



Southern Colorado Economic Development District
121 West City Center Drive, Suite 200, Room 200B
Pueblo CO 81003 • (719) 545-8680

DRAFT Minutes, Sept 2020/3rd quarter board meeting

Call to order – 10:01 am Sept 30, 2020; Zoom meeting

Attending, from SCEDD Board: Marisa Stoller, Kevin Keilbach, Caroline Trani, Rusty Granzella, Blaine Arbuthnot, Tom Grasmick, Kim MacDonnell, Pryor Wendell, Danelle Berg, Charles Bogle, Sammie George, Dan Centa arrived late.

Attending, SCEDD Staff: Eric Gubelman, Shauna Boyd, Miriam Neff, Michael Yerman, Brent Frazee, Bob Kennemer

Introductions From New Staff Members:

Shauna Boyd, bookkeeper; Miriam Neff, office manager; Michael Yerman, disaster recovery planner; Brent Frazee, disaster recovery planner; Bob Kennemer, disaster recovery planner

Minutes of the June 10, 202 Board of Directors Meeting

Jane Frasier, motion to approve June Minutes; Tom Grasmick, second; all approved.

Financial Reports (Boyd)

Brief on current financials; report on overlapping planning grants in 2020, impact of CARES grant on bookkeeping and financial procedures, changes in procedures with hiring of office manager, implementing board resolution from May.

Danelle Berg, motion to approve financial reports; Wendell Pryor, second; all approve

Implementation of CARES grant (Work plan and budget) (Gubelman)

Brief on revised CARES grant work plan and budget. ED discussed how the plan and budget have changed since application was submitted.

No Action Required.

Caroline Trani brought to the board's attention the Corporate Resolution on Bank Accounts that was put forward during the June Board Meeting. Trani voiced concern that the Resolution, as documented in the June Minutes, did not accurately reflect her notes, or the Board's discussion, at the time.

The Resolution must be amended to reflect that Caroline Trani is no longer a signatory on accounts or checks. Approved signatories are Dan Centa, Terry Hart, and Kevin Keilbach.



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Gubelman and Trani will coordinate to rewrite the Resolution to reflect these changes. A copy of the revised resolution is attached and incorporated into these Minutes.

Pryor, motion to accept amended Minutes; Keilbach, second

Further discussion, Rusty Gonzalla noted lack of access as board treasurer. Corporate Resolution should be amended to give him online access to accounts.

All approve

Comprehensive Economic Development Strategy outline and timeline (Yerman)

Brief on the memo on process for the CEDS, including an infographic. Also, discussion of the draft Economic Strategy Survey. Staff requested board feedback on the process and survey.

No Action Required

Website Vendor Selection (Gubelman)

Per EDA procurement guidelines, we sought three quotes for professional services. Golden Shovel did not submit a formal proposal but quoted \$25,000 for a custom website. Pueblo Web Design (Pueblo and Westcliffe) and VistaWorks (Buena Vista) submitted proposals, included in board packet.

Board came to consensus that decision should fall to staff.

Custer County Broadband Update (Bogle)

Charles Bogle updated the board on progress of efforts to complete their county's broadband project. Written summary included in board packet.

No Action Required.

Co-Working Space and Service Agreement with PCC (Gubelman)

The addition of an Office Manager during COVID restrictions places two employees within a single office. We have negotiated an arrangement with PCC to use co-shared space in the front of the office complex. Because of vacancies, we have, with PCC's acquiescence, commandeered a second office at the co-share price until, and if, the other space is rented.

Pryor, motion to approve; Grasmick and Blaine Arbuthnot, seconds; all approve

USDA Loan Updates (Gubelman)



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Updates on the status of PM and Sons (Eads), and Schwartz Marketing (Lamar) loans. SCEDD is working with GN Bank to find a buyer for the PM and Sons building. Schwartz Marketing has increased size of monthly payment to partially catch up.

No Action Required.

El Pomar Grant Implementation (Gubelman)

Brief on proposed scope of work for expending the money SCEDD received in 2019 from the El Pomar Foundation. The grant was awarded to expand grant-writing capacity in the region through the production of a mix of online and on-site training. This grant played to the previous ED's skill set as a grant writer. Gubelman proposed that SCEDD hire Shelley Dunham as a contractor to provide training as described and that we train the entire SCEDD staff as the first pupils to increase our grant-writing capacity as an organization. Total project cost is \$10,000; SCEDD will retain \$1,000 as a margin for our mission. Dunham will deliver three separate training sessions via Zoom to train SCEDD staff and stakeholders in grant writing. Marisa Stoller suggested recording sessions and making them available on website.

Berg, motion to approve scope of work and hiring of Shelley Dunham; Pryor, second; all approve.

Energize Colorado and Possible PPP Loans (Gubelman)

ED applied for grant of \$9,042.19 from Energize Colorado for lost revenue and COVID-related expenses (see attachments in board packet).

Berg, motion to approve applications in process; Pryor, second; all approve

Grant Opportunities and Projects (Gubelman)

Gubelman directed the board to the relevant pages in their packet; said the Kiowa Lake project is a sample of the type of requests SCEDD gets. Observed there is much pent-up demand for identifying resources counties/agencies could use, as well as assistance accessing those resources.

No Action Required.

Executive Director's Report (Gubelman)

The board was initially informed that Mark Madic (SCIL) was expected to join the call for this report but since time was running short, he did not join this meeting.

ED report is in the board packet.

The central point of the report is to alert the board that ??? funding will expire and that SCEDD needs to (1) find sustainable sources of revenue and (2) move to become an organization that

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implements as well as plans. That will give the organization capacity to contribute to its mission of making southern Colorado prosper.

Motion to Adjourn, Danelle Berg; second Wendell Pryor; all approve 12:11pm

Respectfully submitted,

Miriam Neff

Office Manager



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