



SOUTHWEST COLORADO COUNCIL OF GOVERNMENTS

Regular Board Meeting Agenda

Thursday, March 17, 2022

1:00 – 4:00 pm

Remote Meeting Only

Zoom Meeting ID: 964 1237 6617

<https://zoom.us>

- I. Introductions
- II. Public Comment – 5 minutes per person
- III. Consent Agenda
 - a. January 2022 Board Minutes
 - b. February 2022 Board Minutes
 - c. January and February 2022 Financials
- IV. Discussion Items
 - a. Discussion with DOLA Regional Representative
 - b. Review outcomes from SWCCOG Board Retreat
 - c. Project Manager Job Description
- V. Decision Items
 - a. Integration Plan with Region 9
 - b. Policy Updates
 - a. Records Retention Schedule – Resolution 2022-01
 - b. Grant Management Guide
 - c. Resolution 2022-02 – Designating Bank Account Signers
 - d. Set schedule for next regular Board meeting
 - e. SWCCOG-SWTPR Contract
 - f. Broadband update and direction
 - g. Appoint representative to San Juan Resource Conservation and Development Council
 - h. Ratification of Letter of Support – Housing Solutions for the Southwest
- 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. Housing Updates
 - g. Transportation/Transit Report
 - h. Legislation Report
- VII. Community Updates (time permitting)

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www.swccog.org

Introductions

Public Comment

Please limit comments to 5 minutes per person

Consent Agenda

**Southwest Colorado Council of Governments
January Board Meeting
Thursday, January 27, 2022, 1:30 p.m.
Video Conference**

In Attendance:

David Black – Town of Bayfield
Mike Lavey – City of Cortez
Andrea Phillips – Town of Pagosa Springs
Alvin Schaaf – Archuleta County
Shari Pierce – Town of Pagosa Springs
Willy Tookey – San Juan County
Mark Garcia – Town of Ignacio
Olivier Bosmans – City of Durango
Marsha Porter-Norton – La Plata County

Staff in Attendance:

Jessica Laitsch – Southwest Colorado Council of Governments

Guests in Attendance:

Laura Vanoni – Archuleta County
Mike Segrest – La Plata County
Clyde Church – La Plata County/Region 9
Kelly Koskie – City of Cortez/Region 9
Stephani Burditt – Region 9
Brian Rose – Region 9
Meade Harbison – Region 9
Robert Whitson – Region 9
Tiffany Brodersen - Region 9
Laura Lewis Marchino – Region 9
Terry Blair-Burton – Region 9
Chuck Wanner
David Liberman
John Whitney – Senator Bennet’s Office

Introductions

The meeting was called to order at 1:33 p.m.

Public Comment

None.

Consent Agenda

- a. December 2021 SWCCOG Meeting Minutes
- b. November and December 2021 Financials

Willy Tookey motioned to approve the consent agenda, Mike Lavey seconded, unanimously approved.

Discussion Items

- a. Schedule for Board Retreat

David asked for feedback on the board retreat. Marsha asked about the outcome of the Region 9 meeting. Laura replied that the Region 9 Board approved the services agreement as

presented. Marsha asked if the retreat should be held in person. David suggested setting a tentative date. He mentioned that the SWCCOG and Region 9 need to determine their respective roles. Jessica mentioned that the SWCCOG Board had previously mentioned a need to determine its role, function, and structure. Laura added that if Region 9 were to be involved, it may be preferable to include the Executive Committee, rather than the entire Board. She added that Region 9 is waiting to work more closely pending an approved agreement. Marsha suggested that the SWCCOG Board may wish to have a preliminary meeting to discuss the role of the COG. Laura agreed that Region 9 would need direction from the SWCCOG Board on what direction they would like to go; the expectation is that there would likely continue to be two boards. Shari mentioned that the SWCCOG needs to address its financial stability. She added that the SWCCOG needs to demonstrate the value provided to the governments. Andrea suggested the next step may be to hold a SWCCOG Board retreat, even if it needs to be remote, within the next month. Staff will request availability of the Board members.

Decision Items

a. Ratification of Letters:

1. Letter of Agreement with Region 9

Jessica described the purpose of the letter.

Mark Garcia motioned to ratify this agreement with Region 9, Andrea Phillips seconded, unanimously approved.

2. Letter of dispute resolution with the Department of Local Affairs

Jessica described the purpose of the letter. Marsha mentioned that it is very important to maintain a good relationship with DOLA. Mark suggested that perhaps Patrick be invited to discuss this. He explained that DOLA shared this letter with him and had mentioned that if this proceeds it may have negative implications for COGs across the state to apply for these funds. David asked why this would impact other COGs. Andrea asked if the next step is to table or rescind, recognizing the Laura would be meeting with Patrick to discuss various grants. David reiterated that there was no ill intent and there was benefit to the region. Mark asked if it would be possible to work with the beneficiaries of the project to help close the funding gap. Laura asked if she could send an update to the Board before the next meeting. David Liberman suggested she send it to the Executive Committee, then it could be forwarded to the remainder of the Board.

Olivier Bosmans motioned to table the letter to the Department of Local Affairs, Andrea Phillips seconded, unanimously approved.

3. Letter of Support for Town of Rico Broadband project

Jessica described the purpose of the letter.

Mark Garcia motioned to approve the ratification of the Town of Rico Broadband Project letter, Mike Lavey seconded, unanimously approved

b. Approval of Professional Services Agreement with Region 9

Jessica explained that the agreement has been reviewed by legal and approved by Region 9.

Olivier Bosmans motioned to approve the services agreement, Alvin Schaaf seconded. Mark asked about a termination clause. Laura replied there is a 60-day termination clause.
Unanimously approved.

c. Approval to apply for DOLA EIAF Grant - contingent

Jessica described the purpose of the request. Andrea asked if this application should be submitted while there are outstanding issues with other DOLA grants. Mark asked who the applicant would be. Laura replied this would be a SWCCOG grant, Region 9 would be assisting

with oversight. Mark asked if this could be delayed until after Laura has a discussion with DOLA. There was discussion about postponing this decision until February. There was discussion about whether there would be adequate time to prepare an application.

Willy Tookey motioned to authorize submission of the grant application contingent upon confirmation of no concerns from DOLA, Mark Garcia seconded, unanimously approved.

Reports

a. Attendance Report

David mentioned that while full participation would be ideal, it can be challenging for all entities to attend every meeting. Willy asked for recognition of the participants, from the Town of Bayfield and the Town of Pagosa Springs, who did have 100% attendance.

b. Staff report

Jessica summarized the activities identified in the staff report. Mark asked why revenue is down from fiscal administration. Jessica replied that it depends on the project, some of the projects included less work in 2021 than originally planned and the revenue for some projects are pending reimbursement for activities at the end of the year. Mark asked about the two lines for TPR. Jessica replied that a portion of the funding is anticipated for SWCCOG administrative support with the remainder anticipated for project costs and STAC travel reimbursements. Mark requested an update on fund balances at the next meeting.

c. Broadband report

Laura reported that a number of communities are applying for various grants. She mentioned that at this point she is not aware of any projects that are ready to pursue funding. She suggested that the COG's role in broadband may be a topic of discussion for the retreat. There was discussion about waiting to decide whether to pursue available funding opportunities.

d. Fiscal Administration Report

No comments.

e. Grant report:

1. RCAC update

Laura provided an update on the RCAC contract and the Spanish language business classes. She summarized the status of various other grants.

f. Housing Updates

Jessica reported the housing subcommittee has been meeting.

g. Transportation report

No comments.

h. Legislation updates

No comments.

Community updates

Mike reported the City of Cortez is seeking a new city attorney. They hired a parks and recreation director and a public works director. There are ten candidates to replace four City Council members.

Andrea reported the Town of Pagosa Springs will have an election on April 5, there are three council seats and the mayoral seat open. There will be a citizen led ballot question to add a fee

on short term rentals. They are working on various efforts on affordable housing. They are moving forward with the Colorado main street program. They had a successful winter festival. The McCabe Creek project is in winter shutdown.

Mark reported the Town of Ignacio completed their signal project. They are working on their land use and development code; it is scheduled for consideration in February. They are working on downtown redevelopment plans and have begun discussions with ArtSpace. He reported that he is working to encourage the Transportation Commission to work on broadband. The Commission passed the greenhouse gas rule. He reported that Ignacio will have an election in April for mayor and three council seats. They will also be looking at marijuana allowances.

Willy reported that San Juan County is working on workforce housing. The community has been dealing with lack off workforce. They have seen record sales and lodgers taxes. The snowpack has been lacking in January.

Mike reported that La Plata County is focusing on housing. The RHA is looking to award a contract for support services. They are discussing allocation of ARPA funds. They are looking at an annexation to the City of Durango which would include a large housing project.

David reported that the Town of Bayfield is working on several annexation proposals. They are looking at an intersection project which has increased in priority. There are four open seats for the election in April.

The meeting was adjourned at 3:07 p.m.

**Southwest Colorado Council of Governments
February Special Board Meeting
Monday, February 14, 2022
Video Conference**

In Attendance:

David Black – Town of Bayfield
Katie Sickles – Town of Bayfield
Mike Lavey – City of Cortez
Drew Sanders – City of Cortez
Andrea Phillips – Town of Pagosa Springs
Alvin Schaaf – Archuleta County
Willy Tookey – San Juan County
Mark Garcia – Town of Ignacio
Olivier Bosmans – City of Durango
Gloria Kaasch-Buerger – Town of Silverton
Matt Salka – La Plata County

Staff in Attendance:

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

Guests in Attendance:

Laura Vanoni – Archuleta County
Helen Katich – Senator Hickenlooper's Office

Introductions

The meeting was called to order at 10:57 a.m.

Updates

a. DOLA Grant Updates:

Laura described her discussion with DOLA staff on the COG's current grants. She detailed her recommendations based upon this discussion.

Mark Garcia motioned to approve the recommendations to end the DOLA 8824 grant as detailed, Willy Tookey seconded. Laura clarified that the recommendation is to remove the hard to recycle items project but keep the CDL project. **Unanimously approved.**

Laura provided an update on the DOLA grant for remote worker readiness and upskilling. She summarized that the recommendation is to have SCAPE invoice for expenses to date, then deobligate the remainder of the funds.

Andrea Phillips motioned to approve the recommendations for the DOLA 9318 grant as detailed, Mark Garcia seconded, unanimously approved.

Laura provided an update on the discussion related to the DOLA broadband grant and the recommendation to rescind the dispute resolution.

Andrea Phillips motioned to rescind the letter of dispute resolution, Drew Sanders seconded. Mark asked if it would be possible to request cost sharing of this project from Montezuma County and the Ute Mountain Ute Tribe. There was discussion about the actual benefit of the study. Laura added that the contract with Montezuma County includes 144 strands of fiber for the SWCCOG. **Unanimously approved.**

Laura asked if the Board would like Patrick to attend the next Board meeting. The consensus was to invite him.

Decision Items

a. DOLA Dispute Resolution
Addressed earlier in meeting.

b. Election of Officers

David reported that he would not be running for the Town Trustee position. Andrea thanked David for his service and offered to serve on the Executive Committee. Olivier mentioned that Durango intends to rotate liaison assignments in April. He asked how the Executive Committee would operate with respect to the transition with Region 9. Laura suggested it may make sense to eventually join the Boards. David suggested electing officers after municipal elections. There was discussion about proceeding with elections. Andrea asked if Willy would like to serve as Chair. Willy replied that he could remain Vice-Chair but is currently serving as Chair for Region 9.

Mark Garcia motioned to appoint Andrea Phillips as Chair and Willy Tookey as Vice-Chair for 2022, Gloria Kaasch-Buerger seconded, unanimously approved.

c. Meeting dates:

Jessica described recommended options for a meeting schedule for 2022. Mark asked if it is necessary to set a schedule with the potential for a merger. Laura replied that it may be helpful for the Board to set a schedule since a merger would not happen immediately. There was discussion about holding the next meeting on March 17.

Updates

a. DOLA EIAF Application Direction:

Jessica described the purpose of the request. There was discussion about and general consensus to proceed with the application.

a. Staffing needs:

David summarized that staff would bring a recommendation to the next meeting.

a. Future Agenda Items:

Laura suggested it may be valuable to evaluate the dues structure to ensure equitability if new members join.

The meeting was adjourned at 11:35 a.m.

