

NEK Community Broadband

Executive Committee Meeting Minutes

July 3, 2020

Attendees: Evan Carlson, Kristen Fountain, Nicolas Anzalone, Noah Armstrong, Jonathan Baker, Bill Piper, Annie McLean

Evan C. (Chair) called the meeting to order at 3:04.

Agenda Review

Evan C. provided an overview of the meeting agenda. A discussion of CUD job descriptions was added to the agenda under "other business".

Last Week's Action Items

Evan C. reviewed last week's action items. There was a brief discussion about folder access issues on the Google Drive. It was decided that public folders should be labeled public for clarity. Nick A. and Annie M. will work on Drive reorganization this week.

Administrative Update

- Evan C. led a discussion on potential bylaw changes that would allow NEK Community Broadband to take over the Northern Enterprises Board. Evan C. and Kristen F. proposed that 5 seats be allotted to the CUD and 5 to organizations that hold fiber assets in the region that the CUD might lease from, e.g. Vermont Electric Co-op (VEC) owns fiber strands on the Northern Enterprises line.
- Banking update: debit cards are on the way, initial Northern Enterprises deposit of \$10,000 in the NEK Community Broadband account.
- Westmore voted to join the CUD, NEK Community Broadband is now a 30-member CUD with Wolcott and Irasburg recently joining.

Meeting Roundup

- Michael Birnbaum (Kingdom Fiber): Kingdom Fiber and Ed Vilandrie are going to RDOF with Washington Electric Co-op (WEC), Vermont Electric Co-op (VEC), and National Rural Telecommunications Cooperative (NRTC). Kingdom Fiber is not interested in taking on new large-scale projects by end of the year but Michael is open to pitches.

Finance & Tech Committee Updates

Kristen F. shared the credit card policy recommended by the Finance Committee and noted that the Committee discussed the CUD job descriptions and how the treasurer's role would fit in.

Motion to motion recommend that the Governing Board approve the credit card policy as submitted by the Finance Committee. (M: Kristen F., S: Nick A.) – motion carried 6-0.

Motion to motion to set the credit card spending limit at \$150.00. (M: Kristen F., S: Evan C.) – motion carried 6-0.

Jonathan B. noted that the Technology Committee did not meet last week due to a lack of quorum. The one-pager content is there but it needs refinement to be more consumer friendly. The next scheduled Technology Committee meeting is July 15th at 6:00 p.m. Evan C. will reach out to potential new committee members before the next Governing Board meeting.

Governing Board Agenda & Newsletter

The Committee discussed draft agenda items for the next Governing Board meeting including:

- Role call
- Consent agenda policy - VOTE
- Consent agenda - VOTE
 - Cc policy
- FYI
 - June bank statement
- Updates (from all committees) - will be provided in writing in packet
- RDOF recommendation - VOTE
- Feasibility study recommendation - VOTE
- VCUDA - VOTE
- Authorization for Executive Committee to select vendor for feasibility study - VOTE
- Funding and CRF projects H:966 with GB interactive assignment (try this out and check in on format and name section for future agendas).

Motion to motion to recommend membership in VCUDA to the Governing Board. (M: Kristen F., S: Bill P.) – motion carried 6-0.

Feasibility Study Vendor Recommendation

Evan C. provided an overview of the RFP responses received from Tilson and Magellen. Tilson has more background on our area and CUD and understands specific challenges. The con is their ability to provide an independent prospective as they are bidding in RDOF. Magellan has a lower hourly rate, is recommended by several of the CUD partners, and has done a lot of work with the State (also potentially a con). The con is their embedded relationship with the State and the fact that they are a large organization with no one

embedded here permanently and unfamiliar with the region. Bill Piper noted that the relationship with the State may not be a problem but an asset and that hiring a consultant with a good relationship and trust with DPS will ultimately be beneficial. Nick A. noted that Tilson seemed to provide more detail on how they would produce. Kristen noted the expected delay with Magellan versus Tilson as Tilson would likely be able to hit the ground running. Magellan has a relationship with the consultant that may work with Kingdom Fiber and also has two women on their project team...Tilson has none. Bill P. suggested reaching out to both parties with concerns and gauging their responses as well as asking the Governing Board to authorize the Executive Committee to make the final consultant selection due to the need to move the process forward in a timely manner.

Motion to motion to recommend that the Governing Board authorize the Executive Committee to select the vendor for the feasibility study. (M: Kristen F., S: Evan C.) – motion carried 6-0.

Projects for CUD CRF Grants

Most discussion was postponed to next week's Governing Board Meeting, However Jonathan gave a brief overview of [H:966](#) noting that the Department of Public Service (DPS) Commissioner has the final say on project funding and that NEK Community Broadband is eligible for \$100,000 for planning expenses.

Other Business

There was a brief discussion about the draft CUD job descriptions. Krieten F. noted that there was no funding available for a clerk at this time and that about \$10,000-\$12,000 for the clerk could potentially come from the CRF Grant.

There was also a brief discussion about public notice requirements. The Committee agreed not to make any changes at this time.

Adjourn

The meeting adjourned at 4:29 p.m. Next meeting is July 10, 2020.

Action Items

- Reorganize Drive folders - Nick A., Annie M.
- Reach out to potential new Technology Committee members - Evan C.
- Written updates for packets - All Committees
- Set up conversations with Tilson and Magellan to ask additional questions - Evan C.
- Feedback on CUD job descriptions - Executive Committee
- Schedule Executive Committee special meeting for early next week - Evan C.

Respectfully submitted,

Annie McLean, NEK Community Broadband Clerk