32.48.38)	0	0.00	0.00	0.000	100.000
ESVBA @ Cape Charles Crossbox (10.32.1.38)	29	0.09	2.61	0.030	99.970
ESVBA @ Cape Charles Crossbox Camera	27	0.09	2.41	0.028	99.972
ESVBA @ Cheriton 15454 Cheriton-1 (10.30.0.5)	27	0.08	2.21	0.025	99.975
ESVBA @ Cheriton 15454 Cheriton-2 (10.30.0.6)	23	0.08	1.75	0.020	99.980
ESVBA @ Cheriton 3750E 24p PoE (10.32.0.10)	27	0.08	2.05	0.023	99.977
ESVBA @ Cheriton 8700 (10.32.0.21)	24	0.07	1.66	0.019	99.981
ESVBA @ Cheriton ASR9K Router	0	0.00	0.00	0.000	100.000
ESVBA @ Cheriton Alber Battery Monitor (10.32.0.7)	23	0.08	1.76	0.020	99.980
ESVBA @ Cheriton Calix E7-2 (10.32.0.60)	22	0.08	1.78	0.020	99.980
ESVBA @ Cheriton Camera Inside (10.32.0.38)	27	0.08	2.05	0.023	99.977
ESVBA @ Cheriton Camera Outside Front (10.32.0.37)	26	0.08	2.01	0.023	99.977
ESVBA @ Cheriton Camera Outside Rear (10.32.0.36)	24	0.08	2.02	0.023	99.977
ESVBA @ Cheriton Hut WAP (10.32.0.11)	27	0.08	2.06	0.024	99.976
ESVBA @ Cheriton MRV (10.32.0.15)	25	0.09	2.16	0.025	99.975
ESVBA @ Cheriton Sec Access Sys (10.32.0.6)	22	0.15	3.24	0.037	99.963
ESVBA @ Ciena One Control Server (10.32.16.106)	4	0.06	0.22	0.003	99.997
ESVBA @ Exmore 15454 (10.30.0.7)	25	0.07	1.78	0.020	99.980
ESVBA @ Exmore 3750E 24p PoE (10.32.16.10)	3	0.01	0.04	0.000	100.000
ESVBA @ Exmore 4507-E (10.32.16.20)	1	0.01	0.01	0.000	100.000
ESVBA @ Exmore 8700 (10.32.16.21)	0	0.00	0.00	0.000	100.000
ESVBA @ Exmore Alber Battery Monitor (10.32.16.7)	2	0.03	0.05	0.001	99.999
ESVBA @ Exmore Calix E7-2 (10.32.16.60)	4	0.10	0.39	0.004	99.996
ESVBA @ Exmore Camera Inside (10.32.16.207)	2	0.01	0.02	0.000	100.000
ESVBA @ Exmore Camera Outside Front	1	0.01	0.01	0.000	100.000
ESVBA @ Exmore Camera Outside Rear (10.32.16.208)	1	0.01	0.01	0.000	100.000
ESVBA @ Exmore Hut WAP (10.32.16.11)	2	0.02	0.03	0.000	100.000
ESVBA @ Exmore MRV (10.32.16.15)	2	0.01	0.02	0.000	100.000
ESVBA @ Exmore NetBiter (10.32.16.8)	0	0.00	0.00	0.000	100.000
ESVBA @ Exmore Sec Access Sys (10.32.16.6)	2	0.01	0.03	0.000	100.000
ESVBA @ Exmore Server Rack Brocade (10.32.16.30)	0	0.00	0.00	0.000	100.000
ESVBA @ Exmore Server Rack Loopback Device	0	0.00	0.00	0.000	100.000



Node Availability Report

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Node	Outage Count	MTTR (hours)	Outage Hours	Outage Percent	Availability Percent
ESVBA @ Exmore Server Rack Ruckus Zone Director	5	0.03	0.17	0.002	99.998
ESVBA @ Exmore Server Rack Sonicwall for WiFi	0	0.00	0.00	0.000	100.000
ESVBA @ Exmore Server Rack VM UCS#1	0	0.00	0.00	0.000	100.000
ESVBA @ Exmore Server Rack VM UCS#2	0	0.00	0.00	0.000	100.000
ESVBA @ Exmore Server Rack VNXe (10.32.16.100)	8	0.22	1.79	0.020	99.980
ESVBA @ Exmore Stratum Clock (10.32.16.25)	2	0.01	0.02	0.000	100.000
ESVBA @ H175 15454 (10.30.0.14)	23	0.07	1.71	0.019	99.981
ESVBA @ H175 3750E 24p PoE (10.32.80.10)	23	0.06	1.34	0.015	99.985
ESVBA @ H175 4507-E (10.32.80.20)	23	0.05	1.09	0.012	99.988
ESVBA @ H175 701 System (10.32.80.4)	25	0.05	1.30	0.015	99.985
ESVBA @ H175 8700 (10.32.80.21)	22	0.05	1.06	0.012	99.988
ESVBA @ H175 ASR1k Residential Router (10.32.80.3)	8	0.06	0.50	0.006	99.994
ESVBA @ H175 ASR9k Core Router (10.32.80.1)	0	0.00	0.00	0.000	100.000
ESVBA @ H175 Alber Battery Monitor (10.32.80.7)	23	0.06	1.49	0.017	99.983
ESVBA @ H175 Calix E7-2 (10.32.80.60)	21	0.04	0.92	0.010	99.990
ESVBA @ H175 Camera Inside (10.32.80.38)	24	0.05	1.21	0.014	99.986
ESVBA @ H175 Camera Outside Front (10.32.80.37)	24	0.04	0.96	0.011	99.989
ESVBA @ H175 Camera Outside Rear (10.32.80.36)	24	0.05	1.20	0.014	99.986
ESVBA @ H175 Hut WAP (10.32.80.11)	24	0.06	1.35	0.015	99.985
ESVBA @ H175 MRV (10.32.80.15)	25	0.05	1.22	0.014	99.986
ESVBA @ H175 Sec Access Sys (10.32.80.6)	23	0.04	1.01	0.011	99.989
ESVBA @ H175 Thunder CGNAT (10.32.80.50)	23	0.05	1.25	0.014	99.986
ESVBA @ Mill Dam 15454 (10.30.0.9)	20	0.07	1.48	0.017	99.983
ESVBA @ Mill Dam 3560 24p (10.32.48.10)	25	0.12	3.06	0.035	99.965
ESVBA @ Mill Dam 4507-E (10.32.48.20)	25	0.11	2.85	0.033	99.967
ESVBA @ Mill Dam Alber Battery Monitor (10.32.48.7)	25	0.12	2.95	0.034	99.966
ESVBA @ Mill Dam Emerson 502 Power Plant	24	0.14	3.31	0.038	99.962
ESVBA @ Mill Dam MRV (10.32.48.15)	24	0.13	3.12	0.036	99.964
ESVBA @ Norfolk 15454 (10.30.0.19)	26	0.08	2.12	0.024	99.976
ESVBA @ Parksley 3560 24p (10.32.64.10)	41	0.28	11.52	0.131	99.869
ESVBA @ Parksley 4503 (10.32.64.20)	23	0.41	9.52	0.109	99.891
ESVBA @ Parksley Alber Battery Monitor (10.32.64.7)	40	0.28	11.34	0.129	99.871
ESVBA @ Parksley Calix E7-2#1	39	0.30	11.76	0.134	99.866
ESVBA @ Parksley Crossbox Camera (10.32.64.38)	41	0.28	11.57	0.132	99.868
ESVBA @ Parksley DPS telecom (10.32.64.37)	31	0.35	10.82	0.124	99.876
ESVBA @ Server Rack Exmore ASA Firewall	13	0.02	0.31	0.004	99.996
ESVBA @ Tasley 15454 (10.30.0.8)	24	0.07	1.75	0.020	99.980



Node Availability Report

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ESVBA @ Tasley 3750E 24p PoE (10.32.32.10)	24	0.05	1.28	0.015	99.985
ESVBA @ Tasley 4507-E (10.32.32.20)	24	0.05	1.21	0.014	99.986
ESVBA @ Tasley 8700 (10.32.32.21)	23	0.05	1.06	0.012	99.988
ESVBA @ Tasley Alber Battery Monitor (10.32.32.7)	23	0.05	1.18	0.013	99.987
ESVBA @ Tasley Calix E7-2 (10.32.32.60)	21	0.05	0.99	0.011	99.989
ESVBA @ Tasley Camera Inside (10.32.32.38)	22	0.05	1.10	0.013	99.987
ESVBA @ Tasley Camera Outside Front (10.32.32.37)	21	0.05	0.97	0.011	99.989
ESVBA @ Tasley Camera Outside Rear (10.32.32.36)	21	0.05	0.98	0.011	99.989
ESVBA @ Tasley Hut WAP (10.32.32.11)	25	0.05	1.28	0.015	99.985
ESVBA @ Tasley MRV (10.32.32.15)	25	0.05	1.29	0.015	99.985
ESVBA @ Tasley Sec Access Sys (10.32.32.6)	21	0.05	1.00	0.011	99.989
ESVBA @ Tasley Stratum Clock (10.32.32.25)	21	0.05	1.01	0.012	99.988
ESVBA HQ Cam North Rear (10.32.16.206)	7	16.89	118.23	1.350	98.650
ESVBA HQ DD620 (10.32.16.101/10.32.30.5)	11	0.29	3.23	0.037	99.963
ESVBA HQ DD620 IPMI (10.32.16.99)	5	0.26	1.28	0.015	99.985
ESVBA HQ Office Node (10.32.17.26)	18	0.12	2.13	0.024	99.976
ESVBA HQ SW_0 (192.168.64.5)	0	0.00	0.00	0.000	100.000
ESVBA HQ SW_1 (192.168.64.6)	6	0.21	1.26	0.014	99.986
ESVBA HQ Sonic Wall Office Internet (10.32.16.98)	14	0.19	2.67	0.030	99.970
ESVBA Hotspot AccCo Airport Inside WAP	9	0.04	0.32	0.004	99.996
ESVBA Hotspot AccCo Airport Outside WAP	8	0.04	0.29	0.003	99.997
ESVBA Hotspot CBBT Visitors Center Indoor WAP	0	0.00	0.00	0.000	100.000
ESVBA Hotspot CBBT Visitors Center Outdoor WAP	37	0.03	1.01	0.012	99.988
ESVBA Hotspot Chincoteague Library WAP	20	0.06	1.17	0.013	99.987
ESVBA Hotspot Custis Park (10.32.17.49)	18	0.15	2.72	0.031	99.969
ESVBA Hotspot Custis Park WAP (10.32.18.20)	19	0.12	2.33	0.027	99.973
ESVBA Hotspot ES Chamber Indoor WAP (10.32.18.10)	9	0.03	0.25	0.003	99.997
ESVBA Hotspot ES Chamber Outdoor WAP	20	0.02	0.49	0.006	99.994
ESVBA Hotspot Indiantown Park (10.32.1.54)	0	0.00	0.00	0.000	100.000
ESVBA Hotspot Indiantown Park Outside WAP	0	0.00	0.00	0.000	100.000
Summary for category: CORE					
Average	16.00	0.24	2.93	0.033	99.967
Maximum	41.00	16.89	118.23	1.350	100.000
Minimum	0.00	0.00	0.00	0.000	98.650



