



Region 10 Executive Committee Meeting Minutes
January 26, 2023
In Person at Region 10 office with a Zoom Video Conference

1. CALL TO ORDER and INTRODUCTIONS–Meeting was called to order at 12:03 pm.

- a. **Staff:** Michelle Haynes (R10 Director), Trish Thibodo (Community Development), Eva Veitch (Community Living Services), Corey Bryndal (Broadband Project Director), Courtney Rodwell (Program & Office Assistant)
- b. **Board Members:** Kris Holstrom (San Miguel County, Board Chair), Dave Roberts (Town of Lake City), Carlos Velado (Town Manager, Town of Mt Crested Butte), Roger Rash (Montrose County), Elyse Ackerman-Casselberry (City of Delta), Greg Hart, Jon Waschbusch (Montrose County), Michael Bacani (Town of Mt Crested Butte), Dana Hlavac (DOLA), Linda Riba (Montrose County), Vince Rogalski (GVTPR), Joanne Rogalski, Jim Gelwicks (City of Gunnison), Dave Frank (City of Montrose), John Clark (Town of Ridgway)

2. APPROVAL OF AGENDA

Motion to approve agenda: M/S Dave Frank/Jim Gelwicks: as accepted. None opposed.

3. APPROVAL OF MINUTES for December 8, 2022, Board Meeting

Motion to approve: M/S: Jim Gelwicks/Roger Rash as accepted with addition. None opposed.

4. Business Items:

- a. Discussion of Board Survey: Included today was a draft of a Board Survey that we would like to put out to all board members to learn how our members value the services provided to the communities by the organization.
 - i. Each regional organization tends to provide different types of services. It was mentioned in discussion that we make sure that in the instructions if a member is unaware that we provide the services being asked about that they let us know they were unaware of that service so that we can follow up as needed.
 - ii. Another request for input is if we should make a clear distinction between the Executive Committee Meetings and the Full Board Meetings, would love some feedback on that. Should we look at a timeframe of about 1.5hrs for the Executive Committee Meetings and for the Quarterly Full Board Meetings a 3hr meeting, with more updates and presentations at the full board meetings.
- b. **Action Item:** Check Signing Policy Update Discussion
 - i. As programs continue to be added, we are writing many checks, about 100-150 checks per month (partially due to the RSVP program's success). Jon Waschbusch (Treasurer) and Michelle have been discussing the current process for signing checks and the required 2 signatures for all checks. Discussion regarding if there is a better way to approach this.
 - 1. Do we set an amount for checks that need 2 signatures, is it two signatures but they are both on staff. Do we need the control that a board member is signing all checks? Is there some efficiency to be gained? Jon is comfortable with not having 2 signatures on every check with smaller amounts.
 - ii. for each check. We are at about a \$5 million dollar organization, and we do have utility checks in the thousands, and the ACH batch is often \$10,000.
 - iii. Question regarding feedback from the auditors about what they think about it? The auditors are typically checking that you are following your policy and so that is why we are considering a financial policy change. Another question regarding the review process; we can produce batch reports for review, but have not utilized as the checks are currently reviewed while being signed by the treasurer.
 - iv. Jim: what is the average Business Loan? \$38,000 and so we should set the amount needed for two check signatures to about \$15,000-\$20,000. Below that the Treasurer is responsible for looking at a register of what went out. Jon & Michelle talked about setting the amount to \$5,000-\$10,000. Reviewing register but only signing anything about \$5000

Motion to approve change in check signing policy such that two signatures are required on checks \$5000 and above.:

M/S: Jim Gelwicks/Dave Frank as accepted with addition. None opposed.

c. Action Item: Loan Charge Off Policy Update Discussion

- i. We had a loan go past due 120 days which happened in December between board meetings and the SBA contacted us about why we had not yet charged off the amount as the policy with the SBA states. And so

we are proposing that because the Region 10 Loan Director can approve loans of up to \$50,000, that the Region 10 Loan Director can also charge off a Loan amount of up to \$50,000.

Motion to approve a policy change that the Loan Fund Director can charge off loans up to \$50,000.: M/S: Dave Frank/Jim Gelwicks as accepted with addition. None opposed.

5. **Reports:**

a. **Executive Director/Financial Report** – Presented by Michelle Haynes

- i. Financials for November are in the packet, we are currently processing December's that have our quarterly grant reporting.
- ii. We are in construction in two buildings and are also working on purchasing new broadband assets, requiring careful cash flow management.
- iii. We are waiting for our Audit results and that will be presented at the next meeting in February.
- iv. We have construction going on in two places. Olathe should be finished late February or Early March, Grand Opening on April 27th from 2-4pm. The USDA state representative will be joining us there and we will be inviting the whole board.
- v. We began construction on the Montrose Building and the contract is just under \$658,000.
- vi. Infrastructure Project Navigator, we have gotten some responses to the ad. Considering utilizing contracted positions and Trish to manage the project.

