**Pagosa Springs CDC Regular Meeting**

**March 14, 2018, Pagosa Springs Chamber of Commerce**

**Board in Attendance:** Jason Cox, Sherry Waner, Neal Johnson, Jodi Scarpa, Mike Dreyspring, Don Volger

**Board Absent:** Michael Whiting, Mike Heraty, Laura Mijares

**Guests & Staff:** Mary Jo Coulehan – ED Chamber of Commerce, Jennie Green – director Pagosa Springs Area Tourism, Miriam Gillow-Wiles – ED SWCOG, David Schanzenbaker, Jerry Smith, Chris Mannara – The SUN

A quorum was established and the meeting called to order at 5:33 p.m.

**Broadband RFP conference call**

The group initiated a conference call with HR Green, consultants that had bid on the Broadband RFP. Jason gave a background on the RFP process. There was a lengthy conversation with HR Green. One of the concerns that came from the call was still the need for a point person in Pagosa. HR Green would commit to 8 hours/month of time spent in Pagosa. They also did not feel that writing grants was the best use of their talent and our funds.

Russ Elliott was also on the cal and mentioned that it will be very important to have the Southern Ute Tribe involved in this process.

Miriam Gillow-Wiles gave an update on middle mile redundancy and the USAC Rural Health Care funds that the SWCOG are going after.

 After the call Mike Dreyspring recommended that we produce a “We Do/You Do” List. Present this list to HR Green and see what fits in their purview. The board decided to table the hiring of HR Green until more discussion could be had on our priorities, best use of funds and a potential local/regional point person.

Miriam Gillow-Wiles from the SWCOG reported out on the follow topics:

* She gave a report on state and federal level bills that affect broadband.
* Funds from CAF II and HCF are being released so that P3 entities may apply for them.
* There is not much funding from DOLA.
* The SWCOG are good grant writers and can possibly assist with broadband grants that the CDC wants to apply for.

The January 2018 meeting minutes were reviewed. With no changes to the minutes, Sherry moved to accept the minutes as presented, Neal seconded. Jodi abstained as she was not in attendance. The minutes were accepted.

The financials were presented to the board. There were no questions. Neal moved to accept the financials as presented, Jodi seconded. The financials were accepted.

**Chamber Update**

* Mary Jo referred the board to her report for the months of January and February. Did work on the RFP and initial interviewing of HR Green. Filed annual report with the Secretary of State. Attended Club 20 winter policy meeting in Grand Junction and attended Telecommunications subcommittee.
* Karen Harkin with CHFA will be in town on April 3 and will be having lunch with the Housing Advisory Committee (HAC). The CDC has been invited. Please let Mary Jo know if you would like to attend.

**Old Business**

**Fiscal Agent for PAHS**

* The PAHS group have changed their name to the Pagosa Housing Partners (PHP).
* Sherry asked the group what their expectations were of the CDC in managing their 501 c3 needs. She wanted to know who will be doing the tracking for the grants, disperse the grant funds, etc. The group thought that the CDC would do that work.
* The PHP planned to do consulting work, obtain data, move housing projects forward and look for grant funding. They would mostly be an administrative group.
* It would be important for the CDC to define the Scope of Services. We would be more of an assistant and pass-through for the grant money.
* There was a discussion of a percentage to be charged to PHP for the administrative work. The CDC thought the percentage should be about 7%; SWCOG charges 10%. PHP was not aware of this high of a cost.
* Jason suggested that we move forward with a “not to exceed” amount, define the expectations and the PHP would do the grant administration. Jodi and Neal are to work on approving a scope of services with a cost structure and then send to the board.

**Data Analytics**

* Jennie Green gave a report on her research with other data gathering possibilities other than Claritas.
* She and Michael Whiting had a meeting with OEDIT. OEDIT felt that they had some information that we are looking for. We should see what they have available for low or no cost.
* We can get some data from the EDCC, but you do need to be a member to access the data. Mary Jo will look into membership costs.
* What are the questions we want to ask:
	+ What percent of sales tax is locals vs. tourists
	+ visitor base – who is making the move to Pagosa Springs
	+ Who is pre-booking during busy times?
* Jennie will be doing some more research, so the group decided to wait until she could provide more information on what kind of data could be gathered.

**Broadband RFP**

* Based on the discussion after the conference call, Mike Dreyspring moved to table the hiring of HR Green until we can better determine our needs and address the point person. Sherry seconded the motion. All agreed.

**Board Retreat**

* The CDC will hold their annual planning retreat on Thursday, April 12 from 11 a.m. to 2 p.m. at 1st Southwest Bank. Mary Jo will send out an invitation.
* The retreat will be facilitated by Yvonne Wilcox with Gainstorming.

**New Business**

**Annual Meeting**

* The annual meeting will be held on Wednesday, May 9.
* Mary Jo will check into the availability of The Springs Resort and the same forum will be had: evening meeting with a reception to follow.
* There are 3 seats coming open for the board: Jason Cox – elected position, he is termed out; Neal Johnson –elected position; Mike Dreyspring – appointed position, he filled Jimmy Munozcano’s spot.
* There was a discussion if Jason could fill another term. The by-laws could be revised for no term limits or since he did not come onto the board until after his term started, he may be able to stay on. Mary Jo and the board will research and discuss at the work session.
* The chamber will get announcements together, put an ad in the paper, send out invitations and take care of the logistics for the meeting.
* Mary Jo noted that the group needs to have some election guidelines. This is also something that may need to be added to the By-laws. Anyone interested in running for the board does need to be a board member. She will put something in the paper.

**Budget for Broadband Funding**

* Miriam spoke about a person they are hiring to assist with middle mile work the COG Is doing. She will look into how we might be able to get matching funds to increase the value of our $100K. Can the CDC hire Nate part time and could he possibly be our point person. He has done a great job in the Northwest region and HR Green believes he has done very good work.
* If we are to look at infrastructure, could someone like Echo IT purchase conduit in bulk at a lower cost, they get access and they also get a tax break.
* Miriam also mentioned that they town and county should look at an ordinance of when there is development, we get a map of what infrastructure is in the right of way.

**Special Projects Working Group Funding**

The “Super Group” still has not set any criteria for apply for funds. So even if we were to hire a coordinator, we do not have access to the funds yet. Don suggested that we set up some parameters and present to the Super Group. Mary Jo and Sherry to work on criteria.

Mary Jo noted that she is working on 2 initiatives for OEDIT’s Blueprint 2.0 grant assistance program. One grant does come with money and it is a Public/private partnership. This would be for the Certified SBDC Community grant. She would also like to apply for an assistance grant for the Creativity Lab of Colorado. The community would take 3-4 initiatives, prioritize them and create steps on how to move these projects forward more effectively. The CDC was good with Mary Jo moving forward, but she would like to speak with the Town and County.

With no further business, the meeting was adjourned at 8:21 p.m.