



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

**DRAFT Minutes, 2<sup>nd</sup> Quarter SCEDD Board of Directors Meeting**

**Call to order (Chair Hart)** – 9:31 July 7, 2021

**Attending, SCEDD Board:** Diana Armstrong, Marla Akridge, Debbie Bell, Caroline Trani, Jane Fraser, Marisa Stoller, Ron Cook, Kim MacDonnell, Tom Grasmick, Terry Hart, Mary Jo Tesitor, Rusty Granzella, Donald Oswald, Danelle Berg, Mike Lening

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

**Proxy Statements:** No absent board members returned proxies for this meeting

Due to time constraints agenda items 6 (Housing) and 7 (CEDS update) were moved ahead of Minutes and Financial Reports

**Housing: (1) Southeastern Plains Workforce Housing Project, and (2) Housing Consulting (Yerman)**

*Workforce housing*--Attached please find the following documents: (1) PowerPoint Presentation describing the project, which is a collaboration with SECED, six counties, and up to eight municipalities (2) Agreement between SCEDD and Prior & Associates to conduct an Affordable Ownership Needs Assessment (this is paid for by our CARES grant and SECED, and (3) Memorandum of Understanding prepared by SCEDD to govern relationship between SECED and participants. This Memorandum will be presented to taxing bodies in next few weeks.

*Housing Consulting*—As part of our efforts to be both relevant and sustainable, Michael has been working to develop a housing consultancy, using his experience and background. We are working on a DRAFT agreement between the City of Trinidad and SCEDD. We are in conversation with other communities in the region to provide similar services.

Michael discussed the project and Eric addressed the financial implications for SCEDD and the role of Workforce Housing Development and Housing Consulting in the viability of SCEDD as an organization.

Action Taken: Motion to ratify the actions of staff in connection with these projects and to proceed.

Danelle Berg, motion to ratify actions of staff; Ron Cook, second; all approve



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### **CEDS update (Yerman)**

Please review Michael's report in the board packet.

Action Taken: Motion to set two special meetings to review final draft of CED and to approve final draft of CEDS following mandatory 30-day public commenting period.

Jane Fraser, motion to set special meetings; Marissa Stoller, second; all approve

Meeting dates: Wednesday August 18 at 10 am via Zoom

Wednesday September 22 at 10 am via Zoom

### **Minutes from March 10, 2021, Board of Directors Meeting (Hart)**

Danelle Berg, motion to approve March 10 Minutes; Rusty Granzella second; all approve.

### **Financial Reports (Fraser)**

Presented by Jane Fraser, board Treasurer

Kim MacDonnell, motion to approve financial reports; Rusty Granzella, second; all approve

### **Engagement of auditor for 2020 (Gubelman)**

Action Taken: motion to engage MGPM for the 2020 audit on terms attached in board packet and directing staff to prepare an RFP to screen auditors for 2021

Jane Fraser, motion to engage MGPM; Ron Cook, second; all approve

### **Access to Capital consulting study (Gubelman)**

A memorandum from CDFA proposing a feasibility study is attached. We have investigated three likely funding sources to pay for the study and are confident we can get 100 percent of the cost covered. Those sources include requests to OEDIT (\$20,000), CHAFA (\$30,000), and EDA (\$30,000). Depending upon whether EDA is involved will affect the timeline and procurement policies. EDA will take a bit longer and will require an RFQ to select consulting firm.

Action Taken: Motion to direct staff to secure funding for an Access to Capital study and staff authorized to proceed and select a vendor in compliance with grantor procurement policies

Danelle Berg, motion to direct staff; Marisa Stoller, second; all approve



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### **Broadband: (1) Coordinator project and (2) Grants in process (Gubelman)**

*Coordinator Project*--A one-page project summary is attached. As part of our effort to be relevant and sustainable, SCEDD staff has staked out a role for SCEDD to lead, assist, and coordinate the deployment of broadband. It is a big lift and involves getting support from 14 governmental units and multiple funders. If successful we would have (1) three years of funding for 2.3 FTE devoted to broadband, (2) an action-oriented broadband implementation plan, (3) three years of support for a dedicated grant writer to assist the region, (4) Approximately \$800k in a pool of money to provide preliminary engineering studies, match to state grants, some federal match dollars, (5) the ability to return to taxing bodies for additional support once implementation plan is complete

*Grants in process*—In advance of resolution of broadband coordinator initiative, SCEDD has become the go to place to discuss broadband. Eric will brief you on three examples: (1) Water project from Pueblo to Lamar, (2) NTIA grant, and (3) pending CSU grant with EDA. We are also facing two large broadband opportunities that will be in our lap before the coordinator position is fully operational.