January 2022 Financials

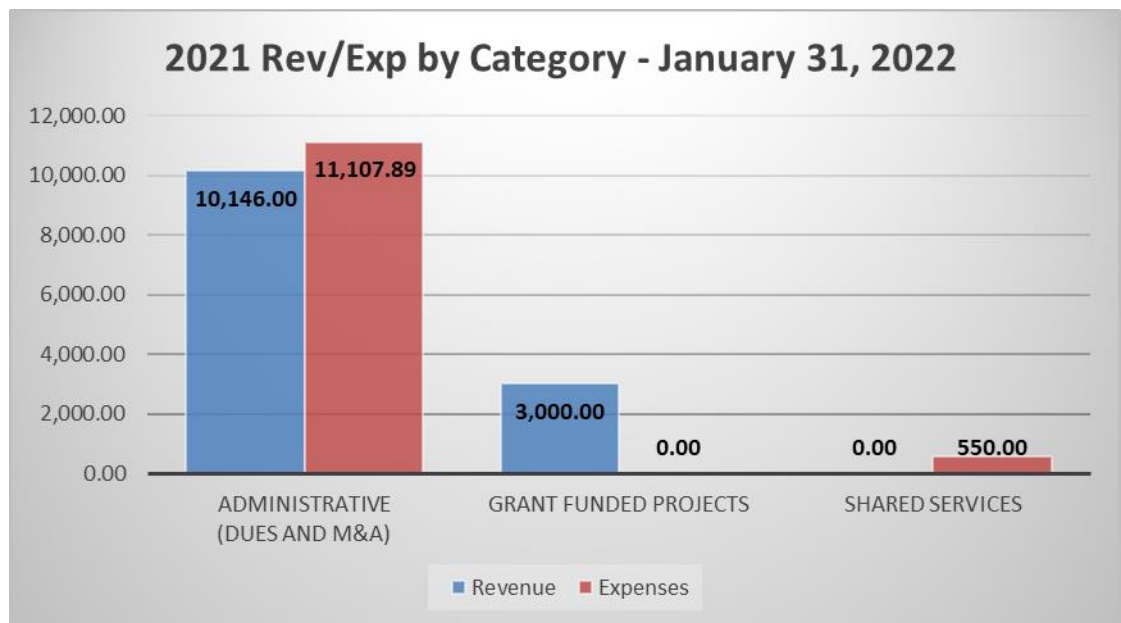
To: SWCCOG Board of Directors
From: Jessica Laitsch
Date: March 17, 2022

Comments: The following reports are attached:

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

Summary:

The net income in January is positive. The primary expenses in January were regular salary costs and the annual payments for general liability and worker's comp insurance.



Fiscal Impact: High, overall financial status of the organization

Legal Review: Not applicable

Staff Recommendation: Approve the January 2022 Financials

Southwest Colorado Council of Governments

Balance Sheet

As of January 31, 2022

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
Alpine Bank	0.00
Alpine Bank Account (UR)	105,900.27
Fiber Equip Fund - Restricted	0.00
Total Alpine Bank	105,900.27
Petty Cash	22.97
AmeriCorps VISTA	95.10
Jessica Laitsch	0.00
Total Petty Cash	118.07
Total Bank Accounts	\$106,018.34
Accounts Receivable	
Accounts Receivable	6,242.72
Total Accounts Receivable	\$6,242.72
Other Current Assets	
Prepaid Expense	0.00
Undeposited Funds	0.00
Total Other Current Assets	\$0.00
Total Current Assets	\$112,261.06
TOTAL ASSETS	\$112,261.06

	TOTAL
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	89,314.80
Total Accounts Payable	\$89,314.80
Credit Cards	
Credit Cards	0.00
Jessica	167.70
Miriam	-44.76
Sara	0.00
Total Credit Cards	122.94
Total Credit Cards	\$122.94
Other Current Liabilities	
Accrued Wages	0.00
Deferred Revenue	0.00
Payroll Liabilities	1,347.21
457 Retirement Due	5,989.55
CEBT Health Insurance Due	-248.38
Total Payroll Liabilities	7,088.38
Total Other Current Liabilities	\$7,088.38
Total Current Liabilities	\$96,526.12
Total Liabilities	\$96,526.12
Equity	
Opening Balance Equity	0.00
Retained Earnings	31,624.19
Net Income	-15,889.25
Total Equity	\$15,734.94
TOTAL LIABILITIES AND EQUITY	\$112,261.06

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

	Total			
	Actual	Budget	Remaining	% Received
Income				
Dues Revenue				
COG Dues	7,903.00	160,000.00	152,097.00	4.94%
SWTPR Contributions	343.00	5,914.00	5,571.00	5.80%
Total Dues Revenue	\$ 8,246.00	\$ 165,914.00	\$ 157,668.00	4.97%
Grant Project Income				
All Hazards	0.00	207,038.00	207,038.00	0.00%
CDOT Grants				
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%
Total CDOT Grants	\$ 0.00	\$ 27,850.00	\$ 27,850.00	\$ 0.00
DoLA Grants				
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%
Total DoLA Grants	\$ 0.00	\$ 243,612.00	\$ 243,612.00	0.00%
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%
Total Grant Project Income	\$ 3,000.00	\$ 502,980.00	\$ 499,980.00	0.60%
Misc Income	0.00		0.00	
Project Administration				
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	1,900.00	22,800.00	20,900.00	8.33%
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%
Total Project Administration	\$ 1,900.00	\$ 106,150.00	\$ 104,250.00	1.79%
SCAN Services				
Aggregation of Connectivity	0.00	14,964.00	14,964.00	0.00%
Contract Sharing	0.00	0.00	0.00	
Dark Fiber Leasing	0.00	56,262.00	56,262.00	0.00%
Telecom Services	0.00	300.00	300.00	0.00%
Total SCAN Services	\$ 0.00	\$ 71,526.00	\$ 71,526.00	0.00%
Total Income	\$ 13,146.00	\$ 846,570.00	\$ 833,424.00	1.55%

	Actual	Budget	Remaining	% Spent
Expenses				
Administrative Costs				
Operating Expenses				
Advertising and Promotion		200.00	200.00	0.00%
Bank Service Charge		50.00	50.00	0.00%
Conference Fee		1,500.00	1,500.00	0.00%
Consulting		7,500.00	7,500.00	0.00%
Employee/Board Appreciation		100.00	100.00	0.00%
Information Technology (IT)				
Hardware		2,100.00	2,100.00	0.00%
Software	530.00	3,383.00	2,853.00	15.67%
Internet Connectivity				
Meetings		1,000.00	1,000.00	0.00%
Memberships		4,848.00	4,848.00	0.00%
Misc Expense	24.43			
Office Supplies	55.98	850.00	794.02	6.59%
Postage and Delivery		50.00	50.00	0.00%
Professional Development		2,000.00	2,000.00	0.00%
Professional Fees				
Audit		6,500.00	6,500.00	0.00%
Legal		7,000.00	7,000.00	0.00%
Misc.		250.00	250.00	0.00%
Total Professional Fees	\$ 0.00	\$ 13,750.00	\$ 13,750.00	0.00%
Rent	700.00	8,400.00	7,700.00	8.33%
Travel		10,000.00	10,000.00	0.00%
Total Operating Expenses	\$ 1,310.41	\$ 55,731.00	\$ 54,420.59	2.35%
Personnel Expense				
Insurance Expense				
General Liability	1,977.95	1,989.95	12.00	99.40%
Health	1,353.10	23,100.53	21,747.43	5.86%
Worker's Compensation	1,424.00	1,439.00	15.00	98.96%
Total Insurance Expense	\$ 4,755.05	\$ 26,529.48	\$ 21,774.43	17.92%
Salary and Wages	4,205.90	175,024.72	170,818.82	2.40%
457 Retirement	192.00	6,720.19	6,528.19	2.86%
Car Allowance	0.00	3,600.00	3,600.00	0.00%
Cell Phone Allowance	0.00	1,800.00	1,800.00	0.00%
Payroll Processing Fee	248.79	1,887.83	1,639.04	13.18%
Payroll Tax	395.74	14,964.61	14,568.87	2.64%
Total Salary and Wages	\$ 5,042.43	\$ 203,997.35	\$ 198,954.92	2.47%
Total Personnel Expense	\$ 9,797.48	\$ 230,526.83	\$ 220,729.35	4.25%
Total Administrative Costs	\$ 11,107.89	\$ 286,257.83	\$ 275,149.94	3.88%

	Actual	Budget	Remaining	% Spent
Project Costs				
All Hazards Projects		207,038.00	207,038.00	0.00%
Grant Funded Consulting		315,223.00	315,223.00	0.00%
Shared Services Expenses				
Fast Track	550.00	6,600.00	6,050.00	8.33%
Forethought.		12,000.00	12,000.00	0.00%
SCAN Dark Fiber Lease		13,316.00	13,316.00	0.00%
Total Shared Services Expenses	\$ 550.00	\$ 31,916.00	\$ 31,366.00	1.72%
SWIMT		21,480.00	21,480.00	0.00%
SWTPR		11,050.00	11,050.00	0.00%
Total Project Costs	\$ 550.00	\$ 586,707.00	\$ 586,157.00	0.09%
Total Expenses	\$ 11,657.89	\$ 872,964.83	\$ 861,306.94	1.34%
Net Income	\$ 1,488.11	-\$ 26,394.83		

February 2022 Financials

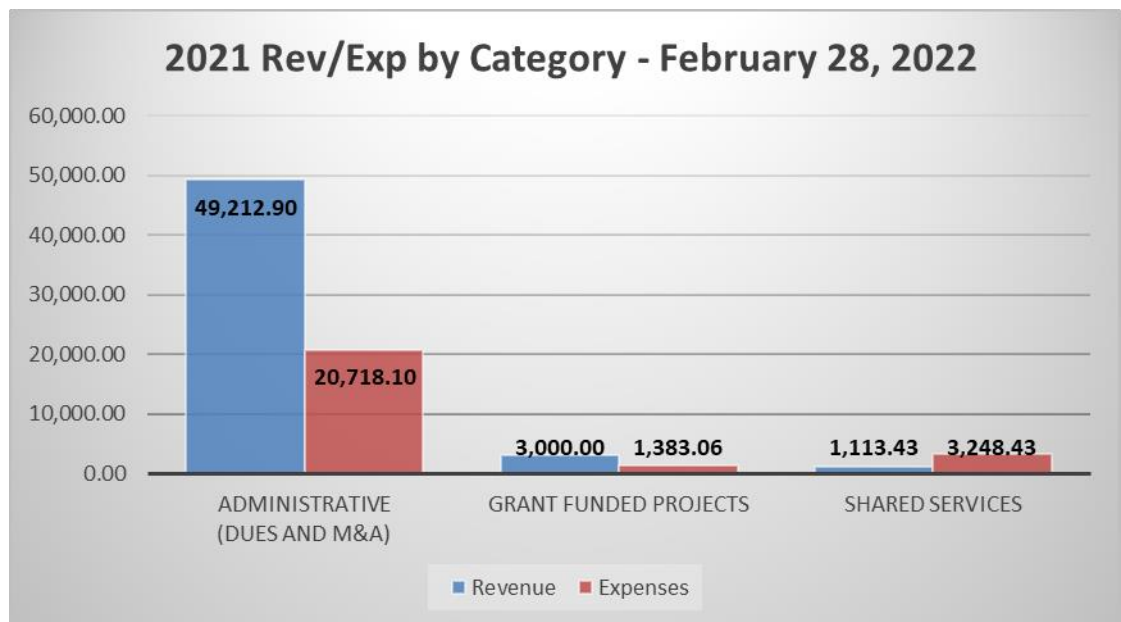
To: SWCCOG Board of Directors
From: Jessica Laitsch
Date: March 17, 2022

Comments: The following reports are attached:

- Balance Sheet as of February 28, 2022
- Budget vs. Actuals as of February 28, 2022

Summary:

The net income in February is positive. The primary expenses in January were regular salary costs and the annual payments for general liability and worker’s comp insurance. Dues were received from four member organizations in February.