Node Availability Report

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Node	Outage Count	MTTR (hours)	Outage Hours	Outage Percent	Availability Percent
Surveillance Category: Routers					
ESVBA @ Cheriton ASR9K Router	0	0.00	0.00	0.000	100.000
ESVBA @ Exmore Server Rack Sonicwall for WiFi	0	0.00	0.00	0.000	100.000
ESVBA @ H175 ASR1k Residential Router (10.32.80.3)	8	0.06	0.50	0.006	99.994
ESVBA @ H175 ASR9k Core Router (10.32.80.1)	0	0.00	0.00	0.000	100.000
ESVBA @ Server Rack Exmore ASA Firewall	13	0.02	0.31	0.004	99.996
ESVBA HQ Sonic Wall Office Internet (10.32.16.98)	14	0.19	2.67	0.030	99.970
WLPSVAMDC11	48	0.06	2.75	0.031	99.969
Summary for category: Routers					
Average	11.00	0.05	0.89	0.010	99.990
Maximum	48.00	0.19	2.75	0.031	100.000
Minimum	0.00	0.00	0.00	0.000	99.969



Node Availability Report

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Node	Outage Count	MTTR (hours)	Outage Hours	Outage Percent	Availability Percent
Surveillance Category: CUST					
A-NPDC Office Accomac (10.32.33.22)	35	0.18	6.35	0.073	99.927
ACPS Accawmacke Elementary School (10.32.33.15)	24	0.04	1.03	0.012	99.988
ACPS Administration Building (10.32.33.45)	24	0.05	1.23	0.014	99.986
ACPS Alternative Education Center (10.32.33.17)	24	0.05	1.24	0.014	99.986
ACPS Arcadia High School (10.32.49.4)	23	0.12	2.87	0.033	99.967
ACPS Arcadia Middle School (10.32.49.5)	24	0.12	2.85	0.033	99.967
ACPS Bus Garage (10.32.65.7)	29	0.88	25.53	0.291	99.709
ACPS Chincoteague Elementary School (10.32.81.7)	24	0.05	1.22	0.014	99.986
ACPS Chincoteague High School (10.32.81.8)	29	0.05	1.54	0.018	99.982
ACPS Kegotank Elementary School (10.32.81.4)	26	0.09	2.36	0.027	99.973
ACPS Metompkin Elementary School (10.32.65.6)	39	2.28	88.81	1.014	98.986
ACPS Nandua High School (10.32.33.10)	23	0.05	1.06	0.012	99.988
ACPS Nandua Middle School (10.32.33.11)	25	0.05	1.15	0.013	99.987
ACPS Nandua Tower to Tangier (10.32.33.24)	26	0.07	1.74	0.020	99.980
ACPS Tech Center (10.32.49.11)	25	0.13	3.22	0.037	99.963
ANEC Bayview Substation (10.32.1.13)	24	0.05	1.19	0.014	99.986
ANEC Belle Haven Substation (10.32.17.11)	13	0.08	1.08	0.012	99.988
ANEC Chincoteague Substation (10.32.81.11)	26	0.05	1.30	0.015	99.985
ANEC Corporate Office Cisco Switch (10.32.33.3)	24	0.06	1.34	0.015	99.985
ANEC Eastville Substation (10.32.1.14)	24	3.17	76.03	0.868	99.132
ANEC Exmore/ESVBAHQ Tower (10.32.17.9)	12	0.10	1.14	0.013	99.987
ANEC Greenbush Switching Station (10.32.33.6)	0	0.00	0.00	0.000	100.000
ANEC Hallwood Substation (10.32.81.3)	24	1.51	36.17	0.413	99.587
ANEC Kellam/Exmore Substation (10.32.17.10)	11	0.09	1.00	0.011	99.989
ANEC Onancock Substation (10.32.33.7)	24	0.05	1.25	0.014	99.986
ANEC Onancock Tower (10.32.33.7)	25	0.05	1.13	0.013	99.987
ANEC Parksley Substation (10.32.65.5)	26	0.79	20.54	0.234	99.766
ANEC Perdue Substation (10.32.33.5)	22	0.05	1.12	0.013	99.987
ANEC Redbank Substation (10.32.17.74)	9	0.10	0.92	0.011	99.989
ANEC Sign Post Substation (10.32.81.13)	24	0.07	1.65	0.019	99.981
ANEC Tasley Substation (10.32.33.4)	25	0.05	1.31	0.015	99.985
ANEC Wallops Substation (10.32.81.10)	28	0.05	1.34	0.015	99.985
ANEC Wattsville Substation (10.32.81.36)	25	0.05	1.37	0.016	99.984
ANEC Weirwood Delivery Point (10.32.17.22)	11	0.10	1.08	0.012	99.988
Accomack County Airport (10.32.17.46)	11	0.09	1.02	0.012	99.988



Node Availability Report

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Node	Outage Count	MTTR (hours)	Outage Hours	Outage Percent	Availability Percent
Accomack County Attorney (10.32.33.44)	20	0.05	0.91	0.010	99.990
Accomack County Gov Switch (10.32.33.61)	23	0.04	0.93	0.011	99.989
Accomack County North Transfer Station (10.32.81.43)	25	0.07	1.85	0.021	99.979
Accomack County Public Safety (10.32.65.15)	26	0.78	20.29	0.232	99.768
Accomack County Public Works Garage (10.32.17.51)	9	0.13	1.16	0.013	99.987
Accomack County Voter Registrar Office Sawmill	23	0.17	3.87	0.044	99.956
Arlie Proctor Residential (10.32.1.47)	13	0.17	2.19	0.025	99.975
BAE Systems Wallops (10.32.81.75)	24	0.07	1.60	0.018	99.982
Bay Beyond Inc (10.32.17.37)	21	0.07	1.45	0.017	99.983
Broadwater Academy (10.32.17.25)	16	0.11	1.72	0.020	99.980
Browder-Hite Landscaping (10.32.17.78)	11	0.09	0.98	0.011	99.989
CBBT North Toll Plaza (10.32.1.41)	13	0.04	0.52	0.006	99.994
CBENT/ESVC NCG Care/Old Therapeutic Intervention	9	0.11	0.96	0.011	99.989
Cherrystone Aqua Farms Cheriton (10.32.1.23)	12	0.10	1.21	0.014	99.986
Cherrystone Aqua Farms Chincoteague (10.32.81.23)	0	0.00	0.00	0.000	100.000
Cherrystone Aqua Farms Willis Wharf (10.32.17.35)	25	1.02	25.62	0.292	99.708
Chincoteague Fire Department (10.32.81.15)	23	0.05	1.09	0.012	99.988
Chincoteague Resort Realty (10.32.81.35)	27	0.05	1.38	0.016	99.984
Chincotgue Old Harbor Master NOT USED	30	0.52	15.60	0.178	99.822
Church Latter Day Saints Onley (10.32.33.47)	18	40.62	731.23	8.347	91.653
Communication Construction Services WFF (10.32.49.8)	27	0.13	3.50	0.040	99.960
Cox ATT Accomac (10.32.33.27)	28	0.05	1.47	0.017	99.983
Cox ATT Belle Haven (10.32.17.29)	12	0.10	1.14	0.013	99.987
Cox ATT Birdsnest (10.32.17.30)	12	0.08	1.02	0.012	99.988
Cox ATT CBBT Island #3 (10.32.1.36)	13	0.04	0.49	0.006	99.994
Cox ATT Cape Charles (10.32.1.29)	14	0.04	0.60	0.007	99.993
Cox ATT Chincoteague (10.32.81.31)	30	0.05	1.36	0.016	99.984
Cox ATT Eastville (10.32.1.32)	11	0.05	0.57	0.007	99.993
Cox ATT Horntown (10.32.81.32)	28	0.06	1.56	0.018	99.982
Cox ATT Kiptopeke (10.32.1.27)	12	0.04	0.52	0.006	99.994
Cox ATT Latimer Siding (10.32.1.28)	12	0.07	0.83	0.010	99.990
Cox ATT Mappsville (10.32.81.29)	29	0.63	18.16	0.207	99.793
Cox ATT Melfa (10.32.33.30)	27	0.05	1.47	0.017	99.983
Cox ATT New Church (10.32.81.33)	36	0.04	1.57	0.018	99.982
Cox ATT OakHall (10.32.81.30)	31	0.05	1.70	0.019	99.981
Cox ATT Onancock (10.32.33.28)	28	0.23	6.35	0.073	99.927
Cox ATT Parksley (10.32.65.13)	34	0.41	14.08	0.161	99.839



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Node	Outage Count	MTTR (hours)	Outage Hours	Outage Percent	Availability Percent
Cox ATT Townsend (10.32.1.30)	33	0.06	2.07	0.024	99.976
Cox Charter Communications Accomac (10.32.33.13)	0	0.00	0.00	0.000	100.000
Cox Charter Communications Chincoteague	0	0.00	0.00	0.000	100.000
Cox Coast Guard Chincoteague 15454 (10.30.0.35)	31	0.06	1.88	0.021	99.979
Cox Eastern Shore Community College (10.32.17.24)	15	0.15	2.18	0.025	99.975
Cox Sprint Accomac (10.32.33.23)	27	0.05	1.35	0.015	99.985
Cox Sprint Belle Haven (10.32.17.28)	11	0.09	0.96	0.011	99.989
Cox Sprint Birdsnest (10.32.17.27)	14	0.25	3.44	0.039	99.961
Cox Sprint Cheriton (10.32.1.26)	10	0.05	0.53	0.006	99.994
Cox Sprint Oak Hall (10.32.81.25)	26	0.05	1.26	0.014	99.986
Cox Sprint Townsend (10.32.1.25)	13	0.05	0.60	0.007	99.993
DNG Belle Haven Water Tower (10.32.17.61)	10	0.10	1.00	0.011	99.989
DNG Cape Charles Water Tower (10.32.1.19)	11	0.03	0.29	0.003	99.997
DNG Cheriton Bayside (10.32.1.50)	10	0.05	0.45	0.005	99.995
DNG Cheriton Webster (10.32.1.49)	10	0.05	0.46	0.005	99.995
DNG Chincoteague Water Tower (10.32.81.24)	27	0.05	1.37	0.016	99.984
DNG Eastville Water Tower (10.32.1.43)	11	0.03	0.38	0.004	99.996
DNG Exmore Town Hall (10.32.17.19)	14	0.56	7.83	0.089	99.911
DNG Kiptopeke Park Guard Shack (10.32.1.45)	14	1.34	18.77	0.214	99.786
DNG Melfa (10.32.33.49)	23	0.05	1.19	0.014	99.986
DNG Nassawadox (10.32.17.65)	10	0.11	1.10	0.013	99.987
DNG New Church (10.32.81.68)	19	0.04	0.72	0.008	99.992
DNG Onancock Water Tower (10.32.33.18)	31	0.27	8.25	0.094	99.906
DNG Painter (10.32.17.66)	10	0.10	1.00	0.011	99.989
DNG Parksley Water Tower (10.32.65.17)	23	0.43	9.94	0.114	99.886
DNG Quinby (10.32.17.64)	11	0.10	1.05	0.012	99.988
DNG Tru Blu Exmore (10.32.17.59)	6	0.14	0.82	0.009	99.991
DNG Twin Cedar Farm (10.32.1.52)	9	0.25	2.22	0.025	99.975
DNG Wachapreague (10.32.17.63)	11	0.09	1.01	0.012	99.988
DNG Willis Wharf (10.32.17.60)	10	0.11	1.07	0.012	99.988
ES CSB Telequality ARC (10.32.17.75)	12	0.19	2.29	0.026	99.974
ES CSB Telequality Achievers Club (10.32.65.16)	37	0.52	19.30	0.220	99.780
ES CSB Telequality Belle Haven (10.32.17.7)	9	0.12	1.07	0.012	99.988
ES CSB Telequality Dunne Street Parksley (10.32.65.3)	32	5.38	172.22	1.966	98.034
ES CSB Telequality Hartman House (10.32.33.57)	26	0.04	1.15	0.013	99.987
ES CSB Telequality Nassawadox (10.32.17.5)	21	0.29	6.06	0.069	99.931
ES CSB Telequality White House (10.32.33.58)	25	0.06	1.45	0.017	99.983



