



SOUTHWEST COLORADO COUNCIL OF GOVERNMENTS

Regular Meeting Agenda

Friday, 5 February 2016, 1:30pm

1188 E. 2nd Ave., Carnegie Building, Durango, CO 81301

- I. Introductions
- II. Item of Interest: Durango-La Plata Airport – 1:30-2:30
- III. Budget Hearing: 2015 Final Budget Amendment
- IV. Consent Agenda
 - a. 7 January 2016 4CORE Meeting Minutes (Andrea, Dick, Julie, Michael)
 - b. 8 January 2016 Broadband Meeting Minutes
 - c. 8 January 2016 SWCCOG Meeting Minutes
 - d. 26 January 2016 Executive Committee Meeting Minutes (Andrea, John)
 - e. December 2015 Financials
- V. Reports
 - a. Director's Report
 - b. Broadband Report
 - c. Transportation Report
 - d. VISTA Report (Includes Shared Services and Recycling)
- VI. Discussion Items
 - a. Legislative Committee
 - b. Legislation Update
- VII. Decision Items
 - a. Approval of 2015 Final Budget Amendment
 - b. DOLA Technical Assistance 2015 Grant Extension
 - c. 4CORE Direction
 - d. Retreat Date Selection
 - e. Approval to Apply for RREO Grant
- VIII. Other Items
 - a. Community Updates (if time allows)

Video/Phone Conference Info:

