



Executive Committee Meeting Minutes (DRAFT)

Jan. 5, 2023, 4-5:30 pm (EST)

Attendees: [Evan Carlson \(Chair\)](#), [Morgan Wade \(Co-chair\)](#), [Ray Lanier](#), [Nick Anzalone](#), [Jonathan Baker](#), [Bill Piper](#)

Staff: [Nedah Warstler](#), [Christa Shute](#), [Danielle Sukkaew](#), [Erik Townsend](#), [Marc Hughes](#)

Public: [Lee Willette \(Mission Broadband\)](#), [Andrew Gaidys \(NRTC\)](#), [Tony McCleary \(NRTC\)](#)

Agenda

Roll Call, Agenda Review, and Review of Minutes

| Motioned: Morgan Seconded: Nick | For | Against | Abstain |
|--|-----|---------|---------|
| Motion: To approve the minutes from 1/5/23 | 6 | 0 | 1 |

- **Discussion Summary:**

Open Meeting Law

Discussion Summary: Act 73 allowed for remote Open Meeting Law procedures that expired on January 15, 2023. Discussion occurred about where the “in-person” location should be, and for now it will remain at DoNorth Coworking space.

Christa arrived at 4:18

Staffing/VCUDA

Discussion Summary: Lobbyist/VCUDA Update: NEK Broadband pursued lobbyists independent from VCUDA. We secured grant funding (not federal or state grant funding) and found a lobbyist, Matt Cota.

Jonathan entered at 4:20.

Danielle entered at 4:21.

VCUDA funds to pay Matt to represent all CUDs. We can reserve grant resource for another need at another time, but we will have representation.

A unified front from the CUDs is important, and having a presence in the legislature is a priority. Considerations or feedback about any of this should be directed to Jonathan or Christa who will send to VCUDA and Matt.

TASK: We (Nedah) need to update our legislators in the NEK, particularly the new ones who may not know about us at all.

TASK : Let's host a legislative meeting with our representatives.

Staffing and Capacity

Introduction of Erik Townsend and Marc Hughes as new staff.

Chief coordinator role has 2 candidates and is advertised and will see what we receive.

A CFO working group inside of VCUDA has been established with focus on both the right software program to use (QuickBooks is not appropriate for our use) and a statewide CFO job description.

We have invested in having a chart of accounts reviewed by Barre Dunn. They provided general feedback and a suggestion for a couple of accounts, but generally all looked good and in alignment with telecommunications companies and USDA.

Governing Board Agenda

Discussion: Governing Board Agenda should include:

- VCUDA update to include the lobbyist, CFO, and other items to be held in executive session.
- FCC: Provide general update to board, as well as acknowledgement, and gratitude. It's important to shine a positive light on the process, and that collective efforts were of value and necessary to demonstrate that we were doing our part.
- Staffing Updates
- Town Meeting Day
- Construction Update

Town Meeting Day

We want to gather a list through the next governing board meeting who wants to speak at their town's meeting to share town-specific progress. Will then establish a dedicated meeting for those folks who are interested to provide town-specific information, as well as a presentation of some sort as well as a One-sheet/leave behind.

During meeting, we learned that Act 73 had been reinstated, but at this time, no new decision was made, and the Coworking space remains the in-person meeting place for meetings.

Various RFPs

We received 7 RFP's for the pole survey in the Barton Electric territory. Point structure was used and Mission Broadband was the winner of the contract. In addition to long/lat locations required they will provide pole number, condition of pole, birth certificate, photographs, and basic make ready information. The contract is for \$80,275.

The decision was based on the point structure, with multiple individual reviewers providing scores. The point structure focused on lowest price; fastest timeframe; and information results from survey. We are entering into a contract in addition to our existing contract (with different scope of work). 2 individuals with more than a decade of experience.

Will need to move forward with an Underground RFP and Permitting RFP.

Evan: In the spirit of our mission, locality should be something we prioritize, but noticed that points were not assessed for locality and should be considered when possible.

Evan: Is there a process/procedure/protocol that's clear? We do have car magnets.

Nedah task: Lanyard ID's with login and phone number

Construction Update

Lee Willette (Mission Broadband) joined at 4:58.

Tony McCleary (NRTC) joined at 5pm

Andrew Giadys (NRTC) joined at 5:03

Evan: The purpose of including our partners is to continue getting operations updates from our on-the-ground players, and hopes it remains a standing item.

Task: Should be a standing item in addition to updates from WCVT. Construction update will alternate with retail updates.

| Motioned: Morgan Wade Seconded: Nick Anzalone | For | Against | Abstain |
|---|------------|----------------|----------------|
| Motion: to enter into Executive Session with staff and partners, finding that premature disclosure of strategy of the FCC Challenge details would disadvantage NEK Broadband were it to be made public at this time. | 6 | 0 | 0 |

Discussion Summary: No action was taken in Executive Session. The Committee left Executive Session at 5:42 pm.
Bill P. left at 5:31 pm.

Adjourn

| Motioned: Morgan Wade Seconded: Ray Lanier | For | Against | Abstain |
|---|------------|----------------|----------------|
| Motion: to adjourn. | 6 | 0 | 0 |

Discussion Summary:
The meeting was adjourned at 5:45 pm.

Drafted by:

Nedah Warstler, NEK Broadband, Clerk