Fiscal Impact: High, overall financial status of the organization

Legal Review: Not applicable

Staff Recommendation: Approve the February 2022 Financials

Southwest Colorado Council of Governments

Balance Sheet As of February 28, 2022

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
Alpine Bank	0.00
Alpine Bank Account (UR)	24,914.10
Fiber Equip Fund - Restricted	0.00
Total Alpine Bank	24,914.10
Petty Cash	22.97
AmeriCorps VISTA	95.10
Jessica Laitsch	0.00
Total Petty Cash	118.07
Total Bank Accounts	\$25,032.17
Accounts Receivable	
Accounts Receivable	125,052.74
Total Accounts Receivable	\$125,052.74
Other Current Assets	
Prepaid Expense	0.00
Undeposited Funds	24,797.43
Total Other Current Assets	\$24,797.43
Total Current Assets	\$174,882.34
TOTAL ASSETS	\$174,882.34

	TOTAL
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	7,783.39
Total Accounts Payable	\$7,783.39
Credit Cards	
Credit Cards	0.00
Jessica	1,322.16
Miriam	-44.76
Sara	0.00
Total Credit Cards	1,277.40
Total Credit Cards	\$1,277.40
Other Current Liabilities	
Accrued Wages	0.00
Deferred Revenue	0.00
Payroll Liabilities	1,347.21
457 Retirement Due	1,014.01
CEBT Health Insurance Due	-248.38
Total Payroll Liabilities	2,112.84
Total Other Current Liabilities	\$2,112.84
Total Current Liabilities	\$11,173.63
Total Liabilities	\$11,173.63
Equity	
Opening Balance Equity	0.00
Retained Earnings	29,762.41
Net Income	133,946.30
Total Equity	\$163,708.71
TOTAL LIABILITIES AND EQUITY	\$174,882.34

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

	Total			
	Actual	Budget	Remaining	% Received
Income				
Dues Revenue				
COG Dues	42,203.00	160,000.00	117,797.00	26.38%
SWTPR Contributions	2,729.00	5,914.00	3,185.00	46.14%
Total Dues Revenue	\$ 44,932.00	\$ 165,914.00	\$ 120,982.00	27.08%
Grant Project Income				
All Hazards	0.00	207,038.00	207,038.00	0.00%
CDOT Grants				
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%
Total CDOT Grants	\$ 0.00	\$ 27,850.00	\$ 27,850.00	\$ 0.00
DoLA Grants				
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%
Total DoLA Grants	\$ 0.00	\$ 243,612.00	\$ 243,612.00	0.00%
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%
Total Grant Project Income	\$ 3,000.00	\$ 502,980.00	\$ 499,980.00	0.60%
Misc Income	480.90		-480.90	
Project Administration				
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	3,800.00	22,800.00	19,000.00	16.67%
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%
Total Project Administration	\$ 3,800.00	\$ 106,150.00	\$ 102,350.00	3.58%
SCAN Services				
Aggregation of Connectivity	0.00	14,964.00	14,964.00	0.00%
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%
Total SCAN Services	\$ 1,113.43	\$ 71,526.00	\$ 70,412.57	1.56%
Total Income	\$ 53,326.33	\$ 846,570.00	\$ 793,243.67	6.30%

	Actual	Budget	Remaining	% Spent
Expenses				
Administrative Costs				
Operating Expenses				
Advertising and Promotion		200.00	200.00	0.00%
Bank Service Charge		50.00	50.00	0.00%
Conference Fee		1,500.00	1,500.00	0.00%
Consulting		7,500.00	7,500.00	0.00%
Employee/Board Appreciation		100.00	100.00	0.00%
Information Technology (IT)				
Hardware		2,100.00	2,100.00	0.00%
Software	535.00	3,383.00	2,848.00	15.81%
Internet Connectivity				
Meetings		1,000.00	1,000.00	0.00%
Memberships		4,848.00	4,848.00	0.00%
Misc Expense	31.63			
Office Supplies	212.97	850.00	637.03	25.06%
Postage and Delivery		50.00	50.00	0.00%
Professional Development		2,000.00	2,000.00	0.00%
Professional Fees				
Audit		6,500.00	6,500.00	0.00%
Legal	1,404.00	7,000.00	5,596.00	20.06%
Misc.		250.00	250.00	0.00%
Total Professional Fees	\$ 1,404.00	\$ 13,750.00	\$ 12,346.00	10.21%
Rent	1,400.00	8,400.00	7,000.00	16.67%
Travel	19.54	10,000.00	9,980.46	0.20%
Total Operating Expenses	\$ 3,603.14	\$ 55,731.00	\$ 52,127.86	6.47%
Personnel Expense				
Insurance Expense				
General Liability	1,977.95	1,989.95	12.00	99.40%
Health	2,665.55	23,100.53	20,434.98	11.54%
Worker's Compensation	1,424.00	1,439.00	15.00	98.96%
Total Insurance Expense	\$ 6,067.50	\$ 26,529.48	\$ 20,461.98	22.87%
Salary and Wages	9,406.63	175,024.72	165,618.09	5.37%
457 Retirement	384.00	6,720.19	6,336.19	5.71%
Car Allowance	0.00	3,600.00	3,600.00	0.00%
Cell Phone Allowance	0.00	1,800.00	1,800.00	0.00%
Payroll Processing Fee	496.27	1,887.83	1,391.56	26.29%
Payroll Tax	760.56	14,964.61	14,204.05	5.08%
Total Salary and Wages	\$ 11,047.46	\$ 203,997.35	\$ 192,949.89	5.42%
Total Personnel Expense	\$ 17,114.96	\$ 230,526.83	\$ 213,411.87	7.42%
Total Administrative Costs	\$ 20,718.10	\$ 286,257.83	\$ 265,539.73	7.24%

	Actual	Budget	Remaining	% Spent
Project Costs				
All Hazards Projects	1,133.06	207,038.00	205,904.94	0.55%
Grant Funded Consulting		315,223.00	315,223.00	0.00%
Shared Services Expenses				
Fast Track	1,100.00	6,600.00	5,500.00	16.67%
Forethought.	1,035.00	12,000.00	10,965.00	8.63%
SCAN Dark Fiber Lease		13,316.00	13,316.00	0.00%
Software Maintenance	1,113.43			
Total Shared Services Expenses	\$ 3,248.43	\$ 31,916.00	\$ 28,667.57	10.18%
SWIMT	250.00	21,480.00	21,230.00	1.16%
SWTPR		11,050.00	11,050.00	0.00%
Total Project Costs	\$ 4,631.49	\$ 586,707.00	\$ 582,075.51	0.79%
Total Expenses	\$ 25,349.59	\$ 872,964.83	\$ 847,615.24	2.90%
Net Income	\$ 27,976.74	-\$ 26,394.83		

Discussion Items



SWCCOG Board Retreat Summary February 14, 2022

The Board of the Southwest Colorado Council of Governments (SWCCOG) met via webinar on February 14, 2022 for a Board retreat. The Board members in attendance were: David Black (Town of Bayfield), Olivier Bosmans (City of Durango), Mark Garcia (Town of Ignacio), Gloria Kaasch-Buerger (Town of Silverton), Mike Lavey (City of Cortez), Andrea Phillips (Town of Pagosa Springs), Matt Salka (La Plata County), Drew Sanders (City of Cortez), Alvin Schaaf (Archuleta County), Katie Sickles (Town of Bayfield), Willy Tookey (San Juan County).

Staff/facilitators were: Laura Lewis Marchino (Region 9 EDD), Jessica Laitsch (SWCCOG)

Also in attendance were: Helen Katich (Senator Hickenlooper's Office), Laura Vanoni (Archuleta County)

Identified Top Priorities:

- 1) Broadband**
- 2) Transportation**
- 3) Housing**
- 4) Shared Services**

Themes identified from the pre-meeting survey responses and retreat discussion included:

- Scattered projects, would like more focus
- Uncertainty on value of dues
- Serious consideration should be given to better alignment with Region 9
- Need for project management staff
- Maintain awareness of appropriate organization(s) to manage particular projects

In 2019 the SWCCOG Board met for a strategic planning session during which a list of goals and objectives was identified. These goals and objectives were reviewed during the 2022 Board Retreat, based upon Board feedback during the retreat staff developed the following recommended modified list of goals and objectives for 2022.

Goals Objectives Tactics/Projects	Status/Recommendation
Goal 1.0 Improve Financial Viability	
1.1 Bring in funding for projects/programs	
1.1.1 Fiber Lease cut of 75/25	
1.1.2 Seek large regional projects	
1.1.3 Communicate value	
1.2 Provide shared services to members and other regional entities	
1.2.2 Require membership or associate membership for grant seeking and other shared services	
1.2.3 Pursue opportunities for cost savings and shared services among regional organizations.	
1.2.5 Identify baseline operational costs to determine baseline dues	
1.2.6 Create and market associate memberships and dues	
1.2.8 Set admin or indirect fees for grants	
1.2.9 Member match for grants	
1.2.10 Member or associate fee for service "Pay to Play"	
Goal 2.0 Enhance Member Value	
2.1 Create/revise a core list of focus areas for COG. ID top priorities; examine funding	
2.1.1 Gather and list/prioritize issues to be addressed based on criteria. Establish sub-committees	
2.1.5 Expand the membership of the COG	
2.1.6 Concise brochure/member packet stating tangibles and intangibles of membership	
2.2 Establish a representative body to speak with one singular voice to legislatures, congressional committees and community (e.g., on money, policy).	
2.2.1 Secure more clout with state/federal legislature and agencies	
2.3 Identify and market / communicate our total challenges, needs, accomplishments and efforts to ourselves, our constituencies, and outside entities. (e.g. state, federal)	
2.3.1 Establish a communications task force. Create a strategic PR plan	
2.3.2 ROI to each member – Community Board presentation prior to budget adoption. Re-evaluate how to determine ROI, identify measurable outcomes	
2.4 Secure staff capacity to move projects forward	
2.4.1 Hire project management staff	
Goal 3.0 Enhance Effectiveness	
3.1 Increase clout of the COG by expanding membership, participation, and contributions by Board members.	
3.1.1. Identify successes to incentivize members to participate in COG	
3.1.3 Identify potential for expansion of membership	
3.2 Develop a coordinated approach to address priority issues common to jurisdictions beyond the current membership (e.g., Farmington, San Juan County, NM; the tribes; Four Corners)]. Example issues: economic development, transportation, and planning.	
3.2.3 Identify and engage with regional economic development organizations	
3.2.4 Broadband: Coordination across region/between various groups	
3.2.4 Broadband: Focus on middle mile development	
3.2.5 Housing: Regional coordination	
3.2.6 Transportation: Identify specific transit needs (medical, education, workforce)	
3.2.6 Transportation: Identify 4-Corners transportation needs	
3.3 Pursue integration with Region 9	
3.3.1 Explore best practices for combined organizational structure	
3.3.2 Identify opportunities for elimination of operational redundancies	

A significant point of discussion during the retreat was direction to proceed with plans for integration with Region 9. Some key items included:

- Not hire Executive Director
- Revisit best practices from other Economic Development and COG with combined structure
- Focus on moving projects forward, consider hiring project manager(s)
- Focus on coordination
- Address dues structure, consider reduced focus on population-based dues, more focus on actual costs for project management and/or direct benefits to community
- Look to reduce administrative costs
- Move toward one organization with one board – maintain distinct divisions
- Maintain ability to pursue different funding sources
- Consider sharing office space with Region 9, initially consider reducing current office space
- Consider Region 9 as lead organization
- Consolidate areas of duplication
- Ensure COG covers its own operating costs

Current major project summary (Spring 2022):

Project Type Project	Status
Broadband	
Regional Broadband Coordination	
Work to identify opportunities to connect to Carrier Neutral Locations	
Broadband Middle Mile Projects	
Environment	
Montezuma Orchard Restoration Project	In progress
Housing	
Shared Services	
Administrative Support: Colorado Association of Regional Organizations (CARO)	Ongoing
Administrative Support: Regional Housing Alliance of La Plata County (RHA)	Ongoing
Administrative Support: Regional Transit Coordinating Council	Ongoing
Administrative Support: San Juan Resource Conservation & Development Council (SJRC&D)	Ongoing
Administrative Support: Southwest All Hazards Advisory Council (SWAHAC)	Ongoing
Administrative Support: Southwest Colorado Incident Management Team (SWIMT)	Ongoing
Administrative Support: Southwest Transportation Planning Region (SWTPR)	Ongoing
Education and communication pertaining to various proposed state and federal legislation	Ongoing
Transportation	
CDL program development	In progress
Mobility Management for Regional Transit Development	Ongoing
Transit Regional Digital Mobility Hub	Seeking funding
Other	
SIPA Grant for Digitization of Paper files	Preparing to begin

Project Manager Update

To: SWCCOG Board of Directors
From: Laura Lewis Marchino, Region 9 EDD
Date: March 8, 2022

At the February retreat the board was in support of hiring a SWCCOG Project Manager to work on Broadband and other activities. Please see the attached job description for a General Project Manager and proposed salary range. While Broadband is the most immediate need, the technical side seems of less immediate importance than the coordination of the scan network, coordination and communication with regional partners, mapping, and programming rise to the top. Consultants will still be needed for a specific technical project and identifying grant opportunities. There is a need to also work in transportation and transit, and possibly work around communication and coordination of regional housing activities (Housing Subcommittee) throughout the region. There was acknowledgement that every county is working on housing. Please provide any feedback on the job description. With Board approval we will begin advertising to fill the full-time position and expect a person on-board by the end of May at the latest.