<https://zoom.us/j/501744447>

1-646-558-8656, Meeting ID: 501 744 447

PO Box 963, Durango, CO 81301

970.779.4592

www.swccog.org

Budget Hearing: 2015 Final Budget Amendment

2015 FINAL Budget Amendment - February 5, 2016

		Approved		
		Amend Oct	2015 Actual	
		2015		Notes
		Jan - Dec 15		
Income				
3100	Misc. Income	\$ -	\$ 29.00	CIRSA audit refund
3500	WLC Grant	\$ 10,000.00	\$ 10,000.00	
4004	SWIMT Rev	\$ 551.35	\$ 551.35	
4005	E-tics	\$ 8,400.00	\$ 8,400.00	
4006	Dues Revenue	\$ 114,712.00	\$ 114,712.00	
4008	Telecom Services Revenue	\$ 8,280.00	\$ 8,280.00	
4009	Fiber Lease Revenue	\$ 17,735.00	\$ 17,275.00	Lease changes; Region 9 2014 credit memo reversal
4011	AAA revenue	\$ 3,500.00	\$ 2,698.25	
4012	TPR Dues revenue	\$ 7,679.00	\$ 7,679.00	
4030	Grant-CDOT	\$ 21,100.00	\$ 24,731.35	December 2014 draw was paid in 2015
4035	Fiber Repair Fund Revenue	\$ -	\$ -	
4040	Grant-Transit	\$ 24,800.00	\$ 24,800.00	
4041	All Hazards Grant	\$ 221,000.00	\$ 207,930.30	
4043	DoLA Grants	\$ 89,000.00	\$ 68,919.64	# 7645 - extension request granted; # 8011 - no expenses by communities
4950	Match-GOV Admin	\$ -	\$ 20,976.65	
4957	RREO Grant	\$ 31,924.00	\$ 31,924.35	
Total Income		\$ 558,681.35	\$ 548,906.89	
Gross Profit		\$ 558,681.35	\$ 548,906.89	
Expense				
5009	Bookkeeper	\$ 250.00	\$ 424.95	
5200	All Hazard Project	\$ 190,000.00	\$ 215,154.57	
5401	Software Maintenance (E-Tic)	\$ 8,400.00	\$ 9,100.00	December 2014 invoice was paid in January 2015
5403	Fiber Leasing Exp	\$ 13,301.00	\$ 13,046.25	Lease changes
5410	Rent	\$ 81.00	\$ 83.00	
5505	Bank Fees	\$ 150.00	\$ 325.64	
5510	Travel Exp	\$ 17,500.00	\$ 20,146.65	
5512	Meeting Exp	\$ 4,000.00	\$ 5,290.14	
5514	Professional Fees.	\$ 50.00	\$ 407.17	
5515	Legal Fees	\$ 3,000.00	\$ 3,561.09	
5517	Data Back Up Exp	\$ 750.00	\$ 750.00	
5500	Transfer of Net Assets	\$ -	\$ 20,976.65	
5520	Advertising	\$ 800.00	\$ 465.91	
5521	Telephone/Website/Internet	\$ 3,000.00	\$ 2,909.88	
5523	Payroll Processing Fees	\$ 1,550.00	\$ 1,498.67	
5525	Audit	\$ 6,250.00	\$ 6,250.00	
5526	Internet Connectivity (100 Mb)	\$ 11,700.00	\$ 10,800.00	
5527	Internet & software	\$ 475.00	\$ 916.51	
5530	Fiber Repair Fund	\$ -	\$ -	
5532	Postage	\$ 125.00	\$ 134.28	
5535	Printing/Reproduction	\$ 800.00	\$ 1,004.14	
5540	Membership/Sub	\$ 1,150.00	\$ 825.00	
5545	Office Equipment/Computers	\$ 7,000.00	\$ 10,708.40	
5550	Supplies	\$ 1,300.00	\$ 1,580.00	
5555	Liability Insurance	\$ 2,083.00	\$ 2,083.00	
5558	Insurance- Health	\$ 28,716.00	\$ 28,337.00	
5566	SWIMT Contract Reimb Exp	\$ -	\$ -	
5570	Car Allowance/Mileage	\$ 3,600.00	\$ 3,600.00	
5571	Housing allowance	\$ 2,400.00	\$ 3,217.75	
5580	Salary & Wages			
5585	Payroll Tax Expense	\$ 10,375.00	\$ 9,290.84	
5586	Retirement Exp	\$ 3,250.00	\$ 3,249.75	
5580	Salary & Wages - Other	\$ 121,341.00	\$ 115,548.51	
Total 5580 · Salary & Wages		\$ 134,966.00	\$ 128,089.10	
5587	Worker's Compensation	\$ 1,597.00	\$ 1,596.75	
5640	Consulting	\$ 30,000.00	\$ 23,664.38	
5644	AmeriCorps Member	\$ 10,500.00	\$ 8,000.00	
5648	Transit Study Expense	\$ 10,000.00	\$ 2,000.00	
5649	IT Consultant Expense	\$ 63,000.00	\$ 10,360.00	Slow community movement on DoLA 7645, extension request granted
5961	Board/Employee Appreciation	\$ -	\$ 413.77	
Total Expense		\$ 558,494.00	\$ 537,720.65	
Net Income		\$ 187.35	\$ 11,186.24	

