



# SOUTHWEST COLORADO COUNCIL OF GOVERNMENTS

## **Special Meeting Notice**

Thursday, April 28, 2022

12:00 – 1:30 pm

835 Main Avenue, Ste. 225, Durango, CO

The Board of Directors of the Southwest Colorado Council of Governments has been invited join the Board of Directors of the Region 9 Economic Development District for lunch and discussion.



# SOUTHWEST COLORADO COUNCIL OF GOVERNMENTS

## Regular Board Meeting Agenda

Thursday, April 28, 2022

1:30 – 4:00 pm

835 Main Avenue, Ste. 225, Durango, CO

- I. Introductions
- II. Public Comment – 5 minutes per person
- III. Consent Agenda
  - a. March 2022 Board Minutes
  - b. March 2022 Financials
- IV. Discussion Items
  - a. Region 9 Integration and Strategic Plan
  - b. Project Manager Update
  - c. Broadband Update
- V. Decision Items
  - a. Grant applications
    1. EIAF Grant Application – Carrier Neutral Location
    2. MMOF Grant Application – Digital Mobility Hub
    3. Rural Surface Transportation Grant Application – Digital Mobility Hub
  - b. SWCCOG-SWTPR Contract
  - c. Letter of Support – La Plata County and CDOT Hwy 160 Elmore’s to Dry Creek
  - d. SWCCOG Employees transfer to Region 9
  - e. Board Meeting Schedule
  - f. 2022 SWCCOG Treasurer Selection
  - g. Appoint representative to San Juan Resource Conservation and Development Council
- VI. Reports

*Staff will be available for questions on the written reports*

  - a. Attendance Report
  - b. Administrative/staff Report
  - c. Region 9 Update
  - d. Fiscal Administration Report
  - e. Grant Updates
  - f. Transportation/Transit Report
  - g. Legislation Report
- VII. Community Updates (time permitting)

Video/Phone Conference Info:

<https://zoom.us> Webinar ID: 964 1237 6617

US: +1 669 900 6833, Webinar ID: 964 1237 6617

295 Girard Street, Durango, CO 81303

970.779.4592

[www.swccog.org](http://www.swccog.org)

# Introductions

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# Public Comment

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Please limit comments to 5 minutes per person

# Consent Agenda

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**Southwest Colorado Council of Governments  
March Board Meeting  
Thursday, March 17, 2022, 1:00 p.m.  
Video Conference**

In Attendance:

David Black – Town of Bayfield  
Andrea Phillips – Town of Pagosa Springs  
Gloria Kaasch-Buerger – Town of Silverton  
Willy Tookey – San Juan County  
Katie Sickles - Town of Bayfield  
Olivier Bosmans – City of Durango  
Shari Pierce – Town of Pagosa Springs  
Matt Salka – La Plata County  
Drew Sanders – City of Cortez

Staff in Attendance:

Laura Lewis Marchino – Region 9 EDD  
Jessica Laitsch – Southwest Colorado Council of Governments

Guests in Attendance:

Patrick Rondinelli – Department of Local Affairs  
Mike Segrest – La Plata County  
Helen Katich - Senator Hickenlooper's Office  
John Whitney – Senator Bennet's Office

**Introductions**

The meeting was called to order at 1:01 p.m.

**Public Comment**

Helen congratulated the region's entities on their successful congressionally requested funding requests. She added that the next round for shovel ready projects will be closing. She will continue to send undated information on the infrastructure package.

**Consent Agenda**

- a. January 2022 Board Minutes
- b. February 2022 Board Minutes
- c. January and February 2022 Financials

**Drew Sanders motioned to approve the consent agenda, Willy Tookey seconded, unanimously approved.**

**Discussion Items**

- a. Discussion with DOLA Regional Representative  
Laura mentioned that the Board had requested that staff reach out to Patrick. Patrick mentioned that staff have been communicative during the transition, including some proposed changes to various projects. He mentioned that there is a lot of discussion related to broadband and DOLA is active in the discussions related to funding opportunities. He described various specific projects throughout the region. Matt asked if the Archuleta project is going east. Patrick described the various routes anticipated, including connecting with CDOT's project to the east. Patrick described various efforts across the state. Matt asked about carrier neutral locations. Laura described various discussions related to broadband, including carrier neutral locations, and mentioned some upcoming events. Patrick encouraged communities to reach out to him.

b. Review outcomes from SWCCOG Board Retreat

Laura summarized the outcomes from the retreat. Laura requested that the Board consider creating a new strategic plan with timelines based on the discussion to include reorganizing the priorities and goals. No concerns were expressed.

c. Project Manager Job Description

Laura explained that there is adequate budget to hire an individual and there had been discussion at the retreat to look at a project manager. She described her recommendation to consider a general project person rather than broadband specific. Matt expressed support for this direction. There was discussion about streamlining the job description.

**Matt Salka motioned to proceed as described, Drew Sanders seconded, unanimously approved.**

Matt asked if this staff person serve as the lead on middle-mile regional broadband. Laura replied that this is the current expectation.

### Decision Items

a. Integration Plan with Region 9

Laura summarized the information provided. She described the request to reduce duplicative expenses, including the suggestion to decrease to one office and integrate software. She suggested ultimately moving toward one board meeting and one board, staff under single entity, a single website, combined newsletters, and one financial audit. Olivier mentioned that it makes sense to begin to move forward on these changes. Drew added that these recommendations seem to be on the right track.

**Olivier Bosmans motioned to move forward with the proposed changes to the Microsoft 365 software and to reduce office space, Drew Sanders seconded, unanimously approved, Matt Salka abstained as a member of the Housing Solutions Board.**

b. Policy Updates

a. Records Retention Schedule – Resolution 2022-01

Jessica described the purpose of the request. Olivier asked if Region 9 has a similar policy. Laura replied that Region 9 does have a policy. There was discussion about potential concerns with having two policies. Staff will look to develop a combined policy to cover both SWCCOG and Region 9.

**Willy Tookey motioned to Adopt Resolution 2022-01 adopting a records retention schedule, Drew Sanders seconded, unanimously approved.**

b. Grant Management Guide

Jessica described the purpose of the request.

**Willy Tookey motioned to adopt the grant management guide, Matt Salka seconded, unanimously approved.**

c. Resolution 2022-02 – Designating Bank Account Signers

Jessica described the purpose of the request. **David Black motioned to adopt Resolution 2022-02 as presented, Gloria Kasch-Buerger seconded, unanimously approved.**

d. Set schedule for next regular Board meeting

Andrea mentioned that the Board had not previously set the schedule for the remainder of the year, so seeking guidance for the next meeting date. Laura suggested holding a separate meeting on the same day as the next Region 9 meeting. Andrea added that the SWCCOG would be invited to listen in on Region 9 meeting then have joint lunch. Drew expressed interest

in eventually integrating with Region 9 on a quarterly schedule, Willy expressed support for this. Andrea asked if there would be a remote option. Laura replied that staff does intend to offer a hybrid option. There was consensus to meet on April 28 at 1:30 p.m.

e. SWCCOG-SWTPR Contract

Jessica described the purpose of the request. Drew asked if the SWCCOG should continue with this. Laura replied that this had previously been housed under Region 9. Drew asked what would happen if this were not adopted. Laura replied the management would probably go back to Region 9 as it needs to be managed by a regional organization. David advocated to continue with this contract. Olivier suggested evaluating how tasks are split between Region 9 and the COG. Laura said she has no concerns with this being managed by the COG. She added that staff will compile the tasks performed under COGs vs EDDs, while recognizing that elsewhere the organizations are combined.

**Olivier Bosmans motioned to approved the SWCCOG-SWTPR management contract, David Black seconded, unanimously approved.**

f. Broadband update and direction

Laura described the broadband efforts she has been working on. She described the request to work with Diane to get updated on the SCAN network. She summarized discussions related to updating the broadband project plan. Matt expressed support due to uncertainty with network. Laura added that the intent is to do an update on the work she had previously done.

**Willy Tookey motioned to authorize additional work with NEO Connect not to exceed \$5,000 and to seek a bid to update the Broadband plan, Matt Salka seconded, unanimously approved.**

g. Appoint representative to San Juan Resource Conservation and Development Council  
Jessica described the purpose behind having a SWCCOG Board representative on the Council. Laura suggested asking the Region 9 Board for volunteers. There was consensus to ask the Region 9 Board.

h. Ratification of Letter of Support – Housing Solutions for the Southwest

Andrea described the purpose of the request.

**Drew Sanders motioned to ratify the letter of support for the Housing Solutions for the Southwest for the water well for Southwest Horizon Ranch, Willy Tookey seconded, unanimously approved.**

## Reports

a. Attendance Report

Written report only.

b. Administrative/Staff report

Written report only.

c. Region 9 report

Written report only.

d. Fiscal Administration Report

Written report only.

e. Grant report:

Written report only.



f. Housing Updates  
Written report only.

g. Transportation report  
Written report only.

h. Legislation updates  
Jessica reported that under HB22-1282, creating the Innovative Housing Incentive Program, business that manufacture certain types of housing such as modular, prefabricated panelized or 3-D printed, would be able to apply for funding through the program.

### **Community updates**

David reported that the Town of Bayfield will not have an election, they will have three new trustees. Katie added that they are working on the east intersection to US 160. They are looking at a pedestrian crossing and to move the speed limit locations. They are looking at a number of annexations. They are working on workforce housing including looking at deed restrictions.

Drew reported the City of Cortez has an election in progress, there are four open seats including Mayor Lavey's seat. They are working on delinquent audits; they are complete through 2018. They have an open RFP for the broadband system.

Gloria reported the Town of Silverton's election is coming up, although they may not end up having an election. They received a CHFA grant for the Anvil Mountain Subdivision, they are drafting RFPs for design and construction. They received a Main Street Open for Business grant for solar and façade improvements.

Matt mentioned that he will share a recorded session regarding broadband mapping software with Laura. He reported that La Plata County is working on a weather radar with expected completion by 2024. They are having discussions on carrier neutral locations. They are working on ARPA funding allocations, they have allocated funding to broadband, housing and homeless, and social impacts. They have approved funding to help a mobile home park. Mike added that the County has been working to help with acquisition of a mobile home park. He mentioned HB22-1287 to help local entities preserve mobile home parks.

Olivier commended the County for their efforts on the mobile home park. He reported that the City of Durango has a large number of housing units in various stages of development. The primary concern for various types of projects is increased cost.

Willy thanked David for serving on the Board. He reported that San Juan County's sales tax collections are strong. The demand for housing and property values are up. They are working on signage to manage off-road vehicles.

Andrea reported that the Town of Pagosa Spring' election is in April, they have three seats up. There is a short-term rental fee ballot question for funds to workforce housing. They are having challenges with the sanitation collection system. They are working on workforce housing.

The meeting was adjourned at 2:42 p.m.

# March 2022 Financials

To: SWCCOG Board of Directors  
From: Jessica Laitsch  
Date: April 28, 2022

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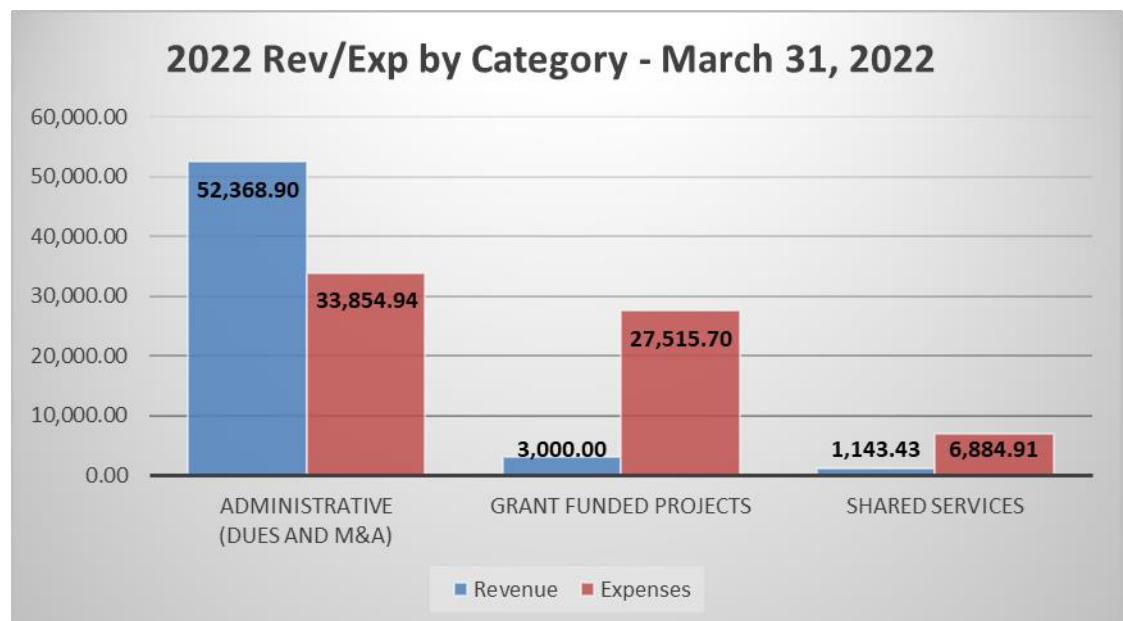
Comments: The following reports are attached:

- Balance Sheet as of March 31, 2022
- Budget vs. Actuals as of March 31, 2022

## Summary:

The net income in March is negative, this is primarily due to funds spent, but not yet reimbursed, for various grant funded programs. Staff is processing grant reimbursement requests in April.