Node Availability Report

365 Days from Wed Jul 01 00:00:00 EDT 2020

Node	Outage Count	MTTR (hours)	Outage Hours	Outage Percent	Availability Percent
ES CSB Telequality/DNG Greenbush Office (10.32.65.2)	42	0.56	23.35	0.267	99.733
ES911 Accomack Co Sheriff Office (10.32.33.29)	26	0.06	1.44	0.016	99.984
ES911 Accomac HQ (10.32.33.48)	28	0.05	1.35	0.015	99.985
ES911 Belle Haven Tower (10.32.17.33)	11	0.10	1.13	0.013	99.987
ES911 Chincoteague Town Office (10.32.81.44)	20	0.05	0.96	0.011	99.989
ES911 Eastville Tower (10.32.1.31)	13	0.04	0.52	0.006	99.994
ES911 Mappsville Tower (10.32.81.16)	24	0.05	1.10	0.012	99.988
ESRH Atlantic Clinic (10.32.81.28)	31	0.04	1.34	0.015	99.985
ESRH Chincoteague Clinic (10.32.81.5)	32	0.05	1.60	0.018	99.982
ESRH Franktown Clinic and Billing Office (10.32.17.4)	13	0.07	0.96	0.011	99.989
ESRH Onley Clinic IP and ELAN	0	0.00	0.00	0.000	100.000
ESRH Onley Corporate Office (10.32.33.34)	29	0.47	13.73	0.157	99.843
ESVBA @ NASA F2 15454 (10.30.0.15)	23	5.48	126.10	1.440	98.560
ESVBA @ NASA N184 15454 (10.30.0.17)	23	0.07	1.67	0.019	99.981
ESVBA @ NASA Navy R001 (10.32.81.2)	0	0.00	0.00	0.000	100.000
ESVBA @ NASA Navy V10 15310 (10.30.0.34)	24	0.12	2.77	0.032	99.968
ESVBA @ NASA U006 15454 (10.30.0.36)	24	0.08	1.80	0.021	99.979
ESVBA @ NASA X75 15454 (10.30.0.21)	22	0.08	1.71	0.020	99.980
ESVBA @ NOAA 15454 (10.30.0.13)	22	0.08	1.86	0.021	99.979
ESVBA Hotspot Accomack Co Sawmill Park WAP	8	0.08	0.68	0.008	99.992
ESVBA Hotspot CBBT Visitors Center (10.32.1.16)	16	0.04	0.72	0.008	99.992
ESVBA Hotspot ES Chamber (10.32.17.44)	16	0.08	1.20	0.014	99.986
ESVBA Hotspot ESO Belle Haven (10.32.17.43)	11	0.09	1.02	0.012	99.988
ESVC Associated Insurance Chincoteague	28	0.05	1.46	0.017	99.983
ESVC Associated Insurance Onancock (10.32.33.41)	25	0.11	2.74	0.031	99.969
ESVC Associated Insurance Tasley (10.32.33.42)	31	0.06	1.80	0.021	99.979
ESVC Best Western Chincoteague (10.32.81.18)	31	0.09	2.83	0.032	99.968
ESVC Carey Distributors (10.32.81.49)	32	0.15	4.72	0.054	99.946
ESVC Crop Production Services Keller (10.32.17.67)	12	0.09	1.12	0.013	99.987
ESVC Custis, Dix, Lewis & Custis Accomac	26	0.05	1.21	0.014	99.986
ESVC Decoy Square (10.32.81.26)	25	0.06	1.39	0.016	99.984
ESVC Drummond County Line (10.32.17.77)	16	0.09	1.48	0.017	99.983
ESVC Drummonds Belle Haven (10.32.17.58)	11	0.17	1.91	0.022	99.978
ESVC ESPL Accomac (10.32.33.20)	29	0.11	3.25	0.037	99.963
ESVC ESPL ESVBA Hotspot Chincoteague	34	0.05	1.82	0.021	99.979
ESVC ESPL Nassawadox (10.32.17.23)	12	0.21	2.57	0.029	99.971
ESVC Eastern Shore Tractor Accomac (10.32.33.35)	28	0.05	1.50	0.017	99.983



Node Availability Report

365 Days from Wed Jul 01 00:00:00 EDT 2020

Node	Outage Count	MTTR (hours)	Outage Hours	Outage Percent	Availability Percent
ESVC Fairfield Inn Chincoteague (10.32.81.34)	27	0.28	7.56	0.086	99.914
ESVC HQ Switch (10.32.1.48)	80	0.01	1.02	0.012	99.988
ESVC Hampton Inn Chincoteague (10.32.81.20)	26	0.06	1.47	0.017	99.983
ESVC Island Inn Chincoteague (10.32.81.37)	26	0.07	1.71	0.019	99.981
ESVC KMX Chemicals New Church (10.32.81.48)	34	12.58	427.69	4.882	95.118
ESVC Lansing Trade Group (10.32.1.51)	35	5.79	202.51	2.312	97.688
ESVC Nature Conservancy (10.32.17.56)	15	0.10	1.43	0.016	99.984
ESVC Quality Inn Exmore (10.32.17.53)	14	0.11	1.60	0.018	99.982
ESVC Refuge Inn Chincoteague (10.32.81.19)	28	0.04	1.12	0.013	99.987
ESVC Shore Stay Suites (10.32.1.33)	13	0.52	6.80	0.078	99.922
ESVC Tom's Cove Campground Chincoteague	30	0.10	3.10	0.035	99.965
ESVC Trails End Trailer Park (10.32.81.41)	24	0.06	1.38	0.016	99.984
ESVC Verizon Wireless Exmore (10.32.17.52)	18	9.72	175.03	1.998	98.002
ESVC WESR Radio (10.32.33.36)	47	0.30	14.02	0.160	99.840
ESVC Waterside Inn Chincoteague (10.32.81.22)	6	205.25	1231.49	14.058	85.942
ESVS Hampton Inn Exmore (10.32.17.36)	14	0.09	1.26	0.014	99.986
Edward Jones Investments (10.32.17.41)	15	0.12	1.74	0.020	99.980
Ginsberg, Nottingham & Mapp (10.32.33.31)	44	19.40	853.60	9.744	90.256
HM Terry Oyster House (10.32.17.38)	16	0.16	2.60	0.030	99.970
Jehovahs Witnesses Parksley (10.32.65.14)	44	0.46	20.38	0.233	99.767
Marine Science Consortium Wallops (10.32.49.6)	23	0.13	3.03	0.035	99.965
NCPS Administration Office (10.32.1.8)	11	0.05	0.50	0.006	99.994
NCPS Bus Garage (10.32.1.11)	15	0.11	1.72	0.020	99.980
NCPS High School (10.32.1.9)	13	0.04	0.51	0.006	99.994
NCPS Kiptopeke Elementary School (10.32.1.10)	11	0.10	1.13	0.013	99.987
NCPS Occohanock Elementary School (10.32.17.8)	11	0.14	1.52	0.017	99.983
NMA Federal Credit Union Cape Charles (10.32.1.20)	14	0.09	1.23	0.014	99.986
NMA Federal Credit Union Exmore (10.32.17.20)	16	0.12	1.85	0.021	99.979
NMA Federal Credit Union Parksley (10.32.65.11)	0	0.00	0.00	0.000	100.000
Northampton Lumber (10.32.17.40)	18	0.24	4.28	0.049	99.951
Parksley VFD (10.32.65.8)	45	0.34	15.42	0.176	99.824
Pep Up Belle Haven (10.32.17.76)	8	0.12	0.95	0.011	99.989
Pep Up Tasley (10.32.33.37)	32	0.05	1.48	0.017	99.983
Riverside Hospital Cape Charles Clinic (10.32.1.21)	14	0.09	1.26	0.014	99.986
Riverside Hospital Metompkin Clinic (10.32.65.10)	30	0.45	13.38	0.153	99.847
Riverside Hospital Senior Perspective Accomac	34	0.11	3.69	0.042	99.958
Riverside Hospital Shore Healthcare Onley/DNG	29	0.12	3.41	0.039	99.961

