

Mar 5, 2024 10:15 AM |

📅 Weekly CCC Design Review Committee Meeting

Attendees: Ann Leppanen Janet Slowman-Chee Erin Nelson Melanie Daniels
Jennifer Davila

Approval of prior meeting minutes

Immediate needs of the CCC and modular

- There is no wifi available at the modular and CCC building but will be needed once work starts on the building.
 - Erin: The modular was hooked up for internet access according to a meeting with Emery Telcom.
- Ann would like to have the windows cleaned.
- Janet would like help finding a fireproof file cabinet.

Items Needed as we Move to Finalize with the EPA:

Anti-Discrimination Resolution:

- Has been drafted by TOB Attorney Chris
 - TOB unsure if UDB will need similar policy in place for EPA grant
 - UDB would like to adopt one anyway just to have one in place. Asked TOB if we could work from their draft. TOB will share with UDB.

EPA Cooperative Agreement:

- Also has been drafted by TOB attorney Chris
 - Was shared in hard copy with UDB ED Slowman-Chee and electronically with Melanie.
 - Is available for revision and alterations as it is not officially adopted or finalized.

EPA Grant Preliminary Outlook:

Once all materials have been submitted we should expect a 2-3 week turnaround before things are officially approved and money is moving.

- UDB will work this week to get all appropriate paperwork ready for EPA grant
- UDB notified TOB there will be a quarterly board meeting at the end of March.

TOB/UDB Joint Council/Board Meeting:

A letter was sent over the weekend by TOB Mayor but date of meeting is being revisited.

- Tuesday March 12, 2024 9am @CCC Modular building (finalized date for meeting)
 - Will not be offering Zoom/Call for absent members
 - TOB/UDB will notify stakeholders/councilmembers/boardmembers
- TOB would like to have all EPA Grant materials submitted and ready by March 15, 2024.

Purpose of Joint Meeting:

- Review the drafted cooperative agreement in regards to the EPA EJG2G Grant only.
- Determine how the \$200,000 pass through will be used by UDB.
 - Will need a budget breakdown and narrative to the reason for spending such funds.
 - Can be “larger in scope”
 - Will need to have estimates
 - Does not need to fund projects completely as we can supplement funding as needed.
- Determine the space designation in the building.
 - Clarify that what Dave/Damien and others determined is not finalized and we plan to start from new.
 - Structurally there has been no determination or decisions made about how the building will function.
- Determine what the UDB Board members have for recommendation for programming needs
 - Erin mentioned that there was a draft of programmatic ideas shared from Dave at one point. She will look for that document to share.
 - Ann remembers there was discussion around: Building a separate entrance, a fireplace, a possible coffee shop.
 - UDB would like to follow up on those ideas.
- Determine how Parties will procedurally interact throughout the life of the Grant
- Will need a Budget breakdown from UDB
 - Each line item will need a paragraph narrative
 - Remember that we still have \$60,000-\$70,000 from State grant
 - UDB will base their grant structure on what the TOB has done
 - No issues have arisen (so far)
 - EPA will provide feedback on what needs to be improved
 - Will need to determine the **Long term/Short term** goals
 - What are our measurable outcomes?
 - What is the scope of people we hope to impact?
 - Will need to reflect on how general project goals will support EPA general goals of sustainability and environmental protection.

UDB Clarification/Concerns:

Will still like to have a copy of TOB procurement policy.

UDB would like to have the TOB keep in mind:

- that according to by-laws the Board members are compensated for mileage and given a stipend when called to board duties. UDB would like the TOB to be aware of that moving forward.
- Most Board member’s first language is Navajo and in discussions like this will need someone to translate so that they can fully understand and engage in decisions.

- Many have varying degrees of education and experience but all bring very complex and important knowledge to the table.

Project Outline for Joint Session:

Melanie/Erin will compile a series of documents outlining how the project has evolved over time to help bring everyone together and get everyone updated since both Board/Council have new members.

- Will meet to create list of documents that would be relevant
- Send materials to SouthWest Printing for pick up, possibly monday.
- Will need 20 copies total
 - 5 for TOB council members
 - 10 for UDB board members
 - 3 for TOB/UDB staff
 - 2 for TOB/UDB offices

Meeting Logistics:

- Food will be taken care of by the TOB Mayor.
- Tables/Tablecloths/Cushion Chairs will be available from BCC

Other:

Remind Members that TOB will not have a gas station for at least 6 weeks
Meeting will be recorded for others to listen to later

UDB would like a lock box installed for access to the modular and CCC building so there are no more keys copied.

- Ann will get with Malia(?) on setting this up.

Meeting Adjourned @11:15am

Action items

- Follow-up with Emery Telcom about prices and getting wifi going at CCC campus.(TOB)
- Catch-up with Ginny Burns about their next trip to SLC and UofU salvage to see if they could keep an eye out for a fire-proof file cabinet.
- Share TOB Anti-Discrimination Resolution with UDB (Erin)
- UDB works on getting all requirements in place this week. (Janet/Melanie)
- Notify Board/Council Members of new joint meeting date (Janet/TOB)
- Share programmatic ideas and needs drafted a while ago (Erin/TOB)
- UDB will need to create budget template and materials for joint meeting(Melanie/Janet)
- Set up meeting to compile documents for project outline for joint session(Melanie/Erin)
- Sent files to SouthWest Printing
- Arrange pick-up of documents

- Set up meeting space in Modular on Monday
- Pick up tables/chairs for meeting
- Ask about a lockbox set up for the CCC building.