We have received dues from 4 members, we are waiting for dues from the City of Cortez, City of Durango, La Plata County, San Juan County, and Town of Silverton.



**Fiscal Impact:** High, overall financial status of the organization

**Legal Review:** Not applicable

**Staff Recommendation:** Approve the March 2022 Financials

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# Southwest Colorado Council of Governments

## Balance Sheet As of March 31, 2022

	TOTAL
<b>ASSETS</b>	
Current Assets	
Bank Accounts	
Alpine Bank	0.00
Alpine Bank Account (UR)	38,418.51
Fiber Equip Fund - Restricted	0.00
<b>Total Alpine Bank</b>	<b>38,418.51</b>
Petty Cash	22.97
AmeriCorps VISTA	95.10
Jessica Laitsch	0.00
<b>Total Petty Cash</b>	<b>118.07</b>
<b>Total Bank Accounts</b>	<b>\$38,536.58</b>
Accounts Receivable	
Accounts Receivable	146,881.66
<b>Total Accounts Receivable</b>	<b>\$146,881.66</b>
Other Current Assets	
Prepaid Expense	0.00
Undeposited Funds	30.00
<b>Total Other Current Assets</b>	<b>\$30.00</b>
<b>Total Current Assets</b>	<b>\$185,448.24</b>
<b>TOTAL ASSETS</b>	<b>\$185,448.24</b>

	TOTAL
<b>LIABILITIES AND EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	29,491.59
<b>Total Accounts Payable</b>	<b>\$29,491.59</b>
Credit Cards	
Credit Cards	0.00
Jessica	2,505.50
Miriam	-44.76
Sara	0.00
<b>Total Credit Cards</b>	<b>2,460.74</b>
<b>Total Credit Cards</b>	<b>\$2,460.74</b>
Other Current Liabilities	
Accrued Wages	0.00
Deferred Revenue	0.00
Payroll Liabilities	1,347.21
457 Retirement Due	906.37
CEBT Health Insurance Due	-134.38
<b>Total Payroll Liabilities</b>	<b>2,119.20</b>
<b>Total Other Current Liabilities</b>	<b>\$2,119.20</b>
<b>Total Current Liabilities</b>	<b>\$34,071.53</b>
<b>Total Liabilities</b>	<b>\$34,071.53</b>
Equity	
Opening Balance Equity	0.00
Retained Earnings	40,823.89
Net Income	110,552.82
<b>Total Equity</b>	<b>\$151,376.71</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$185,448.24</b>

**Southwest Colorado Council of Governments**  
**Budget vs. Actuals: 2022 Budget - FY22 P&L**  
**March 2022**

	Total			
	Actual	Budget	Remaining	% Received
<b>Income</b>				
<b>Dues Revenue</b>				
COG Dues	42,203.00	160,000.00	117,797.00	26.38%
SWTPR Contributions	3,985.00	5,914.00	1,929.00	67.38%
<b>Total Dues Revenue</b>	<b>\$ 46,188.00</b>	<b>\$ 165,914.00</b>	<b>\$ 119,726.00</b>	<b>27.84%</b>
<b>Grant Project Income</b>				
All Hazards	0.00	207,038.00	207,038.00	0.00%
<b>CDOT Grants</b>				
SWTPR Grant	0.00	11,050.00	11,050.00	0.00%
Transit FTA 5310	0.00	16,800.00	16,800.00	0.00%
<b>Total CDOT Grants</b>	<b>\$ 0.00</b>	<b>\$ 27,850.00</b>	<b>\$ 27,850.00</b>	<b>\$ 0.00</b>
<b>DoLA Grants</b>				
DOLA 8824 - 2019 TA	0.00	48,612.00	48,612.00	0.00%
DOLA 9318 - 2021 TA	0.00	45,000.00	-5.85	0.00%
REDI 20-204	0.00	150,000.00	150,000.00	0.00%
<b>Total DoLA Grants</b>	<b>\$ 0.00</b>	<b>\$ 243,612.00</b>	<b>\$ 243,612.00</b>	<b>0.00%</b>
RREO Grant		0.00	0.00	
Statewide Internet Portal Authority	3,000.00	3,000.00	0.00	100.00%
SWIMT	0.00	21,480.00	21,480.00	0.00%
<b>Total Grant Project Income</b>	<b>\$ 3,000.00</b>	<b>\$ 502,980.00</b>	<b>\$ 499,980.00</b>	<b>0.60%</b>
Misc Income	480.90		-480.90	
<b>Project Administration</b>				
All Hazards M&A	0.00	5,000.00	5,000.00	0.00%
CARO	0.00	880.00	-6,692.00	0.00%
CDOT Other	0.00	18,675.00	-3,825.00	0.00%
RHA	5,700.00	22,800.00	17,100.00	25.00%
Rural Community Assistance	0.00	11,250.00	11,250.00	0.00%
SJRC&D	0.00	10,000.00	10,000.00	0.00%
SWIMT	0.00	1,000.00	1,000.00	0.00%
SWTPR	0.00	11,050.00	11,050.00	0.00%
Transit Coordination Grant	0.00	25,495.00	25,495.00	0.00%
<b>Total Project Administration</b>	<b>\$ 5,700.00</b>	<b>\$ 106,150.00</b>	<b>\$ 100,450.00</b>	<b>5.37%</b>
<b>SCAN Services</b>				
Aggregation of Connectivity	30.00	14,964.00	14,934.00	0.20%
Contract Sharing	1,113.43	0.00	-1,113.43	
Dark Fiber Leasing	0.00	56,262.00	56,262.00	0.00%
Telecom Services	0.00	300.00	300.00	0.00%
<b>Total SCAN Services</b>	<b>\$ 1,143.43</b>	<b>\$ 71,526.00</b>	<b>\$ 70,382.57</b>	<b>1.60%</b>
<b>Total Income</b>	<b>\$ 56,512.33</b>	<b>\$ 846,570.00</b>	<b>\$ 790,057.67</b>	<b>6.68%</b>

	<b>Actual</b>	<b>Budget</b>	<b>Remaining</b>	<b>% Spent</b>
<b>Expenses</b>				
<b>Administrative Costs</b>				
<b>Operating Expenses</b>				
<b>Advertising and Promotion</b>	138.75	200.00	61.25	69.38%
<b>Bank Service Charge</b>		50.00	50.00	0.00%
<b>Conference Fee</b>		1,500.00	1,500.00	0.00%
<b>Consulting</b>		7,500.00	7,500.00	0.00%
<b>Employee/Board Appreciation</b>		100.00	100.00	0.00%
<b>Information Technology (IT)</b>				
<b>Hardware</b>		2,100.00	2,100.00	0.00%
<b>Software</b>	540.00	3,383.00	2,843.00	15.96%
<b>Internet Connectivity</b>				
<b>Meetings</b>		1,000.00	1,000.00	0.00%
<b>Memberships</b>	3,800.00	4,848.00	1,048.00	78.38%
<b>Misc Expense</b>	31.63			
<b>Office Supplies</b>	212.97	850.00	637.03	25.06%
<b>Postage and Delivery</b>		50.00	50.00	0.00%
<b>Professional Development</b>	90.00	2,000.00	1,910.00	4.50%
<b>Professional Fees</b>				
<b>Audit</b>		6,500.00	6,500.00	0.00%
<b>Legal</b>	1,746.00	7,000.00	5,254.00	24.94%
<b>Misc.</b>	1,657.00	250.00	-1,407.00	662.80%
<b>Total Professional Fees</b>	<b>\$ 3,403.00</b>	<b>\$ 13,750.00</b>	<b>\$ 10,347.00</b>	<b>24.75%</b>
<b>Rent</b>	2,100.00	8,400.00	6,300.00	25.00%
<b>Travel</b>	19.54	10,000.00	9,980.46	0.20%
<b>Total Operating Expenses</b>	<b>\$ 10,335.89</b>	<b>\$ 55,731.00</b>	<b>\$ 45,395.11</b>	<b>18.55%</b>
<b>Personnel Expense</b>				
<b>Insurance Expense</b>				
<b>General Liability</b>	1,977.95	1,989.95	12.00	99.40%
<b>Health</b>	3,494.93	23,100.53	19,605.60	15.13%
<b>Worker's Compensation</b>	1,424.00	1,439.00	15.00	98.96%
<b>Total Insurance Expense</b>	<b>\$ 6,896.88</b>	<b>\$ 26,529.48</b>	<b>\$ 19,632.60</b>	<b>26.00%</b>
<b>Salary and Wages</b>	14,292.98	175,024.72	160,731.74	8.17%
<b>457 Retirement</b>	576.00	6,720.19	6,144.19	8.57%
<b>Car Allowance</b>	0.00	3,600.00	3,600.00	0.00%
<b>Cell Phone Allowance</b>	0.00	1,800.00	1,800.00	0.00%
<b>Payroll Processing Fee</b>	653.72	1,887.83	1,234.11	34.63%
<b>Payroll Tax</b>	1,099.47	14,964.61	13,865.14	7.35%
<b>Total Salary and Wages</b>	<b>\$ 16,622.17</b>	<b>\$ 203,997.35</b>	<b>\$ 187,375.18</b>	<b>8.15%</b>
<b>Total Personnel Expense</b>	<b>\$ 23,519.05</b>	<b>\$ 230,526.83</b>	<b>\$ 207,007.78</b>	<b>10.20%</b>
<b>Total Administrative Costs</b>	<b>\$ 33,854.94</b>	<b>\$ 286,257.83</b>	<b>\$ 252,402.89</b>	<b>11.83%</b>

	<b>Actual</b>	<b>Budget</b>	<b>Remaining</b>	<b>% Spent</b>
<b>Project Costs</b>				
<b>All Hazards Projects</b>	1,133.06	207,038.00	205,904.94	0.55%
<b>Grant Funded Consulting</b>	20,050.70	315,223.00	295,172.30	6.36%
<b>Shared Services Expenses</b>				
<b>Fast Track</b>	1,650.00	6,600.00	4,950.00	25.00%
<b>Forethought.</b>	3,105.00	12,000.00	8,895.00	25.88%
<b>SCAN Dark Fiber Lease</b>	0.00	13,316.00	13,316.00	0.00%
<b>Software Maintenance</b>	2,129.91			
<b>Total Shared Services Expenses</b>	<b>\$ 6,884.91</b>	<b>\$ 31,916.00</b>	<b>\$ 25,031.09</b>	<b>21.57%</b>
<b>SWIMT</b>	5,918.90	21,480.00	15,561.10	27.56%
<b>SWTPR</b>	413.04	11,050.00	10,636.96	3.74%
<b>Total Project Costs</b>	<b>\$ 34,400.61</b>	<b>\$ 586,707.00</b>	<b>\$ 552,306.39</b>	<b>5.86%</b>
<b>Total Expenses</b>	<b>\$ 68,255.55</b>	<b>\$ 872,964.83</b>	<b>\$ 804,709.28</b>	<b>7.82%</b>
<b>Net Income</b>	<b>-\$ 11,743.22</b>	<b>-\$ 26,394.83</b>		

## Discussion Items

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### SWCCOG Transition Timeline Estimates