Legal Review: None

Fiscal Impact: \$65K - \$80K

Staff Recommendation: To move forward with hiring a Project Manager



**Southwest Colorado Council of Governments
Project Manager - Job Description**

POSITION DESCRIPTION

Job Title: SWCCOG Project Manager

Reports To: Region 9 Executive Director, Region 9 Project Manager

FLSA Classification: non-exempt Full Time

Salary Range: \$65,000 - \$80,000 based on experience

Job Summary

The SWCCOG Project Manager works closely with Region 9 and SWCCOG staff, regional community partners and project consultants to oversee a wide variety of SWCCOG projects including broadband, transportation, housing, and other priorities as assigned. The Project Manager will ensure effective coordination, development and implementation of all assigned projects. This position will require strong computer skills and knowledge of software utilized by the SWCCOG (Word, Excel, PowerPoint, etc.); flexibility; excellent interpersonal skills with the ability to communicate and collaborate with a variety of government and community stakeholders.

Skill/Knowledge Requirements

The requirements listed below are representative of the knowledge, skills and abilities required to perform the necessary functions of this position.

- Post-secondary, including a bachelor's degree, coursework in project management, or public administration, finance or a related field is preferred.
 - Experience working with the nonprofit or public sectors in broadband, transportation, housing or related experience are preferred.
 - Ability to work independently in an effective manner.
 - Ability to analyze data, define problems, identify potential solutions, develop implementation strategies and evaluate outcomes.
 - Ability to establish and maintain effective working relationships with community leaders, government representatives, staff from local agencies, as well as the general public.
 - Ability to devise plans, implement courses of action, and modify/revise plans based on experience and outcomes.
 - Excellent written and oral communication skills including ability and proficiency in interpreting and presenting information in reports and presentations to the Board of Directors and various groups.

- Ability to read, analyze, and interpret general business periodicals, technical procedures, and governmental regulations.
- Ability to write business correspondence, reports, and take and transcribe dictation and/or meeting minutes.
- Ability to respond to inquiries from management, public groups, and the general public.
- Ability to operate and learn a variety of office equipment including, but not limited to: copiers, printers, computers, smart phones, and audio recording devices.

MAJOR JOB RESPONSIBILITIES

General:

- Monitor progress of all assigned projects, act as the point of contact, and communicate project status to all relevant participants.
- Monitor project/program plans and expenditures.
- Create and/or coordinate any project paperwork and documentation including contracts, reports and plans etc.
- Ensure standards and requirements are met through engagement and seeking feedback.
- Maintain electronic and paper filing systems and records for all projects and programs.
- Ensure SWCCOG's website related to projects is relevant and current.
- Provide regular updates to Board of Directors and supervisor.

Broadband:

- Work with SWCOGG and Region 9 Executive Director to identify the SCAN network in its totality, and advise on how it can best be utilized, maintained and marketed.
- Collaborate and communicate with all broadband stakeholders including member jurisdictions, State agencies, service providers, and IT professionals etc to expand network, and maintain/improve services.
- Ensure the documentation of network assets in appropriate geographic information system and maintain all documents and files as outlined by SWCCOG.
- Assist in developing aggregation of service model across the region following the regional strategic plan as a framework.
- Identify priority broadband projects utilizing existing information and data, develop an ongoing working list of unserved and underserved communities and identify the issues for each of these communities that cause deficiencies of capacity, redundancy, and affordability.
- Work with consulting, engineering, construction, and management organization that are involved in SWCCOG broadband projects.
- Assist the SWCCOG to identify funding opportunities and submit proposals
- Provide information and technical support to participating jurisdictions on grant applications, requests for proposals, reviewing proposals, etc.

- Attend, arrange and/or facilitate regional Broadband meetings in person and via various telecom systems
- Evaluate Broadband plan for needed updates
- Local Fiber Mapping, leased line record keeping, and technical fiber splice consultation
 - Requires coordination with SWCCOG, leasing customers, end-user customers, and splicing technicians.
 - Includes marketing and encouraging use of local fiber assets by commercial entities
 - ISPs
 - Cellular providers (to towers)

Transit/Transportation:

- Develop and promote partnerships with local agencies and transit service providers to coordinate, enhance and expand travel options and increase mobility in the region.
- Assist partners in strategies and plans to meet local needs and recommendations for transportation services funding and implementation.
- Gather and analyze data to evaluate the transportation service options.
- Coordinate and attend meetings as needed. Compile agenda packets, set up meeting location, prepare minutes, and disseminate information.
- Seek and coordinate local training opportunities for transit providers.
- Provide periodic transit updates to the Southwest Regional Transportation Planning Commission and stay abreast of transportation/transit and broadband interconnections.
- Increase resources for marketing transit systems to users and communities.
- Design, distribute and regularly update the Regional Transit Guide to residents, consumers, and transportation service agencies.
- Assist with grant writing and project management of grant funding opportunities for transit coordination.
- Perform related duties and special projects as assigned.

Work Environment:

General Work Environment:

Work is generally performed in a typical office environment or at a home office.

Physical Demands:

This position is generally performed in an office environment with occasional travel necessary within throughout the 5-county region via automobile or other mode of transportation. Work hours will generally be performed during business hours. While performing the duties of this job, the employee is frequently required to stand, walk, sit, talk, hear and drive. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Decision Items

Integration Plan

To: SWCCOG Board of Directors
From: Laura Lewis Marchino, Region 9 EDD
Date: March 8, 2022

Region 9 staff along with Jessica has begun exploring areas of collaboration between the SWCCOG and Region 9. Low hanging fruit is to reduce any duplicative expenses. The SWCCOG's lease with Housing Solutions expired at the end of 2021 and they were outreached about a new contract. Currently, the SWCCOG pays \$750 a month for two offices, use of the conference room and the Girard address. Region 9 staff has been picking up mail weekly to divide duties. In speaking with Housing Solutions, they are open to us reducing our footprint to one office anytime after April 1st and paying \$375 a month. Currently the offices are not being used with the exception of files as Jessica is fully remote. Having an office for the Project Manager and continued consistent address would be the benefit of keeping a presence for the next year.

Another area of savings is the Microsoft 365 program. Both the SWCCOG and Region 9 have accounts and we are looking to combine them moving forward. Currently the SWCCOG pays about \$1,100 annually which could be reduced to \$670 annually. Laura and Jessica are looking to make this happen. The SWCCOG uses Microsoft for file storage and management, this move would also allow Laura access to the SWCCOG's files, with Laura being administrator of the Region 9 account there have been issues with her trying to access the SWCCOG's account.

Finally, please see the attachment memo that Andrea Phillips put together highlighting how some of our other region's COG/EDD organizations work. One change from the memo is that the San Luis Valley plans to get rid of their COG because the EDD does all the programming and the governments communicate through informal meetings. Also, DOLA is the only grant source that EDDs are not eligible for, but Region 10, which is an EDD acting as a COG have been able to apply for DOLA funds. A few areas that staff would like to work towards:

- Single board meeting with a SWCCOG and Region 9 section.
- Staff under one organization (common to all)
- Revised Dues structure – exploring reduction of SWCCOG dues by including all members even if only 70% pay, or Region 9/SWCCOG combined dues, though would need to increase Region 9 dues
- Link webpages – connect the webpages and use one web manager
- One audit – San Luis Valley runs all money through EDD and contracts with their COG to provide services and staff. See attached MOU. Since Region 9 already does single audit annually this would be something to consider.
- Combine newsletters- region 9 and SWCCOG both use Mail Chimp already

A future COG meeting will be dedicated to specific integration decisions but please provide thoughts on the above.

Integration Plan

Legal Review: - N/A

Fiscal Impact: Lease - savings of \$375 a month reducing to one office.

Microsoft 365 – cost for transfer and then annual cost savings

Staff Recommendation: Staff recommends extending the Housing Solutions lease for one office for 2022 and option for 2023. This would save \$375 a month. Staff also recommends the transfer to one Microsoft 365 account. The SWCCOG would be billed for the direct cost which will be less than their current cost.



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MEMORANDUM

TO: SWCCOG Board Members and Miriam Gillow-Wiles, Director

FROM: Andrea Phillips, Town Manager

RE: Research on Organization of COGs

DATE: October 18, 2019

The purpose of this memorandum is to summarize the attached information. As a follow up to the strategic planning retreat, Liane Jollon of San Juan Basin Health and I researched various organizational structures in Colorado Councils of Governments. We had phone conversations with the directors of five COGs and also found information on their web sites. We obtained copies of their bylaws as well, which can be provided if needed.

In short, the research shows:

- The SWCCOG is atypical in that we have two different regional organizations that serve the needs of the communities in the region (Region 9 and SWCCOG). Most of the COGs in Colorado serve as the umbrella organization under which the economic development district in the region is hosted. Staff is the same for both organizations.
- Most organizations have AAA, transportation, and economic development under their programs/services. Economic development includes management of EZ credits, CEDS, business loan fund, and, in some cases, economic development support grants. Some COGs have housing and broadband initiatives and grant administration. Additional programs may be under the COG based on the specific needs of the communities in the region. One does weatherization programs and elevator inspections and one other COG runs a Head Start preschool. Another operates a historic carousel!
- In terms of COG Board makeup, there are several different models. Some provide a seat at the Board for every dues paying member. Others give preference to the counties in the region and provide for fewer seats for municipalities; and, in one case, fractional votes for municipalities. Most have an executive board. Committees are typical for specific programs like AAA and transportation planning. Other committees are not common. Meetings are held monthly, every other month or quarterly. They typically combine the EDD business and COG business into one day

to minimize travel. In some cases the EDD is a different board, typically with more private sector participation.

- Dues are typically based on population. Some include additional factors such as highway lane miles. None have associate level membership, but a couple of the COGs are discussing it. Some provide services and allow regular membership to local governments outside of their region. Some have a “pay to play” model for certain services or projects beyond the base services.

If there is additional information that I can provide, please let me know. I will be at the ICMA conference in Nashville during the SWCCOG meeting on the 24th, but can participate by phone. As mentioned previously, we have copies of the bylaws and organizational structures for the COGs that we contacted if that information is helpful.

1. **Region 10: Montrose, 18 local jurisdictions** (headquartered in Montrose)

Michelle Haynes, Executive Director

Represents six county region.

Programs/Services: Region 10 serves as the COG (called Region 10). All programs are under Region 10. They manage AAA, serve as the Economic Development District, identify grant funding, manage business loan fund, host SBDC, community development (USDA grant funded), host Transportation Planning Region, EZ tax credits, and broadband middle mile project. Do not do any housing programs (have multiple housing authorities in the region). Incorporated as a non-profit. **Membership/Board/Voting:** All six counties get county level privilege-one elected and two private appointments. Municipalities each have one rep. for a total of 32 on board. Board meets quarterly and executive committee meets in the interim. Executive Committee is voted on by full board. No associate membership level. **Dues:** All pay dues (one community doesn't participate). Formula is based on population, highway miles, etc. They do have a pay to play policy. Don't allow members to pick and choose what they will be participating in.

Meetings: All meetings are in Montrose because it is central. Start at noon and serve lunch.

Committees: Every program has its own committee (e.g. TPR, AAA, loan fund, CEDS committee).

Staff/space: 9 FT staff and 2 PT. Contract out for. They own their own building.

2. **Northwest Colorado Council of Governments/Economic Development District** (headquartered in Silverthorne)

Jon Stavney, Executive Director

Represents 26 municipalities in a five county region (Jackson, Grand, Summit, Eagle, Pitkin). Was established 38 years ago. **Programs/Services:** AAA, regional broadband (project THOR), elevator inspection program, All Hazards grants administrator, health insurance pool, energy and weatherization programs, GIS services, and regional transportation. They became the Economic Development District for the region in 2014 (operate business loan fund, CEDS), etc. EDD is under the COG. Programs sometimes extends **Membership/Board/Voting:** All paying members have one primary and one alternate seat (both must be elected reps). An administrative rep from the governing body can be appointed but they don't get to vote. Voting rights are fractional for municipalities. There can be only 12 votes cast in total on a subject. Counties each get one vote. The municipal reps from each county get partial votes (e.g. if there is one muni rep there, they get 1 full vote; if there are 2 muni reps there they each get ½ vote, and so on). EDD board is almost the same people. **Dues:** Based on population and assessed valuation. **Meetings:** Bi-monthly, except November. COG and EDD Board mtg. Every other meeting is a joint mtg. COG mtg is held in morning and EDD is afterwards. Meetings are monthly except June and November. Have a pay to play structure for broadband planning. They do have some communities that are outside the region that are members. **Committees:** Executive Committee (includes Chair, Vice Chair and Secretary-Treasurer) consists of nine voting members of the COG. Each of the five counties appoints a member and four reps from the municipalities. Have advisory committees such as transit council, AAA, water quality, business loan fund.

Staff/space: 30 employees and 7 contractors who manage specific programs. In a building they own. Weatherization program requires warehouse space to store materials. USDA loan program is funding the building.

