**Pagosa Springs CDC**

**August 14, 2019 Meeting Minutes**

**In Attendance:** Matt DeGuise, Jodi Scarpa, Jim Garrett, Justin Ramsey, Neal Johnson, Ron Maes (by phone)

**Absent:** Chris Smith

**Guests:** Randi Pierce – Pagosa SUN, Eric Hittle, Jason Cox - BSM, Heather Otter – Region 9, Miriam Gillow-Wiles – SWCCOG, Mary Jo Coulehan – administration

A quorum was determined and the meeting called to order at 5:45 p.m. by president Jodi Scarpa

*Neal moved to approve the consent agenda, Matt seconded. The consent agenda was approved unanimously.*

There has been interest from a CDC member, Justin Ramsey of PAWSD in being appointed to the CDC board of directors. There are 2 vacant appointed board positions available. Jim moved to appoint Justin Ramsey to fill one of the appointed seats, Matt seconded. The motion was approved unanimously. Welcome Justin to the board. Mary Jo will get with Justin and provide him with a CDC board book.

Heather Otter gave the Region 9 report:

* Region 9 will be hosting the Durango Business After Hours at their new offices in Durango. All are welcome.
* There is a new loan client, PS Chocolates in the River Center. She will be taking over the space next to her existing shop and creating a wine/chocolate tasting room.
* Mary Jo reminded Heather to include the CDC in any microloan opportunities that Region 9 might come across. We have about $11,000 to lend.
* Heather spoke about the Census 2020.
  + It will officially start April 1, 2020. There is currently a lot of outreach and information available. There will be a kick-off meeting in September and looking for Complete Count committee heads in each community.
  + The SWCCOG is applying for a grant to help with training and community assistance such a printing, training, marketing, etc. If they receive the grant, please let her know if you will need funding.
  + Since Pagosa has so many 2nd home owners, the question was asked about where to file. The rule is if you live ½ year and 1 day – that is where you are to fill out your census report.
  + The push is to report online, or by phone. You will be invited to respond in March.
  + The questionnaire takes about 15 minutes, citizenship is not a question on the ballot, and the drop dead date to respond is July 24.
* Heather updated everyone on the OZ process. Congratulations to Pagosa on their community prospectus.
* There is no update on the private business community looking for an executive director. There is a job description but Region 9 does not know how they will be advertising for the position. Waiting to hear more from the group.

**Broadband:** Jason and Eric gave the following Broadband update:

* Jodi noted that the BSM contract is signed.
* Echo IT will be performing the technical aspect of the contract and Jason project coordination, communication and community engagement.
* The DORA grant has been submitted. Visionary will bear 17.5% of the investment as will the Town and County. There was an intense address verification process, but the ISP provider and Echo IT feel that we have done a complete job.
* The SCAN fiber contract was stalled, but there is progress. We feel we can move forward with the local ZITO contact. The ISP requesting the dark fiber is requesting lease rates. Miriam explained the lease rates and the 75/25 split. The lease rate is $110 per strand per mile at mile increments. No matter who funded the different sections of SCAN fiber, the SWCCOG will handle the leases. We still need the points of origin, terms and strands in use.
* Jason indicated that since the SWCCOG now has a signed a contract, Archuleta County will send a press release that fiber is open for lease.
* Jason is setting up a website, [www.archuletacountybroadand.com](http://www.archuletacountybroadand.com).
* We are working on the Carrier Neutral Location (CNL) with the health service district. Security and HIPPA laws are right now the major concern with the location of the room. The location and joint agreements should be up and running by 2020.
* Miriam reported that the COG is working on perfecting easements. It will remove the requirement for easements if new fiber is laid. It doesn’t have to go property by property, it applies to the lines run by the electric co-op. The Attorney General’s office is working on a template. The SWCCOG is also working on a grant to support LPEA on how to engineer “equipment” at the locations.
* Outside of the DORA grant, we will be working on the Aspen Springs monopole project. It will be a 50/50 split with Visionary, the work should be finished by November 2019 and the project estimated at about $20,000.

**Hospitality**

* Discussion about the upcoming Friends Breakfast. Jodi requested that the breakfast originally scheduled in September be moved to October. Instead of the breakfast on Sept. 4, there will be a subcommittee meeting. Mary Jo will send out a calendar invitation with the meeting to be held at the Chamber conference room or by phone.

**Administration**

* Mary Jo directed the board to her report which was included in their board packets.
* We have sent the OZ draft prospectus to the graphic designer. Hoping to have a draft next week. Still need to include James Dickhoff’s maps and will then list on state and Region 9 websites.
* Mary Jo will be drafting a letter to the Town and County asking for the remaining broadband funds for 2019. The town has subtracted some money for SCAN legal fees and back pole rental. Mary Jo will determine the exact amount from the town. *Neal moved to approve sending the letter, Matt seconded. Motion approved unanimously.* Mary Jo will send the letter to the Town and County.
* Mary Jo noted that the County mentioned that they are already working on 2020 budgets. It would behoove the CDC to put a letter of request in now for 2020 funds so that they can put in a placeholder. Mary Jo referred the board to the letter in their packets. However, we will need to work on the budget before we finalize the letter. The recommendation was to have a budget meeting Monday, August 19 at 11:30 a.m. Jim moved to meet at that time, Neal seconded. Mary Jo will send out a calendar invitation to the board.

**Data Analytics:** Chris was not at the meeting, so data analytics is deferred to the next meeting.

There was a discussion of moving the September meeting. However, dates did not work out for everyone. The September meeting will be held on September 11 at 5:30 at the Chamber conference room as usual.

Jim moved to adjourn the meeting, Jodi seconded. The August meeting was adjourned at 7:38 p.m.