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**Northwest Communications Union District
Executive Committee Special Meeting
May 18, 2022 at 6:00pm
Virtual Meeting**

Attendance

Sean Kio (ED), Brad Lewis (Treasurer), Zachary Burdick (Georgia, Chair), Elisabeth Nance (Swanton Town and Swanton Village, Clerk), Cathy Ainsworth (Fairfield, Vice Chair), Ken Millman (Alburgh)

Call to Order, Roll Call, Adjustments to Agenda

Chair Z. Burdick called the meeting to order at 6:01pm, a roll call was conducted and there were no adjustments to agenda.

Public Comment

There were no members of the public present, therefore no public comment.

Approval of Minutes 3/22/2022

Reviewed by the new Executive Committee. A couple minor grammatical errors were addressed; however, the Executive Committee decided these should be approved at the next Executive Session.

LiDAR RFQ

S. Kio stated that staff issued an RFQ for arial LiDAR. It is an arial scan that will identify our poles, only in Swanton and Enosburg electric utility areas. We have received two RFQ's back that are both quality options. One priced by pole and one priced by mile. Both indicated they could have work accomplished by mid-July. Sean and Mary Kay will go over the responses before the end of the week and get back to the Executive Committee with their recommendation. We would like to select the vendor before the next board meeting.

Board Code of Conduct

S. Kio stated that we have faced some unusual board issues throughout this past year and would like to adopt a Board Code of Conduct. Without having a Code of Conduct we were at a disadvantage because we did not have the ability to take appropriate action in these instances. NRPC is currently in the final stages of creating their own Code of Conduct, and they are happy to share with NWFX once complete. This will be very beneficial for the organization as it will assist us when issues arise.

The Executive Committee agreed that this would be valuable for us to have and will review NRPC's Code of Conduct for our own use.

Personnel (Executive Session)

Z. Burdick motioned to enter Executive Session including NWCUD Staff. K. Millman seconded. Motion carried.

No action was taken in Executive Session other than to end Executive Session.

Other Business

S. Kio announced that we are making progress and our preferred retail ISP has responded to the terms sheet and we are anticipating a master services agreement exhibit and SLAs within the week.

49 **Adjourn**

50 *K. Millman motioned to adjourn. C. Ainsworth seconded. Motion carried.*

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52 Meeting adjourned at 6:58pm.