

MINUTES

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

March 25, 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:

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

None

REVIEW OF MINUTES

Mr. Reiter moved to approve the Regular Board meeting minutes from December. Mr. Kolakowski seconded. Motion passed unopposed.

SYSTEM STATUS & BUILD REPORT

1. WiFi Hotspots- There are currently 25 hotspots in service.
2. Residential Broadband- Mr. Bridgham reported that the Authority has 1460 active residential customers. He stated that there are 55 customers in service in Harborton, 21 in Bobtown, 53 in Church Neck, 48 in Sanford, 2 on Cheapside, 4 on Cobbs Station, 82 in Accomac, 6 in Townsend, 50 in Greenbackville, 55 in Atlantic, 44 in Wattsville/Horntown, 55 in Oak Hall, 71 in Hallwood, 29 in Painter/Quinby, 42 in Eastville, 31 in

Nassawadox, 7 in Oyster, 148 in Exmore, 45 in Belle Haven, 42 in Cheriton, 28 in Wachapreague, 237 in Onancock, 180 in Cape Charles, 87 in Parksley, 5 in Nocks Landing, 29 in Saxis, and 4 on Chincoteague.

Mr. Mason asked how many of the 297 installs in the queue are underground.

Mr. Bridgham estimated about 60%.

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 10 others that are in various stages of progress.
5. 2021 CARES projects in Accomack and Northampton- Mr. Bridgham has been working with both counties and has started analyzing which routes to take. He has also started procuring materials for the projects. He explained that lease agreements have been signed for Tangier, electrical work has been done on the island, and most of the radio equipment has been received. A second link will be set up to Tangier and construction will begin mid-April.

Mr. Bridgham stated that ESVBA was approved to take part in the Emergency Broadband Benefit program.

Ms. Meil asked if the program will be advertised to the residential customers.

Mr. Bridgham explained that after some testing, it will be advertised to new and existing customers.

Mr. Bridgham also stated that lead time on fiber has jumped to about a year but ESVBA has ordered all the materials for the bond buildout. He will continue to order ahead causing the inventory asset to increase.

OLD BUSINESS

a. Continuation of discussion of remaining bond proceeds-

Mr. Bridgham announced that there should be about \$300k left after the bond buildout is completed and discussed the different options the funds could be used for.

Mr. Reiter suggested using the funds to connect more customers instead of building out.

Ms. Meil asked how much the underground equipment would cost.

Mr. Bridgham replied that the equipment needed for

underground would be about \$160k and a ¾ month lead time. Mr. Pettit asked about contractors that may already have the equipment.

Mr. Reiter voted to purchase the equipment now and budget for additional crews next fiscal year.

Mr. Mason supports purchasing the equipment in order to get installs done in a timely manner.

Mr. Pettit doesn't know if purchasing the equipment is the right answer for the current short term problem.

Mr. Kolakowski is in favor for buying the equipment and using the remainder for expansion. He asked what the time frame is on hiring and training employees.

Mr. Kolakowski is interested in finding a way to reduce the cost of high installations.

Mr. Bridgham suggests having an April meeting about bond proceeds.

Mr. Reiter motioned to schedule a Work Session on April 22, 2021 at 2pm. Mr. Mason seconded. Motion passed unopposed.

NEW BUSINESS.

- a. **Update small purchase procedure** – *Mr. Reiter motioned to adopt the Small Purchase Procedure. Mr. Kolakowski seconded. Motion passed unopposed.*
- b. **Consider cancellation, porting, and collection policy**– *Mr. Reiter motioned to adopt the policy and to incorporate the attorney's changes. Mr. Mason seconded. Motion passed unopposed.*
- c. **Consider scheduling rate hearing**-
Mr. Reiter motioned to schedule a Rate Hearing Meeting for July and advertise 100Gbs for 60 months. Mr. Kolakowski seconded. Motion passed unopposed.

TREASURER'S REPORT

None

BOARD COMMENTS

Mr. Mason asked why the take rate for the ftth areas has changed. Mr. Bridgham explained that the areas were modified to include the expanded network causing the take rate percentages to go

down.

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 3: Discussion or consideration of the acquisition of real property for a public purpose, or of the disposition of publicly held real property, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body. Paragraph 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. Reiter, seconded by Mr. Mason. 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. Reiter, seconded by Mr. Pettit that the Board had entered the closed session for that purpose as set out in Paragraph 1, 3, 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

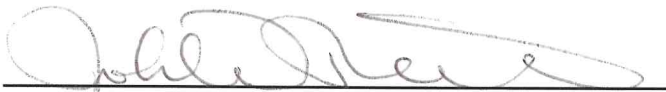
other business discussed than as advised in Paragraph 1, 5, 7, and 33. The following board members were present: Mr. Kolakowski, Mr. Mason, Mr. Reiter, Mr. Pettit, and Ms. Meil and voted affirmative.

Mr. Reiter motioned that the Executive Director be given 100% of his potential bonus for 2020. Mr. Kolakowski seconded. Motion passed unopposed.

ADJOURNMENT

The meeting was adjourned at 4:55pm.

These minutes were approved at the May 27, 2021 meeting of the Board of Directors of ESVBA.



Presiding Officer

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Leah Hoopes, Secretary