



Operations Committee Charter

Adopted April, 2023

A. Background:

The mission of CVFiber is to bring fast, reliable and affordable high-speed Internet to the residents, businesses, and government agencies of its twenty member communities.

To that end, CVFiber must develop plans for and construct and operate a financially viable, fiber-to-the-premises (FTTP) network infrastructure for the district which will require significant planning, numerous contracts, and four or more years to build out.

The Operations Committee provides the Operations Manager and Executive Director, Governing Board and its Executive Committee with recommendations for the operations and planning priorities, and oversight of the outside plant maintenance and build t as well as CVFiber ISP and Operator, WCVT. This will necessitate consultation and collaboration of our various contractors for make ready, licensing, rights-of-way permits, and property easements, and our various utilities- as well as a close working relationship with CVFiber's partners, regulators, and trade allies.

B. Operation and Planning Committee Responsibilities:

1. The Operations and Planning Committee will:

- a. Respond to "Operations Team" that consists of the CVFiber Operations Manager and the CVFiber Operator (Waitsfield Champlain Valley Telecom)
- b. Provide guidance to the Operations Team on related topics.
- c. Review the annually developed a rolling three-year Master Plan for Board review and adoption annually at its December monthly meeting.
 - The Master Plan should provide updated schedules for deployment and estimates of costs for continued expansion of the network.
 - The Master Plan should also include Operational Needs and Assessments.
- d. Develop with the Operations Team an Annual Strategic Activity Plan, which shall be presented to the Board no later than July 1st to facilitate preparation of the budget and Annual Reports in a timely manner. The Annual Strategic Activity Plan will include activities related to:
 - Construction and Maintenance
 - Operations
 - Partnerships

- e. In conjunction with the Annual Strategic Activity Plan, maintain a primary schedule of annual activities and responsibilities.
- f. Work with the Operations Team to develop and maintain a public dashboard showing status of all ongoing development and operational progress including construction by passings, miles completed, monthly and total subscriber data by take rate, by type of location, by Distribution Area (DA), etc.
- g. Conduct planning, operational and related studies as approved by the Board.
- h. Recommend network development priorities based on input from the Operations Team and their work with contractors to integrate these priorities into plans.
- i. Support the development and/or management of analyses, surveys, and other data related to planning, operations, contracting, and construction, as well as mapping and related support activities.
- j. Draft and recommend statements of work for development- and operations-related RFPs and employment postings.
- k. Work with staff to identify grant opportunities to underwrite services, operations, and network expansion.
- l. Work with local, state, and federal agencies and local organizations to leverage our network as a community resource and opportunity to expand utilization. These include the Vermont Community Broadband Board, Department of Public Service, Public Utilities Commission, Department of Public Safety, and Department of Health along with our member communities, social service non-profits and our local businesses.
- m. Respond to requests from Executive Director, Operations Manager, or Board. Participate with other CVFiber committees with at least one Operations and Planning Committee member on each of the other CVFiber committees.

C. Reporting

The Operations and Planning Committee shall report to the Board at least monthly, more often as circumstances dictate, or as requested by the Board.

Board-approved CVFiber representation

- a. Approval of this charter by the CVFiber Board grants the Chair of the Operations and Planning Committee the power to act with full Board authority when performing the tasks outlined within this charter, so long as any decisions made in this capacity will not impact contracted scopes of work, payment terms, or CVFiber legal obligations.

D. Mailing List: operations-planning-committee@cvfiber.net

E. Members:

Membership may include CVFiber Delegates, Alternates, and community members appointed by the Board. All members are authorized to vote, make motions, and take related actions. The public is welcome to attend Operations and Planning Committee meetings, excluding executive sessions unless approved by the committee majority present. Public entities may contribute to discussions at the discretion of the committee chair. Current members of this committee are listed at: <https://cvfiber.net/operations-planning/>

F. Operations Team: The Operations Team shall consist of the Operations Manager, the network Operator, and anyone else designated by this Committee.

Operations Manager Duties and Responsibilities

- Collaborate with operator partners for launch, maintenance, and service of the network, upgrades, and regulatory compliance
 - Support operational activities including testing, sign-ups, integration, and user experience
 - Project Oversight and collaboration with CVFiber partners during phases of installation, testing/commissioning, integration, service, maintenance, and upgrades
 - Project, operational and strategic planning fundamentals: initiating, planning, estimating, resourcing, scheduling, and budgeting.
 - Actively manage project-level activities and budgets with internal and external resources to meet deadlines within budget and within specification throughout build and operations
 - Monitor budgeting, scheduling, and scoping tasks on multiple projects
 - Support deployment activities including network design, construction, and NOC integration
 - Review system designs and implementations to ensure proper construction, and any necessary maintenance of underground and aerial fiber optics builds
 - Maintain and understand CVFiber databases and Software Applications
 - Databases: Network Design, Infrastructure Inventory; Materials; Customer; etc.
 - Software: CrowdFiber; GIS; ArcGIS Online; and ArcGIS Pro; Microsoft Office
 - Manage and negotiate work orders and change orders with contractors and partners to protect CVFiber interests
 - Maintain project documentation and filings
 - Develop and Maintain Operations Management Plan and Schedules
 - Weekly reporting on project milestones and updates
 - Ability to go into the field on an as-needed basis
 - Other duties as assigned
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