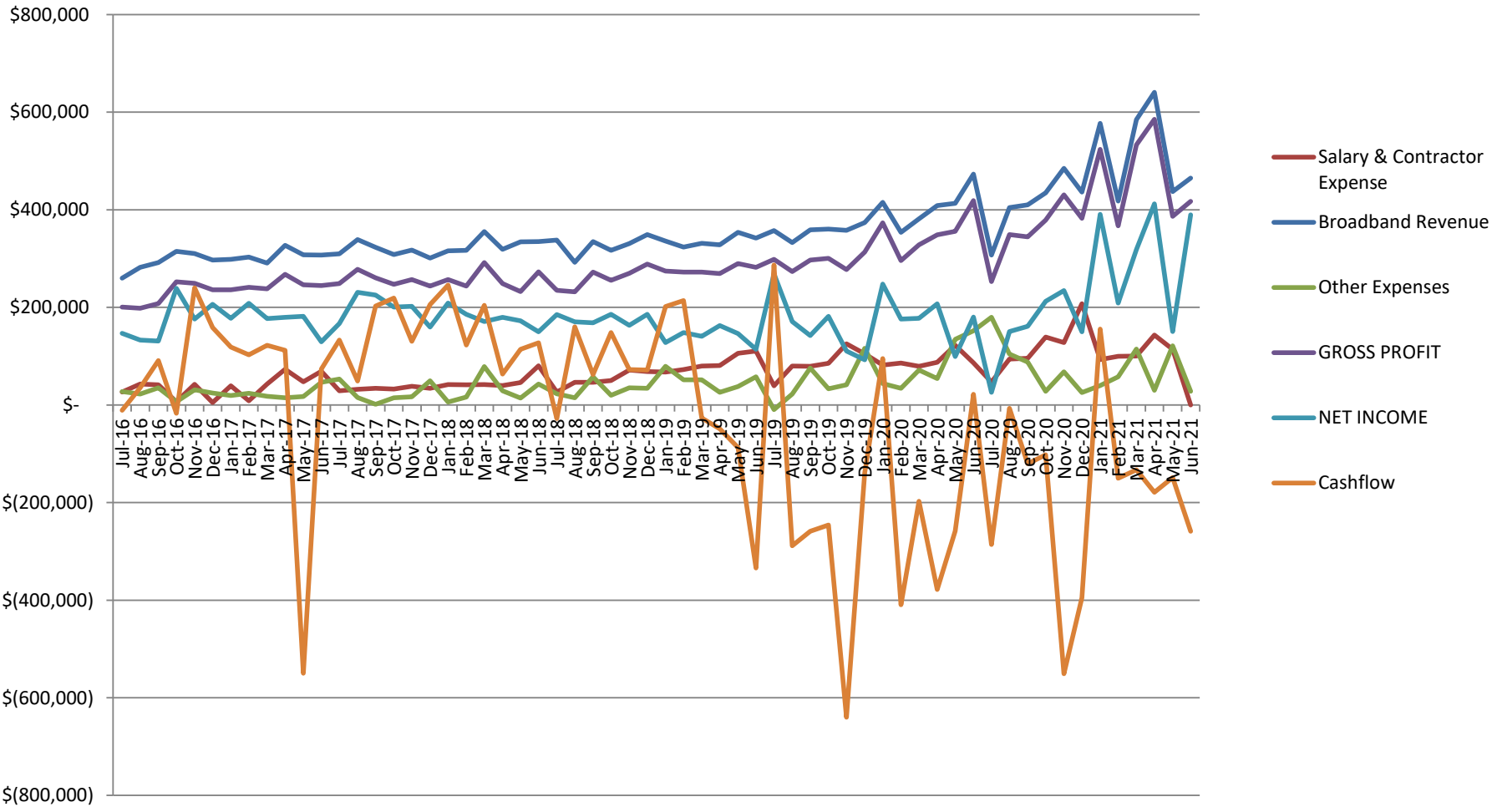


Node Availability Report

365 Days from Wed Jul 01 00:00:00 EDT 2020

Node	Outage Count	MTTR (hours)	Outage Hours	Outage Percent	Availability Percent
Saber Healthcare Group Parksley (10.32.65.9)	24	0.65	15.72	0.179	99.821
Sentinel Robotic Solutions Wallops (10.32.81.56)	26	2.58	67.12	0.766	99.234
Shore Bancshares Onley (10.32.33.33)	22	0.06	1.29	0.015	99.985
Sunset Beach Resort (10.32.1.42)	0	0.00	0.00	0.000	100.000
Town of Cape Charles Admin Office (10.32.1.17)	17	0.07	1.24	0.014	99.986
Town of Chincoteague Admin Office (10.32.81.14)	22	0.04	0.96	0.011	99.989
Town of Onancock Admin Office (10.32.33.14)	27	0.32	8.65	0.099	99.901
Town of Parksley Admin Office (10.32.65.4)	37	0.42	15.69	0.179	99.821
US Fish & Wildlife Assateague Office (10.32.81.27)	37	0.05	1.76	0.020	99.980
VDOT Exmore (10.32.17.48)	11	0.10	1.14	0.013	99.987
VDOT Onley (10.32.33.40)	29	0.04	1.29	0.015	99.985
Virginia Beach Schools Hermitage ES Brocade	13	0.92	11.95	0.136	99.864
Virginia Tech Research Center Painter (10.32.17.42)	16	0.08	1.30	0.015	99.985
Summary for category: CUST					
Average	20.00	1.74	24.49	0.280	99.720
Maximum	80.00	205.25	1231.49	14.058	100.000
Minimum	0.00	0.00	0.00	0.000	85.942

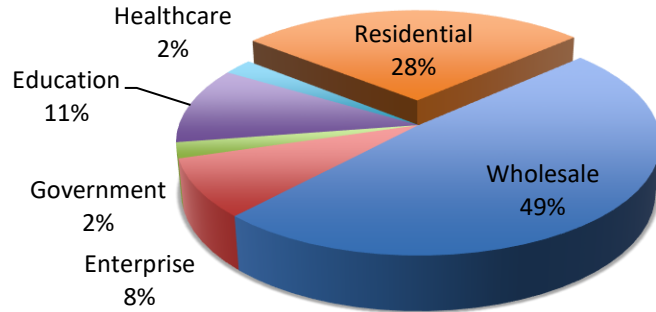
Jul '16 to Jun '21 Financials



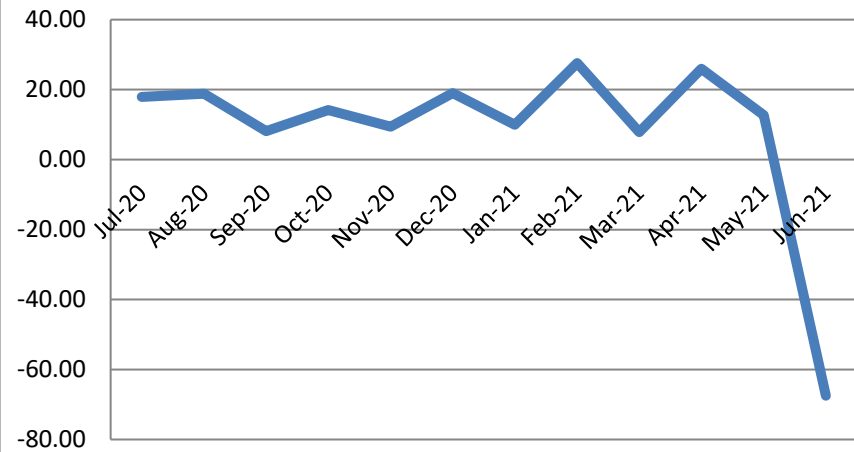
ESVBA Dashboard - July 2021

Financial Data

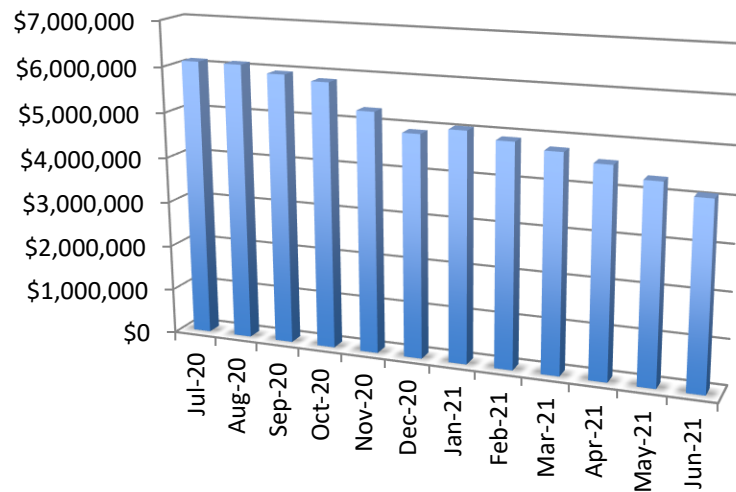
Revenue by Sector as of June 2021



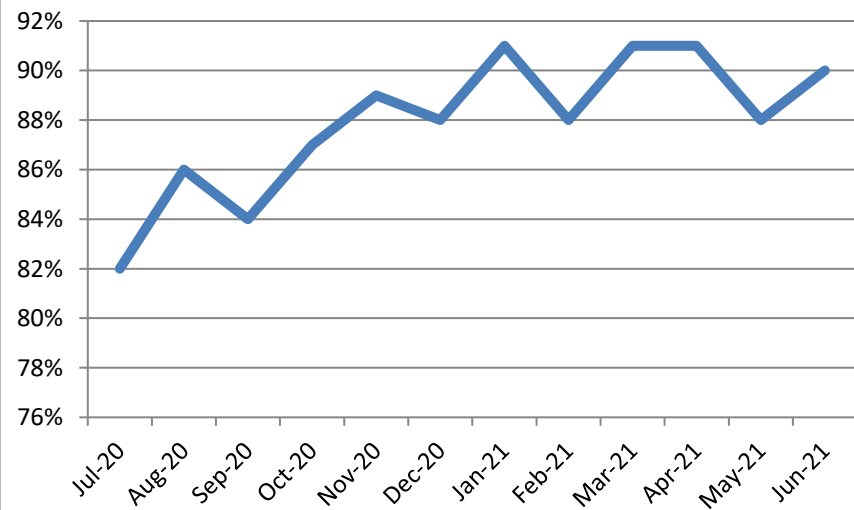
Quick Ratio



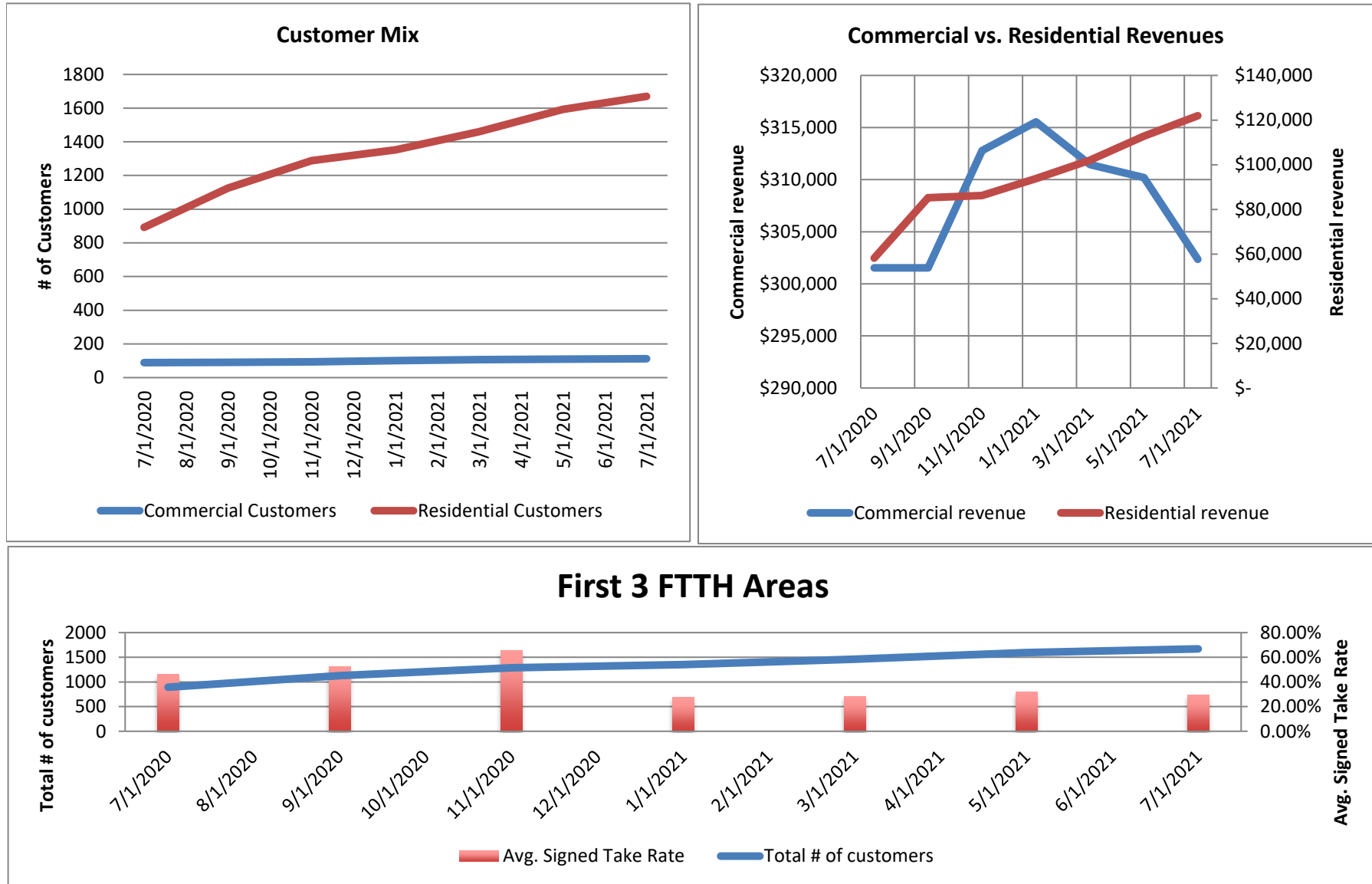
Cash & Cash Equivalents



GROSS PROFIT MARGIN



ESVBA Dashboard - July 2021



Eastern Shore of Virginia Broadband Authority
Board Income Statement
May 2021, Jun 2021