2016 BUDGET SUMMARY AND COMPARISON

	2013 Actuals	2014 Actual	2015 Actual
Net position, beginning of year	\$ 33,954.00	\$ 56,680.00	\$ 95,817.00
INCOME			
3100 · Misc. Income	\$ -	\$ -	\$ 29.00
3500 · WLC Revenue	\$ -	\$ -	\$ 10,000.00
4000 · Sales	\$ 10,020.00	\$ -	\$ -
4004 · SWIMT Rev	\$ -	\$ 42,142.88	\$ 551.35
4005 · E-tics	\$ 8,400.00	\$ 7,529.89	\$ 8,400.00
4006 · Dues Revenue	\$ -	\$ 118,712.01	\$ 114,712.00
4007 · TPR - CDOT Funding	\$ -	\$ 10,267.00	\$ 24,731.35
4008 · Telecom Services Revenue	\$ -	\$ 2,182.48	\$ 8,280.00
4009 · Fiber Lease Revenue	\$ -	\$ 12,420.00	\$ 17,275.00
4010 · Grant-DOLA Admin	\$ 52,768.00	\$ 53,938.14	\$ -
4020 · Grant-DOLA-Construction	\$ 1,123,619.67		
4011 · AAA Revenue	\$ -	\$ -	\$ 2,698.25
4012 · TPR Dues revenue	\$ -	\$ -	\$ 7,679.00
4020 · Grant DOLA-Construction	\$ -	\$ 287,821.26	\$ -
4040 · Grant-Transit	\$ 3,278.41	\$ 7,846.59	\$ 24,800.00
4041 · All Hazards Grant	\$ 263,450.11	\$ 170,751.12	\$ 207,930.30
4042 · Grant - Fort Lyons	\$ -	\$ 8,829.84	\$ -
4043 · DoLA Grants	\$ -	\$ -	\$ 68,919.64
4950 · Match-GOV Admin	\$ 60,778.02	\$ 27,748.39	\$ 20,976.65
4951 · Match-GOV Construction	\$ 6,972.47	\$ 107.75	\$ -
4952 · Region 9-Matching Funds	\$ 19,655.02	\$ 2,034.54	\$ -
4953 · Housing Matching Funds	\$ 38,000.00	\$ -	\$ -
4955 · In Kind Project Match- Construc	\$ 364,864.13	\$ 95,399.21	\$ -
4956 · In Kind Project Match- Admin	\$ 1,043.96	\$ 1,847.31	\$ -
4957 · RREO Grant	\$ -	\$ 28,007.64	\$ 31,924.35
Total Income	\$ 1,952,849.79	\$ 877,586.05	\$ 548,906.89
Cost of Goods Sold			
5000 · Cost of Goods Sold	\$ 333.75	\$ -	\$ -
Total COGS	\$ 333.75	\$ -	\$ -
Gross Profit	\$ 1,952,516.04	\$ 877,586.05	\$ 548,906.89
TOTAL FUNDS AVAILABLE	\$ 1,986,470.04	\$ 934,266.05	\$ 644,723.89
EXPENSE			
5009 · Bookkeeper	\$ -	\$ 65.00	\$ 424.95
5200 · All Hazard Project	\$ 246,229.01	\$ 159,820.14	\$ 215,154.57
5401 · Software Maintenance (E-Tic)	\$ 8,400.00	\$ 7,700.00	\$ 9,100.00
5403 · Fiber Leasing Expe.	\$ 7,515.00	\$ 9,405.00	\$ 13,046.25