We are meeting individually meeting with the counties to formally ask for 1.5 percent of their ARPA allocation and to not spend 10 percent of their allocation until we have a broadband implementation plan compete. Similar discussions are underway with the Pueblo Mayor and staff for a 1 percent ask there. This process will take at least through August and probably September.

This is a complicated process that involves 39 county commissioners, multiple ISPs, DOLA, Colorado Broadband Office, the philanthropic community, and multiple federal agencies. Aside from the sheer number of groups involved, there are questions about autonomy (broadband czar or broadband coordinator?), regionalism vs. localism, fairness, technical issues, timing, and philosophical approaches.

The best time to have tackled this was five years; the second-best time is now.

Action Taken: Motion to support SCEDD's broadband coordinator project and authorize staff to proceed on assisting in grant assistance and administration

Mary Jo Tesitor, motion to support SCEDD's broadband projects; Kim MacDonnell, second, all approve.

### **Grants, Planning, and Engineering (Gubelman)**

The CEDS process is generating five years' worth of work in projects, programs, and policies in the SCEDD region. If SCEDD is going to make a meaningful contribution to helping not just plan the work, but work the plan, we are going to need to beef up our capacity to assist. You are seeing this in Michael who is helping in both housing and planning. You will see it if broadband coordinator office is created, as the number two person there will have grant responsibilities, primarily in broadband, but perhaps elsewhere. The broadband funding package should have sufficient funds to support a grant



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writer for two to three years. As Michael's workload outgrows his capacity, we will likely be looking for a junior level planner. In addition, we are having discussions with an engineering group to form an informal alliance to work with SCEDD on planning projects, so that we will be able to offer a one-stop shop for CEDS and municipal projects. This capacity will be vital for our more rural areas. In larger counties, we may have some specialized expertise that will be called upon (example: Housing consulting or workforce housing in Pueblo).

Action Taken: Motion that the board supports staff efforts to build capacity of the organization to assist stakeholders with grant, planning, and engineering services

Marisa Stoller, motion to support staff in capacity building; Rusty Granzella, second; all approve.

**SBA Community Navigator Pilot Program (Gubelman)**

The City of Pueblo intends to apply for a two-year \$1 million grant from the SBA, the Community Navigator Pilot Program. <https://www.sba.gov/partners/counselors/community-navigator-pilot-program>

The city has asked for SCEDD to serve as the “hub” of the program, which is intended “to provide high quality support and assistance with pandemic relief and recovery services to small businesses and entrepreneurs.” We would help plan the program and work with at least five “spokes” to provide these services. Working with the city would have the following beneficial effects: (1) SCEDD’s involvement would likely mean the resources being provided would be available to the broader SCEDD region rather than just the county; (2) SCEDD have an opportunity to work in collaboration with the city, which has traditionally not been a SCEDD stakeholder; and (3) Between providing services and serving as lead for the program, SCEDD would have available between \$300k and \$750k in additional resources for two years.

Action Taken: Motion to authorize staff to work with City of Pueblo on this grant and to serve as a hub it is received from the SBA.

Rusty Granzella, motion to authorize staff; Jane Fraser, second; all approve

**Social Media Report and Discussion of September 4 meeting (Neff)**

Attached social media report

Miriam proposed creating a Pueblo-based event for the next regular meeting in September as a get-together for an in-person meeting

Board suggested a poll for best dates and to consider making one of the special meetings created regarding the CEDS document the in person meeting and event.



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No Action Required

**Executive Session**

Board appointed Secretary Rusty Granzella to take notes during executive session

Chair requests that the board meet in Executive Session to discuss an evaluation and compensation for the Executive Director, who had one-year anniversary with SCEDD on May 20.

Marissa Stoller, motion to go to executive session; Ron Cook, second; all approve

Executive Session began at 11:26 am

**Return to regular session for compensation action (Hart)**

Board returned to regular session at 12:15 pm

In executive session, the board discussed the Executive Director's performance for the past year. They had generally positive comments about the E.D.'s performance this year. An ad hoc committee consisting of Terry Hart, Jane Fraser, and Donald Oswald was formed to review revenue projections. The committee intends to consider revenue and market factors in determining the E. D.'s compensation, which will be retroactive to anniversary date.

Ron Cook, motion to adjourn; Danelle Berg, second; all approve July 7, 12:26 pm

Respectfully submitted,

Miriam Neff

Office Manager



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