Financial Row	May 2021 Amount	Jun 2021 Amount	Total Amount
Income			
40000 - Broadband Income			
Education Income	\$48,761	\$48,876	\$97,637
Enterprise Income	\$36,114	\$37,436	\$73,551
Government Income	\$9,151	\$9,995	\$19,147
Medical Income	\$10,204	\$10,204	\$20,408
Residential Income	\$114,333	\$122,572	\$236,904
Wholesale Income	\$207,407	\$216,724	\$424,131
Total - 40000 - Broadband Income	\$425,971	\$445,807	\$871,778
40900 - Installation Income			
Enterprise Income	\$500	\$1,000	\$1,500
Residential Income	\$9,230	\$16,075	\$25,305
Wholesale Income	\$1,551	\$2,051	\$3,602
Total - 40900 - Installation Income	\$11,281	\$19,126	\$30,407
46400 - Other Income			
Other Income	\$0	\$14	\$14
Wholesale Income	\$150	\$150	\$300
Total - 46400 - Other Income	\$150	\$164	\$314
46460 - Interest Income			
Other Income	\$146	\$138	\$284
Total - 46460 - Interest Income	\$146	\$138	\$284
46470 - Other Income- USAC			
Other Income	\$3,395	\$3,635	\$7,030
Total - 46470 - Other Income- USAC	\$3,395	\$3,635	\$7,030
Total - Income	\$440,943	\$468,870	\$909,813
Cost Of Sales			
50100 - Cost of Goods Sold:Internet Access	\$5,450	\$4,457	\$9,907
50300 - Cost of Goods Sold:3rd Party Dark service	\$27,270	\$27,270	\$54,540
50400 - Cost of Goods Sold:Utility Locates	\$255	\$293	\$548
50500 - Cost of Goods Sold:Pole Attachments	\$1,530	\$450	\$1,980
50600 - Cost of Goods Sold:3rd Party Transport	\$12,399	\$12,330	\$24,729
51010 - Cost of Goods Sold:Collocation/Hut Expense:Utilities	\$2,257	\$2,489	\$4,747
51020 - Cost of Goods Sold:Collocation/Hut Expense:Phone, Communic.	\$138	\$142	\$279
51030 - Cost of Goods Sold:Collocation/Hut Expense:Fuel	\$56	\$0	\$56
51090 - Cost of Goods Sold:Collocation/Hut Expense:Maintenance	\$1,519	\$0	\$1,519
Total - Cost Of Sales	\$50,873	\$47,431	\$98,304
Gross Profit	\$390,070	\$421,440	\$811,509
Expense			
61200 - Payroll Expenses:Wages & Benefits	\$114,326	\$0	\$114,326
62100 - Sales and Marketing:Sales Commissions	\$2,484	\$0	\$2,484
62200 - Sales and Marketing:Marketing and Promotions	\$99	\$0	\$99
62300 - Sales and Marketing:Marketing Materials	\$600	\$37	\$637
63200 - Travel and Meetings:Mileage/Tolls Reimbursement	\$146	\$248	\$394
63400 - Travel and Meetings:Meals & Entertainment	\$75	\$0	\$75
63500 - Travel and Meetings:Other Travel	\$200	-\$2,500	-\$2,300
64200 - Bank Charges & Fees	\$2,235	\$2,779	\$5,014
64300 - Dues, Subscriptions, Books	\$0	\$110	\$110
64320 - Dumpster/Trash Removal	\$186	\$186	\$371
64350 - Interest Expense	\$92,552	\$0	\$92,552
64360 - Insurance - Liability, D and O	\$600	\$0	\$600
64370 - Janitorial Services	\$600	\$660	\$1,260
64400 - Office Supplies & Expense	\$648	\$581	\$1,229
64420 - Printing and Copying	\$0	\$507	\$507
64450 - Postage, Mailing & Shipping	\$379	\$76	\$455
64460 - Office IT Hardware/Software	\$2,084	\$3,977	\$6,062

64470 - Office Maintenance & Repair	\$100	\$0	\$100
64480 - Rent or Lease Payments	\$650	\$650	\$1,300
64630 - Staff Development	\$418	\$451	\$869
64700 - Taxes	\$2,383	\$0	\$2,383
64750 - Telephone & Telecommunications	\$561	\$561	\$1,123
64760 - Mobile Phones	\$240	\$480	\$720
65200 - Professional Services:Legal Fees	\$1,688	\$0	\$1,688
67300 - Vehicle Fuel	\$2,561	\$3,148	\$5,709
67400 - Vehicle & Equip Maintenance & Repair Expenses	\$1,129	\$147	\$1,275
68100 - Physical Plant Maintenance/Agreements/Warranties/Software	\$0	\$812	\$812
68200 - Physical Plant Permits & Fees	\$550	\$2,120	\$2,670
68300 - Physical Plant Repairs	\$0	-\$7,789	-\$7,789
68330 - Physical Plant/Inventory Disposed Items	\$49	\$14,309	\$14,358
68400 - Physical Plant Tools & Safety Equipment	\$5,809	\$6,410	\$12,219
68500 - Physical Plant Shipping Freight & Delivery	\$7,120	\$0	\$7,120
Total - Expense	\$240,470	\$27,960	\$268,430
Net Income	\$149,600	\$393,480	\$543,079

Eastern Shore of Virginia Broadband Authority

Board Balance Sheet

End of Jun 2021

Financial Row	Amount
ASSETS	
Current Assets	
Bank	
10010 - General Operating Account - BB&T (0720)	\$649,536.69
10020 - Capital Expansion Account - BB&T (0747)	\$609,792.99
10030 - Equipment Accrual - BB&T (0739)	\$683,192.76
10160 - Annual Accrual - BB&T (7622) Savings Acct	\$1,192,478.83
10165 - Expansion Proceeds BB&T Savings Acct (0070)	\$857,184.61
10180 - Merchant Services - BB&T (8016)	\$75,231.50
10990 - Petty Cash	\$150.00
Total Bank	\$4,067,567.38
Accounts Receivable	
11000 - Accounts Receivable	\$396,306.89
11010 - Reserve for Bad Debt	(\$123,224.63)
Total Accounts Receivable	\$273,082.26
Other Current Asset	
11900 - Undeposited Funds	\$2,247.32
13100 - Inventory Asset	\$1,288,267.16
15000 - Plant in Service	\$16,728.56
Total Other Current Asset	\$1,307,243.04
Total Current Assets	\$5,647,892.68
Fixed Assets	
14100 - General Furniture Fixtures	\$42,727.66
14199 - Accumulated Depreciation - Furniture	(\$18,932.85)
14200 - Equipment:Computers, Printers, Equip, Software	\$81,329.55
14299 - Accumulated Depreciation - Equipment	(\$102,899.60)
15010 - Physical Plant Structure	\$17,996,297.85
15020 - Physical Plant Electronics	\$4,187,311.38
15040 - Physical Plant Towers	\$150,840.58
15050 - Physical Plant Mobile - (Mobile Carriers & Generators)	\$101,446.32
15060 - Physical Plant Huts	\$187,197.91
15070 - Physical Plant Tools & Equipment	\$22,918.39
15098 - Accumulated Depreciation - Plant In Service	(\$6,922,741.67)
15100 - Physical Plant Network & Software	\$21,885.09
15199 - Accumulated Depreciation - Software	(\$53,759.47)
15200 - Vehicles & Equipment	\$713,830.25
15299 - Accumulated Depreciation - Vehicles	(\$308,330.68)
16000 - Railway Easement	\$250,000.00
17000 - Land	\$10,000.00
Total Fixed Assets	\$16,359,120.71
Total ASSETS	\$22,007,013.39
Liabilities & Equity	
Current Liabilities	
Accounts Payable	
20000 - Accounts Payable	(\$136,931.68)
20050 - Accrued Interest Payable	\$33,995.67
Total Accounts Payable	(\$102,936.01)
Credit Card	
21030 - BB&T Visa 5340 RB	(\$175.52)
Total Credit Card	(\$175.52)
Other Current Liability	
20010 - Accrued Purchases	\$30,099.02
24010 - Direct Deposit Liabilities:USAC Reimbursements Deposits	(\$1,079.95)
26100 - USAC Tax Payable	\$4,667.65

26200 - Va Communications Tax	\$605.31
Total Other Current Liability	\$34,292.03
Total Current Liabilities	(\$68,819.50)
Long Term Liabilities	
27500 - BB&T Loan for Expansion	\$4,594,000.00
28000 - Deferred Income	\$193,339.84
Total Long Term Liabilities	\$4,787,339.84
Equity	
Retained Earnings	\$15,131,944.81
Net Income	\$2,156,548.24
Total Equity	\$17,288,493.05
Total Liabilities & Equity	\$22,007,013.39

Eastern Shore of Virginia Broadband Authority
Board Cash Flow Statement
May 2021, Jun 2021

Financial Row	May 2021 Amount	Jun 2021 Amount
Operating Activities		
Net Income	\$149,599.69	\$393,479.71
Adjustments to Net Income		
Accounts Receivable	(\$21,044.59)	(\$50,466.73)
Inventory Asset	\$72,172.76	\$37,074.72
Other Current Asset	(\$13,380.56)	(\$300.00)
Accounts Payable	\$109,754.60	(\$479,764.71)
Other Current Liabilities	\$45,954.12	\$31,550.23
Total Adjustments to Net Income	\$193,456.33	(\$461,906.49)
Total Operating Activities	\$343,056.02	(\$68,426.78)
Investing Activities		
Fixed Asset	(\$490,636.30)	(\$189,458.85)
Total Investing Activities	(\$490,636.30)	(\$189,458.85)
Financing Activities		
Long Term Liabilities	(\$1,050.76)	(\$1,050.76)
Total Financing Activities	(\$1,050.76)	(\$1,050.76)
Net Change in Cash for Period	(\$148,631.04)	(\$258,936.39)
Cash at Beginning of Period	\$4,475,747.60	\$4,327,116.56
Cash at End of Period	\$4,327,116.56	\$4,068,180.17

New Terms for Ethernet Transport
Bandwidth

Term	1Gig	2Gig	5Gig	10Gig
3Y	\$ 3,220	\$ 4,603	\$ 5,678	\$ 8,280
5Y	\$ 2,800	\$ 4,002	\$ 4,938	\$ 7,200
7Y *	\$ 2,520	\$ 3,602	\$ 4,444	\$ 6,480

New Dedicated Internet rates

BW	5Y pricing
10Gb	\$ 10,890
12Gb *	\$ 11,770
14Gb *	\$ 12,650
16GB *	\$ 13,530
18Gb *	\$ 14,410
20Gb *	\$ 15,290

Consider new residential rates

Bandwidth	24 Months	12 Months
25Mbps symmetric	\$ 39.99	\$ 45.99
50Mbps symmetric	\$ 59.99	\$ 69.99
100Mbps symmetric	\$ 85.99	\$ 99.99
200Mbps symmetric	\$ 149.99	\$ 175.99

Consider sunseting existing residential rates

Bandwidth	24 Months	12 Months
10/5Mbps	\$ 39.99	\$ 45.99
25/12Mbps	\$ 59.99	\$ 69.99
50/25Mbps	\$ 85.99	\$ 99.99
100/50Mbps	\$ 149.99	\$ 175.99

- * Existing products will no longer be sold.
- * All existing customers will be automatically upgraded into the new tiers with same monthly amount coterminous with their current contracts



July 2021 Budget Amendment Request for FY2022

The staff is requesting three budget amendments to cover unplanned expenses that will be incurred prior to the end of FY21

Item #1: In the previous fiscal year, the board had approved \$40,000 in spending to replace a van that was in an accident. We were unable to get that vehicle in before the end of the fiscal year with the vehicle shortages and the state contracts. We are requesting that the \$40,000 expenditure be carried forward and made available to purchase the van that was totaled.