<p><b>January</b></p> <ul style="list-style-type: none"> <li>• Bank account change over</li> <li>• Grant updating/information</li> <li>• Retreat and direction</li> <li>• Accounting approval transition</li> <li>• Broadband education</li> <li>• RHA education</li> <li>• TPR education</li> <li>• End RCAC grant</li> </ul>	<p><b>February</b></p> <ul style="list-style-type: none"> <li>• Lease for HSolutions adjusted</li> <li>• Social media/website review</li> <li>• DOLA grants reviewed</li> <li>• Organizational info gathering on other COGS/EDDs</li> </ul>	<p><b>March</b></p> <ul style="list-style-type: none"> <li>• Diane contract extended</li> <li>• Project Manager job advertised</li> <li>• RHA shred project completed</li> <li>• REDI grant exploration</li> </ul>	<p><b>April</b></p> <ul style="list-style-type: none"> <li>• Director email access and review</li> <li>• Transition of SWCCOG scanning</li> <li>• Reduce footprint/office</li> <li>• Finish Strategic plan and get continued board buy in.</li> <li>• Mailchimp newsletter list combined</li> <li>• </li> </ul>	<p><b>May</b></p> <ul style="list-style-type: none"> <li>• Transition software/email etc/file system explored and underway</li> <li>• Hire Project Manager</li> <li>• Work with auditor</li> <li>• Work to transition SWCCOG employees</li> <li>• Create MOUs regarding reimbursement</li> <li>• </li> </ul>	<p><b>June</b></p> <ul style="list-style-type: none"> <li>• Approve new dues formula for implementation</li> <li>• Integrate SWCCOG into ABILA fund software and train Jessica</li> <li>• Align policies and job descriptions</li> <li>• End contract with payroll dept.</li> <li>• Ongoing-combine memberships/subscriptions</li> </ul>
<p><b>July</b></p> <ul style="list-style-type: none"> <li>• Work on SWCCOG budget</li> <li>• Ongoing- seek joint board members for SWCCOG and Region 9</li> <li>• Combine board meeting dates</li> </ul>	<p><b>August</b></p> <ul style="list-style-type: none"> <li>• Explore future staffing office needs</li> <li>• 75/25 fiber recommendations</li> </ul>	<p><b>September</b></p> <ul style="list-style-type: none"> <li>• Review Strategic Plan and update             <ul style="list-style-type: none"> <li>• Determine role in housing</li> <li>• Develop organization chart</li> </ul> </li> </ul>	<p><b>October -New Fiscal year R9</b></p> <ul style="list-style-type: none"> <li>• Explore moving SWCCOG fiscal year.</li> <li>• Budget for integration of website back end</li> </ul>	<p><b>November</b></p>	<p><b>December -end SWCCOG Fiscal year</b></p>



# SOUTHWEST COLORADO COUNCIL OF GOVERNMENTS

## 2022 Strategic Plan Update

### Goals

#### 1. Financial Viability of organization

Strategic Goals			
Ensure SWCCOG budget covers operating and program costs	All governments are members and financially support SWCCOG.	Maintain the accounting system and internal policies and procedures to comply with State and Federal requirements and provide timely and accurate financial management reports	All grant funding enhances SWCCOG mission and is professionally executed.

Actions	Progress	Status	Timeline
Readdress SWCCOG dues structure for 2023	Received samples from three COG/EDD organizations for review.	Ongoing	By June 2022
Enhance membership value so all governments participate in SWCCOG programs as paying dues members.	Tied to Dues structure and programs Increase the clout of the COG by strengthening Board participation and membership.	Exploring	By 2023
Identify fee for service guidelines. – Are there services that will be charged in addition to dues or for non-dues paying members and organizations?	Looking to charge non-members for Broadband study update	Exploring	By May 2023
Identify new opportunities, funding and projects in which to participate.		Exploring	Ongoing

## 2. Integration with Region 9 EDD

Strategic Goals				
Create comprehensive regional organization including Region 9 and SWCCOG	Reduce any duplicative costs and increase economies of scale	Consolidate financials to have one annual audit	Transition all employees under one organization	Maintain quality level of services in all program areas.

Actions	Progress	Status	Timeline
Develop timeline for integration activities and plan presented at all SWCCOG and Region 9 meetings	Draft underway.	Underway	May 2022
Engage grant writer support for SWCCOG projects	Region 9 grant writer available to assist on SWCCOG projects that meet grant guidelines developed.	Complete	April 2022
Explore best practices for combined organizational structure	Reviewing other Colorado and national COG/EDD structures	Underway	By June 2022
Bring SWCCOG staff under Region 9 employee umbrella.	Pending SWCCOG and Region 9 Board approval and making sure SWCCOG costs are covered.	Exploring	By Region 9 fiscal year start Oct. 1
Explore changing SWCCOG fiscal year to coincide with Region 9. The result being a combined financial audit.		No action	By 2024
Develop marketing plan to identify outreach and marketing collaboration from website, social media for SWCCOG and Region 9 moving forward	<ul style="list-style-type: none"> <li>Working with Region 9 staff to possibly take on marketing/website duties and budget in new Region 9 fiscal year.</li> <li>Included SWCCOG in Region 9 e-newsletter</li> <li>Distributed 2021 SWCCOG Annual Report.</li> </ul>	Exploring	By Oct. 2022

**3. Strengthen SWCCOG Priority Program Areas**

<b>Strategic Program Areas</b>			
<b>Broadband</b>	<b>Transportation</b>	<b>Housing</b>	<b>Shared Services</b>
The Southwest Colorado Council of Governments was formed to lead regional broadband efforts and currently focuses on middle mile and working with partners throughout the region to fill infrastructure gaps	The Southwest Colorado Council of Governments serves as the regional point of contact for transit and transportation planning efforts	The Southwest Colorado Council of Governments recognizes the importance of addressing the lack of housing stock for all income levels and geographic areas	The Southwest Colorado Council of Governments seeks to create economies of scale for member governments and the regional community

<b>Actions</b>	<b>Progress</b>	<b>Status</b>	<b>Updated</b>
Broadband- Review the dark fiber 75/25 split	Waiting for Project Manager and more broadband knowledge to make solid recommendations.	No action	By end 2022
Broadband- Work to identify opportunities for middle mile infrastructure	Collaborating with Region 10 on additional S Ute, Archuleta and La Plata partnership with a DOLA application due.	Ongoing	By May 1 2022
Hire Project Manager to oversee Transportation, Broadband and future Housing projects	Received 20 applications and starting the hiring process.	In process	Hire in May 2022
Broadband- Identify opportunities to connect to Carrier Neutral Location	La Plata County application underway	In process	
Broadband- SWCCOG to be point of contact and convener of across region/various groups around broadband activity.	<ul style="list-style-type: none"> <li>Regional monthly meetings occurring with partners</li> <li>Exploring update of regional broadband plan</li> <li>Project Manager will assist with specific projects and partner activities</li> </ul>	In progress	Ongoing

Housing- with Project Manager, identify role of SWCCOG in regional housing	Understanding that regional partners want more collaboration across region. Sub Committee met but not active.	Ongoing	TBA
Develop a coordinated approach to issues in surrounding jurisdictions (Four Corners)	No recent activity due to other SWCCOG priorities	-	-
Shared Services – review current shared services and make recommendations on staff capacity, income generation meets mission of SWCCOG.	No recent activity		By end 2022
Transportation – Implement Transit Regional Digital Mobility Hub	Secure funding		
Transportation- Complete CDL program development for future sustainability	DOLA and CDOT grants underway but lack of staff capacity and timing has impacted project. Will get process established in private/public sector.	Ongoing	Aug. 2022

# Project Manager Update

To: SWCCOG Board of Directors  
From: Laura Lewis Marchino and Jessica Laitsch  
Date: April 28, 2022

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Comments: Staff will provide a verbal update on the status of the hiring process and anticipated next steps.

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# Broadband update

To: SWCCOG Board of Directors  
From: Laura Lewis Marchino, Region 9 EDD  
Date: April 22, 2022

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I would like to first acknowledge Region 10's Broadband Director, Corey Bryndal, who is also a technical advisor with DOLA. He has been working with several government partners in our region, including the Southern Ute Tribe, La Plata and Archuleta County on some broadband projects that would continue to build needed redundancy and serve our region. In this agenda you will see a request for the SWCCOG to submit a DOLA grant for a Carrier Neutral location in Durango, located in the Old Main Post Office which is owned by La Plata County. La Plata County has plans to renovate the building and will be providing up to \$350K in match for this collaborative project which will house Durango, La Plata, Region 10 and Possibly TING fiber drops - serving as a mini data center. The proximity of this location to existing fiber makes it a perfect choice and the building used to house the County IT Department. With the match provided, the County asked for the SWCCOG to serve as the fiscal agent.

I have been continuing to participate in monthly Broadband partners meetings currently coordinated by the Pagosa Springs Community Development Corporation and individually meeting with partners across the region (per Region 9 update report). This included meetings on the CNL project and a check in with CDOT on their broadband development plans. On Wed. April 27<sup>th</sup>, the City of Cortez will be hosting a Regional Broadband Forum and the agenda is attached for your information. The purpose is to coordinate as a region so that as funding becomes available, we are working together and not competing for the same funds, to our detriment. There have been several inquiries about the SWCCOG updating their 2017 broadband plan which honestly focused on SWCCOG fiber sustainability in addition to some middle mile project gaps. The SWCCOG did sign a task order with Diane Kruse with Neo Connect, who put together the original plan and now has an extended contract with the SWCCOG to provide some consulting hours to our new Project Manager and myself as needed. I plan to see if updating the current Broadband plan is of interest to the larger group, and if so, would like the SWCCOG Board's permission to move in that direction, using Diane's expertise. This is not a budgeted expense and Diane says the update can cost up to \$50K. What makes Diane ideal is that we do not need to go out for RFP. After much thought, I am proposing the SWCCOG update the Broadband plan for all SWCCOG paying member government projects and ask nonmembers to contribute to Diane's contract cost to be included. Board input and direction is requested. I know that the SWCCOG providing value is important but do not want to put the SWCCOG in a precarious financial position. Many of the technical broadband folks said they could provide the needed information for the plan update but having a unified plan for grant applications is foundational.

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# Broadband update

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**Legal Review:** Legal input will be sought for the broadband plan update to make sure a formal RPF is not needed.

**Fiscal Impact:** Up to \$50,000 for new task order/contract for updating the 2017 Regional Broadband Plan.

Montezuma, Dolores, S. Ute and Ute Mt Ute Tribe and municipalities would be charged an estimated total of @\$10-\$15K of consultant charge.

**Staff Recommendation:** If the participants of the Regional Broadband Forum would like the plan updated, move forward with a contract with Diane Kruse, but charge non SWCCOG members for inclusion in plan.

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# Decision Items

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# Grant Application Approvals

To: SWCCOG Board of Directors  
From: Laura Lewis Marchino, Jessica Laitsch  
Date: April 28, 2022

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Attached are overviews of three grants for which staff is requesting authorization to submit applications.

## **Broadband**

La Plata County requested the SWCCOG submit an Energy & Mineral Impacts FY 2022 Broadband Planning and Implementation application for a carrier neutral location in downtown Durango at the Old Post Office building on Main Avenue. This building is owned by La Plata County and the room to be used was the former IT Department. A tour of the space was provided and Corey Bryndal who serves as one of DOLA's Broadband technical advisors is supportive of the project. The estimated project cost is \$700,000 and La Plata County will be providing the entirety of the 50% match. They have asked the SWCCOG to serve as the fiscal agent. The application is due May 1<sup>st</sup>.

For this same DOLA funding cycle, Region 9 and SWCCOG staff will be assisting La Plata County prepare and submit an application for fiber installation along Hwy 151. This project is being undertaken in collaboration with La Plata and Archuleta Counties, the Southern Ute Indian Tribe, and La Plata Electric Association. While La Plata County would act as fiscal agent for this project, due to staffing shortages and the quick turnaround, they have requested assistance with the application process. This application is due May 1<sup>st</sup>.

## **Transit**

Staff is seeking approximately \$450,000 to design, build, and implement software for the transit and human service providers to provide coordinated trips across the region to allow riders to move across the region via multiple providers. This project builds off two CDOT mobility management grants. Current opportunities for which this project is eligible are the Multimodal Transportation and Mitigation Options Fund (applications due May 9) and the Rural Surface Transportation Grant (applications due May 23).

**Legal Review:** N/A

**Fiscal Impact:** High, addresses programs the SWCCOG has identified as priorities

**Staff Recommendation:** Approve submission of the following grant applications:

- 1) DOLA EIAF Grant Application – Carrier Neutral Location
- 2) MMOF Grant Application – Digital Mobility Hub
- 3) Rural Surface Transportation Grant Application – Digital Mobility Hub

**Title of Proposal/Program: EIAF Broadband Planning and Implementation**

**Date: April 28, 2022**

**Proposal Due Date: May 1, 2022**

**SWCCOG Grant Opportunity Questionnaire**

1) Briefly describe the program/project and the grant opportunity.

La Plata County requested the SWCCOG submit an application for a carrier neutral location(CNL) in downtown Durango. The estimated project cost is \$700,000 and La Plata County will be providing the entirety of the 50% match. This CNL will meet growing demand for connectivity downtown and be utilized by TING an ISP provider, La Plata County, Region 10 and the City of Durango.

2) Who are eligible applicants for this grant opportunity? (non-profit entity, governmental entity, for profit entity, not specified, etc.)

Regional councils of governments, local government partnerships

3) Are there other entities in the region that could provide this service?

