

## Chittenden County Communications Union District (CCCUD) Board Meeting

### Governing Board Meeting Minutes

Wednesday, July 26, 3:00pm

**Municipal representatives participating:** Regina Mahony, Vice Chair, representing Essex Junction, David Solomon, representing Shelburne, Hubert Norton, representing Essex Town, John Abbott, representing Jericho, Nanette Rogers, representing Westford, Brad Holden, representing Underhill, and Michael Vance, representing Williston

*Absent: Jessie Baker, representing South Burlington*

**Others present:** Ann Janda, CCRPC Senior Energy Project Manager, CCCUD Clerk, Charlie Baker, CCRPC Executive Director and CCCUD Treasurer, Angelike Contis, alternate representative for Jericho, and Mike Reed, Jeff Nevins, John Dougherty, and Lee Willette from Mission Broadband

1. **Call to order; changes to the agenda** Regina Mahony called the meeting to order at 3:03pm.

2. **Public comment period on items NOT on the agenda** | There was no public comment.

3. **Consider approving minutes from June 14, 2023**

*Mike Vance moved to approve, seconded by David Solomon. Motion passed.*

4. **Mission Broadband Overview of next steps in the RFP process**

Mission Broadband (MBI) staff (consultants to CCCUD) presented a timeline for completing the RFP process with internet service providers. They have begun mapping broadband coverage and will provide a gap analysis for all eight municipalities. The gaps in coverage will be used in the RFP. The goal is to complete this work by August 25. Then MBI will develop an RFP and distribute it to ISPs and public facing websites. The goal is to complete this work by September 22. MBI will provide a framework for choosing providers and will assist with making the choice. The goal is to complete this work by October 28. Then MBI will work with CCCUD's legal counsel to assist in contract negotiations with prospective service providers for however long that takes. Charlie Baker noted that this all sounds good, but we also need to be working on finding additional funding at the same time. Mike Vance thinks that there are ways to work with prospective ISPs to maximize BEAD funding.

5. **VCBB [Draft BEAD 5-Year Plan](#) – month long comment period**

Mike Reed of MBI, Mike Vance, and Ann Janda all felt that The Vermont Communications Union Districts Association (VCUDA) is doing a great job of submitting comments on our behalf. Ann noted that she has been attending VCUDA meetings and has flagged any comments that might disadvantage the CCCUD. Rob Vietzke of VCUDA incorporated Ann's comments and has done a great job of advocating for all CUDs on this topic. Charlie wondered if we should be addressing VCBB's draft accountability policy. Mike Vance and Ann Janda felt that this was also being covered well by VCUDA and that our membership in VCUDA was serving the CCCUD well.

6. **Clerk's Report**

Ann Janda reported that she submitted the June preconstruction grant report to the Vermont Community Broadband Board (VCBB) grant administrator. She also Filled out and sent State Fiscal Recovery Funds (SRF) quarterly report to VCBB. In addition she:

- Worked on requirements for VCBB's new grant management system
  - Completed registration for SAM.gov for federal grants
- Did a quick review of VCBB's draft updated accountability policies. There will be a VCBB Board meeting on Friday where this will be discussed.
- VCUDA Update (Attended July 11 Meeting)
  - VCUDA voted on hiring consultant for grant assistance (Ann abstained)
  - VCBB hired:
    - new Digital Equity Advisor – Britaney Watson
    - new Program Manager (can help with financing) – Steve Zubkoff
  - EC Fiber suffered damage from storm. A couple others may have some damage.
  - FEMA advisor to attend future meeting
- VCUDA Update (Attended July 25 Meeting)
  - Exec. Session to discuss financial issues such as BEAD match (25%) and Letter of Credit collateral (25% of project value)
  - VCBB is discussing LOC with VT State Treasurer and also pursuing a waiver with NTIA. VCBB is also looking into legality of using ARPA grant funds as collateral. Also in early stages of investigating a very low interest rate loan fund to CUDs.
  - PFM gave a presentation. PFM is a financial consultant on retainer with VCUDA to help CUDs with issuing bonds if needed.

#### **7. Treasurer's Report**

Charlie Baker reviewed the financial report for June. The only expenses in June were CCRPC staff time totaling 29.5 hours at a cost of \$2,763.76. The current fund balance is \$280,039.53. Charlie said that CCRPC will be charging staff time to another funding source for a while, which will allow more funds to go to other things like Mission Broadband's time.

#### **8. The meeting was adjourned at 4:35.**

Respectfully submitted, *Ann Janda, Clerk*