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**Northwest Communications Union District
Executive Committee Regular Meeting
January 10, 2024, at 12:30pm
Virtual Meeting**

Attendance

Mary Kay Raymond (Ops PM), Chasidy Benjamin (Admin, Clerk) Brad Lewis (Business and Finance Manager, Treasurer), Zachary Burdick (Georgia, Chair), Ken Millman (Alburgh, Member at Large), Brenda Churchill (Bakersfield, Member at Large)

Call to Order, Roll Call, Adjustments to Agenda

Chair Z. Burdick called the meeting to order at 12:30pm, a roll call was conducted, and a quorum was present to conduct business. Policies for Review was added as an agenda item, no other adjustments made.

Public Comment

Brad Frederick and an unidentified caller were present.

Brad Frederick expressed his concern that there haven't been any updates on NWFx progress. He stated that he is concerned construction has not started yet and would like more public updates and a timeline of the project available for the public to see.

Z. Burdick responded that we have selected an internet service provider to work with and assured Brad that as soon as we have more of an understanding of timelines our plan is to publish some schedules so that the public is aware of when this is taking place. Z. Burdick stated that we want to ensure that our dates are solid and attainable before we make public announcements. There is constant work taking place behind the scenes that goes toward our progress, internally with NWFx and externally with our partners. We are working diligently to get this right the first time.

Brad Frederick thanked the chair for this update and stated that it is reassuring to know that there is a plan for the project, again stating that he would like to see more public updates and that any updates are helpful.

Policies for Review

B. Lewis asked the committee if they had a chance to review the documents that were sent out. He reminded the committee that we are already operating under these policies, we just need to have them officially adopted by our Governing Board per our audit recommendations. We would like to present these policies to the full Governing Board for approval at our next meeting. B. Lewis reviewed the adjustments he made to the documents.

K. Millman suggested that the Financial Controls Memo should be corrected to take the Executive Director role out of this document as we have reorganized our staff positions. B. Lewis will make the revisions and send back out to the Executive Committee for review.

B. Churchill suggested that we may need to look at the Delegation of Authority document to make any adjustments where necessary as it mentions the Executive Director role as well.

Approval of Minutes 11/29/23, 12/06/2023 and 12/20/2023

48 *Z. Burdick motioned to approve 11/29/23, 12/06/2023 and 12/20/2023 minutes. K. Millman*
49 *seconded. Motion carried.*

50

51 **Operational Update**

52 NWFX Chair and Staff Reported:

- 53 • Z. Burdick has met with NWFX staff a couple of times this month and will have a weekly
54 meeting with staff going forward.
- 55 • B. Lewis and M.K. Raymond will attend CUD Day.
- 56 • We are beginning to work on grant proposals, Fletcher from GWI will assist with this.
- 57 • Looking at the BEAD funding process.
- 58 • We have reviewed the 2024 budget again, taking into consideration staff changes.
- 59 • Fiber relocation to Fairfax is complete. B. Lewis is working on adding the additional fiber to
60 our insurance once we have officially completed the transfer.
- 61 • We have taken steps to secure an office in Fairfield.
- 62 • NWFX staff will communicate with B. Churchill and let her know what our furniture needs
63 are for the future Fairfield office.
- 64 • B. Lewis is adapting well in his new role as Interim Business and Finance Manager.
- 65 • We have received our high-level design and are working through it and moving at a rapid
66 pace with our partners to meet our deadlines.

67

68 **Fiber Relocation**

69 M.K. Raymond stated that the fiber from Lamoille is now at our secure Fairfax location. She
70 expressed our gratitude for everyone that has assisted us with this move.

71

72 **Personnel (executive session)**

73 *Z. Burdick motioned to enter Executive Session including NWFX Staff to review further Personnel*
74 *details whereas premature general public knowledge regarding the related Personnel details would*
75 *clearly place the public body, or a person involved at a substantial disadvantage. B. Churchill*
76 *seconded. Motion carried.*

77

78 Z. Burdick reported that the group had a discussion regarding Personnel but noted that no action
79 was taken in Executive Session other than to end Executive Session.

80

81 *Z. Burdick motioned to accept changes to the Operations Project Manager salary effective January*
82 *1, 2024 and updating the Chair stipend to be monthly instead of yearly. B. Churchill seconded.*
83 *Motion carried.*

84

85 **Other Business**

86 B. Lewis stated that there is a VCUDA meeting that overlaps with our current regular Executive
87 Committee meeting, he asked the committee if we could change the time of our regular Executive
88 Committee meeting. The Executive Committee agreed to exploring a different time, and C.
89 Benjamin will send out a poll to the entire Executive Committee to ensure we chose a day and time
90 that works with the majority.

91

92 K. Millman would like to discuss communications outreach to the public at our next meeting.

93

94 B. Churchill stated that it would be helpful to have a flyer with NWFx updates for representatives to
95 report to their towns with as soon as possible. NWFx staff confirmed that they will work on this
96 next week.

97

98 **Adjourn**

99 *B. Churchill motioned to adjourn. K. Millman seconded. Motion carried.*

100

101 Meeting adjourned at 1:19pm.

102

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