YES, If YES - why should SWCCOG take on this project/program? NO

This project strongly aligns with the SWCCOG goal to expand access to broadband.

4) Describe how the new or continuing project/program will enhance the overall mission of SWCCOG.

This project will support the larger goal of expanding access to broadband. This also directly supports a member entity that is short staffed with managing the grant application and administration. There is no match requirement required from the SWCCOG.

5) Is the SWCCOG already delivering this type of service?

X YES NO

**Title of Proposal/Program: EIAF Broadband Planning and Implementation**

**Date: April 28, 2022**

**Proposal Due Date: May 1, 2022**

- 6) How will the new or continuing project/program intersect with and complement other SWCCOG programs?

Supporting broadband efforts and filling a growing capacity need for CNLs across our region.

- 7) Describe the need in the community for the proposed project/program.

Carrier neutral locations are critical to a regional, redundant system.

- 8) What is the [non-financial] return on SWCCOG's investment throughout the region?

Improvements to the regional broadband network and shows value for SWCCOG membership.

- 9) Is this project/program sustainable long term or is it a short-term project?

Long-term.

- 10) Does the SWCCOG have an existing or past relationship with the funding agency or this funding source?

YES, If YES, please describe. NO

SWCCOG member government.

**Title of Proposal/Program: EIAF Broadband Planning and Implementation**

**Date: April 28, 2022**

**Proposal Due Date: May 1, 2022**

- 11) Is the intent to “pass through” this funding to a vendor(s) to operate the project/program?  
YES, IF YES, provide rationale for “pass-thru” structure.  
NO, IF NO, provide cost/benefit analysis to support “in-house” operations.

Once the grant closes, the project will be completed and run through La Plata County operations.

- 12) How will the project/program affect the overall SWCCOG budget?

No impact with the exception of staff time to submit grant reports and stay abreast of project compliance.

- 13) Does the project/program require a local match?  
YES, if YES, identify type of match (cash, in-kind), source(s) of match and amount required. If match is to be provided by “external” source, include documentation from source confirming match and amount.  
NO

La Plata County will provide local match estimated at \$350,000.

- 14) Will this project/program generate program income or other revenue?  
YES, if YES, describe the type of revenue, rules regarding the expenditure of that revenue, amount of revenue, projected use of revenue, and how revenue will be tracked/managed  
NO

There is a revenue potential to the County if they lease racks for broadband providers in the CNL but they will also have expenses such as electric, and temperature control.

**Title of Proposal/Program: EIAF Broadband Planning and Implementation**

**Date: April 28, 2022**

**Proposal Due Date: May 1, 2022**

- 15) Identify the primary project staff expected to be involved with this project/program and if any new job duties will need to be added to the position/job description:

Minimal staff impacts, duties would primarily consist of grant administration.

- 16) Will additional temporary or permanent staff support be required to implement or continue this project/program?

YES, If YES, identify expected timeframe for new staff positions and any new equipment/supplies, expedited purchases, IT installations, marketing/outreach, etc. that will be required.

NO

- 17) Will the project/program provide for additional FTEs?

YES, If YES, provide draft organization chart and identify new positions

NO

- 18) Will the project/program allow for indirect costs?

YES

NO

- 19) Detail any considerations related to contracting and/or procurement matters:

Not at this time.

**Title of Proposal/Program: EIAF Broadband Planning and Implementation**

**Date: April 28, 2022**

**Proposal Due Date: May 1, 2022**

20) Detail any considerations related to IT services and/or equipment:

N/a

21) Will this project/program require additional/expedited Public Relations or Marketing/Outreach activities?

YES, If YES, identify the expected actives and estimated cost. No

22) What will the project/program look like financially and competitively, including key performance indicators (KPI) and metrics to be established to monitor and control performance?

23) What other information is important for the Board to know?

Laura with Region 9 has been working on application and project.

SWCCOG Grant Opportunity Questionnaire

- 1) Briefly describe the program/project and the grant opportunity.

Implementation of a digital mobility hub, a single-point connection where riders can access information about all providers in a region, for the Southwest Region of Colorado. This project is intended to integrate with CDOT's statewide Connected Colorado project. The MMOF program seeks to promote a complete and integrated multimodal system.

- 2) Who are eligible applicants for this grant opportunity? (non-profit entity, governmental entity, for profit entity, not specified, etc.)

County, municipality, transit agency, school district, metro district, etc.

- 3) Are there other entities in the region that could provide this service?

YES, If YES - why should SWCCOG take on this project/program?  NO

Due to the regional scope of the project and the existing function coordinating the Southwest Regional Transit Coordinating Council, it is appropriate for the SWCCOG to provide this service. The SWCCOG also procured an implementation plan for this project in 2021.

- 4) Describe how the new or continuing project/program will enhance the overall mission of SWCCOG. How will it intersect with and complement other SWCCOG programs?

This project is a significant step towards regional leadership with respect to maximizing access to public transportation. The project was identified as a key strategy in the 2018 SWCCOG Four Corners Coordinated Transit Plan. The implementation design for this project was undertaken in 2021.



**Title of Proposal/Program: Multimodal Transportation and Mitigation Options Fund (MMOF)**

**Date: 4/28/2022**

**Proposal Due Date: 5/9/2022**

5) Is the SWCCOG already delivering this type of service?

YES       NO

6) Describe the need in the community for the proposed project/program.

A central, coordinated location for transit information will improve awareness of existing services to maximize the potential utilization of public transportation services.

7) What is the [non-financial] return on SWCCOG’s investment throughout the region?

Implementation of a centralized information system, seamlessly integrated with Connected Colorado, allowing riders to easily access information, increasing the visibility of existing services, and providing data to better inform decision-makers

8) Is this project/program sustainable long term or is it a short-term project?

This phase of the project consists of the development and marketing of a centralized software system. The program would not directly generate revenue, although there may be opportunities for support through annual contributions from service providers, tourism boards, and other agencies that benefit from the service the hub would provide.

9) Does the SWCCOG have an existing or past relationship with the funding agency or this funding source?

YES, If YES, please describe.       NO

**Title of Proposal/Program: Multimodal Transportation and Mitigation Options Fund (MMOF)**

**Date: 4/28/2022**

**Proposal Due Date: 5/9/2022**

- 10) Is the intent to “pass through” this funding to a vendor(s) to operate the project/program?  
 YES, IF YES, provide rationale for “pass-thru” structure.  
 NO, IF NO, provide cost/benefit analysis to support “in-house” operations.

Due to the necessity for specialized software development expertise, this phase of the project would pass-through to a contracted vendor. At this time it is unknown if ongoing maintenance and operations would continue to be contracted out or done in-house once the system is fully functioning.

- 11) How will the project/program affect the overall SWCCOG budget?

The anticipated cost for software development of the data hub is \$350,000, with an estimated additional cost of \$100,000 for marketing and web design. MMOF requires at least 50% match, staff anticipates seeking \$90,000 from MMOF with the remainder through the Federal Rural Surface Transportation Grant program. The SWCCOG has been awarded \$16,000 (with \$4,000 local match from dues) in 2022 of FTA funds through CDOT. Ongoing maintenance is estimated at \$25,000/year.

- 12) Does the project/program require a local match?  
 YES, IF YES, identify type of match (cash, in-kind), source(s) of match and amount required.  
 NO

Staff is also requesting authorization to apply for funds through the Federal Rural Surface Transportation Grant program which would serve as match.

- 13) Will this project/program generate program income or other revenue?  
 YES, if YES, describe the type of revenue, rules regarding the expenditure of that revenue, amount of revenue, projected use of revenue, and how revenue will be tracked/managed  
 NO

There have been discussions and is the potential for a shared fare arrangement between service providers with management support by the SWCCOG. Such “fare share” agreements with service providers could help offset some of the long-term system maintenance costs.

**Title of Proposal/Program: Multimodal Transportation and Mitigation Options Fund (MMOF)**

**Date: 4/28/2022**

**Proposal Due Date: 5/9/2022**

- 14) Identify the primary project staff expected to be involved with this project/program and if any new job duties will need to be added to the position/job description:

Jessica Laitsch and the future Project Manager are expected to both provide staff support.

- 15) Will additional temporary or permanent staff support be required to implement or continue this project/program?

YES, If YES, identify expected timeframe for new staff positions and any new equipment/supplies, expedited purchases, IT installations, marketing/outreach, etc. that will be required.

NO

We anticipate working with a contracted vendor for the implementation phase, then either continuing with a vendor or creating an in-house mobility manager position from ongoing maintenance and management. All equipment, supplies, and technology are currently available.

- 16) Will the project/program provide for additional FTEs?

YES, If YES, provide draft organization chart and identify new positions

NO

N/A in this phase.

- 17) Will the project/program allow for indirect costs?

YES

NO

N/A in this phase

- 18) Detail any considerations related to contracting and/or procurement matters:

A vendor for software development/marketing and a project management consultant/marketing professional would need to be identified and contracted.

**Title of Proposal/Program: Multimodal Transportation and Mitigation Options Fund (MMOF)**

**Date: 4/28/2022**

**Proposal Due Date: 5/9/2022**

19) Detail any considerations related to IT services and/or equipment:

The highly complex software system would require ongoing upkeep.

20) Will this project/program require additional/expedited Public Relations or Marketing/Outreach activities?

YES, If YES, identify the expected actives and estimated cost.  No

This project will require a significant and ongoing marketing effort. Staff intends to seek matching grant funds to cover the cost of a marketing contractor.

21) What will the project/program look like financially and competitively, including key performance indicators (KPI) and metrics to be established to monitor and control performance?

Utilization of the mobility hub system = # visitors to the hub  
Awareness of existing services = % increase to ridership as reported by service providers  
Ease of use of the system = % positive feedback provided regarding the hub

22) What other information is important for the Board to know?

While the SWCCOG was able to secure some funding for this project in 2022, at least one additional grant will be needed in 2022/2023 to serve as match and provide the remaining funding needed.

**Title of Proposal/Program: Rural Surface Transportation Grant Program**

**Date: 4/28/2022**

**Proposal Due Date: 5/23/2022**

**SWCCOG Grant Opportunity Questionnaire**

1) Briefly describe the program/project and the grant opportunity.

Implementation of a digital mobility hub, a single-point connection where riders can access information about all providers in a region, for the Southwest Region of Colorado. This project is intended to integrate with CDOT's statewide Connected Colorado project. This project is eligible as a project to develop, establish, or maintain an integrated mobility management system, a transportation demand management system, or on demand mobility services.

2) Who are eligible applicants for this grant opportunity? (non-profit entity, governmental entity, for profit entity, not specified, etc.)

A State; a regional transportation planning organization; a unit of local government; a tribal government or a consortium of tribal governments; or a multijurisdictional group of entities above.

3) Are there other entities in the region that could provide this service?

YES, If YES - why should SWCCOG take on this project/program?  NO

Due to the regional scope of the project and the existing function coordinating the Southwest Regional Transit Coordinating Council, it is appropriate for the SWCCOG to provide this service. The SWCCOG also procured an implementation plan for this project in 2021.

4) Describe how the new or continuing project/program will enhance the overall mission of SWCCOG. How will it intersect with and complement other SWCCOG programs?

This project is a significant step towards regional leadership with respect to maximizing access to public transportation. The project was identified as a key strategy in the 2018 SWCCOG Four Corners Coordinated Transit Plan. The implementation design for this project was undertaken in 2021.

**Title of Proposal/Program: Rural Surface Transportation Grant Program**

**Date: 4/28/2022**

**Proposal Due Date: 5/23/2022**

5) Is the SWCCOG already delivering this type of service?

- YES       NO

6) Describe the need in the community for the proposed project/program.

A central, coordinated location for transit information will improve awareness of existing services to maximize the potential utilization of public transportation services.

7) What is the [non-financial] return on SWCCOG’s investment throughout the region?

Implementation of a centralized information system, seamlessly integrated with Connected Colorado, allowing riders to easily access information, increasing the visibility of existing services, and providing data to better inform decision-makers

8) Is this project/program sustainable long term or is it a short-term project?

This phase of the project consists of the development and marketing of a centralized software system. The program would not directly generate revenue, although there may be opportunities for support through annual contributions from service providers, tourism boards, and other agencies that benefit from the service the hub would provide.

9) Does the SWCCOG have an existing or past relationship with the funding agency or this funding source?

- YES, If YES, please describe.       NO

**Title of Proposal/Program: Rural Surface Transportation Grant Program**

**Date: 4/28/2022**

**Proposal Due Date: 5/23/2022**

- 10) Is the intent to “pass through” this funding to a vendor(s) to operate the project/program?  
 YES, IF YES, provide rationale for “pass-thru” structure.  
 NO, IF NO, provide cost/benefit analysis to support “in-house” operations.