b. **Small Business Resource Center** –Nancy Murphy

- i. The Town of Telluride CAASE Grant has awarded us \$4000 + for a grant.
- ii. In Olathe, we have extended an offer to Michelle Meyers for support as the Program Coordinator.
- iii. Programing for the April 28-29th we will be having Demystifying Entrepreneurship program begin. It is the first of 5 events for that course.
- iv. Food Venture Boot Camp that will happen in late spring, catering, value added and food trucks. We are coordinating with 3 other SBDCs to bring that program to fruition.
- v. Olathe Center Name – Business Cultivator, the goal is to cultivate businesses from start through their growth.

c. **Business Loan Fund** – Dan Scinto

- i. Charge off bad debt, with the approval of the above policy earlier in the meeting Dan will charge this debt off under the new guideline.
- ii. There has been an increase in Loan Activity as far as inquiries go now that we are out of the holidays.
- iii. Funding mechanisms with the CDBG we anticipate that decision on that.
- iv. We have funded all \$400,000 for start-up loan funding and we are requesting more funding from them for areas in distress.
- v. We are servicing loans at the \$4.4 million mark.
- vi. Fiscal year, loans funded \$991,400 and that has typically been the average for a full year of funding.

d. **Community Development** – Trish Thibodo

- i. Brownfields Trainings upcoming, the last Friday in February we are doing an in-person training. We are hoping communities bring people to understand Brownfields and how they can be used as an economic development tool. When you come, we hope that communities have identified sites. There is a Brownfields webinar tomorrow, January 27th. We have been partnering with the Colorado Brownfields Partnership for these trainings.
- ii. **Action Item:** Enterprise Zone Contribution Project for the purchase of a new building for the Ridgway Chautauqua Society & Weehawkan Arts who have partnered together for a community arts facility.

Motion to approve Ridgway Chautauqua Society/Weehawkan arts Capital Campaign for Community Facility : M/S: Dave Frank/Jim Gelwicks as accepted. None opposed.

e. **Community Living Services** – Michelle for Eva Veitch

- i. Released the RFP for 23/24 funding and that closes on the 20th of February.
- ii. We have really started a reach out with the Spanish speaking community and are partnering with MADA
- iii. New RSVP community coordinator in Gunnison, Scott Lefevre.
- iv. Montrose County did approve the supportive housing that we are working with CASA on. It will now go for approval/support from the City of Montrose.

- f. **Broadband – Corey Bryndal**
 - i. We have a Broadband Workshop in Crested Butte, this weekend. Reception at 5 on Sunday, and then a full schedule of attendees on Monday. Broadband and Mobile services will be discussed and presented on.
 - ii. We are working to do an IRU with Tri-State for extension to Durango and Cortez
 - iii. Visionary Communications in Lake City and the CNL there is ready for set-up and we are ordering networking equipment. Fiber build will begin in the Spring
 - iv. Telluride, received equipment for the fiber line between Nucla and Telluride and we are working on getting a contractor for installation.
 - v. \$161 million in BB funding that will become available at the end of the quarter through the CBO and we are working with 4 ISPs to develop projects for grant applications that would provide internet to 4,000 underserved homes.
 - vi. Applied for Just Transitions funding for additional capacity (staffing) support.
 - vii. Working on the expansion project to get fiber to Denver and we are working on the I-70 access.

- g. **Gunnison Valley Transportation Region Committee – Vince Rogalski**
 - i. The report is short because we had no STAC meeting in January and the commission meeting was short.
 - ii. The grant funding is listed in the report and contact info for them.
 - iii. Little Blue Canyon is going well, they are supposed to be finished July 14th (in contract) but it looks like they will need an extension. It is open right now and they do not yet have a date for when it will re-open.
 - iv. Bustang Outrider, the reason that has been delayed is because of the Canyon and they will get that route up and running between Montrose & Gunnison
 - v. TAP grant has been approved for release and they are working on what committee will decide which grant applications will get approved. The discussion is that someone from the TPR should be on the committee and Vince will be on the committee representing Regions 3 & 5. You need to do a pre-application with the engineer from their region. They will go over it to ensure that you are not missing anything for the grant application to help that it is prepared properly. Project does not have to be in the 10-year plan for approval through TAP, but that will help the scoring. TAP grant is a 3-year program, so you must apply now for a project that goes forward in '23, '24, or '25.
 - vi. STAC will develop a work plan available each month so we can see what is being worked on and provide recommendations to the Transportation Commission.
 - vii. 2 people with CDOT are retiring or moving on, Rebecca White and Steve Harelson (chief engineer), and locally, Ralene is retiring.
 - viii. Will start to look at revenue distribution for the next long-range plan the 2050 plan.
 - ix. Region 5, Billy Creek by Ridgway State Park improvements happening, wildlife crossings will be going in with some other safety improvements.

Motion to approve Reports : M/S: Jim Gelwicks/Dave Frank as accepted. None opposed.

6. Next Meeting:

- a. Board of Directors Meeting, February 23rd, 2023. In-Person with virtual option available.

7. Meeting adjourned 1:28 pm

- a. **Motion to adjourn: Dave Frank/Jim Gelwicks.** None opposed.