

# Skagway Development Corporation

Board of Director's Meeting Minutes

September 18th, 2018

- I. **Call to Order**  
Tim called the meeting to order at 7:34 PM.
- II. **Roll Call**  
Present: Cori Giacomazzi, Paul Taylor, Julene Brown, Tim Bourcy  
Absent: Chris Ellis  
Citizen Present: None
- III. **Approval of Minutes**  
Paul motioned to approve the meeting minutes August 9th, 2018. Cori seconded the motion. No Discussion. All in favor.
- IV. **Approval of Agenda**  
Paul motioned to approve the agenda as presented, Cori seconded the motion.  
All in favor of amended agenda.
- V. **Finance Report**  
See P&L Statement; With no MOU in place we have not yet received funding for Q3 (Q1 FY19).
- VI. **Director's Report**  
See Director's report document for details.
- VII. **Communications to SDC**  
No communication
- VIII. **Unfinished Business**
  - a) **Executive Director Contract**  
Chair entertained a motion to approve the executive director contract. Paul made the motion to approve the executive director contract. Cori second.  
Discussion: ED clarified that under section 3 "Compensation and benefits" part b8 "Cellular Phone" the executive director would like to include language that allows for a cellphone stipend instead of a separate phone plan. The Executive Director would prefer a stipend. Tim requested clarified language under work schedule as written, it is vague for the hours and days the Small Business Development Center will be open. Tim requested a minimum of "posted" 30 hours a week for the SBRC to be open with the remaining 10 hours for after-hours and/or offsite meetings, workshops, webinars and other research. Paul motioned to amend the language to "the Executive Director shall work a base of 173 hours per month with minimum office hours Monday- Friday 10am – 4pm and associated flexible hours to account for offsite meetings, trainings and confidentiality sessions." Cori second, no discussion. Tim requested the ED bring back next meeting a schedule of winter travel plans and dates the Executive Director will be working and days on vacation while away.  
  
**Chair moved to accept the contract as amended. 5 Yes, 0 No. Motion passed.**
  - b) **Private Internet User Agreement**  
Chair entertained the motion to accept the guidelines for public business related use of internet and other electronic resources. Moves by Paul. Second by Tim.  
Discussion: The ED modified the Libraries user agreement to meet the needs of the people we serve. Cori requested clarification on password protection of SDC's internet after a person has used this service. ED clarified that the users will receive a

coupon pass code that restricts them to a single use. SDC will also be able to limit and monitor those using a hard wire setup to access the internet. It was established that the going rate for internet sale is \$2.95/ hour \$6.95/day from AP&T hotspot and \$5/hour from Port of Calls. SDC established a rate of \$5/hour to account for building use, heat and internet. Chair entertained a motion to set the rate at \$5/ hour. Moved by Paul, Second by Cori. All in favor to amend the price. Julene raises concerns that as these guidelines are currently written, it does not focus enough on who specifically can use the internet at SDC-SBRC or what the purpose of this internet use will be restricted to. Julene questions what the minimum age to get a business license is in Alaska. And is this going to be a secure internet option. The board tabled to evaluate who we are serving and how that is being established in the agreement. Julene requested we include a clause/ statement that internet service may be interrupted, viruses could happen. Include disclaimer

**Chair entertained a motion to table Private Internet User Agreement until further research is conducted. Cori moved, Paul Seconded, all in favor.**

**c) MOU with MOS**

**Julene made the motion to sign the Municipality's originally adopted MOU without SDC's requested amendments. Cori Second. No Discussion. Motion passed, Yes- 4 No- 0**

**IX. New Business**

**a) SDC-CDS Fiscal Sponsorship Application**

Chair entertained the motion to accept the request of fiscal sponsorship for Mission Objective Outdoors. Paul moved, second by Cori.

**All in favor of accepting sponsorship of Mission Objective Outdoors. Motion passes Yes- 4, No- 0.**

**b) Establish SBRC Rental Fee**

Cori Motioned to establish a facility rental fee of \$25/ hour for a minimum of 2 hrs. Paul seconds.

Discussion: Price evaluation of other facilities. AB Hall is 10 per day. Library is \$25/ hour. Rec Center \$25/ hour minimum of 2 hrs.

All in favor. Motion passes Yes- 4, No-0

**c) Letter to AMHS regarding the benefits of a locally trained crew for new Alaska Class ferries and the future routes**

ED feels AMHS jobs would be extremely beneficial to the local economy. The Chair also points out that by adding these crew quarters will remove the vessels from their intended locations (ie Upper Lynn Canal). SDC should be taking more positions and continue to support the efforts of the Municipality and community.

ED to draft letter and send to President. Bring back to next meeting for discussion and approval once a letter is drafted.

**X. Discussion Items**

**a) Quarterly Report- Balance Sheet**

- SDC's Balance sheet will be submitted to the Municipality along with the Profit and Loss report, per the MOU agreement.
- b) Affordable Housing
  - A Google Drive has been created for us to be able to collaborate on this topic. The ED will be adding everyone to the drive.
- c) MOS RFI on Port Management
  - The ED is suggesting SDC form an RFI to submit to the MOS. Tim suggests putting it on the agenda for next meeting and approaching this in an unbiased approach. Skagway needs to create a structure where not only one person can operate.
- d) Police/ Fire LEPC
  - This could be a financial opportunity for SDC while assisting the municipality of Skagway. The Chair requests the ED to consider applying for this position under SDC.
    - o Chair entertained a motion to task the ED out with looking into the LEPC and potentially applying for it. Moved by Paul, Second by Cori. No discussion. Approved.
- e) Deep Water Disposal of Concrete
  - Chair would like SDC to look into the deep water disposal of waste concrete for artificial reef. ED to look into disposal permit to move out of town.

**XI. Board Comment**

No Comments

**XII. Next Meeting Date/Time**

Wednesday October 10, 5pm

**XIII. Adjournment**

Paul motioned to Adjourn. Cori Seconded. 9:00pm