Due to the necessity for specialized software development expertise, this phase of the project would pass-through to a contracted vendor. At this time it is unknown if ongoing maintenance and operations would continue to be contracted out or done in-house once the system is fully functioning.

- 11) How will the project/program affect the overall SWCCOG budget?

The anticipated cost for software development of the data hub is \$350,000, with an estimated additional cost of \$100,000 for marketing and web design. Estimating a likely 20% average match, the SWCCOG would need to identify \$90,000 in match, one potential option for this match is MMOF State funds. The SWCCOG has been awarded \$16,000 (with \$4,000 local match from dues) in 2022 of FTA funds through CDOT. Ongoing maintenance is estimated at \$25,000/year.

- 12) Does the project/program require a local match?  
 YES, IF YES, identify type of match (cash, in-kind), source(s) of match and amount required.  
 NO

Staff is also requesting authorization to apply for funds through the CDOT MMOF program which would serve as match.

- 13) Will this project/program generate program income or other revenue?  
 YES, if YES, describe the type of revenue, rules regarding the expenditure of that revenue, amount of revenue, projected use of revenue, and how revenue will be tracked/managed  
 NO

There have been discussions and is the potential for a shared fare arrangement between service providers with management support by the SWCCOG. Such “fare share” agreements with service providers could help offset some of the long-term system maintenance costs.

**Title of Proposal/Program: Rural Surface Transportation Grant Program**

**Date: 4/28/2022**

**Proposal Due Date: 5/23/2022**

- 14) Identify the primary project staff expected to be involved with this project/program and if any new job duties will need to be added to the position/job description:

Jessica Laitsch and the future Project Manager are expected to both provide staff support.

- 15) Will additional temporary or permanent staff support be required to implement or continue this project/program?  
 YES, If YES, identify expected timeframe for new staff positions and any new equipment/supplies, expedited purchases, IT installations, marketing/outreach, etc. that will be required.  
 NO

We anticipate working with a contracted vendor for the implementation phase, then either continuing with a vendor or creating an in-house mobility manager position from ongoing maintenance and management. All equipment, supplies, and technology are currently available.

- 16) Will the project/program provide for additional FTEs?  
 YES, If YES, provide draft organization chart and identify new positions  NO

N/A in this phase.

- 17) Will the project/program allow for indirect costs?  
 YES  NO

N/A in this phase

- 18) Detail any considerations related to contracting and/or procurement matters:

A vendor for software development/marketing and a project management consultant/marketing professional would need to be identified and contracted.



**Title of Proposal/Program: Rural Surface Transportation Grant Program**

**Date: 4/28/2022**

**Proposal Due Date: 5/23/2022**

19) Detail any considerations related to IT services and/or equipment:

The highly complex software system would require ongoing upkeep.

20) Will this project/program require additional/expedited Public Relations or Marketing/Outreach activities?

YES, If YES, identify the expected actives and estimated cost.  No

This project will require a significant and ongoing marketing effort. Staff intends to seek matching grant funds to cover the cost of a marketing contractor.

21) What will the project/program look like financially and competitively, including key performance indicators (KPI) and metrics to be established to monitor and control performance?

Utilization of the mobility hub system = # visitors to the hub  
Awareness of existing services = % increase to ridership as reported by service providers  
Ease of use of the system = % positive feedback provided regarding the hub

22) What other information is important for the Board to know?

While the SWCCOG was able to secure some funding for this project in 2022, at least one additional grant will be needed in 2022/2023 to serve as match and provide the remaining funding needed.

# SWCCOG – SWTPR Contract

To: SWCCOG Board of Directors  
From: Jessica Laitsch  
Date: April 28, 2022

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Comments: The SWCCOG has been providing administrative and fiscal management for the Southwest Regional Transportation Planning Commission (SWTPR) including to manage state funding for the SWTPR. In light of the SWCCOG's transition, the SWTPR wished to change the term of the contract from three years to one year. The contract with this change reflected is attached.

**Legal Review:** No substantive changes from the previous contact.

**Fiscal Impact:** High, ongoing revenue from reimbursement for services provided

**Staff Recommendation:** Approve the SWCCOG – SWTPR Agreement for Services

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**AGREEMENT FOR SERVICES BETWEEN  
SOUTHWEST COLORADO COUNCIL OF GOVERNMENTS  
AND  
THE SOUTHWEST REGIONAL TRANSPORTATION PLANNING COMMISSION**

**THIS Agreement for services** (“Agreement”) is entered into with an effective date of April \_\_\_\_\_, 2022, by and between the SOUTHWEST COLORADO COUNCIL OF GOVERNMENTS, (hereinafter referred to as the “SWCCOG”) whose address is 295 Girard Street, Ste B, Durango, Colorado, 81303, and the SOUTHWEST REGIONAL TRANSPORTATION PLANNING COMMISSION, whose address is 295 Girard Street, Ste B, Durango, Colorado, 81303 (hereinafter referred to as the “SWRTPC”) (collectively, the “Parties”).

**RECITALS**

**WHEREAS**, the provisions of Section 18 of Article XIV of the Colorado Constitution and C.R.S. §29-1-203 allow Colorado local governments to cooperate or contract with one another to provide any function, service or facility lawfully authorized to each local government; and

**WHEREAS**, the SWRTPC is in need of administrative support as set forth in Attachment A, whereby SWCCOG would provide SWRTPC with financial oversight services, meeting support services, and assistance in the administration of CDOT’s Rural Planning Work Program; and

**WHEREAS**, it is the mutual desire of the Parties to set forth their understanding and agreement, in writing, with respect to said obligations:

**NOW, THEREFORE, in consideration of the mutual covenants, conditions and obligations herein set forth herein, the Parties hereby mutually agree as follows:**

1. Role of the Parties. Under the terms of this agreement, as an independent contractor for SWRTPC, SWCCOG will provide financial oversight to the SWRTPC, provide meeting support, and administer the CDOT Rural Planning Work Program as set forth in Attachment A. SWCCOG is an independent contractor, not an employee of the SWRTPC. SWCCOG is free to provide services to others and is not required to work exclusively for SWRTPC. Compensation provided under this agreement is set at a contract rate for the scope of work and not set as a salary.

2. Responsibilities as Fiscal Agent. The SWCCOG shall be the fiscal agent in administering the CDOT Purchase Order and shall receive from CDOT all funds provided by CDOT and shall receive from SWRTPC all member contributions. The SWCCOG shall submit all necessary Purchase Order documents to CDOT as required.

3. Responsible Administrator. The Parties agree that Laura Lewis Marchino, contracted oversight for SWCCOG, or designee, shall be designated as the Responsible Administrator to carry out certain responsibilities under this Agreement.

4. SWCCOG Responsibilities:

a. The SWCCOG, as fiscal agent, agrees to accept and administer the CDOT payments, including the payments for PO 411028856, future CDOT Purchase Orders, and SWRTPC member contributions.

b. SWCCOG will perform the scope of work set forth in Attachment A.

5. SWRTPC's Responsibilities:

a. The SWRTPC agrees to work with the Responsible Administrator to ensure that the scope of work can be performed by SWCCOG.

b. SWRTPC agrees that it shall designate a Chair and Vice Chair to serve as a Project Representative, who shall have the responsibility to coordinate with the SWCCOG on implementation of the scope of work defined in Attachment A. SWRTPC shall promptly advise SWCCOG of any changes in the Project Representative.

c. Assist SWCCOG in collection of contributions and see that CDOT funds are paid directly to the SWCCOG.

6. Financial Management. The SWCCOG will adhere to the applicable financial management rules and policies of the Purchase Order and the State of Colorado throughout the term of this contract. SWCCOG will charge SWRTPC and promptly pay itself from the funds it administers at hourly rates that compensate SWCCOG for its employee time spent performing SWRTPC services (i.e. cost share of salary, benefits, other employer payments such as unemployment insurance and employer payroll taxes for the SWCCOG employees time spent on SWRTPC matters, which amount shall be calculated into an hourly rate for each SWCCOG employee that performs services on behalf of SWRTPC) plus reimbursement of SWCCOG out of pocket (non-overhead) expenses incurred on behalf of SWRTPC to be reimbursed at SWCCOG's actual cost paid out on behalf of SWRTPC.

7. Term of Agreement. Unless sooner terminated as provided herein, this Agreement shall remain in full force and effect for one year from the effective date of this agreement.

8. Modification and Changes. The Agreement may not be modified in any manner unless the modification is agreed to in writing by all Parties to this Agreement.

9. Contract Termination. If CDOT Purchase Order is terminated for any reason, the SWCCOG may terminate this Agreement and shall provide written notice of termination of this agreement to the SWRTPC. This Agreement may also be terminated at any time by mutual and written agreement of the Parties. Either party may also terminate this contract

upon 90 days written notice to the other. It is also understood and agreed that SWCCOG's performance herein is subject to the annual appropriation of funds by its governing body.

10. Integration. This Agreement, together with its exhibits is intended as the complete integration of all understandings between the Parties. No prior or contemporaneous addition, deletion or modification hereto shall have any force or effect whatsoever.

11. Severability. To the extent that this Agreement may be executed and performance of the obligations of the Parties may be accomplished within the intent of the Agreement, the terms of this Agreement are severable, and should any term or provision hereof be declared invalid or become inoperative for any reason, such invalidity or failure shall not affect the validity of any other term or provision hereof.

12. Waiver. The waiver of any breach of a term, provision or requirement hereof shall not be construed as a waiver of any other term, provision or requirement or any subsequent breach of the same term, provision or requirement.

13. Assignment. Neither the SWCCOG nor the SWRTPC may assign their right or duties under this Agreement without the prior written consent of the other party. No subcontract or transfer of this Agreement shall in any case release the SWCCOG or the SWRTPC of their responsibilities under this Agreement.

14. Third Party Beneficiaries. The enforcement of the terms and conditions of this Agreement and all rights and actions relating to such enforcement shall be strictly reserved to the SWCCOG and the SWRTPC. Nothing contained in this Agreement shall give or allow any claims or right of action whatsoever by any third person. It is the express intention of the SWCCOG and the SWRTPC that any such person or entity, other than the SWCCOG or the SWRTPC, receiving services or benefits under this Agreement shall be deemed an incidental beneficiary only.

15. Governmental immunity. By executing this Agreement the parties do not waive any immunity or limitations of liability contained in the Governmental Immunity Act.

16. Enforcement. Any dispute concerning the performance or interpretation of the agreement which cannot be resolved by the designated points of contact shall be referred to the party's governing board. If the matter is not resolved within 45 days after referral, either party may file legal action. Any litigation will be filed in District Court of La Plata County.

17. No Special Damages. Notwithstanding any other provision hereof, neither party shall be liable for any damages for loss of profits, loss of revenues, loss of goodwill, loss of anticipated savings, loss of data or cost of purchasing, replacement services, or any indirect, incidental, special, consequential, exemplary or punitive damages arising out of its performance or failure to perform under this agreement. Additionally, any damages against SWCCOG shall be capped at the amount of funds that SWCCOG has received from the SWRTPC during the fiscal year in which such liability or damage accrued.

18. Counterparts. This Agreement may be executed in counterparts, each of which shall be deemed to be an original and all of which together shall constitute one original Agreement.

19. Signatory Authority. Each person signing this Agreement in a representative capacity, expressly represents the signatory has the subject party's authority to so sign and that the subject party will be bound by the signatory's execution of this Agreement. Each party expressly represents that except as to the approval specifically required by this Agreement; such party does not require any third party's consent to enter into this Agreement.

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Sarah Hill, Chair, Southwest Regional Transportation Planning Commission      Date

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Andrea Phillips, Chair, Southwest Colorado Council of Governments      Date

## **Attachment A- Scope of Work**

### **The scope of work for the SWCCOG –SWRTPC Agreement Includes:**

1. **Financial Oversight:**
  - Maintain accounts, budgets, and accounting and provide information on Financials at all Commission meetings.
  - Invoice area governments for annual member contributions.
  
2. **Meeting support:**
  - Maintain files, minutes, and lists of members of Commission per Memorandums of Agreement among local governments.
  - Follow up on any reasonable request for information made by Commission members.
  - Assist the Chair of Transportation Planning Commission in arranging meetings and distributing agendas and information for Commission packets.
  - Assist the Chair and Commission as requested in carrying out special projects.
  - Attend meetings as requested to represent the Chair of Planning Commission in a professional manner.
  - Facilitate relationships and communication between all participants in the Commission, Transit and other related committees.
  - Provide an annual contact list of members and alternates to the Commission.
  
3. **Administration of CDOT Rural Planning Work Program:**
  - Administer all Purchase Orders/CDOT contracts, meet financial and reporting deadlines, and other requirements.
  - Assist in their preparation, correspondence with the appropriate agency or program representatives, and documentation.
  - Proactively seek new Purchase Order or program opportunities with Commission recommendation.
  - Maintain, update, and publish the Regional Transportation Plan in cooperation with CDOT.
  - Reimburse SWRTPC members travel to SWRTPC meetings and CDOT STAC meeting as requested.
  - Other duties as assigned.