3. East Central Council of Local Governments (headquartered in Stratton)

Candace Payne, Director

Represents Elbert, Lincoln, Kit Carson and Cheyenne Counties.

Programs/Services: ECCOG's services include economic development-rural development, did region 5 broadband study, enterprise zone, Prairie Development Corporation (PDC)-East Central Area Agency on Aging, and Outback Express Public Transit. The PDC is a non-profit economic development organization dedicated to promoting and serving businesses in the aforementioned four counties. The COG's tag line is "To Do Together What We Can't Do Alone." They provide low-income housing and business loans. As both the COG and the PDC are under one admiration, they use fund accounting to keep activities separate. Manages the historic carousel. **Membership/Board/Voting:** Originally, ECCOG's eight-member governing board consisted of county commissioners and municipal elected officials from the four counties. In 2009, however, the region was designated an Economic Development Commission, and the governing board was expanded to include economic development interests. The Board consists of one county commissioner from each of the four counties, one municipality from each of the four counties (must be an elected member-town councilmember or mayor), and one person from a business (must be in a decision making capacity) from each county. The 13th member is an at-large member (currently a rep from higher education-Morgan Community College). There are four executive officers (on both boards). There are no special committees. They do not have, and are not currently considering any associate membership levels. PDC has a different board (also loan committee) than the COG board. It consists of 9 people (2 from each county and one at-large); they tend to be more private sector than public sector reps. **Dues:** There are no dues to belong to PDC. The dues formula for the COG is based on population. **Meetings:** Meet monthly face to face or can do teleconference per bylaws. Meets at night (7:00 pm) and typically has dinner beforehand. Meetings rotate around to different communities. **Staff/space:** There are 9 staff in Stratton and are all employee of the COG (PDC does not have its own staff). COG staff do EZ administration, business loans, etc. PDC owns the building that COG and PDC reside in. They rent out parts of building to other entities to help with costs.

4. San Luis Valley Council of Governments (headquartered in Alamosa)

Kevin Wilkins, Executive Director

Represents Alamosa, Conejos, Costilla, Mineral, Rio Grande, and Saguache Counties. Created in 2011. **Programs/Services:** San Luis Valley Development Resources Group (DRG) serves as the state planning district and as the federal economic planning district. It is the same staff as the COG. Programs include CEDS, Business Loan Fund, and SLVCOG mini-grants for marketing and business development and transportation planning. SLVCOG was established after the DRG.

Membership/Board/Voting: The COG and DRG each have a different board. For the COG, there are 12 members/seats on the Board. Each county gets one county rep and one municipality in each county gets a rep (appointed by the Counties, typically) for a total of 12 members. However, Conejos County has never paid dues so they do not get services. They do not have and are not considering associate membership level. **Dues:** DRG has 4 private sector members and all the rest are public sector. There are four economic development organizations that DRG interfaces with. **Meetings:** Meets quarterly (at least every three months plus a joint meeting

with DRG board). This ends up being every other month. Meetings are held in Alamosa.

Committees: There are no special committees or an executive committee. **Staff/space:** Staff is same for COG and DRG. Has six people on the staff. This is beneficial in that there is one point of contact for EDD, loan funds, fiscal agent for community foundation, etc. They own the space in the depot (have a 40% share in Depot building that has been condominiumized). DRG pays most of the administrative costs for the organizations.

5. **Upper Arkansas Area Council of Governments** (headquartered in Canon City)

Judy Lohnes, Executive Director

In existence since 1971. Represents Fremont, Chaffee, Custer and Lake Counties. There are 22 local governments, including the four counties. **Programs/Services:** include AAA, transportation, Head Start, housing, recycling, food distribution, WIC, business loans, broadband plan and workforce development. Took over Community Action programs when it dissolved. There is no single “one to one” regional organization for economic development. Southern Colorado EDD is 13 counties, so there are three COGs in SCEDD including the UAACOG. However, UAACOG is the enterprise zone administrator and does small business loans even though there is SCEDD. Has contracts to administer state and federal programs. For housing, they have a Housing Director and manage multiple programs. Regional recycling program and mini grant programs are utilized directly by municipalities even though they aren’t members. Some programs are above and beyond base service (e.g. recycling program), and there are cost shares for this.

Membership/Board/Voting: A county commissioner from each of four counties and four elected municipal representatives-one from each of the four counties- (currently all mayors) form a total of eight on the board. Each has one vote for a total of eight. Have to do ballot if there are more interested in serving than there are open seats. They are discussing associate membership to allow Park and Teller County (who participate in housing and workforce initiatives but are not COG members) to participate. **Dues:** Only counties pay dues, not municipalities. Counties pay based on population and assessed valuation formula. Fremont County pays the most in dues-60%. **Meetings:** Held every other month in even numbered months. They travel them around to each county. Staff sends out meeting notification to all county managers and city managers and invite them to attend. Can show ROI for each municipality. Even though municipalities aren’t members the COG staff build relationships, attend all events, and assist the governments when they can. **Committees:** There are no sub-committees or executive board. They have ad hoc committees for things like broadband and housing studies. Special projects have a steering committee around each one and they determine the share of the cost (depends on project-some are equal share and some are based on the dues formula). **Staff/space:** They own their own building now (used to be in private or county offices). They have 85 employees though majority are AAA direct service or Head Start preschool employees.

Policy Updates

To: SWCCOG Board of Directors
From: Jessica Laitsch
Date: March 17, 2022

Comments: Following review of the All Hazards and SWIMT grants by the DHSEM monitor team, several updates were recommended to the SWCCOG grants policies. Accordingly, attached are two policy updates to address specific feedback.

1) The SWCCOG does not have a formal records retention policy. The DHSEM monitor team strongly recommended the SWCCOG establish a formal records retention schedule. Attached is a request to adopt the Colorado Records Management Manual for Special Districts, this is the State retention schedule that was recommended for the SWCCOG by the State Archives Office.

2) There were several specific recommendations by the DHSEM monitor team related to grant management. Accordingly, attached is an updated SWCCOG Grants Management Guide with the following updates:

- Affirmative actions for small, minority-owned, women-owned, and labor area surplus firms
- Roll-down contract provisions
- Reputable vendor verification (SAM)

Fiscal Impact: Not applicable

Legal Review: Not applicable

Staff Recommendation:

1) Adopt Resolution 2022-01, adopting the Colorado Retention Manual as the records retention schedule for the Southwest Colorado Council of Governments

2) Approve the updated SWCCOG Grants Management Guide



Records Management Manual Approval

Request Form

County Municipality School District/BOCES Special District

NAME OF ENTITY

CONTACT PERSON/TITLE:

MAILING ADDRESS:

TELEPHONE:

E-MAIL:

LOCAL EXCEPTIONS:

(List and provide basis and description of any local exceptions for records retention periods that are specified by formal direction of the local ordinance, Home Rule Charter provision, by board resolution or formal direction of the school board, governing body, etc., that differ from those set out in the Records Retention Manual for your specific entity. Use additional pages if needed.)

THE ABOVE ENTITY HEREBY REQUESTS APPROVAL FROM THE COLORADO STATE ARCHIVES TO FOLLOW THE SPECIFIC ENTITY'S RECORDS RETENTION MANUAL, WITH THE LOCAL EXCEPTIONS INDICATED.

SIGNATURE OF AUTHORIZED ENTITY REPRESENTATIVE

DATE OF SUBMITTAL OF REQUEST FOR APPROVAL



SOUTHWEST COLORADO COUNCIL OF GOVERNMENTS

RESOLUTION 2022-01

A RESOLUTION ADOPTING THE COLORADO RETENTION MANUAL AS THE RECORDS RETENTION SCHEDULE FOR THE SOUTHWEST COLORADO COUNCIL OF GOVERNMENTS, COLORADO

WHEREAS, the Southwest Colorado Council of Governments recognizes the need for a comprehensive records retention schedule for the Council's non-permanent records and the retention of those records that have long-term administrative, fiscal, and historical value, and;

WHEREAS, the Colorado State Archives has developed a state-wide record retention schedule in cooperation with the Colorado Special Districts Association, the Colorado Attorney General's Office, and the State Auditor's Office for special districts to follow;

THEREFORE, BE IT RESOLVED by the Southwest Colorado Council of Governments that it hereby adopts the current Colorado Special District Records Retention Schedule and all subsequent revisions and authorizes Jessica Laitsch to submit the request to be used as legal authority for the destruction and preservation of Alliance records to the Colorado State Archives on behalf of the Council.

Adopted this 17th day of March, 2022 by the Board of Directors of the Southwest Colorado Council of Governments

Andrea Phillips, Chair

SWCCOG Grant Management Guide



SOUTHWEST COLORADO COUNCIL OF GOVERNMENTS



COLORADO
Department of Local Affairs



COLORADO
Department of
Transportation



COLORADO
Department of Local Affairs

295 Girard Street, Durango, CO 81303

www.swccog.org

March 2022

EXECUTIVE SUMMARY

The mission of the Southwest Colorado Council of Governments (SWCCOG) is to provide regional leadership on behalf of governments throughout Southwest Colorado by defining regional issues, advocating for mutual goals, and administering regional programs. The SWCCOG's vision is to be the catalyst to promote quality of life, effective and efficient services, and leadership through regional communication, cooperation, planning, and action. Six main goals help to guide SWCCOG's work: Ageing, Environment, Housing, Telecommunications, Transportation, and Tourism. Grant Programs obtained by the SWCCOG support a range of preparedness activities, including personnel, planning, organization, equipment purchases, and management and administration costs.

This guide is based on the Division of Homeland Security and Emergency Management (DHSEM) Grant Management Guide curtailed to SWCCOG's specific purpose pertaining to federal funds awarded through the State and is a critical component of the effective and efficient administration of all grants programs. It incorporates by reference, the provisions of Office of Management and Budget (OMB) circulars and government-wide common rules applicable to grants and is intended to be used in conjunction with directives contained in federal and State laws and regulations and in the terms and conditions sections of grant awards. This Guide is not intended, however, to be an all-inclusive document, and it should be used as only a starting point in terms of requirements.

Table of Contents

EXECUTIVE SUMMARY 2

GRANTS REGULATIONS & GUIDANCE 4

CHAPTER 1: GRANT AWARDS 5

CHAPTER 2: PROCUREMENT 9

CHAPTER 3: REIMBURSEMENT REQUESTS 12

CHAPTER 4: QUARTERLY REPORTS 13

CHAPTER 5: GRANT CLOSE-OUT 14

CHAPTER 6: ACCOUNTING AND INTERNAL CONTROLS 16

GRANTS REGULATIONS & GUIDANCE

This guide incorporates grant information and regulations from federal, State, and other resources. The manual is not intended to supersede or replace any federal regulations or guidance. Recipients of grant awards and their fiscal officers should ensure compliance with all federal requirements.

CHAPTER 1: GRANT AWARDS

BILATERAL AGREEMENTS

The State of Colorado enters into agreements with local entities governing the distribution, expenditure, and administration of federal funds. The SWCCOG should ensure that they have a signed copy of the Grant Agreement and understand its terms and conditions.

The fully executed Grant Agreement is the official notification to the SWCCOG that the award of federal funds has been approved. The grant agreement provides the amount of federal funds for the SWCCOG's approved projects. It identifies the federal grantor agency, the SWCCOG name, the State grant number, the award performance/effective period, the approved budget summary, and special and standard conditions that must be met in accepting the award.

SWCCOG should administer awards in accordance with the fully executed Grant Agreement. It is the responsibility of the SWCCOG to ensure that all expenditures are made in compliance with federal guidance and regulations.

Unallowable expenses that have been inadvertently approved within a fully executed Grant Agreement should still be considered unallowable.

POINT OF CONTACTS

The SWCCOG Fiscal Agent should contact the Grants Administration Program Manager or the assigned Grant Analyst for any questions or technical assistance required, whether financial or programmatic in nature. The assigned Grant Analyst will be responsible for ensuring that the SWCCOG receives the assistance needed, either directly or by referral to another staff member.

ALLOWABLE COSTS

Grant funds must be used to complete the grant scope of work, and all expenditures must be in accordance with the SWCCOG's executed grant agreement. Below are some guides to allowable costs. Please note that these allowances do not pertain to all grants. Grant agreements should be reviewed for specific allowable costs within the grant agreement guidelines.