Previously Approved funding: \$40,000 carry forward from FY2021

Item #2: The ESVBA is preparing to engage with a consultation firm to conduct a compensation study to study the current job titles, descriptions and salaries of all of the ESVBA current and open positions. The goal of the study is to develop recommendations and guidelines for the continued administration and maintenance for the ESVBA compensation structure including recommendations, implementation plan and guidelines.

Previously Approved funding: \$0

Increase line item to: \$15,000

Item #3: Chairman Reiter requested to allocate funds from cash reserves to engineer ~300miles of network to prepare to expand the network.

Previously Approved funding: \$0

Increase line item to: \$1,000,000

Agenda Item Discuss ESVBA Installation Assistance Program

Dollar Amount \$189,737

Considerations

The ESVBA is estimating a remaining balance of \$189,737 of unexpended funds from the 2018 bond proceeds. At the May board meeting, the board had requested that the staff assemble a set of guidelines for a possible Installation Assistance Program(IAP) that is loosely modeled after the EBB program to determine who should be eligible for funding as well as how much funding per household. Below are the draft guidelines that the staff suggests that the board adopt as our rules for eligibility and implementation of the IAP.

Draft Eligibility requirements

- A. Qualifies for the FCC EBB program using the following criteria and applied at www.checklifeline.org using one of the following four eligibility rules:
- Qualifies for FCC Lifeline benefits through participation in SNAP, Medicaid, Supplemental Security Income, Federal Public Housing Assistance, or Veterans and Survivors Pension Benefit;
 - Experienced a substantial loss of income since February 29, 2020 due to job loss or furlough AND has a total household income in 2020 at or below \$99,000 for single filers and \$198,000 for joint filers;
 - Received a federal Pell Grant in the current award year; or
 - Received approval for benefits under the free and reduced-price school lunch program or the school breakfast program, including through the USDA Community Eligibility Provision, in the 2019-2020 or 2020-2021 school year; or
- B. Qualifies based upon the FY2021 HUD 80% low-income limits for the counties based upon the number of persons in family, see chart below:

HUD FY2021 Low (80%) Income Limits

FY 2021 Income Limit Area	Persons in Family			
	1	2	3	4
Accomack County, VA	\$ 33,450	\$ 38,200	\$ 43,000	\$ 47,750
Northampton County, VA	\$ 33,700	\$ 38,500	\$ 43,300	\$ 48,100

FY 2021 Income Limit Area	Persons in Family			
	5	6	7	8
Accomack County, VA	\$ 51,600	\$ 55,400	\$ 59,250	\$ 63,050
Northampton County, VA	\$ 51,950	\$ 55,800	\$ 59,650	\$ 63,500

Draft Business Rules

- This program will only apply to new users and will not be retroactive to any subscriber who has signed-up and has service or a signed-contract already.
- Users that have used the program at one location cannot leverage the program at a second location.
- For verified eligible users, the program will provide financial assistance of up-to \$1,000 off of their installation bill. Any installation costs exceeding the \$1,000 limit will be the responsibility of the end-user and must be paid prior to work commencing.
- The program will remain in effect until such time that the total funded amount has been fully expended.
- The ESVBA will leverage any external funding prior to expending funds within the ESVBA program with the exception that funding directly from either county will only be used after all other sources, including the ESVBA funding, is fully exhausted.
- The ESVBA will leverage any external funding program first before using the IAP however, at no time shall the total supportive funding of external and ESVBA funds cumulatively exceed the total installation costs for the individual subscriber.
- This program only applies to residential users and not business subscribers.
- Any extenuating circumstances shall be presented to the Executive Director for consideration.



Evergreen Solutions, LLC

2878 Remington Green Circle - Tallahassee, Florida 32308
850.383.0111 - fax 850.383.1511

July 6, 2021

Mr. Robert Bridgham
Executive Director
Eastern Shore of Virginia
Broadband Authority

SUBMITTED VIA EMAIL: rbridgham@esvba.com

Dear Mr. Bridgham:

We appreciate the opportunity to submit a letter proposal to conduct a Classification and Compensation Study for the Eastern Shore of Virginia Broadband Authority (ESVBA). I have prepared a detailed work plan outlining the tasks, activities, and milestones necessary to successfully conduct the study as well as a proposed cost and timeline.

Detailed Work Plan

Task 1.0 Project Initiation

TASK GOALS

- Finalize the project plan with ESVBA.
- Gather all pertinent data.
- Finalize any remaining contractual negotiations.
- Establish an agreeable final time line for all project milestones and deliverables.

TASK ACTIVITIES

- 1.1 Discuss the following objectives with the ESVBA Project Manager:
 - understand the mission and current compensation philosophy of ESVBA (if any);
 - review our proposed methodology, approach, and project work plan to identify any necessary revisions;
 - reach agreement on a schedule for the project including all assignments and project milestones/deliverables;
 - establish an agreeable communication schedule.
- 1.2 Identify potential challenges and opportunities for the study. Discuss the strategic direction of ESVBA and some of the short and long-term priorities. This activity serves as the basis for assessing

**Task 2.0
Evaluate the Current
System**

where ESVBA is going and what type of pay plan will reinforce current and future goals.

1.3 Obtain relevant materials from ESVBA, including:

- any previous projects, research, evaluations, or other studies that may be relevant to this project;
- organizational charts for the departments and divisions, along with related responsibility descriptions;
- current position and classification descriptions, salary schedule(s), and classification system; and
- personnel policies and procedures.

1.4 Review and edit the project work plan and submit a schedule for the completion of each project task.

KEY PROJECT MILESTONES

- Comprehensive project management plan
- Comprehensive database of ESVBA employees

TASK GOAL

- Conduct a comprehensive preliminary evaluation of the existing compensation plan for ESVBA.

TASK ACTIVITIES

- 2.1** Obtain the existing pay structure and compensation philosophy. Review the existing pay structure and look for potential problems and issues to be resolved.
- 2.2** Determine the strengths and weaknesses of the current pay plan(s).
- 2.3** Identify any pay compression issues that may exist and discuss possible solutions.
- 2.4** Complete an assessment of current conditions that details the pros and cons of the current system as well as highlights areas for potential improvement in the final adopted solution.

KEY PROJECT MILESTONES

- Review of existing compensation plan(s)
- Assessment of current conditions



Task 3.0
Collect and Review
Current Environment
Data

TASK GOALS

- Conduct statistical and anecdotal research into the current environment within ESVBA.
- Guide subsequent analytical tasks.

TASK ACTIVITIES

- 3.1 Schedule and conduct employee orientation sessions.
- 3.2 Meet with supervisors to obtain relevant information and statistical/anecdotal data on specific compensation issues and policies. Obtain insight into perceived current compensation system strengths and weaknesses.
- 3.3 Hold focus groups with employees to obtain additional relevant information and statistical/anecdotal data on specific compensation issues and policies.
- 3.4 Work with the ESVBA Project Manager to administer the Job Assessment Tools (JATs) and management Issues Tools (MITs). Our staff utilizes a web-based tool for data collection, but we can provide paper copies as well as those for classifications without computers or Internet access. We will seek approval from the ESVBA Project Manager before distribution of the JAT/MIT questionnaire.
- 3.5 Review any data provided by ESVBA that may provide additional relevant insight.

KEY PROJECT MILESTONES

- JAT and MIT distribution
- Supervisor interviews
- Employee focus groups and orientation sessions

Task 4.0
Evaluate and Build
Projected
Classification Plan

TASK GOALS

- Identify the classification of existing positions utilizing Evergreen's job evaluation system.
- Review JAT responses.
- Characterize internal equity relationships within ESVBA.



Task 5.0
Identify List of
Market Survey
Benchmarks and
Approved List of
Targets

TASK ACTIVITIES

- 4.1 Review all draft class specifications with the ESVBA Project Manager.
- 4.2 Review the work performed by each classification and score. Include an evaluation of supervisory comments.
- 4.3 Review JAT scores and identify the classification of positions.
- 4.4 Schedule and conduct additional follow up with employees for jobs where uncertainty exists over data obtained from the JATs.
- 4.5 Develop preliminary recommendations for the classification structure. The classification system designed at this point would be based solely on internal equity relationships and would be guided by the JAT scores for each classification. Essentially, a structure of classifications would be established, and classifications with similar scoring would be grouped and spacing between jobs would be determined.
- 4.6 Review recommendations with the ESVBA Project Manager.

KEY PROJECT MILESTONES

- JAT scores by class
- Recommended classification changes
- Preliminary job structure based on internal equity

TASK GOALS

- Reach an appropriate number and identify the proper benchmark positions for the external labor market assessment.
- Identify and develop a comprehensive list of targets for conducting a successful external labor market assessment.

TASK ACTIVITIES

- 5.1 Identify, from the initial review, a list of classifications (benchmarks) to include in the labor market survey. **Note:** Evergreen will use all of ESVBA classifications as benchmarks for the salary survey.
- 5.2 Finalize the list of benchmark classifications with the ESVBA Project Manager.
- 5.3 For each employee group, review with the ESVBA Project Manager peer organizations that must be included in the survey. **Note:** We will work with the ESVBA Project Manager to identify up to 15 targets for the salary survey.



**Task 6.0
Conduct Market
Survey and Provide
External
Assessment
Summary**

- 5.4 Develop a preliminary list of organizations for the external labor market survey, placing a comparative emphasis on characteristics such as:
- size of the organization;
 - geographic proximity to the Exmore area;
 - economic and budget characteristics; and
 - other demographic data.
- 5.5 Develop a list of survey targets by employee group. Develop a system for use of secondary data including potential sources and weighting of secondary data, if necessary.
- 5.6 Review survey methodology with the ESVBA Project Manager and refine survey methodology prior to distribution of survey.
- 5.7 After approval of survey methodology, develop contact list of peer organizations and notify peers of impending survey.

KEY PROJECT MILESTONES

- Final list of benchmark positions for the external labor market assessment
- Initial list of survey peers
- Survey methodology
- Final list of survey organizations and contacts

TASK GOALS

- Conduct the external labor market salary survey.
- Provide a summary of the survey results to the ESVBA Project Manager for review.

TASK ACTIVITIES

- 6.1 Prepare a customized external labor market salary survey for the ESVBA Project Manager's approval. Discuss questions and categories for the market survey.
- 6.2 Contact the targets for electronic completion of the survey. Provide paper copies by fax, if requested.
- 6.3 Conduct necessary follow-up through e-mails, faxes, and phone calls.
- 6.4 Collect and enter survey results into Evergreen's electronic data analysis tools.
- 6.5 Validate all data submitted.



**Task 7.0
Develop Strategic
Positioning
Recommendations**

- 6.6 Develop summary report of external labor market assessment results.
- 6.7 Submit summary report of external labor market assessment results to the ESVBA Project Manager.

KEY PROJECT MILESTONES

- Market survey instrument
- Summary report of external labor market assessment results

TASK GOALS

- Assess the appropriateness of the existing compensation philosophy for ESVBA.
- Develop a plan for all employees, providing issue areas and preliminary recommendations for strategic improvement.

TASK ACTIVITIES

- 7.1 Identify the accepted compensation philosophy and accompanying thresholds.
- 7.2 Using the market salary data collected in **Task 6.0** and the classification data reviewed in **Task 4.0**, determine the proper pay plan including number of grades, steps, and ranges.
- 7.3 Produce a pay plan(s) that best meets the needs of ESVBA from an internal equity and external equity standpoint.

KEY PROJECT MILESTONES

- Proposed compensation strategic direction, taking into account internal and external equity
- Plan for addressing unique, highly competitive positions

**Task 8.0
Conduct Solution
Analysis**

TASK GOALS

- Conduct analysis comparing classification values.
- Survey results for the benchmark positions.
- Produce several possible solutions for implementation.