# Letter of Support Request

To: SWCCOG Board of Directors  
From: Jessica Laitsch  
Date: April 28, 2022

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Comments: CDOT has requested assistance from La Plata County to submit a grant application for improvements to US Highway 160 between Elmore's Corner and Dry Creek. They are requesting a letter of support for this proposal. A letter with additional details of this request is attached.

**Legal Review:** N/A

**Fiscal Impact:** N/A

**Staff Recommendation:** Approve a letter of support significantly in the form attached.

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# SOUTHWEST COLORADO COUNCIL OF GOVERNMENTS

April 28, 2022

Office of the Secretary  
U.S Department of Transportation  
1200 New Jersey Ave, SE  
Washington, DC 20590

RE: Support for the US 160 Elmore's to Dry Creek Project – La Plata County

Grant Review Committee:

The SWCCOG is located in the southwest corner of the state of Colorado. The region spans an area of roughly 6550 square miles and includes the counties of Archuleta, Dolores La Plata, Montezuma, and San Juan, the municipalities of the Cities of Cortez and Durango, and the Towns of Bayfield, Dolores, Dove Creek, Ignacio, Mancos, Pagosa Springs, Rico, and Silverton. Of great concern to the region is the strength of the transportation network due to the considerable distances between communities, remote location, and mountainous topography. The SWCCOG would like to express its support for La Plata County's request for Multimodal Project Discretionary Grant Opportunity (MPDG) funding for the US 160 Elmore's to Dry Creek Project. This project addresses several safety and congestion issues and is being undertaken in close collaboration with the Colorado Department of Transportation (CDOT).

US Highway 160 is a critical transportation corridor in southwest Colorado, it is a National Highway System route and is the sole east-west corridor in southern Colorado. This vital link to the transportation system provides for the transport of people, goods, and services through the state and serves as a local and regional highway between the region's population centers.

The average daily traffic through the project area is approximately 15,000 vehicles per day and is expected to increase by 30% by 2040. While US 160 provides two through lanes in each direction at the Elmore's Corner intersection, it then narrows to one lane with non-existent shoulders throughout the rest of the corridor. Additionally, residential development has greatly increased within the project area, which has increased congestion on the two-lane road. Entering and exiting US highway 160 is difficult and has led to increased rear-end and turning movement crashes caused by drivers attempting to make turns at the 18 access points present within a 2.5 mile stretch of highway within the project limits. In addition to the mobility impacts of turning vehicles and high rate of rear-end crashes, there is a high number of wildlife-vehicle collisions along the corridor. The project would address the significant safety concerns and allow for increased mobility throughout the project area.

Due to the critical necessity to address the issues detailed above and the expected benefits throughout the project area, the SWCCOG urges you to support the proposed US 160 Elmore's to Dry Creek Project.

Sincerely,

Andrea Phillips  
Southwest Colorado Council of Governments Chair



**COLORADO**  
**Department of Transportation**  
Region 5

Region Director's Office  
3803 N. Main Avenue, Suite 306  
Durango, CO 81301-4034

Chuck Stevens  
La Plata County Manager  
1101 E 2<sup>nd</sup> Avenue  
Durango, CO 81301

March 29, 2022

Dear Mr. Stevens,

The Colorado Department of Transportation (CDOT) is requesting the assistance of La Plata County to submit two grant applications that are being solicited as part of the recently passed Infrastructure Investment and Jobs Act, to fund critical freight and highway projects across the country and increase connectivity in rural areas. Notice of Funding Opportunities (NOFOs) have been issued for both Infrastructure for Rebuilding America (INFRA) and Rural Surface Transportation Programs, and the US 160 Elmore's to Dry Creek Project is eligible for both programs. CDOT is recommending applications to both programs. CDOT and La Plata County have a history of submitting applications on similar projects, when CDOT Headquarters has higher priorities in other parts of the state, but the Region still has significant needs. This strategy provides the opportunity for more grant dollars to be awarded as a whole to the state of Colorado. As on past projects, CDOT will prepare the applications, and administer any awarded grant funds. CDOT is not asking La Plata County for a grant match at this point in time.

Below is a summary of the US 160 Elmore's to Dry Creek project that we would like to submit for the grant opportunities.

CDOT Region 5 is currently initiating the design process to address safety concerns and noticeable congestion issues on US 160, east of Durango. The subject project includes a 7.6-mile long segment of the highway extending from the east side of the intersection at State Highway (SH) 172 (Elmore's Corner) to the east side of County Road (CR) 223 intersection (Dry Creek). This project will extend from Mile Post 91.4 to 99.

US 160 is a national highway system route and is the only principal east-west highway traversing the entire southern portion of the state of Colorado that serves the Four Corners Region. This vital link to the transportation system provides for the transport of people, goods,



and services through the state and serves as a local and regional highway for the city of Durango and the town of Bayfield.

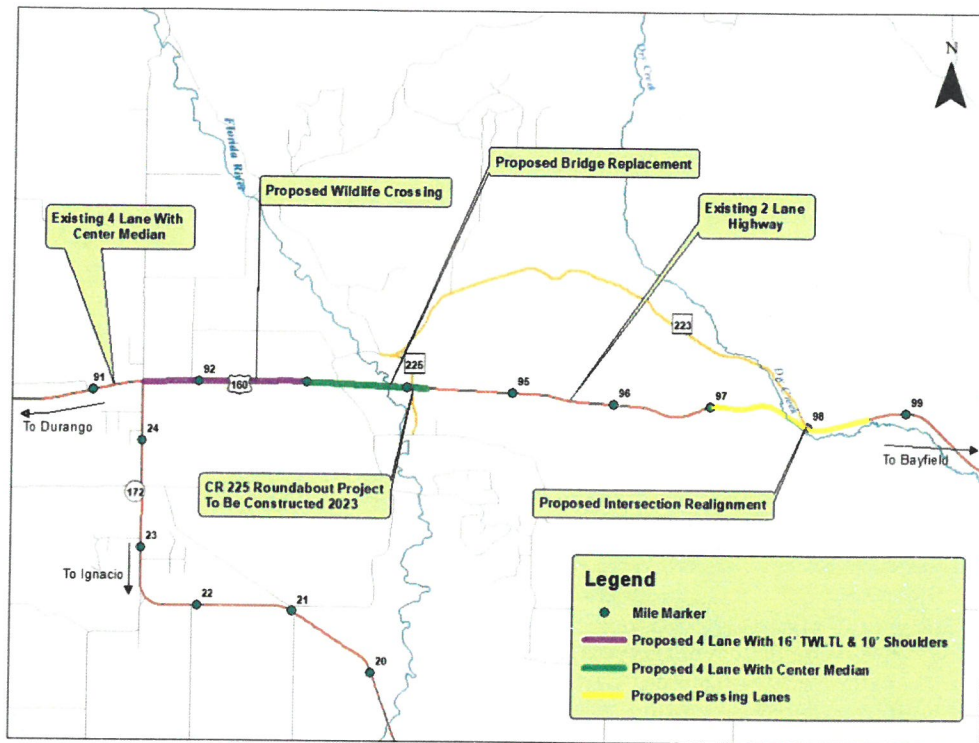
Highway improvements were made to the existing US 160 in La Plata County in the 1950s and 1960s. At that time, the population of La Plata County was less than 20,000 residents. Since then, the population has more than doubled (56,221 in 2019), and tourist activity has increased exponentially. As a result, traffic volumes along the US 160 project corridor have dramatically increased, and traffic volumes in the region have increased by 50% in the summer months with the influx of tourists. The high traffic volumes have contributed to this highway segment having a Level of Safety Service of 4, which is the highest crash ranking and indicates a high potential for crash reduction. The Town of Bayfield is also seeing a housing explosion, including 520 newly approved residential units, with the majority of services being provided in Durango.

The average daily traffic through the project area is approximately 15,000 vehicles per day and is expected to increase by 30% by 2040. While US 160 provides two through lanes in each direction just east of the Elmore's Corner intersection, it then narrows to a single through lane configuration in each direction, with narrow to non-existent shoulders throughout the rest of the corridor. Additionally, residential development has greatly increased within the project area, which has increased congestion on the two-lane road. Entering and exiting US Highway 160 is difficult and has led to increased rear-end and turning movement crashes caused by drivers attempting to make turns at the 18 access points present within a 2.5 mile stretch of highway within the project limits. In addition to the mobility impacts of turning vehicles and high rate of rear-end crashes, there is a high number of Wildlife Vehicle Collisions along the corridor. The project area is also in dire need of additional passing lanes to improve transit and freight mobility, which would benefit the overall operation of the highway.

To address the significant safety concerns, and allow for increased mobility throughout the project area, the project will include:

- Expansion of 2.5 miles of two-lane highway to a new a four-lane facility. This new four-lane facility will be constructed from Elmore's Corner to the intersection of CR 225.
- Construction of a continuous 1.5-mile long two-way left turn lane which will reduce rear-end crashes by 38%. The turn lane will be constructed from Elmore's Corner east across the Florida Mesa.
- Widening the bridge over the Florida River to accommodate a four-lane facility.
- Construction of a Round-A-Bout at the US 160 and CR 225 intersection.
- Alternating passing lanes for 5 miles to provide for additional safe passing opportunities.
- Construction of five wildlife underpasses and deer fencing to prevent wildlife-vehicle collisions.
- Widened shoulders to improve vehicle recovery.
- Access improvements at County Road Intersections.





The current funding plan is identified below. CDOT has secured \$49 million in SB 260, Bridge Enterprise, and Safety funds to cover the improvements identified as US 160 Elmore's East, Florida River Bridge, and US 160 / CR 225 Intersection Improvements. The Grant request of \$57 million would fund the improvements from the intersection of CR 225 through Dry Creek.

US 160 Elmore's to Dry Creek Project Components	Estimated Cost
US 160 Elmore's East - Corridor Improvements	\$ 37,000,000
Florida River - Bridge Replacement	\$ 4,000,000
US 160/CR225 - Intersection Improvements	\$ 7,800,000
US 160 Dry Creek - Corridor Improvements	\$ 57,000,000
<b>US 160 Highway Improvements Total:</b>	<b>\$ 105,800,000</b>

The above funding scenario would provide a 46% match for the grant request, which meets the requirements for both the INFRA Grant and the Rural Surface Transportation Grant.



Thank you for considering this request for La Plata County to submit two grant applications on CDOT's behalf. CDOT is hopeful that La Plata County will be willing to build on the successful partnership we've developed on past projects. Please let me know if you have any questions or concerns.

Thank you,



Julie Constan  
CDOT Region 5 Transportation Director



# SWCCOG Employees

**To:** SWCCOG Board of Directors  
**From:** Laura Lewis Marchino and Jessica Laitsch  
**Date:** April 28, 2022

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**Comments:** Taking into consideration the long-term intent to integrate Region 9 and SWCCOG operations, including staffing, in addition to the current hiring process underway for a SWCCOG Project Manager, staff would recommend that the New Project Manager be hired as a Region 9 employee with the COG reimbursing Region 9 for salary and benefits. Staff also seeks direction to transition Jessica Laitsch under Region 9, though timing is flexible as Region 9 and SWCCOG benefits need to be reviewed and transitioned. Having staff under one organization is something that all COG/EDD organizations have in effect. Also, bringing staff under Region 9 will allow the COG to cease doing its own payroll. While the Payroll Department is not expensive (approximately \$130 a month) there is a significant cost savings removing the time Jessica invests in calculating hours to each program, health and retirement benefit tracking. This would be done by Region 9.

**Legal Review:** Will be engaged as needed.

**Fiscal Impact:** Some cost savings anticipated from Payroll Dept fees and freeing up Jessica's time for other projects.

**Staff Recommendation:** Hire the Project Manager as a Region 9 employee with a services agreement between Region 9 and the SWCCOG identifying responsibilities this employee will provide the SWCCOG. Staff also recommends transitioning Jessica to be an employee under Region 9 after identifying changes and allowing transition time.

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# 2022 Meeting Schedule

To: SWCCOG Board of Directors

From: Jessica Laitsch

Date: April 28, 2022

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Staff recommends the Board consider establishing a Regular meeting schedule for the remainder of 2022 to ensure the time is set aside on calendars.

As part of the Transition Plan, staff recommends moving the SWCCOG Board Meetings to the same schedule as Region 9. This will help be more efficient with the numerous meetings the jurisdictions' member attend, be more efficient with staff time, as well as help align the two organizations. Region 9's 2022 Board Meetings are once per quarter on the last Thursday of the month. 2022 meeting dates are January 27, April 28, July 21, and September 29. SWCCOG Board Meetings can continue meeting at 1:30 – 4 as the Region 9 meetings are 9-12pm.