MANAGEMENT AND ADMINISTRATIVE (M&A) COSTS

M&A costs are direct costs that are incurred to administer a specific program/award. M&A costs are identifiable and unique to each program/award. All costs charged to M&A must be directly linked to program or grant administration. M&A costs include, but are not limited to, the following:

- Salaries of full-time or part-time staff or contractors/consultants to assist with the management of the program,
- Payroll taxes that a governmental unit is legally required to pay,
- Hiring of full-time or part-time staff or contractors/consultants to assist with the implementation and administration of the program,
- Travel expenses of full-time or part-time staff or contractors/consultants to assist with the management of the program,
- Meeting expenses relating to the management of the program,
- Office supplies and equipment needed to manage the program,
- Shipping/postage expenses relating to the management of the program, and/or

FOOD AND BEVERAGES

Food and/or beverage expenses are allowable under some grants if:

- (1) The food and/or beverages are provided to participants at training sessions, meetings, or conferences that are allowable activities under the particular grant program guidelines; and
- (2) Expenses incurred for food and/or beverages and provided at training sessions, meetings, or conferences satisfy the following tests:
 - a) the cost of the food and/or beverages provided is considered reasonable,
 - b) the food and/or beverages are provided during a work-related event,
 - c) participation in the event is mandatory (i.e., working lunch),
 - d) the amount and type of food and/or beverages is appropriate given the time of the meeting, and
 - e) the food and/or beverages provided are not related directly to amusement and/or social events. In the event food/meal(s) are being provided, the amount charged for per diem must be reduced accordingly.

Any event where alcohol is being served is considered a social event; therefore, costs associated with that events are not allowable.

A list of attendees for all meetings/events where food is purchased should be kept on file. In order to be reimbursed for a meal expense (breakfast and/or lunch and/or dinner), a copy of the agenda clearly showing a working meal, the sign-in sheet, and the itemized invoice should be attached to the Reimbursement Request.

CONSULTANT RATES

Compensation for individual consultant services is to be reasonable and consistent with the amount paid for similar services in the market place. Time and effort reports are required for consultants. Competitive bidding for consultant services is encouraged, and may be required, depending on the contract amount, and it is highly recommended in most circumstances.

SERVICES

SWCCOG's purchasing contractual services should ensure that:

- a description of the procurement process used to select the contractor is maintained in the grant file,
- all services are supported by a valid, signed contract between the project manager and the service provider,
- contractor time and activity records are maintained in the project file,
- the contractor is not receiving payment from more than one source for the same work for any one project

TRAVEL COSTS

In general, travel costs are the reasonable expenses for transportation, lodging, subsistence, incidental expenses, and related items incurred by employees, contractors, and/or recipients who travel on official business related to the grant program.

Such costs are charged on an actual cost basis.

AUDIT COSTS

Unless prohibited by law, the costs of audits are allowable charges to federal awards.

UNALLOWABLE COSTS

The SWCCOG should refer to the program guidelines to determine what program costs are unallowable for that specific program. Costs that are unallowable under one federal program may be allowable under another. Costs that are generally unallowable are listed in the

following section.

CONFERENCES AND WORKSHOPS

Unallowable costs for conferences and workshops include:

- **Entertainment**
- **Sporting events**
- **Visa fees**
- **Passport charges**
- **Bar charges/Alcoholic beverages**
- **Laundry charges**
- **Lodging costs in excess of Federal per diem**

CHAPTER 2: PROCUREMENT

PROCUREMENT

The SWCCOG should ensure its procurement processes meet or exceed local, State, and federal requirements. If there are no local procurement policies, then State laws, regulations and policies must be followed, provided they are more conservative than federal policy. SWCCOG ensures that their fiscal policies and procedures include specific requirements unique to grant administration. SWCCOG refers to local, State and federal procurement rules, for more complete guidance, prior to making decisions regarding competitive bids, sole source or other procurement issues.

Local written procurement policies are followed for all procurements, providing that the policies are at least as restrictive as State and federal requirements.

Per the OMB Circular 102, the SWCCOG must obtain documented quotes for all purchases under \$100,000, and bids for those exceeding \$100,000, unless a sole source can be justified, or the item/s or services are purchased using an approved vendor list.

State rules stipulate that grantees “may secure supplies up to a limit of \$10,000 and services up to \$25,000 without benefit of competition ...commodities costing between \$10,000 and \$150,000, services costing between \$25,000 and \$1 50,000...may be purchased using a documented quote process” Purchases requiring bids are also detailed in the State of Colorado Procurement Rules, found on the State’s website, www.Colorado.gov. Local governments may also have procurement rules.

Please note:

- Sole source procurement is generally discouraged (emergency situations excluded)

SWCCOG will ensure that:

- All procurement transactions, whether negotiated or competitively bid and without regard to dollar value, are conducted in a manner that provides maximum open and free competition.
- The SWCCOG is alert to organizational conflicts of interest and/or non-competitive practices among contractors that may restrict or eliminate competition or otherwise restrain trade.
- Contractors who develop or draft specifications, requirements, statements of work,

- and/or Requests for Proposals (RFPs) for a proposed procurement must be excluded from bidding or submitting a proposal to compete for the award of such procurement.
- When issuing requests for proposals, bid solicitations, and other published documents describing projects or programs funded in whole or in part with these grant funds, the SWCCOG will use the phrase - “This project was supported in whole or in part by grant # _____, issued by the Colorado Division of Homeland Security and Emergency Management” (or whichever grantor name is applicable).

The SWCCOG will take affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible, including: Placing qualified small and minority businesses and women's business enterprises on solicitation lists; Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources; Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women's business enterprises; Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, and women's business enterprises; Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce; and Requiring the same of any prime contractor if work is to be let out under a subcontract.

CONTRACT PROVISIONS

The SWCCOG will include any applicable provisions in all subcontracts funded in part or in whole with federal funds.

REPUTABLE VENDOR VERIFICATION

To ensure contractors are reputable and therefore reduce the potential for issues with performance and quality of service, the SWCCOG will check any potential contractor, service provider, and/or vendor within the Government-wide System for Award Management Exclusions (SAM Exclusions) prior to award of contract or acceptance of quote. The SWCCOG will verify, to the extent possible, that any potential contractor, service provider, and/or vendor is licensed in the State of Colorado and any applicable local government.

CONFLICTS OF INTEREST

Federal, state and local statutes and regulations require individuals involved in procuring goods and services to be free of any conflicts of interest. SWCCOG will ensure that

individuals involved in the procurement process and the administration of any grant meet all applicable ethics requirements.

SWCCOG's will maintain a written code of standards of conduct governing the performance of their employees. The SWCCOG shall not participate in selection or in the award or administration of a contract supported by federal funds if a conflict of interest would be involved. Such conflict would arise when: the employee, officer or agent, any member of his/her immediate family, his or her partner, or organization that employs, or is about to employ, or any of the above, has a financial or other interest in the firm selected for award.

SEGREGATION OF DUTIES

To ensure appropriate checks and balances to mitigate the risk of errors and fraud, it is imperative that one person does not serve in multiple positions of authority relative to grant or financial activities.

SUPPLANTING

All funds are needed to supplement and not to supplant the SWCCOG's own funds. Federal grant funds will not be used to purchase items or services that would otherwise be purchased with the SWCCOG's own funds. Expenditure of funds for the acquisition of new equipment or services, when equipment and/or personnel required for the successful execution of projects are already available, or budgeted for within the SWCCOG organization, will be considered supplanting and will be disallowed.

Federal grants cannot be used to supplant another federal grant and/or to be used as matching funds.

REMEDIES FOR NONCOMPLIANCE

In accordance with the Code of Federal Regulations, if the SWCCOG fails to comply with the terms and conditions of any local, state or federal law, regulation, or contract, the State may withhold cash payments pending correction of the deficiency, disallow any or all costs incurred, or reduce or terminate the grant.

REPORTING IRREGULARITIES AND ILLEGAL ACTS

If the SWCCOG becomes aware of any misuse, misappropriation, conflict of interest, falsification of records and reports, or any other potentially irregular or illegal acts, they will follow the organization's procedures for reporting these activities, and should also report their concerns immediately to the grantor.

CHAPTER 3: REIMBURSEMENT REQUESTS

Cash reimbursement may be requested for amounts approved in the grant agreement and actually expended. At a minimum, the SWCCOG will request a cash reimbursement quarterly. Ideally, expenses incurred within a quarter should be reflected in that quarter's reimbursement request. If submission during the quarter is not possible, the SWCCOG will request reimbursement for expenditures within the next quarter following the actual expenditure.

Sufficient details will be provided with the Reimbursement Request form to demonstrate that expenses are allowable and appropriate. The following identifies required documentations for various items:

Goods

Required Documentation: Requests for reimbursement for items of equipment (tangible personal property) should include the invoice number, description of item purchased (e.g. portable radios), and proof of payment.

Services

Required Documentation: The SWCCOG must include contract numbers or employee names, the date(s) the services were provided and the nature of the services.

Personnel

Fiscal officers should keep timesheets in grant files for each individual paid with grant funds.

Management and Administration

Requests for reimbursement related to M&A expenses will provide sufficient detail. Appropriate categories include: meeting-related expenses, cell phone charges, office supplies, laptop computers, postage, and audit costs.

CASH ADVANCES

At times and within certain grant, the SWCCOG faces declining revenue and cash flow problems that force a delay in acquisition of grant-related equipment due to the lack of funds to pay for these purchases in advance of receiving grant reimbursement. When this situation occurs, the SWCCOG may be required to submit a Request for Cash Advance form with the Reimbursement Request form. Additional follow-up documents may be required when a cash advance is requested to ensure that the SWCCOG will not be assessed an interest penalty for violating the Cash Management Improvement Act of 1990.

CHAPTER 4: QUARTERLY REPORTS

QUARTERLY FINANCIAL AND NARRATIVE REPORTS

Quarterly Financial and Narrative Reports may be required for open grant awards. The purpose of these reports is to provide information on the financial and progress made in meeting the goals and objectives of the grant award.

Calendar Quarters	Due Dates
January 01 - March 31	April 30
April 01 — June 30	July 24
July 01 — September 30	October 30
October 01 — December 31	January 30

The first quarterly report for any grant is due for the quarter in which the agreement is issued. For example, if a grant start date is August 25, 2014, the first report is due for the quarter ending September 30, 2014.

CHAPTER 5: GRANT CLOSE-OUT

The SWCCOG must follow the grant close out procedures as described within each grant agreement.

FINAL CASH REIMBURSEMENT REQUEST

Reimbursement for services can only be approved for actual services performed and completed within the performance period of the grant.

DEOBLIGATION OF FUNDS

Ideally, the SWCCOG will expend all of the funds in the grant award. If the SWCCOG cannot expend all of its funds, it should be noted on the final financial report.

FINAL FINANCIAL REPORT

The SWCCOG will submit a Final Financial Report including total expenditures for the grant period according to the grant specifications with the grant allocated due date period and may be submitted along with the final cash reimbursement request, if appropriate. The report will not include unpaid obligations.

FINAL NARRATIVE REPORT

The SWCCOG will submit a Final Narrative Report providing project completion details, reported outcomes of the project, problems encountered during the performance period that may have hindered or affected the completion of grant performance measurements, and any other pertinent information required by the grant agreement. The SWCCOG will also include information regarding the continued efforts of the projects, including any information on subsequent grant funding or supplemental funding sources.

RECORDS RETENTION

The SWCCOG financial and program records must be retained for three (3) years from the grant termination date unless otherwise stated by the grant agreement or awarding agency records retention regulations. If any litigation, claim, negotiation, audit, or other action involving the records has been started before the expiration of the three-year period, the records must be retained until resolution and completion of all actions concerning the grant.

Records will be maintained separately from any previous or future grants that provided funding or will continue funding for the project. Grant records include all financial records, supporting documents, statistical records, and all other records pertinent to the grant. These include, but are not limited to, books of original entry, source documents supporting accounting transactions, the general ledger, subsidiary ledgers, personnel and payroll records, consultant/volunteer time and activity reports, canceled checks, and related documents and records. Source documents include, but are not limited to, Grant Award, financial and narrative reports, and other programmatic / financial forms and reports associated with execution of the grant.

CHAPTER 6: ACCOUNTING AND INTERNAL CONTROLS

ACCOUNTING SYSTEM

The SWCCOG will establish and maintain an accounting system and financial records to accurately account for awarded and matching funds. The SWCCOG may use any State or federally accepted accounting system that meets the following minimum criteria:

Revenues - The system must classify all revenues by funding source(s). All federal monies received must be recorded as federal funds so they may be included in the SWCCOG's audit report and financial statement. Each grant must be tracked separately whether it is a new or continuation grant award. Funds for each grant must be tracked and recorded separately, with all revenues and expenditures reflecting the appropriate grant number.

Expenditures - The system must classify all expenditures by the appropriate account: Travel, Salary, Meetings, Supplies, etc.

FINANCIAL REPORTING CAPABILITY

The accounting system contains adequate expenditure information for the prompt and proper submission of financial reports. Amounts reported must match the grantor records and be reconciled against the accounting general ledger. The SWCCOG will ensure that its subcontractors properly account for all activity under the grant.

