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**Northwest Communications Union District
Executive Committee Regular Meeting
December 15, 2022 at 12:30pm
Virtual Meeting**

Attendance

Sean Kio (ED), Chasidy Benjamin (Admin), Zachary Burdick (Georgia, Chair), Elisabeth Nance (Swanton Town and Swanton Village, Clerk), Ken Millman (Alburgh, Member at Large), Stu McGowan (Alburgh, Member at Large)

Call to Order, Roll Call, Adjustments to Agenda

Chair Z. Burdick called the meeting to order at 12:35pm, a roll call was conducted, and a quorum was present to conduct business. There were no adjustments to agenda.

Public Comment

No members of the public present, therefore no public comment.

Approval of Minutes 11/09/22

K. Millman motioned to approve 11/09/22 minutes. S. McGowan seconded. Motion carried.

Operational Update

S. Kio reported:

- The Request for Information (RFI) for an anchor tenant(s) on our network has closed and we have received five responses. NWFX staff will hold some introductory meetings and will need to complete NDAs with each of the entities. Staff will then narrow down to one or two Internet Service Providers (ISPs) that would be the best fit for servicing the entire network in our district. Once this decision is made, staff will bring forward their recommendation to the full board to engage negotiations. We would like to have NDAs and introductory meetings with these ISPs no later than January 6, 2023.
- We received our first fiber delivery on December 12, 2022. The 35 reels received are mostly distribution fiber, we need to get another fiber order placed since we now have our bill of materials (BOM). The RFP for this is currently being crafted to allow us to receive our quotes from vendors.
- NWFX Staff and NRTC had a network design workshop on December 12, 2022. It was a productive meeting, and NRTC is very knowledgeable. Our open access model is unusual for them, therefore we have a few more details to work out.
- NWFX has received significant invoices this month and we will need to make the request to the state for a draw down from our existing grant in order to pay these invoices.
- Sean will be doing end of year evaluations for Mary Kay and Chasidy. Upon completion these will be shared with the Executive Committee.

Stipends

S. Kio stated that NWFX has budgeted for stipends to be paid out in 2022 for board Chair and Vice Chair. He noted that staff plans to issue the allocated stipends this month.

Z. Burdick suggested paying out stipends quarterly in 2023 and providing the Executive Committee members at large with stipends as well. S. Kio stated that since the 2023 budget has already been

49 approved he would suggest putting together a proposal to bring to the full Governing Board as they
50 would have to approve any changes to the payout structure.

51

52 **Staff Compensation 2023 (action needed/executive session)**

53 *Z. Burdick motioned to enter Executive Session including NAFX Staff to discuss 2023 staff compensation*
54 *details whereas premature general public knowledge regarding the related staff compensation would*
55 *clearly place the public body, or a person involved at a substantial disadvantage. K. Millman seconded.*
56 *Motion carried.*

57

58 Z. Burdick reported that the group discussed 2023 staff compensation but noted that no action was
59 taken in Executive Session other than to end Executive Session.

60

61 *Z. Burdick motioned to put forth an 11% compensation increase to NAFX staff effective January 1, 2023.*
62 *This was budgeted to be a 15% compensation increase, leaving us with an additional 4% to consider in*
63 *2023. S. McGowan seconded. Motion carried.*

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65

66 **Other Business**

67 None.

68

69 **Adjourn**

70 *Z. Burdick motioned to adjourn. K. Millman seconded. Motion carried.*

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72 Meeting adjourned at 1:36pm.

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