The SWCCOG is governed by state statutes that require the Board to adopt a draft budget by October 15<sup>th</sup> and a final budget by December 15<sup>th</sup>. Due to the lack of meeting near the end of the year for Region 9, the SWCCOG Board should consider adding another date of November 17<sup>th</sup>.

Finally, due to the length of time between quarterly meetings, staff recommends continued engagement of the Executive Committee to support the organization and ensure oversight. These should fall between the regular Board meetings.

The proposed meeting schedule for the remainder of 2022 is as follows:

- April 28, 2022, 1:30-4pm – Regular Meeting
- June 9, 2022, 1:30-3pm – Executive Committee Meeting
- July 21, 2022, 1:30-4pm – Regular Meeting
  - o 2023 Dues Discussion
- August 11, 2022, 1:30-3pm – Executive Committee Meeting
- September 29, 2022, 1:30-4pm – Regular Meeting
  - o 2023 Draft Budget
- October 13, 2022, 1:30-3pm – Executive Committee Meeting
- November 17, 2022, 1:30-4pm – Regular Meeting
  - o 2023 Final Budget

**Legal Review:** N/A

**Fiscal Impact:** N/A

**Staff Recommendation:** Establish Meeting Dates for 2022.

# Treasurer Selection

To: SWCCOG Board of Directors

From: Jessica Laitsch

Date: April 28, 2022

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The Executive Committee will play a key role during the transition in 2022. It is vital to have a full Executive Committee for the upcoming year and will take more time than in years past to help ensure the best possible outcome for the organization. Generally, the Board tries to maintain regional representation in the Executive Committee. The Chair and Vice Chair positions were selecting during the March 2022 meeting, the Treasurer/Secretary position remains unfilled.

Current Members are:

Chair: Andrea Phillips, Administrator, Town of Pagosa Springs

Vice Chair: Willy Tookey, Administrator, San Juan County

Treasurer/Secretary: Has remained unfilled since John Dougherty, Manager, City of Cortez left in Spring 2021.

**Legal Review:** Not applicable at this time

**Fiscal Impact:** None

**Staff Recommendation:** Select a Treasurer/Secretary to serve on the Executive Committee for the remainder of 2022



# Representative to SJRC&D

To: SWCCOG Board of Directors  
From: Jessica Laitsch  
Date: April 28, 2022

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**Comments:** The SWCCOG began working with the San Juan Resource Conservation and Development Council (SJRC&D) in 2020 to provide administrative and bookkeeping support services. The SJRC&D Council included two existing Board members with a third Board member appointed by the SWCCOG Board. David Black has been serving as the SWCCOG's representative on the SJRC&D Board since 2020. With Trustee Black's upcoming transition away from his role with the SWCCOG, the Board is being asked to nominate a representative to serve on the SJRC&D Council. Staff will also be seeking volunteers for this position from the Region 9 EDD Board.

The SJRC&D Council currently meets at 9:00 a.m. on the second Tuesday of every other month. Meetings typically last no longer than one hour. Meetings are typically held in-person. At this point we anticipate meetings to be held at the SWCCOG's office, however remote participation or alternate locations may be an option if necessary.

***Fiscal Impact:*** Not applicable

***Legal Review:*** Not applicable

***Staff Recommendation:*** Appoint a representative on the SJRC&D Council.

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# Reports

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**2022 SWCCOG Board Meeting Attendance**

Current Members										Partner Organizations											
Jurisdiction	Member Name		Town of Bayfield		City of Cortez		City of Durango	Town of Ignacio	La Plata County		Town of Pagosa Springs	San Juan County	Town of Silverton	Dolores County	Town of Dolores	Town of Dove Creek	Town of Mancos	Montezuma County	Southern Ute	Town of Rico	Ute Mountain Ute
	Alvin Schaaf - Primary	Derek Woodman - Alternate	Ashleigh Tarkington - Primary	Katie Sickles - Alternate	Mike Lavey - Primary	Drew Sanders - Alternate	Olivier Bosmans - Primary	Mark Garcia - Primary	Matt Salka - Primary	Chuck Stevens - Alternate	Andrea Phillips - Primary	Willy Tookey - Primary	Gloria Kaasch-Buerger - Primary	Steve Garchar	Ken Charles						
Jan																					
Feb																					
Mar																					
April																					
June																					
July																					
Aug																					
Sept																					
Oct																					
Dec																					
Percent Attend	67%		100%		100%		100%	67%	100%		100%	100%	67%								
Dues Paid	★		★				★				★										

Present  
Absent

\*removed notation to indicate remote attendance

# Staff Report

To: SWCCOG Board of Directors

From: Jessica Laitsch

Date: April 28, 2022

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Staff has been working extensively with Region 9 staff through this period of transition. Region 9 staff is assisting with a wide variety of projects, helping the SWCCOG keep on track with our various programs.

Specific projects that staff has been working on since the March meeting include:

- Coordinating application process for Project Manager position.
- Preparation for annual financial audit for fiscal year 2021.
- Working with the SW All Hazards Advisory Council coordinator on various large purchases and 2022 grant application.
- Regional Housing Alliance of La Plata County meeting, consultant contract negotiation process, financial review RFP process, Board member-at-large application process.
- San Juan Resource Conservation and Development Council administrative support.
- SWTPR meeting support. Providing assistance with application process for MMOF funds.
- Regional Transit Coordinating Council meeting support.
- Colorado Association of Regional Organization (CARO) meeting preparation.
- Seeking funding opportunities for Digital Mobility Hub project.
- Working with Region 9 staff on digitization of the RHA and SWCCOG's historic records.
- Management of Zoom account.
- Tracking of State legislation.
- Governmental Accounting Immersion Training.
- Ongoing communication with the Region 9 Executive Director and Region 9 staff.

Laura signed/approved the following items:

- Change Requests for All Hazards
  - Quote to add Zoom licenses
  - DOLA Reimbursement Request
  - Dark Fiber Lease Agreement with Zito West Holding on behalf of Archuleta County and the Town of Pagosa Springs
-

# Region 9 Update

To: SWCCOG Board of Directors  
From: Laura Lewis Marchino, Region 9 EDD  
Date: April 2022

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Below are highlights of **Region 9's work on the behalf of the SWCCOG in March and part of April**. The bullets are taken from Region 9's monthly report of activities to our Board of Directors. Questions regarding the below are welcome.

- There were **17 inquiries** directly related to the SWCCOG.
  - Discussion with Kim White, Silverton, on broadband.
  - 2<sup>nd</sup> – Laura met with Kelly Hebbard with FastTrack.
  - 3<sup>rd</sup> – Laura attended Regional Housing Alliance meeting.
  - 4<sup>th</sup>, 11<sup>th</sup>, 25<sup>th</sup> – Jessica and Laura held weekly check-ins.
  - 4<sup>th</sup> – Laura met with Rick Smith and Jim McClain regarding proposed broadband forum.
  - 4<sup>th</sup> – Laura met with Kevin Wilkins, San Luis Valley regarding COG and EDD interrelationship.
  - 7<sup>th</sup> – Laura, Jessica and Heather met with DOLA reps regarding the DOLA 8824 grant and revised SCOPE of work.
  - 8<sup>th</sup> – Laura met with Eric Pierson, City of Durango regarding all things Broadband.
  - 10<sup>th</sup> – Laura met with Jon Stavey, with NW Colorado Council of Governments on SWCCOG structure and broadband.
  - 10<sup>th</sup> -- Laura attended SW Regional Broadband meeting.
  - 10<sup>th</sup> – Laura met with Diane Kruse with NeoConnect.
  - Promotion of Regional Housing Alliance at large member.
  - Considering options for a website design overhaul.
  - Sent close out email/letter to Miriam regarding SWCCOG employment and needed items.
  - Provided materials/update memos for SWCCOG Board meeting.
  - 15<sup>th</sup> – Laura met with Corey Bryndal and Michelle Haynes with Region 10.
  - 16<sup>th</sup> – Laura met with Chris Steber with TING.
  - 17<sup>th</sup> – Attended SWCCOG Board meeting.
  - 17<sup>th</sup> – Laura met with DOLA regarding possible REDI application on SWCCOG and Region 9 alignment.
  - 25<sup>th</sup> - Jessica and Laura met with David Liberman regarding SWCCOG close out.
  - Laura submitted hours to SWCCOG for Stephani's RHA scan project and Heather's CDL grant time.
  - 28<sup>th</sup> – Coordination call regarding Broadband Forum agenda.
  - Working with In Motion Technologies regarding transfer of email and domain addresses for SWCCOG.
-

# Region 9 Update

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- 29<sup>th</sup> – Stephani met Jessica at the SWCCOG offices to get files for scanning project.
- Changing SWCCOG checking account signatures.
- Miriam provided usernames and passwords for SWCCOG items.
- 31<sup>st</sup>- Laura met with Keith Kranker and Beth Kremer regarding Silverton broadband and next steps.
- Combined MailChimp account with Region 9 and SWCCOG included in Region 9 newsletter.
- Laura has access to Miriam’s [director@swccog.org](mailto:director@swccog.org) email and going through files.
- Reducing footprint at Housing Solutions office.
- Stephani working on SWCCOG scan project.
- 4<sup>th</sup> – Laura met with Corey Bryndal with Region 10 via zoom.
- 7<sup>th</sup> –Laura participated with Jessica in participating in a Regional Housing Alliance meeting.
- 8<sup>th</sup> – Laura coordinated a Carrier Neutral Location meeting between La Plata County, City of Durango, CDOT and included input from region 10 Broadband Director.
- 8<sup>th</sup>, 14<sup>th</sup> 15<sup>th</sup> 22<sup>nd</sup> – Laura and Jessica had weekly check-in
- 14<sup>th</sup> –Jessica coordinated, and Laura attended the SW TPR meeting.
- 14<sup>th</sup> – Laura attended Regional Broadband meeting.
- SWCCOG looking to apply for DOLA funds for La Plata County Carrier Neutral Location in Durango.

**Legal Review:** N/A

**Fiscal Impact:** Nothing in addition to Region 9 monthly Admin Fee of \$1,000 over past month.

**Staff Recommendation:** None

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# Fiscal Administration Report

To: SWCCOG Board of Directors  
From: Jessica Laitsch  
Date: April 28, 2022

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Comments: The SWCCOG is contracted with a number of small organizations to assist with fiscal and administrative management. The intent is to help these small agencies comply with basic administrative requirements at minimal cost, as well as to provide a modest revenue stream for the SWCCOG. Below are brief summaries of the current activities of these various organizations:

**Colorado Association of Regional Organizations (CARO):**

CARO met on April 22, 2022, after a two-year hiatus due to the pandemic. CARO is set up as a non-profit organization and the members are the 14 regional entities/COGS in Colorado. There is currently about \$30K in the bank account that is used for primarily for meeting expenses and the SWCCOG charges \$880 a year in administration as set up by Miriam Gillow-Wiles, who also served as Chair. When Miriam left, Laura worked with the CARO Vice Chair to update the bank account signers. At this most recent meeting, Laura was selected as the new Chair, and Flo Raitano, DRCOG, as the Vice Chair. The group would like to submit their needed 990 Tax return and then disband the organization as a formal entity. The group felt that having an additional organization and compliance related to that, did not feel needed. The SWCCOG will continue in its role as fiscal agent.

**Regional Housing Alliance of La Plata County (RHA):**

The RHA is taking steps to reestablish as an active organization. The RHA is pursuing options for professional services to assist with reestablishing the organization, has begun the process for a review of the annual financial statements, and has selected a Board member-at-large, Patrick Vaughn. This organization has been meeting monthly. The next meeting will be held May 5, 2022 and will include a discussion on the RHA's intended role in addressing housing issues in the County.

**San Juan Resource Conservation and Development Council (SJRC&D):**

The next SJRC&D meeting will be held in May 2022 and the organization recently added MakerLab in Durango to their list of organizations they assist as a fiscal sponsor. A Board member from the SWCCOG is on the agenda.

If any SWCCOG Board members are aware of any non-profits that could benefit from the assistance of a fiscal sponsor to help manage expenses and establish their organization, please contact Jessica.

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# Fiscal Administration Report

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**Southwest All Hazards Advisory Council:**

Staff is working with the SWAHAC Coordinator on a number of projects and large purchases. The SWCCOG is eligible for reimbursement of certain management and administration costs for managing these grants.

**Southwest Colorado Incident Management Team (SWIMT):**

The SWIMT recently held a multi-day training opportunity for team members. The SWCCOG is eligible for reimbursement of certain management and administration costs for managing this grant.