ASK ACTIVITIES

- 8.1 Conduct regression analysis or other appropriate techniques to properly slot each classification into the proposed pay plan.



Task 9.0
Develop and Submit
Draft and Final
Reports

- 8.2 Place all classifications into pay grades based on **Task Activity 8.1**. Sort alphabetically by job class title, in descending order by range, and by old class title and new class specifications.
- 8.3 Create implementation solutions for consideration that take into account the current position of the organization as well as the findings from the classification and compensation analysis. Identify and prepare a range of compensation policy alternatives.
- 8.4 Meet with the ESVBA Project Manager to discuss the potential solutions.
- 8.5 Determine the best solution to meet the needs of ESVBA in the short-term and long-term.
- 8.6 Document the accepted solution.

KEY PROJECT MILESTONES

- Initial regression analysis
- Potential solutions
- Documented final solution

TASK GOALS

- Develop and submit a draft and final report of the Classification and Compensation Study to ESVBA.
- Present the final report.

TASK ACTIVITIES

- 9.1 Produce a comprehensive draft report that captures the results of each previous step.
- 9.2 Submit the comprehensive draft report to the ESVBA Project Manager for review and approval.
- 9.3 Make edits and submit necessary copies of the final report which will describe the classification and pay plan for employees and will recommend implementation procedures as well as procedures for the continuing maintenance and administration of the plan.
- 9.4 Present the final report, if requested.
- 9.5 Develop a plan for maintaining recommendations over time.

KEY PROJECT MILESTONES

- Draft and final reports



**Task 10.0
Develop
Recommendations
for Compensation
Administration**

- Final presentation
- Implementation and maintenance database

TASK GOAL

- Develop recommendations for the continued administration by ESVBA staff to sustain the recommended classification and compensation structure for its employees.

TASK ACTIVITIES

- 10.1 Develop recommendations and guidelines for the continued administration and maintenance of the classification and compensation structure, including recommendations and guidelines related to:
- how employees will move through the pay structure/system as a result of transfers, promotions, or demotions;
 - how to pay employees whose base pay has reached the maximum of their pay range or value of their position;
 - the proper mix of pay;
 - how often to adjust pay scales and survey the market;
 - the timing of implementation; and
 - how to keep the system fair and competitive over time.
- 10.2 Recommend recruitment/retention strategies, where appropriate.
- 10.3 Present recommendations to the ESVBA Project Manager for review.

KEY PROJECT MILESTONES

- Recommendations for compensation administration
- Recommendations for recruitment/retention policies

**Task 11.0
Provide Revised
Class Descriptions
and FLSA
Determinations**

TASK GOALS

- Update existing class descriptions and create new class descriptions as needed, ensuring FLSA, EEO/ADA requirement satisfaction.
- Provide final version of all class descriptions/specifications in electronic format (i.e., MS Word) after approval by the ESVBA Project Manager.



TASK ACTIVITIES

- 11.1 Assess current class descriptions for form, content, validity, and ADA compliance.
- 11.2 Revise classification descriptions based on data gathered from the JAT process.
- 11.3 Create new class descriptions for new classifications, as needed. Provide complete listing of the allocation of job classes to salary range assignments.
- 11.4 Make FLSA determinations, if needed, based on work performed and federal requirements.
- 11.5 Recommend a systematic, regular process for reviewing job descriptions.

KEY PROJECT MILESTONES

- Updated class descriptions
- New class descriptions as needed

Proposed Cost and Timeline

Our total, not-to-exceed, fixed cost to complete all tasks identified in our detailed work plan is **\$8,000**. Our cost is all inclusive, and includes travel costs (meals and lodging), transportation, fringe benefits, indirect cost (overhead), clerical support, and all other out-of-pocket expenses. Our cost includes one onsite visit to ESVBA to provide the requested work. We can complete the study in approximately three months following the execution of a contract.

We would love the opportunity to work with ESVBA. If you need any additional information, please feel free to contact me at (850) 383-0111 or via email at jeff@consultevergreen.com.

Sincerely,



Dr. Jeffrey Ling
President
Evergreen Solutions, LLC





July 9, 2021

Mr. Robert Bridgham
Executive Director
Eastern Shore of Virginia Broadband Authority
4174 Lankford Highway
Exmore, VA 23350

Via email: RBridgham@esvba.com

Comprehensive Compensation Project Proposal

Dear Robert:

Thank you again for inviting Warren Whitney to propose Human Resources consulting services for the Eastern Shore of Virginia Broadband Authority (ESVBA). We understand the agency was formed as a governmental agency to help provide coverage of broadband to the businesses and residents of the Shore. As a result of adding residential services, your organization is on the verge of significant growth in the coming 4-5 years. With current revenues of approximately \$5 million, and available reserves, this project is timely and important to your overall strategic growth plan. We are very interested in working with you and the Board of Directors on your compensation project.

This engagement letter is specific to Warren Whitney's Human Resources (HR) comprehensive compensation project for your agency. In general, we understand the deliverables are to conduct a market compensation study, and then review and update your compensation philosophy and structure based on our findings. In addition, we will provide a road map on salary administration processes and guidelines as well as provide a two-to-three-year transition plan and a job progression plan for the agency. This will inform ESVBA leadership about competitive market data; how to attract, retain and reward top talent and provide a salary administration program to be implemented over the coming years. The project is divided into phases as described in this proposal. We are aware of your budget of \$10,000 for this project and have targeted our proposal to accomplish your goal as closely as possible. ***The estimated total project hours are 35-45 hours with a target start of August 2nd and anticipated completion by October 31, 2021.***

PHASE 1: Preparation, Interviews, and Data Collection (estimated August – September; 15-20 hours)

- Interviews with ESVBA Executive Director, Office Manager, Construction Manager, Operations Manager and someone in HR with Northampton County if that is possible. This will enable us to understand the value of the benefit package offered to the ESVBA employees. We will also speak with any other top leaders as designated;
- Data and document collection; current census of the 18 staff and relevant policies to include, but not limited to: the employee handbook, performance management, pay philosophy, salary administration; benefits overview, career development and organizational chart;
- Understand the overall business plan and strategy to ensure alignment with the project;

- Understand the organizational chart and reporting structure;
- Review all existing (est. 18) job descriptions and group them into job classes and similar roles;
- Analyze current job descriptions including key knowledge, skills and abilities; qualifications (education, certifications and experience); scope and magnitude of the total staff roles identified;
- Interview staff as needed to ensure accuracy and edits specific to the compensable factors; Executive Director (or other) review meeting with final role summaries, compensable analysis and quality assurance;
- Identify sources for market data review; PayScale and others as appropriate for the ESVBA positions;
- Review the current compensation structure, challenges, and desired outcomes:
 - Include these areas as part of the interviews with top leaders at the agency; obtain feedback
 - Overall compensation philosophy, strategy, structure and approach
 - Total compensation mix including the benefit package (Total Rewards)
 - Salary administration: nuts and bolts with timelines

PHASE 2: Data Analysis and Compensation Recommendations (estimated September – October; 15-20 hours)

PayScale Costs: \$100 per job as needed; pre-approved expense item (total approx. \$1,500-\$2,200)

- Analyze census to align with job descriptions; review for gaps and trends, understand and define relevant labor and recruiting market(s);
- Gather market research, conduct analysis and produce a summary report to include multiple sources and surveys;
 - PayScale – WW resources at a *discounted* cost of \$100 per job; to be utilized for the most difficult analysis and roles
 - Independent survey data as available and as provided by WW and ESVBA
- Assess current internal equity, salary ranges and job groupings;
- Identify changes needed; recommend and discuss findings with best practices, road map of pay for performance, fair and consistent approach; finalize census and job data;
- Create salary ranges for all roles; a grading or grouping system for maintenance going forward; options for delivery;
- Identify career levels with pay criteria – broadly define and establish;
- Transition Planning: Prepare a long-term transition plan for the agency to achieve the new goals for the strategic compensation plan. Incorporate timelines, assumptions, results and deliver. Review the affordability of proposed changes; and timelines; consider market adjustments and annual performance and merit increases;
- Complete final recommendations and options and present report to the Executive Director and/or the Board of Directors; obtain buy-in and identify path forward

PHASE 3: Roll Out and Communications (estimated October; 5 hours)

- Assist with the preparation of the communication of the new compensation plan and approved recommendations;
- Review revised performance and compensation recommendations with leadership and summarize agreement for next steps;
- ESVBA to implement changes and updates to compensation plans

OPTIONAL: Additional HR Project Services: *Additional hours needed*; Assist in the implementation of the new compensation plans, roll out, communication, documentation and training of staff as desired.

Professional Fees

I will be the primary Warren Whitney professional working on your project. Our professional fees are based on hours worked. We will focus our time and deliverables for the project such that efficiencies are met for you and the project. Our professional hourly rate is \$200 and administrative assistant rate is \$45. Out-of-pocket expenses, such as travel, mileage and market compensation surveys, are in addition to professional fees and pre-approved by you. We will communicate regularly (2x month minimum) and provide you with a status of time allocated to your project at your request. Also, you may change, alter or stop our work at any time with a phone call.

As a formality, we would like to have a signed agreement, so we may get started on the compensation project planning. In addition, we require an initial, upfront deposit of \$3,000 which will be held until the completion of this project or one year – whichever is less. The deposit may be applied to your final invoice or returned in full. We will send our invoice at the end of each month via email to *an email of your choosing*. Payment for services and expenses is due upon presentation of invoices, generally on the first of the month following the month of service. Our Terms and Conditions portion of this document is below for more information.

If there is an on-going need to provide other HR services as the organization evolves and expands, we hope you will consider the Warren Whitney team. We can utilize this agreement for multiple HR deliverables.

Thank you for the opportunity to work with you and for your consideration of our proposal. Please call (office # 804.977.6702 or mobile # 757.291.3854) if you have any follow up questions after you read through our proposal.

Sincerely,



Janet L. Duncan, MS, SHRM - SCP
Human Resources Director

I accept this proposal as well as the terms and conditions attached. Please read and initial all pages as well as sign below.

Mr. Robert Bridgham, Executive Director

Date

TERMS AND CONDITIONS

SERVICES TO BE RENDERED

Warren, Whitney, Sherwood & Company, DBA Warren Whitney, ("WW") is a Virginia corporation supplying management services to companies on an ongoing, part-time basis.

Responsibilities for this engagement are outlined in the proposal document. Specific responsibilities may evolve over the term of the contract.

ASSIGNED PERSONNEL

It is the intention of WW to maintain the professional(s) designated in the proposal. However, WW reserves the right to provide services with other mutually-agreed-upon WW staff.

RESPONSIBILITIES OF THE PARTIES

WW agrees to act in a competent and responsible manner while carrying out the responsibilities of the Position. The client agrees to provide WW with all relevant information and access to management and other company personnel and agrees to cooperate with WW in all instances with the efforts being made on its behalf.

TERM OF THE AGREEMENT

This Agreement shall remain in effect from the beginning date of the Agreement until amended or terminated by the parties to the Agreement. Either party may terminate the Agreement when written notice of termination is received by the other party.

WORK SCHEDULE AND FEES

WW's work schedule and professional fees are detailed in the proposal letter. Work schedules may be adjusted to address the needs of the client. If services of other WW professionals are requested, professional fees related to their engagement will be negotiated in advance of their involvement.

WW maintains flexible vacation, sick leave and professional development plans for its staff. The use of these plans by our staff is considered in computing our average involvement with our clients. WW will make every effort to coordinate the use of these plans with the client's needs.