5410 · Rent	\$ -	\$ 40.00	\$ 83.00
5500 · Transfer of Net Assets	\$ -	\$ -	\$ 20,976.65
5505 · Bank Fees	\$ -	\$ 6.00	\$ 325.64
5510 · Travel Exp	\$ 630.73	\$ 11,321.45	\$ 20,146.65
5512 · Meeting Exp	\$ 85.07	\$ 2,449.49	\$ 5,290.14
5514 · Professional Fees.	\$ -	\$ 80.00	\$ 407.17
5515 · Legal Fees	\$ 1,249.35	\$ 8,441.05	\$ 3,561.09
5517 · Data Back Up Exp	\$ -	\$ -	\$ 750.00
5520 · Advertising	\$ 635.55	\$ 124.60	\$ 465.91
5521 · Telephone/Website/Internet	\$ 250.00	\$ 3,268.88	\$ 2,909.88
5523 · Payroll Processing Fees	\$ 256.13	\$ 1,374.19	\$ 1,498.67
5525 · Audit	\$ 8,250.00	\$ 7,500.00	\$ 6,250.00
5526 · Internet Connectivity (100 Mb)	\$ 3,416.65	\$ 14,733.33	\$ 10,800.00
5527 · Internet & software	\$ -	\$ 5.00	\$ 916.51
5532 · Postage	\$ 131.14	\$ 170.33	\$ 134.28
5535 · Printing/Reproduction	\$ -	\$ 121.15	\$ 1,004.14
5540 · Membership/Sub	\$ 250.00	\$ 625.00	\$ 825.00
5545 · Office Equipment/Computers	\$ 6,820.70	\$ (2,388.22)	\$ 10,708.40
5550 · Supplies	\$ 1,279.67	\$ 3,333.85	\$ 1,580.00
5555 · Liability Insurance	\$ 2,693.00	\$ 2,212.00	\$ 2,083.00
5558 · Insurance- Health	\$ 634.35	\$ 8,546.38	\$ 28,337.00
5566 · SWIMT Contract Reimb Exp	\$ -	\$ 38,812.94	\$ -
5570 · Car Allowance/Mileage	\$ 600.00	\$ 3,600.00	\$ 3,600.00
5571 · Housing Allowance	\$ -	\$ -	\$ 3,217.75
5580 · Salary & Wages			
5585 · Payroll Tax Expense	\$ 615.32	\$ 4,388.00	\$ 9,290.84
5586 · Retirement Expense	\$ -		\$ 3,249.75
5580 · Salary & Wages - Other	\$ 7,211.55	\$ 80,683.69	\$ 115,548.51
Total 5580 · Salary & Wages	\$ 7,826.87	\$ 85,071.69	\$ 128,089.10
5587 · Worker's Compensation	\$ -	\$ 1,450.00	\$ 1,596.75
5636 · Admin Project Expense	\$ 3,131.89	\$ 5,541.94	\$ -
5637 · SCAN GM	\$ 12,948.74	\$ 5,359.40	\$ -
5638 · Region 9 EDD	\$ 39,309.98	\$ 10,439.87	\$ -
5639 · Infor Services-Project Mgmt	\$ -	\$ 4,940.00	\$ -
5640 · Consulting	\$ 18,432.75	\$ 14,866.91	\$ 23,664.38
5641 · Regional Project Mgmt	\$ 35,436.59	\$ 7,476.50	\$ -
5642 · Project Engineering & Mgmt	\$ 28,296.62	\$ 2,164.10	\$ -
5643 · Transit	\$ 3,278.41	\$ 7,850.00	\$ 2,000.00
5644 · AmeriCorps Member	\$ -	\$ -	\$ 8,000.00
5645 · Project Construction	\$ 1,094,592.47	\$ 286,197.68	\$ -
5646 · Housing Matching Fund Expense	\$ 31,300.79	\$ -	\$ -
5647 · FLC Interns	\$ -	\$ 5,500.00	\$ -
5648 · IT Consultant Expense	\$ -	\$ -	\$ 10,360.00
5650 · Conference/Seminars/Training	\$ -	\$ 225.00	\$ -
5660 · Contract Services			
5662 · Contract- Other	\$ -	\$ 125.00	\$ -

5663 · Contract- Housing	\$	-	\$	20,677.34	\$	-
5660 · Contract Services - Other	\$	-	\$	1,950.00	\$	-
Total 5660 · Contract Services	\$	-	\$	22,752.34	\$	-
5661 · Board/Employee Appreciation	\$	-	\$	-	\$	413.77
5955 · In Kind Project expense- Constr	\$	364,864.13	\$	95,399.21	\$	-
5956 · In Kind project Exp.- Admin	\$	1,043.96	\$	1,847.31	\$	-
Total Expense	\$	1,929,789.55	\$	838,449.51	\$	537,720.65
Net Income/Loss	\$	22,726.49	\$	39,136.54	\$	11,186.24
Net position, end of year	\$	56,680.49	\$	95,816.54	\$	107,003.24

Consent Agenda

Southwest Colorado Council of Governments
Meeting with the Four Corners Office for Resource Efficiency (4CORE)
07 January 2016
Carnegie Building, 1188 East 2nd Avenue, Durango

In Attendance:

Michael Whiting - Archuleta County
Andrea Phillips - Town of Mancos
Dick White - City of Durango
Julie Westendorff - La Plata County
Kurt Schneider - 4CORE
Werner Heiber - 4CORE
Peter May-Ostendorp - 4CORE
Miriam Gillow-Wiles - Southwest Colorado Council of Governments
Sara Trujillo - Southwest Colorado Council of Governments
Jessica Laitsch - Southwest Colorado Council of Governments

The meeting began at 3:11 p.m.