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# Grant Updates

To: SWCCOG Board of Directors  
From: Laura Lewis Marchino and Jessica Laitsch  
Date: April 28, 2022

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Comments: **Grants:**

**All Hazards - 2019, 2020, 2021**

- Homeland Security funding
- Supports emergency management and first responders
- \$529,953
- Includes funding for staff, overhead, and travel costs related to grant administration.
- Projects managed by SWAHAC Homeland Security Grant Coordinator, SWCCOG assists with grant management

**Southwest Incident Management Team (SWIMT)**

- Sept 2021 – May 2022
- \$24,700
- Negotiated 10% administrative fee.
- Funding to support incident management training
- Funding to support Emergency Managers and other first responders during emergencies
- SWCCOG staff works with SWIMT co-coordinators to manage grant and activities

**CDOT FY2022 5310 Funding**

- \$43,400
- Includes funding for staff, supplies, and travel costs related to transit coordination.
- Implementation of the Digital Mobility Hub from CDOT FY2021 5310 Mobility Management
- Ongoing support of Regional Transit Coordinating Council

**DOLA REDI 21-240 Montezuma Orchard Restoration Project (MORP)**

- \$150,000
- MORP will reimburse staff costs related to grant administration.
- Will provide funding for building to house equipment and eventually apples and other products
- Region 9 staff overseeing with SWCCOG and all is going smoothly.

**DOLA Technical Assistance EIAF 9318**

- \$49,000 ends on June 30, 2022
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# Grant Updates

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- The request was for funding to help support remote work readiness for residents of the region, and support business growth in partnership with SCAPE for the areas outside of Durango.
- In discussions with DOLA, Patrick Rondinelli and Randi Snead were open to closing out this grant as no activity had occurred with Durango Adult Education nor was it expected.
- SCAPE has submitted an invoice for the work they performed regionally. A reimbursement request is in the process of being submitted to DOLA, and then the grant will be closed out, and the remaining funds will be deobligated.

## **CDOT CDL Development Purchase Order**

- **Expires 6/30/22**
  - CDOT has been awarded funding through the Federal On-the-Job Training Supportive Services to invest in statewide construction workforce. Objectives include:
    - o Lead the establishment of a CDL Class B training program in the Durango area
    - o Coordinate stakeholders to develop a short-term (6-12 months) approach to consolidating existing training and testing resources
    - o Communicate proactively and consistently with both internal and external program stakeholders, paying particular attention to CDOT and DOLA
  - Purchase Order will cover the cost of the SWCCOG time based on the staff performing the activities and number of hours via reimbursement estimated at \$20-\$24K.
  - After a meeting with DOLA in early March, this grant will **not** be match for the DOLA 8824 grant.
  - Region 9 Project Manager Heather Otter is working closely with the CDOT manager of these funds and working to get this grant completed by the deadline.
  - Recent activities include:
    - o Three ELDT info sessions prior to the Feb 7th roll out, one in each of these towns: Pagosa, Durango, and Cortez – provided by Eclipse-DOT. The purpose was to inform local businesses and agencies (government, school districts, etc) that employ or need to employ drivers with CDLs of the upcoming changes & requirements.
    - o Bi-weekly stakeholder calls providing updates from each organization on the status of CDL training development.
    - o Launched a regional CDL needs assessment – will run through mid-May. Data will be compiled by end of May.
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# Grant Updates

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- Analysis of regional job posting statistics containing “CDL”.
- Site visit with local company to discuss potential use of an empty lot on their property to hold behind the wheel training and testing.
- Presentation to Montezuma County Commissioners requesting space to hold behind the wheel testing and training for government employees as well as private industry.

## **CDOT TPR FY21-22 Funding – Ends 6/30/2022**

- The TPR is funded through an annual Purchase Order, for \$22,100.
- This funding covers staff time related to TPR goals and administration of the TPR meetings and travel costs for TPR representatives to attend monthly STAC meetings.

## **DOLA 8824 – 2019 Technical Assistance – Ends 8/30/2022**

- \$20,000 - CDL Program Development and Cost Reduction for COG Members (*Shared Services/Community Support*) - Activity in progress.
- \$30,000 - Development of end markets for hard to recycle items (*Environment*) - Match from CDPHE Regional Waste Studies - CDPHE or USDA
- In a meeting with DOLA’s Randi Snead and Patrick Rondinelli, staff requested that this scope of work be amended to exclude the hard to recycle materials, as no activity in that area has, or is expected to occur.
- Heather Otter with Region 9 is coordinating CDL activity and contractors, and she and the SWCCOG are awaiting confirmation of eligible expenses for the revised Scope of Work.
- See CDOT CDL Purchase order summary for a list of recent activities on this project.

## **Grant Requests Pending:**

### **NTIA Broadband Grant**

- \$13,400,000 project
- Partnership with Clearnetworx
- Fiber between Bayfield and Durango in rural La Plata County including Forest Lakes and Vallecito Subdivisions
- Expected notification date was mid-November, we are currently awaiting a response. There are additional awards expected though a first round has already been funded.

### **FTA DIGITAL MOBILITY HUB**

- \$350,000
  - Expected notification in spring 2022, we are currently awaiting a response.
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# Grant Updates

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## **Future Grants**

Broadband grants – There is a request on the agenda to apply for DOLA funds for a broadband/carrier neutral location project.

Transportation grants – There is a request on the agenda to apply for two transportation grant opportunities for the Transit Digital Mobility Hub.

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# Transportation Report

To: SWCCOG Board of Directors  
From: Jessica Laitsch  
Date: April 28, 2022

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Comments: Transportation:

There was a SWTPR meeting held on April 14, 2022. The meeting included an update on the MMOF application process, consideration of the contract for services with the SWCCOG, consideration of a letter of support for a grant submission by La Plata County, and a CDOT planning update.

The MMOF application process is currently open, please contact Jessica for the application materials and deadlines.

The next meeting will be held at 9:00 a.m. Thursday, June 9, 2022.

Transit:

The last Transit Council meeting was held March 17, 2022. The next Transit Council meeting will be held at 9:00 a.m. on Thursday, May 19, 2022 at the Road Runner Transit Bus Barn.

The SWCCOG was awarded 2022 Transit coordination funds through CDOT to begin implementation of the Digital Mobility Hub project. Staff will also be requesting authorization to apply for various funding opportunities for development of this project.

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# Legislative Update

To: SWCCOG Board of Directors

From: Jessica Laitsch

Date: April 28, 2022

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Comments: Attached is a summary of bills that have been introduced in the Colorado General Assembly.

**SWCCOG 2022 Legislative Summary - State**

Bill No	Short Title	Subject	Summary	Sponsors	Recent Action	Action Date	Position	Result	Staff Comments
HB22-1013	<a href="#">Microgrids For Community Resilience Grant Program</a>	Broadband	Creation of a grant program to build community resilience regarding electric grid disruptions through the development of microgrids.	Pelton, Snyder, Hisey, Winter	Referred Amended to Appropriations	3-Feb-2022			CML supports
HB22-1306	<a href="#">Broadband Deployment Board Grant Processes</a>	Broadband	Concerning broadband deployment grant processes implemented by the broadband deployment board	Titone, Baisley, Bridges, Priola	Passed House, Assigned to Buisness, Labor and Technology in Senate	25-Apr-2022			CML supports, CCI supports
HB22-1012	<a href="#">Wildfire Mitigation And Recovery</a>	Environment	Creates wildfire mitigation and recovery grant program in the Colorado State Forest Service to provide grants to help counties with forested areas prevent and recover from wildfire incidents and ensure that such efforts are undertaken in a manner.	Valdez, Cutter, Lee, Ginal	Referred Amended to Appropriations	22-Apr-2022			CML supports, CCI supports
HB22-1051	<a href="#">Mod Affordable Housing Tax Credit</a>	Housing	Modification of the Colorado Affordable Housing Tax Credit, extending the time during which the credit may be claimed and increasing the yearly amount of credits that can be allocated.	Bird, McKean, Zenzinger, Hisey	Referred Amended to Appropriations	28-Feb-2022			CML supports, CCI supports, Economic Development Council of Colorado (EDCC) supports, Housing Colorado supports
HB22-1083	<a href="#">Colorado Homeless Contribution Income Tax Credit</a>	Housing	Repeals an existing income tax credit available to taxpayers who make contributions to enterprise zone administrators to promote temporary, emergency, or transitional housing programs for people experiencing homelessness and replaces that income tax credit with one that is available in the entire state.	Tipper, Rich, Winter	Passed House, Assigned to Finance in Senate	20-Apr-2022			Housing Colorado supports
HB22-1282	<a href="#">Innovative Housing Incentive Program</a>	Housing	Creates the innovative housing incentive program within the office of economic development . A business located in Colorado that manufactures certain types of housing may apply for funding through the program.	Mullica, Lynch, Bridges, Woodward	Passed House, Assigned to Business, Labor and Technology in Senate	25-Apr-2022			CML supports, CCI supports, EDCC supports
HB22-1287	<a href="#">Protections For Mobile Home Park Residents</a>	Housing	Concerning protections for mobile home park residents.	Boesenecker, Hooton, Winter	Referred amended to House Committee of the Whole	21-Apr-2022			CML supports

**SWCCOG 2022 Legislative Summary - State**

Bill No	Short Title	Subject	Summary	Sponsors	Recent Action	Action Date	Position	Result	Staff Comments
HB22-1304	<a href="#">State Grants Investments Local Affordable Housing</a>	Housing	Concerning state grants for investments in affordable housing at the local level	Roberts, Bradfield, Coleman, Gonzales	Passed House, Assigned to Local Government in Senate	20-Apr-2022			CML supports, CCI supports
HB22-1242	<a href="#">Regulate Tiny Homes Manufacture Sale And Install</a>	Housing	Concerning the regulation of structures that are manufactured at a location that is not at the site where the structure is occupied to include tiny homes	Kipp, Exum, Ginal, Hisey	Referred amended to Appropriations	22-Apr-2022			CML supports, CCI supports
SB22-175	<a href="#">Mobile Electronic Devices And Motor Vehicle Driving</a>	Transportation	Concerning the use of mobile electronic devices when driving a motor vehicle.	Hansen, Fields, Ortiz, Roberts	Passed Senate, Assigned to Transportation and Local Government in House	20-Apr-2022			CML supports
SB22-180	<a href="#">Programs To Reduce Ozone Through Increased Transit</a>	Transportation	Creates ozone season transit grant program in the Colorado energy office	Winter, Hinrichsen, Gray, Bacon	Passed Senate, Assigned to Energy and Environment in House	20-Apr-2022			
SB22-083	<a href="#">Broadband Provider's Use Of Public Rights-of-way</a>	Broadband, Transportation	Creates an exception for a broadband provider's use of the public rights-of-way to the requirements for public-private initiative agreements that CDOT enters into with a telecommunications provider	Coram, Catlin	Governor signed	7-Apr-2022		Passed	CCI supports
HB22-1117	<a href="#">Use Of Local Lodging Tax Revenue</a>	Tourism	Concerning the use of revenue from a local tax on lodging.	Roberts, Catlin, Coram, Donovan	Governor signed	31-Mar-2022		Passed	CCI supports, EDCC supports, Housing Colorado supports
HB22-1028	<a href="#">Statewide Regulation Of Controlled Intersections</a>	Transportation	Establishes statewide that a person riding a bicycle, electrical assisted bicycle, or electric scooter may make a safety stop, rather than a full stop, under certain circumstances. The amended statute would supersede any conflicting local ordinance or resolution.	Gray, Hooton, Winter	Governor signed	13-Apr-2022		Passed	CML opposes, CCI opposes
HB22-1046	<a href="#">Local Designation Of Over-snow Use Only Highways</a>	Transportation	Authorizes a local government to designate all or a portion of a highway under its jurisdiction for over-snow use only when snow-packed conditions exist on the highway or for a designated continuous seasonal period for which the local government determines that snow-packed conditions are likely to exist on the highway.	McLachlan, Catlin, Winter	Governor signed	12-Apr-2022		Passed	CCI supports



**SWCCOG 2022 Legislative Summary - State**

Bill No	Short Title	Subject	Summary	Sponsors	Recent Action	Action Date	Position	Result	Staff Comments
SB22-072	<a href="#">Grants To Incentivize Home Use For Renters</a>	Housing	Concerning the creation of a grant program to make grant awards to home owners who make residential space in their homes available for individuals seeking housing on a long-term rental basis.	Lundeen	Introduced	19-Jan-2022		Failed	
SB22-016	<a href="#">Modifying Department Of Transportation Governance</a>	Transportation	Modifying the number of members of and manner in which members are selected for the Transportation Commission and requiring the Transportation Commission to select the executive director of the Department of Transportation.	Scott	Senate Committee on Transportation & Energy Postpone Indefinitely	8-Feb-2022		Failed	CML opposes