

**Northwest Communications Union District  
Executive Committee Regular Meeting  
September 13, 2023, at 12:30pm  
Virtual Meeting**

**Attendance**

Sean Kio (ED), Chasidy Benjamin (Admin, Clerk), Mary Kay Raymond (Ops), Zach Burdick (Georgia, Chair), Cathy Ainsworth (Fairfield, Vice Chair), Ken Millman (Alburgh, Member at Large), Stu McGowan (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 12:34pm, a roll call was conducted, and a quorum was present to conduct business. There were no adjustments to the agenda.

**Public Comment**

One unidentified member of the public was present with no comment.

**Approval of Minutes 8/9/23**

*K. Millman motioned to approve 8/9/23 minutes. B. Churchill seconded. Motion carried.*

**Staff Review (executive session)**

*Z. Burdick motioned to enter Executive Session including NWFx Staff to review further Staff Review details whereas premature general public knowledge regarding the related Staff Review details would clearly place the public body, or a person involved at a substantial disadvantage. S. McGowan seconded. Motion carried.*

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

*Z. Burdick motioned to give NWFx Staff a 4% pay increase as indicated in our previously approved budget, and to be retroactive to the August 27<sup>th</sup> pay period. C. Ainsworth seconded. Motion Carried.*

**NRPC Agreement (executive session)**

*Z. Burdick motioned to enter Executive Session including NWFx Staff to review further NRPC Agreement details whereas premature general public knowledge regarding the related NRPC Agreement details would clearly place the public body, or a person involved at a substantial disadvantage. K. Millman seconded. Motion carried.*

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

**Board Event**

S. Kio stated that on September 28<sup>th</sup>, 2023, from 4pm-6pm we will be holding a board appreciation event in celebration of our milestone. The RSVP has gone out to the board and to others invited to ensure an accurate count. We will also have representatives from GWI in attendance.

**Audit Results**

48 S. Kio confirmed that the audit results went out to the Executive Committee for review. There were no  
49 financial discrepancies noted. They did recommend that we develop a process of adding a layer of  
50 approval for the Chairman for invoices that exceed a certain threshold. S. Kio stated that he and Chasidy  
51 will work together to see how other CUDs have addressed this.

52  
53 **Other Business**

54 S. Kio stated that the public announcement regarding our partnership with GWI has gone out and went  
55 well. The community letter was also sent out and board members can feel free to share this.

56  
57 Z. Burdick asked if we secured the extra fiber. S. Kio answered yes, it is ours, it is currently being stored  
58 in Newport and they have not informed us that we need to move it.

59  
60 K. Millman congratulated the group on our milestone achievement in partnering with GWI.

61  
62 **Adjourn**

63 *Z. Burdick motioned to adjourn. C. Ainsworth seconded. Motion carried.*

64  
65 Meeting adjourned at 1:13pm.