Dick White provided an overview of the history of 4CORE. Kurt Schneider and Werner Heiber clarified that 4CORE previously had an office in Cortez and had been doing work in Montezuma County, but due to decreased funding they no longer do. Dick continued with a summary of the current status of 4CORE and the possible integration with the SWCCOG.

Kurt mentioned that 4CORE has been doing work in Archuleta County including Solarize Archuleta to promote photovoltaic installations, education regarding alternative fuel vehicles, work towards setting up compressed natural gas fueling stations, and education on energy efficiency. Julie Westendorff asked how 4CORE's service area is defined. Kurt replied that they are careful to spend money where it is intended, for example they received money for and did a number of energy audits in San Juan County, were provided funding from LPEA for work in Archuleta County and certain regional projects are specifically for work to be done in each of the counties in the region. Werner described their primary funding sources and stated that they keep track of projects including how and where money is spent. He elaborated that benefits from collaboration would include that the money saved through energy efficiency programs would remain to be circulated within the local economy, local jobs would be created, and residents would gain health and financial benefits. He described the research he had done prior to approaching the SWCCOG. Kurt pointed out that the Towns of Ignacio and Bayfield benefitted from a regional grant that 4CORE had applied for, although they did not provide support to 4CORE at that time. He added that opportunities for this type of funding is one benefit of having a non-profit that deals with efficiency issues. He described the status of a project through an EPA grant for bringing solar to low income residents.

Julie asked about the status of hiring an executive director. Kurt replied that they have had difficulty getting qualified applicants. Michael Whiting asked about compensation for the

position. Kurt replied that the salary is \$50,000 and plus a health care stipend. Werner mentioned that Kurt had previously served as interim director. Julie asked how many employees 4CORE has. Kurt replied that they contract with a financial manager and one employee that manages the website, newsletter and sponsorships. 4CORE also has a part time program coordinator, which may be vacated soon. Peter May-Ostendorp mentioned that the energy auditing functions are also contracted out. Julie asked for clarification about how many positions they are looking to fill. Kurt replied they will be looking to fill one part time program coordinator and one full time executive director.

Julie asked for clarification that services in communities that are not part of the SWCCOG would not be subsidized as those services would be covered by specific grants. She asked what duties the SWCCOG would be responsible for. Kurt replied that one issue that has become clear while looking for an executive director is the duplication of administrative services. Peter added that part of the complication has been finding someone with both administrative and technical experience; under this proposed arrangement 4CORE would manage the technical side and the SWCCOG would handle the administrative side. Julie summarized that 4CORE would save on overhead and the SWCCOG would bill for 4CORE's share of overall operating expenses. Kurt added that a number of applicants have experience in the human services field and are not prepared to take on energy efficiency. Werner added that the direction in their search for an executive director would be determined based on whether the proposed collaboration moves forward. He added that the Northwest Colorado COG has programs that are not supported by all members of that COG. Julie mentioned that there may be issues with entities gaining benefit without contributing, but contracting services may be an option for handling this. Dick pointed out that certain programs may demonstrate the value added through membership in the SWCCOG. Peter mentioned that a major focus of 4CORE is trying to reach rural areas. Kurt added that the weatherization program was targeted to low income residents and a large percentage of those served were outside La Plata County.

Peter described 4CORE's efforts to determine the best business model to operate under. There was discussion about effective business models used throughout Colorado. There was discussion about contributions 4CORE has historically received and possible funding options. Julie asked for clarification that 4CORE has stable funding sources and the primary challenge is finding an executive director. She asked where the cutoff would be between the SWCCOG and 4CORE staff. Kurt described the dramatic program and staffing changes experienced by 4CORE in the past several years and the current limited capacity for administrative functions.