INTERNAL CONTROLS

The SWCCOG accounting system will have adequate internal controls to ensure:

- The accurate and complete recording and reporting of federal funds
- The safeguarding of federal assets
- Compliance with laws and regulations

ACCOUNTING FOR IN-HOUSE STAFF

The SWCCOG will maintain adequate records to justify expenditure of federal funds for management and administrative purposes. Records include, but are not limited to:

Position or job descriptions: Position or job descriptions help ensure that charges can be made appropriately to Management & Administration (M&A).

Timekeeping Records: Accurate time records will be maintained that detail hours charged to each grant activity.

The following are activities commonly performed by SWCCOG staff that will be charged to the M&A category:

- **Managing staff issues**
- **Preparing reports/audit responses**
- **Performing accounting activities**
- **Performing administrative support activities**

Document Control

Issue Control			
Issue	FINAL	Date	February 27, 2016
Classification	Guide	Author	Sara Trujillo
Document Title	Grant Management Guide		
Approved by			
Released by			

Owner Details	
Name/Title	SWCCOG
Contact Number	970 779 4592
E-mail Address	director@swccog.org

Revision History			
Issue/Section	Date	Author	Comments
New Grant Management Guide Issue	2/27/2016	Sara Trujillo	New guide issue was not presented to the SWCCOG Board but simply reviewed by DHSEM monitor team.
Grants Management Guide 2022 Revision	3/17/2022	Jessica Laitsch	Revision presented for consideration by SWCCOG Board

Designation of Bank Signers

To: SWCCOG Board of Directors
From: Jessica Laitsch
Date: March 17, 2022

Comments: Due to recent staffing and the Executive Committee changes, staff recommends that the SWCCOG Board of Directors update designation of check signers for the SWCCOG's bank accounts. Staff recommends that the current members of the Executive Committee in addition to contracted oversight staff (Laura Lewis Marchino, Region 9) be designated as check signers.

Legal Review: N/A

Fiscal Impact: Fiscal management of the organization

Staff Recommendation: Approve Resolution 2022-02 Designating check signers for the SWCCOG bank accounts



SOUTHWEST COLORADO COUNCIL OF GOVERNMENTS

RESOLUTION 2021-02

A RESOLUTION DESIGNATING CHECK SIGNERS FOR THE SOUTHWEST COLORADO COUNCIL OF GOVERNMENTS' BANK ACCOUNTS

WHEREAS, the Southwest Colorado Council of Governments holds and maintains multiple bank accounts, and;

WHEREAS, each of these accounts require there be designated signers on each checking account, and;

WHEREAS, the SWCCOG believes it is prudent to annually review and reauthorize the designated signers for each of the checking accounts and add new signers as required, and;

THEREFORE, BE IT RESOLVED by the Southwest Colorado Council of Governments that the following changes will be made to the following bank accounts:

1. Assign Andrea Phillips and William Tookey and Laura Lewis Marchino as signers on the following bank accounts:
 - a. Alpine Bank, checking account ending in xxxx7350
 - b. Alpine Bank, money market account ending in xxxx7883

Adopted this 17th day of March, 2022 by the Board of Directors of the Southwest Colorado Council of Governments

Andrea Phillips, Chair

April 2022 Meeting Date

To: SWCCOG Board of Directors

From: Jessica Laitsch

Date: March 17, 2022

The SWCCOG Board does not currently have a regular Board meeting schedule for the year 2022. Staff recommends the Board set the next meeting date at this time. The next meeting of the Region 9 Economic Development District will be held on Thursday, April 28 in-person in Durango. To facilitate enhanced communication and integration with Region 9, staff recommends the SWCCOG set their next meeting date following the Region 9 meeting, the suggested time is April 28 at 1:30 p.m. This schedule would allow members of the SWCCOG and Region 9 Boards to meet for lunch between the two Board meetings.

Legal Review: Not applicable at this time

Fiscal Impact: None

Staff Recommendation: Set the schedule for the next regular Board meeting of the SWCCOG

SWCCOG – SWTPR Contract

To: SWCCOG Board of Directors
From: Jessica Laitsch
Date: March 17, 2022

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. The existing contract has expired and as such needs to be updated. An updated contract 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

**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 three years 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.

Sarah Hill, Chair, Southwest Regional Transportation Planning Commission Date

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.

Broadband update

To: SWCCOG Board of Directors
From: Laura Lewis Marchino, Region 9 EDD
Date: March 13, 2022

Laura has been attending the monthly Broadband partners meetings and individually meeting with partners across the region (per Region 9 update report) seeking to meet all partners and learn more about SWCCOG's role in broadband in the current priorities. It appears that middle mile connections of broadband and community stakeholder connections and communications is of primary interest. Second, is recognition that an update of the regional broadband plan is needed for all the funding opportunities that will be made available this year. In reviewing the plan, talking to different communities, and meeting with Diane Kruse with Neo Connect who did the regional broadband plan in 2017. Diane feels that the project section can be updated: removing completed projects and adding the current activity and price estimates. She said she would also include the upcoming funding sources and make recommendations of who should apply for what, so there is no duplication and partnerships happen across the region. Area broadband partners are meeting in person in late April to priorities their projects and make sure they are included in the plan. I am thinking that the SWCCOG's role is to help with the plan update. There is a current contract with Diane already and requested action is to add a task order for her to assist with the plan. Obviously a bid would be needed and hopefully partners can help with this cost. Direction is requested.

Staff would also like to add a task order for a small amount, no more than \$5,000 to utilize Diane to teach Laura and the new Project Manager about the scan network and provide some technical advice. In meeting with other stakeholders, there have been a lot of questions about scan/where/why and options. This is a huge gap in our information from the transition. Miriam has not been available to answer questions or provide information on her SWCCOG and broadband work. Diane has just shared scan network maps and other items with staff. The SWCCOG prioritized looking at the dark fiber fee split and addressing scan and without Diane's involvement, staff does not have enough information to move this forward and make good recommendations.

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 \$5,000 for new task order/contract for technical consulting on the scan network.

Staff Recommendation: 1) Authorize staff to pursue and draft a contract with NEO Connect for an amount not to exceed \$5,000 to for technical consulting on the scan network with signature authority to the Chair.

Broadband update

2) Staff would also like to ask Diane to provide a bid for updating the Regional Broadband plan with partners as a sole source since she did the original 2017 plan can could simply update. This would come to the next meeting for approval of an actual amount and fit within the budget.

Representative to SJRC&D

To: SWCCOG Board of Directors
From: Jessica Laitsch
Date: March 17, 2022

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 Back 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.

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 SWCCOG Board Member to serve as a representative on the SJRC&D Council.

Letter of Support Request

To: SWCCOG Board of Directors
From: Jessica Laitsch
Date: March 17, 2022

Comments: Housing Solutions was working on an application to the State for funding for water infrastructure and conservation measures for the SW Horizon Ranch subdivision, built and now managed and owned, by Housing Solutions. The State requested local financial match for this project. They were seeking match sources, including a grant request to LPEA and others. SW Horizon Ranch is 61 single family homes that are affordable rentals, “workforce housing”, for families earning between 40% and 60% of the Area Median Income or for families with housing choice vouchers.

The subdivision resides in La Plata County and has a central well system that provides water to the property. With the ongoing drought situation, there have been issues and greater concerns about the ability of the current system to provide adequate water supply to the residents. To be proactive, Housing Solutions was seeking State funding to drill an additional well and for water conservation measures on the property, including metering of each home to monitor water usage.

Housing Solutions required several letters of support for their local grant for match and requested a letter from SWCCOG. Because the grant application was due in February, the Executive Committee authorized submission of this letter with ratification to be requested at the March meeting.

Fiscal Impact: None to SWCCOG

Staff Recommendation: Ratify the attached Letter of Support for Housing Solutions for the Southwest

Housing Solutions is putting together an application to the State for funding for water infrastructure and conservation measures for the SW Horizon Ranch subdivision, built and now managed and owned, by Housing Solutions. The State is requesting local financial match for this project. We are seeking match sources, including a grant request to LPEA and others. SW Horizon Ranch is 61 single family homes that are affordable rentals, "workforce housing", for families earning between 40% and 60% of the Area Median Income or for families with housing choice vouchers.

The subdivision resides in La Plata County and has a central well system that provides water to the property. With the ongoing drought situation, there have been issues and greater concerns about the ability of the current system to provide adequate water supply to the residents. To be proactive, Housing Solutions is seeking State funding to drill an additional well and for water conservation measures on the property, including metering of each home to monitor water usage.

Is it a proposal from one or more members?

No.

Does the proposal have a regional impact?

Preservation of existing affordable housing.

Is it a proposal that involves the SWCCOG, the SWCCOG's established goals, existing SWCCOG projects, and/or existing or previous advocacy?

Yes, preservation of affordable housing.

Has the proponent consulted with SWCCOG members or other agencies that might have jurisdiction over decisions that could impact the implementation of the proposal?

Yes, La Plata County.

What is the impact on the region if the proposal succeeds? Fails?

Preservation if successful, or loss of 61 affordable housing units if fails.

In what areas of the region, if any, will the proposed activity take place?

La Plata County.

Is there a fiscal impact for the SWCCOG and or SWCCOG members?

We are asking for match from local organizations, including La Plata County.

Does the proposal fit within the mission and vision of the SWCCOG?

Yes.

Is one or more SWCCOG member working on a similar activity or goal?

No.

If so, does this letter of support potentially support or undermine the Member activity/goal?



SOUTHWEST COLORADO COUNCIL OF GOVERNMENTS

February 22, 2022

La Plata Electric Association
PO Box 2750
Durango, CO 81302

Re: Letter of support for Housing Solutions for the Southwest - New Water Well for Southwest Horizon Ranch

To Whom it May Concern,

The Southwest Colorado Council of Governments (SWCCOG) was created in December 2009 to provide regional leadership on behalf of governments throughout Southwest Colorado by defining regional issues, advocating for mutual goals, and administering regional programs. One key regional issue is the availability of, and accordingly preservation of existing, affordable housing.

Due to the critical importance of preserving existing affordable housing, the SWCCOG would like to express support for the funding application by Housing Solutions of the Southwest for the development of a new water well at Southwest Horizon Ranch to preserve 61 units of affordable housing in La Plata County. Housing Solutions has a strong record of accomplishment in the area of affordable housing development and preservation in the Southwest Colorado Region, filling a critical need in today's housing climate.

We urge you to support the application from Housing Solutions for the Southwest for water infrastructure for Southwest Horizon Ranch. We thank you for your support of affordable housing in southwest Colorado.

Sincerely,

Andrea Phillips

Southwest Colorado Council of Governments Chair

Reports

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	David Black - 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	Shari Pierce - Alternate	Willy Tookey - Primary	Gloria Kaasch-Buerger - Primary	Steve Garchar	Ken Charles										
Jan																										
Feb																										
Mar																										
April																										
June																										
July																										
Aug																										
Sept																										
Oct																										
Dec																										
Percent Attend	100%		100%		100%		100%	100%	100%		100%		100%	50%												
Dues Paid	★		★					★			★															

Present
 Absent

*removed notation to indicate remote attendance

Staff Report

To: SWCCOG Board of Directors

From: Jessica Laitsch

Date: March 17, 2022

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 January meeting include:

- Assisted with coordination and facilitation of Board Retreat in February.
- Preparation for annual financial audit for fiscal year 2021.
- SW All Hazards Advisory Council Request for Bids process and working with the coordinator on various large purchases and 2022 grant application.
- Regional Housing Alliance of La Plata County meeting, consultant contract negotiation process, request for exemption from audit for 2021, financial review RFP process, Board member-at-large application process.
- San Juan Resource Conservation and Development Council meeting and administrative support.
- Housing subcommittee meeting support.
- SWTPR meeting support. Providing assistance with application process for MMOF funds.
- Regional Transit Coordinating Council meeting support.
- Seeking funding opportunities for Digital Mobility Hub project.
- Working with Region 9 staff on digitization of historic records. The RHA authorized additional work as detailed in the services agreement to use SIPA funds for staff time to digitize their historical files.
- Tracking of State legislation.
- Ongoing communication with the Region 9 Executive Director and Region 9 staff.

The SWCCOG had previously published a weekly newsletter with various updates of regional interest. Due to lack of staffing, the newsletter has recently not been published on a consistent basis. Region 9 publishes a periodic newsletter, staff proposes including SWCCOG's updates as part of Region 9's existing newsletter.

