

1 **Northwest Vermont Communications Union District**
2 **Governing Board Organizational Meeting Draft Minutes**
3 **May 11, 2021 6:00 p.m.**
4 **Zoom Virtual Meeting**
5

6 **Attendance:** S. Kio (Chair, Enosburgh Town Rep. and Enosburg Falls Village Rep.), K. Millman (Alburgh
7 Rep.), Dave Stanley (Fairfax Alt.), M.K. Raymond (Fairfax Rep.), Jake Kane (Sheldon Rep.), Brenda
8 Churchill (Bakersfield Rep.), J.R. Cox (Alburgh Village Rep.) and Emily Klofft (NRPC).
9

10 Chair S. Kio began the meeting at 6:08 p.m.
11

12 **Call to Order and Adjustments to the Agenda:**

13 A specific motion on the NRPC invoices is needed for the CUD Planning Grant.

14 Bylaws should be amended that Governing Board votes/appoints members and Chairs to
15 Subcommittees.

16 An action is needed to be taken for pend H.315 Planning Funds RFP.
17

18 *K. Millman motioned to accept changes. J. Kane seconded. Motion Carried.*
19

20 Roll call was taken.
21

22 **Election of Chair**

23 *K. Millman nominated S. Kio for Chair. M.K. Raymond seconded. Motion carried.*

24 S. Kio elected as Chair by voice vote.
25

26 **Election of Vice-Chair**

27 *S. Kio nominated M.K. Raymond as Vice-Chair. K. Millman seconded. Motion carried.*

28 M.K. Raymond elected as Chair by voice vote.
29

30 **NRPC Invoices**

31 E. Klofft reported that there are two invoices for NRPC administrative services covering two time periods
32 for \$1,792.76 and \$3,635.13. They were eligible and approved expenses as part of the CUD Planning
33 Grant however a motion is needed for the record of payment.

34 *K. Millman motioned to approve payment of both NRPC invoices for administrative services. J. Kane*
35 *seconded. Motion carried.*
36

37 S. Kio reported that the Communications Subcommittee is the only committee that has met. We will
38 wait until all have met for a subcommittee report to the Board.
39

40 **Bylaws**

41 S. Kio reported that the CUD needed to amend the bylaws for procedural appointment of subcommittee
42 members and Chairs.

43 *K. Millman motioned to amend the Bylaws to allow for appointment of Subcommittee Members and*
44 *Chairs with approval by the Governing Board. J. Kane seconded. Motion carried.*
45

46 **H.315 RFP (pending)**

1 S. Kio reported that H.315 funding for CUDs planning and operational expenses will be made available
2 soon through DPS. E. Klofft added that there are two rounds of funding proposed. The first round is for
3 costs incurred from May 1 to July 1, 2021 and the second round covers costs from July 1 to December
4 31, 2021. There is \$1.6M available for the 9 CUDs for both periods combined. If H.360 passes, then
5 another \$5M or \$6M will be added to this program. The CUD could apply for NRPC admin support, hiring
6 a Program Administrator and any other operational expenses. This funding would free up VCF
7 operational funds. VCF funds could be used as unencumbered match instead. The RFP deadline could be
8 as soon as next Monday.
9

10 *B. Churchill motioned for the Chair and NRPC to work towards submitting a proposal for funding via*
11 *H.315 Grant. M.K. Seconded. Motion carried.*
12

13 **Other Business**

14 S. Kio led a discussion about moving the meeting.
15

16 B. Churchill motioned to move the meetings to Thursday evenings. J. Kane seconded. Motion carried.
17

18 S. Kio said the new meeting day will incur following the next regular meeting on the 25th of May.
19

20 D. Stanley asked about the status of the Program Manager and working with other CUDs.

21 S. Kio replied that the CUD has applied for funding under the USDA Rural Business Development for
22 Program Manager as well as applying for H.315 funding to support the position. Other CUD RFPs for
23 consultant services is being reviewed by the Chair to understand rates and terms of services. We are not
24 there yet, but we have applied for funding.
25

26 There have been discussions previously with Lamoille CUD (Leah) regarding both an organizational
27 merger or MOU for collaborate approaches. Unfortunately, Leah has passed away and no one else has
28 filled the role since.
29

30 E. Klofft added that in regards to VCF funds and cash flow, the H.315 funding is 50% up front with 50%
31 reimbursement. Having those VCF funds is crucial for the up-front costs.
32

33 S. Kio added that trying to put a dollar sign for volunteer/executive time would be ideal for match.
34

35 **Adjourn**

36 *B. Churchill motioned to adjourn. M.K. Raymond seconded. Motion carried.*
37

38 Meeting adjourned at 6:24 p.m.