Professional fees will be for all services performed by WW pursuant to this Agreement, plus expenses. Expenses include all reasonable travel and other out-of-pocket expenses as incurred in connection with this engagement and related to the performance of the responsibilities outlined. Expenses will be passed through to the client without markup.

Payment for services and expenses is due upon presentation of invoices, generally on the first of the month following the month of service. Past due invoices or any outstanding account shall accrue interest at the rate of 1.5% per month if not paid within 30 days. In the event past due accounts are referred to legal counsel for collection, the client is responsible for costs of collection and attorney's fees in the amount of 25% of the principal amount due.

INDEMNIFICATION

To the extent that WW is acting within the scope of its authority and in a competent fashion, then the client will indemnify and hold harmless WW, its owners and its employees, from and against any and all losses, claims, damages, liabilities, and expenses, including all reasonable fees of counsel, arising out of or related in any way to WW's service.

CONFIDENTIALITY ACKNOWLEDGMENT

WW acknowledges and recognizes the importance of maintaining the confidentiality of client information. Accordingly, WW will take all reasonable steps to ensure that all client information is treated in confidence and that such information is not disclosed to any person or entity outside of WW without prior consent. This prohibition shall not be construed to affect in any way WW's compliance with a validly issued subpoena or summons enforceable by order of a court of law, or WW's own internal quality control programs.

All records, including but not limited to customer, supplier and employee rosters, correspondence, planning documents, and any other documents or memoranda that make up, in whole or in part, original records, whether prepared, maintained or held by WW, shall remain the property of the client and will be returned upon request or upon termination of the Agreement. All WW workpapers necessary to document the delivery of contract management services, including but not limited to status reports, notes, memoranda, and duplicate copies of original client records, remain the property of WW.

HIRING PROFESSIONALS

The professionals we have on staff are essential to the continuation of our firm. It is not our intention that they be hired by clients they serve. We do recognize, however, that there may be an occasion where a client desires to hire a professional who has been serving the client, and the professional may desire to work for that client. To help offset the loss incurred by the firm, the client agrees to pay an amount equal to 30 percent of the total annual compensation to be paid to the professional by the client. This fee is payable on the first day of employment of the professional.

ENTIRE AGREEMENT, GOVERNING LAWS AND HEADINGS

These Terms and Conditions set forth the understanding of the parties and supersedes all previous oral or written agreements, representations or proposals, can only be modified by the express written consent of both parties, and is governed by the laws of the Commonwealth of Virginia. Any dispute arising from or relating to this Agreement shall be filed in a court of competent jurisdiction in the City of Richmond, Virginia. Headings and subheadings included in the Agreement are for convenience of reference only and are not to be used in the construction of its terms.



VATI Application

Summary:

The VATI program is a Virginia Grant to extend broadband services to unserved areas. Currently the program is funded with ~\$49M in funds for the 2022 grant of which municipal broadband can apply for up to 10% of the funding leaving ~\$4.9M available for all municipal broadband within the Commonwealth. The ESVBA believes that applying for funding for several areas on the Eastern Shore would substantially improve connectivity options on the Shore and extend the Broadband's ability to reach end-users.

The VATI funding shall not exceed 80% of the total project cost and applications are more likely to receive higher evaluation with a larger match. The grant program requires that 10% of the 20% minimum match is from the private sector but it is unclear how the breakdown is for public-public partnerships.

Both Accomack County and Northampton County are interested in officially partnering with the ESVBA in our efforts to apply for VATI grant funding.

The ESVBA would have to post its notice to VATI indicating its intention to apply for the VATI grant by 7/23 and have its application submitted by 9/14. Currently, the ESVBA would be looking to request funding for an area at the North East corner of Accomack County covering Captains Cove and areas North of the NASA Wallops Base and East of Rt-13.

Figure 1: Represents the current ESVBA coverage in NE Accomack and the heatmap of the population in the area.

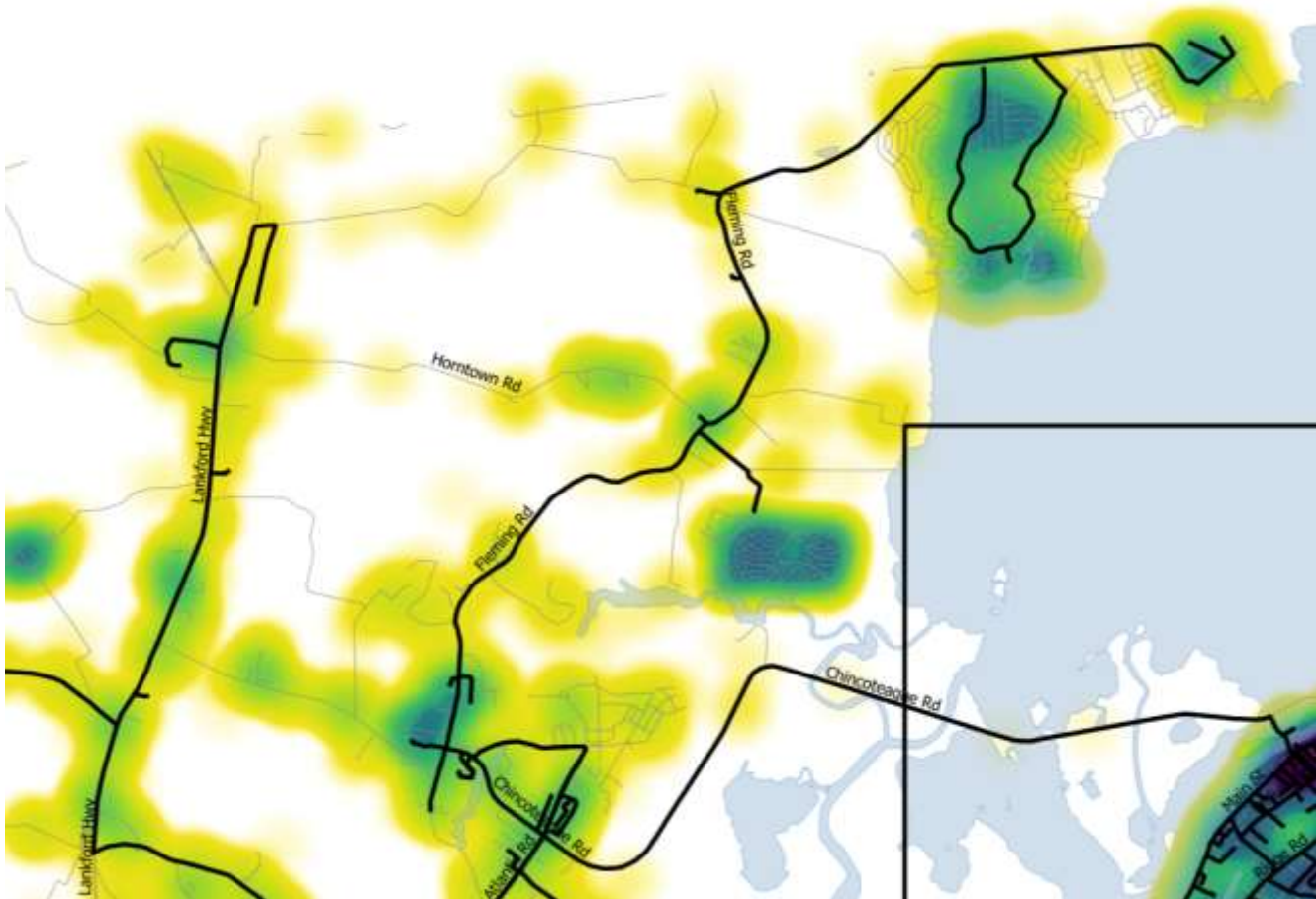


Figure 2: Represents the same area indicating the areas already considered covered by USDA grants and likely to be disputed

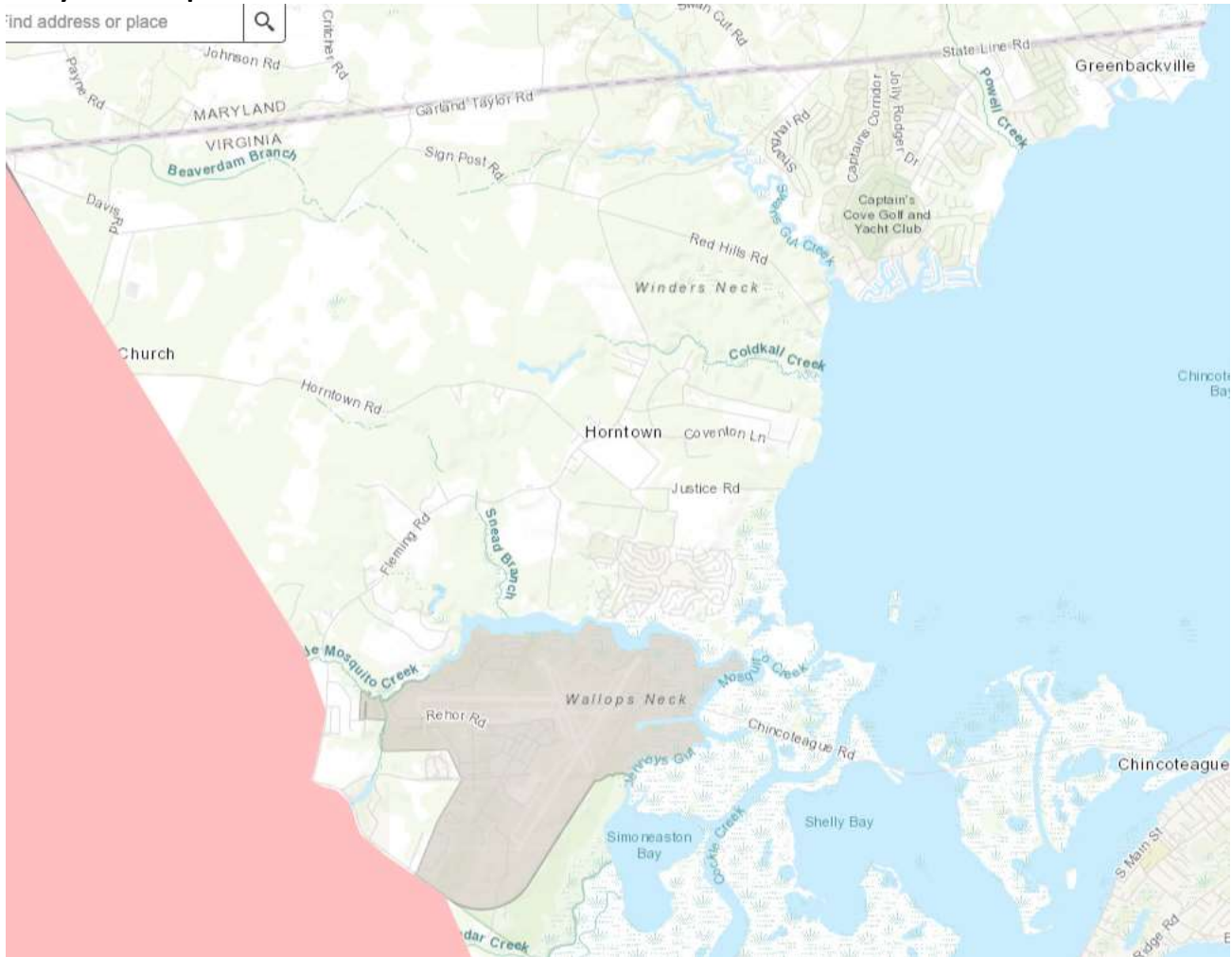


Figure 3: Represents the current ESVBA coverage in NW Northampton and the heatmap of the population in the area.