Laura signed/approved the following items:

- Reimbursement Request for RCAC contract
 - Reimbursement Requests and Cash Advance Request for All Hazards
 - Zoom amendment to add two webinar licenses
 - Review and authorization for various payments.
-

Region 9 Update

To: SWCCOG Board of Directors
From: Laura Lewis Marchino, Region 9 EDD
Date: March 8, 2022

Below are highlights of **Region 9's work on the behalf of the SWCCOG in February**. The bullets are taken from Region 9's monthly report of activities to our Board of Directors. If there is no objection from the SWCCOG board and valuable, this will be provided on a monthly basis. Questions regarding the below are welcome.

- There were 6 inquiries specifically SWCCOG related.
 - 2nd- Met with DOLA regarding grant status and follow-up.
 - 3rd – Laura attended Regional Housing Alliance (RHA) meeting.
 - 3rd - Laura had meeting with Rick Smith regarding all things broadband.
 - 7th – Laura met with Montezuma Administrator and attorney regarding SWCCOG contract.
 - Helped develop SWCCOG Board retreat agenda.
 - Assisting with RHA contract Scope of Work development for approved contractor through Project Moxie and partners.
 - 10th – Laura attended SW TPR meeting.
 - 10th- Laura attended regional Broadband meeting.
 - 11th – Laura worked with Jessica on SWCCOG retreat agenda and power point.
 - 11th – Laura and Heather discussed CDL training funds and SWCCOG related grants.
 - 14th – Laura helped coordinate SWCCOG half day retreat.
 - 15th – Laura met with Rick Smith and Conexon about broadband and ARDORF.
 - Region 9 Grant writer will be assisting Jessica with transit grant through DOLA.
 - 17th – Laura met with Region 10 Director, Michelle Haynes regarding organizational structure of COG and broadband.
 - 18th, 25th – Laura and Jessica held weekly check-in.
 - Stephani started scanning all Regional Housing Alliance documents for SWCCOG.
 - 24th – Laura met with Jim McClain regarding Montezuma broadband efforts.
 - 25th – Laura and Jessica met with Project Moxie and Cappelli partners regarding proposed contract with the Regional Housing Alliance.
 - Working with Region 10 on possible Hwy 160 corridor meeting.
 - 28th – Laura met with Flo Raitano with DRCOG regarding the CARO organization.
 - 28th – Laura met with Eric Hittle regarding all things Archuleta and regional broadband.
-

Region 9 Update

- Working on initial economies of scale including SWCCOG office space and Microsoft 365.

One SWCCOG program is the oversight of the Colorado Association of Regional Organizations(CARO) which is a coordinating group for the Council of Governments in Colorado. The SWCCOG has been the administrator of this program for a small service fee. The group has been dormant for 2 years and its first meeting has been scheduled for April 22nd. A further report will be provided at that time.

Legal Review: N/A

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

Staff Recommendation: None

Fiscal Administration Report

To: SWCCOG Board of Directors
From: Jessica Laitsch
Date: March 17, 2022

Comments: The SWCCOG is contracted with a number of small agencies to assist with fiscal 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 will hold a meeting in April, staff anticipates further updates following that meeting.

Regional Housing Alliance of La Plata County (RHA):

The RHA is taking steps to reestablish as an active organization. The RHA is pursuing a contract for professional services to assist with reestablishing the organization, issued an RFP to undertake a review of the annual financial statements, and is undertaking a public application process to identify a Board member-at-large. The RHA authorized additional work under the services contract to utilize SIPA Grant funds for staff time to digitize historical files; Region 9 staff is assisting with this work. The next meeting will be held April 7, 2022.

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

The SJRC&D met on March 8, 2022. They signed an agreement to undertake fiscal sponsorship of the MakerLab Council. The next meeting will be held May 10, 2022.

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.

Southwest All Hazards Advisory Council:

The SWCCOG recently issued a request for bids for a project to purchase a large number of radios. 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 is working to coordinate a multi-day training opportunity for team members. The SWCCOG is eligible for reimbursement of certain management and administration costs for managing this grant.

Grant Updates

To: SWCCOG Board of Directors
From: Laura Lewis Marchino and Jessica Laitsch
Date: March 11, 2022

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

DOLA Technical Assistance EIAF 9318

- \$49,000 ends on June 30, 2022
-

Grant Updates

- 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. Only SCAPE had performed work regionally but was waiting to submit an invoice until after a Durango based DOLA grant which included SCAPE was closed out to ensure there was no duplication. SCAPE just submitted their report in early March. An invoice will be submitted to DOLA, 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 has met with the CDOT manager of these funds on whether to extend the grant and amend the scope of work. The conclusion is that she will invoice time in addition to SWCCOG and get this grant completed by the deadline.**
 - Activities to date include:
 - o bi-weekly meetings with training stakeholders to coordinate efforts (R9, Ute Mt Ute, PCC Pueblo and PCC Southwest, Pagosa CDC, Pagosa Chamber, Unlimited Learning in Cortez, Eclipse-DOT)
 - o coordination with the Workforce Center to understand their funding and maximize it for people who want CDL training (they can fund tuition for individuals) while we work on developing/funding programs
-

Grant Updates

- CDL needs assessment developed to explore the needs of local employers who require commercial driver's licenses. Their input will help training stakeholders determine the best way to create CDL programs for existing workers and future employees for businesses in R9
- The survey will be conducted between March 14th-31st.

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

- The TPR is funded through an annual Purchase Order, for \$22,100.
- This funding will cover 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 beginning.**
- \$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 as no activity had yet occurred and the match for the hard to recycle materials also has not come to fruition. DOLA is open to making the CDL program work as progress is underway.**
- **Within the next month, a revised scope will be submitted to DOLA with Region 9 supplying the match as needed and reducing the total grant to just reflect the CDL training.**
- **Heather Otter with Region 9 is coordinating that activity and contractors.**
- Activities to date include:
 - Discussions with PCC Pueblo and PCC Southwest regarding trucks & trailers, maintenance & repair costs

Grant Requests Pending:

NTIA Broadband Grant

- \$13,400,000 project
 - Partnership with Clearnetworkx
 - Fiber between Bayfield and Durango in rural La Plata County including Forest Lakes and Vallecito Subdivisions
 - Expected notification date is mid-November
-

Grant Updates

FTA DIGITAL MOBILITY HUB

- \$350,000
- Expected notification in spring 2022

Future Grants

DOLA REDI – Staff has a meeting with Patrick Garrett with DOLA in the next couple of weeks about applying for REDI funds for the Region 9/SWCCOG integration plan and activities.

Broadband grants – Will be working with Regional broadband partners to determine appropriate funding sources and projects by May 2022.



SOUTHWEST COLORADO COUNCIL OF GOVERNMENTS

February 28, 2022

Patrick Rondinelli, Southwest Regional Manager
Colorado Department of Local Affairs
Via E-mail only to: patrick.rondinelli@state.co.us

Re: Rescind Letter of Dispute Resolution

Dear Mr. Rondinelli:

I am writing to inform you that the Southwest Colorado Council of Governments (SWCCOG) Board of Directors met on February 14, 2022 and voted to rescind the Dispute Resolution letter that was submitted in December 2021. We do not wish to pursue an additional payment in the amount of \$43,000 from DOLA for the REDI 20-204 Southwest Colorado Council of Governments Towaoc NEPA Project as stated in the Letter of Dispute Resolution.

We appreciate your flexibility and understanding regarding our Executive Director transition and all the assistance that DOLA, and you as our regional manager, have provided the SWCCOG and our individual communities.

Please let us know if you need any other specific documentation or information to resolve this issue. We look forward to working with you in the future and value our partnership.

Sincerely,

Andrea Phillips
Chair
Southwest Colorado Council of Governments

cc:

Jessica Laitsch, Accounting and Operations Analyst SWCCOG
William Tookey, San Juan County Administrator and SWCCOG representative

Housing Report

To: SWCCOG Board of Directors

From: Jessica Laitsch

Date: March 17, 2022

The SWCCOG Housing Subcommittee has begun meeting on a monthly basis. The last meetings were held on February 15 and March 15, 2022. Attached are the meeting notes from the meeting held on January 21, 2022.



Housing Subcommittee Meeting Notes

Friday, January 21, 2021
11:00 a.m.

Remote Meeting Only
Webinar ID: 999 9716 7414
<https://zoom.us>

I. Introductions

In attendance:

Mike Segrest – La Plata County

Andrea Phillips – Town of Pagosa Springs

Jessica Laitsch – Southwest Colorado Council of Governments

II. Meeting Notes – November 16, 2021

III. Discussion Items

Mike described guidelines for upcoming funding opportunities. He mentioned the hope to bring a modular home builder to the region. There was discussion about benefits for housing and job creation and the potential to use local resources for materials. He reported that the RHA is reviewing a proposal for consulting services. The County is continuing discussions on the concept of the vendor fee. There was discussion about looking at this on a regional basis. Mike reported that Road Runner Transit is looking at the potential of a regional transportation system which would positively impact housing.

Andrea reported that the Town had issued an RFP and have selected a vendor for a public-private partnership to build 60 rental units using Town owned lots, they are hoping to begin construction in the summer. They are working on their Land Use and Development Code, trying to allow flexibility for housing projects. They applied for the Energize Colorado program. They applied for funding through HB1271. There is a citizen led ballot question for an additional fee on short-term rental units. There was discussion about licensing of short-term rentals. The Town has created a housing coordinator position. She described some specific projects underway in Archuleta County.

Mike reported that there is discussion at the legislature about changing the tax classification of short-term rentals. There was discussion about various pressures related to regulating short term rentals.

There was discussion about the status of Durango's hotel conversion. There was discussion about the need for family homes. They discussed if there may be opportunities for regional collaboration to create scale to incentivize housing construction.

Mike described the preliminary thoughts related to identifying a location for a modular builder, there was discussion about various potential opportunities. There was a discussion about HomesFund and their mortgage assistance efforts. There was discussion about a couple potential projects.

Jessica reported that the SWCCOG's HB 1271 application was not approved. She asked if the group would like her to include meeting notes in the SWCCOG Board packets. She will request agenda items in advance of the committee meetings.

There was discussion about the large number of second or otherwise unoccupied homes, the question was raised if this could be a project in collaboration with HomesFund.

Mike provided an update on the vendor fee discussion and detailed various considerations.

Transportation Report

To: SWCCOG Board of Directors
From: Jessica Laitsch
Date: March 17, 2022

Comments: Transportation:

There was a SWTPR meeting held on February 10, 2022. The meeting included an overview of legislation and resulting upcoming funding opportunities and strategies to seek opportunities, an update on the 10-year plan amendment process including an overview of projects in southwest region, and an update on the upcoming MMOF application process.

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, April 14, 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.

The SWCCOG was awarded 2022 Transit coordination funds through CDOT to begin implementation of the Digital Mobility Hub project. On December 6, staff submitted a grant application for the Federal Transit Administration's Innovative Coordinated Access and Mobility (ICAM) pilot program for the software build portion of the project. Following discussion with DOLA staff, COG staff elected not to proceed with submission of an application to the DOLA EIAF program for the March 2022 cycle, however, may consider pursuing this funding source in future cycles. Staff continues to work to identify alternate funding opportunities for this project.

Legislative Update

To: SWCCOG Board of Directors

From: Jessica Laitsch

Date: March 17, 2022

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	Microgrids For Community Resilience Grant Program	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
SB22-083	Broadband Provider's Use Of Public Rights-of-way	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	Introduced in House	2-Mar-2022			CCI supports
HB22-1012	Wildfire Mitigation And Recovery	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	17-Feb-2022			CML supports, CCI supports
HB22-1051	Mod Affordable Housing Tax Credit	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	Colorado Homeless Contribution Income Tax Credit	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	Referred to Amended Appropriations Committee	10-Feb-2022			Housing Colorado supports
HB22-1287	Protections For Mobile Home Park Residents	Housing	Concerning protections for mobile home park residents.	Boesenecker, Hooton, Winter	Introduced	8-Mar-2022			
HB22-1117	Use Of Local Lodging Tax Revenue	Tourism	Concerning the use of revenue from a local tax on lodging.	Roberts, Catlin, Coram, Donovan	Referred to Senate Committee of the Whole	9-Mar-2022			CCI supports, EDCC supports, Housing Colorado supports

SWCCOG 2022 Legislative Summary - State

Bill No	Short Title	Subject	Summary	Sponsors	Recent Action	Action Date	Position	Result	Staff Comments
HB22-1046	Local Designation Of Over-snow Use Only Highways	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	Introduced	12-Jan-2022			CCI supports
HB22-1028	Statewide Regulation Of Controlled Intersections	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	Introduced	12-Jan-2022			CML opposes, CCI opposes
SB22-016	Modifying Department Of Transportation Governance	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	Introduced	12-Jan-2022			CML opposes
SB22-072	Grants To Incentivize Home Use For Renters	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	