Miriam asked how much they pay for bookkeeping. Kurt replied that it is approximately \$1,000 per month. Miriam asked if that includes grant management. Kurt replied yes, as well as payroll and contract management. Miriam asked if the rent line includes utilities. Kurt replied that the rent includes utilities and they also sublet a portion of their space. Miriam expressed concern about facility space as the SWCCOG's current space is at capacity. There was discussion about the office facilities available for both organizations and the challenges with renting space. Miriam suggested identifying someone to handle grant applications and management. Kurt replied that there had been previous discussions about contracting grant writing through the

former executive director. He added that they have handled grant writing through a number of people, including the current program manager. Peter added that currently the grant management is split between two employees and suggested having the program manager both write and manage 4CORE's grants. There was discussion about the anticipated distinction between 4CORE and the SWCCOG and what potential positives and negatives would be depending on the level of integration between the organizations. There was specific discussion surrounding the benefits and drawbacks of having a separate board or subcommittee for the 4CORE program.

Andrea Phillips stated that she was encouraged hearing about the work done in Montezuma County and other areas outside La Plata County. She asked for more clarity on the role of the executive director to ensure SWCCOG staff is not overtaxed. She added that energy efficiency throughout the region is a goal and would like to look into getting more partners, such as Empire Electric, involved. Michael asked about the viability of 4CORE and what the future looks like if this collaboration does not happen. He asked whether this is a wise move for the SWCCOG. Peter replied that this idea has been discussed for a couple years and a major impetus is to streamline and simplify the funding process with the core contributors. He added that the 4CORE is in better financial condition than they were a year ago. Kurt added that they have done significant work to ensure financial stability, but staffing is a concern. Michael would like to determine the level of interest in 4CORE among the other members of the SWCCOG. Miriam stated that this discussion is on the next SWCCOG agenda. Julie added that 4CORE provides expertise that La Plata County is expected to continue to support, but questioned whether other entities would see value since their residents would receive services or if it would be an added burden to begin supporting the program. Kurt suggested that the value could be realized by savings achieved from the energy efficiency expertise that 4CORE brings. There was discussion about how such a concept could be implemented. Julie suggested looking into specifics about how the collaboration would work, such as the breakdown for staffing, and what real efficiencies would be achieved through a collaboration. She added that this needs to be a continued discussion, but it seems to be a better fit than originally anticipated. Michael agreed that the discussion should be continued and the potential value explored. Kurt stressed that the benefit is not only from economies of scale but also the assurance of continued funding for 4CORE. He added that 4CORE has money specifically set aside in the event the organization must shut down to fulfill outstanding obligations. Peter added that another benefit would be the opportunity to impact the region on a larger scale. Dick added that the City of Durango has expertise internally, but this would have the potential for broader benefit in the region. There was discussion about looking carefully at the potential benefits and efficiencies.

Peter summarized that the next steps will be to determine what is the value proposition, what is wanted or needed, for both the SWCCOG and 4CORE and to develop a list of follow up questions. Michael added the identification of the delegation of duties to ensure nothing falls through cracks. Julie added looking into the challenges related to grant administration and office space, the actual costs the SWCCOG would incur, and to identify the concrete benefits for SWCCOG members outside of economies of scale. Dick suggested cost sharing arrangements or performance contracts for energy efficiency services and how could this be set up. Peter

mentioned there are performance contractors operating in the region. Werner mentioned that the NWCCOG will be a good resource. Peter stated that he would compile the follow up questions for distribution.

The meeting adjourned at 5:03 p.m.

Southwest Colorado Council of Governments
Broadband Planning Meeting
8 January 2016
1188 E. 2nd Ave., Carnegie Building, Durango, CO 81301

In attendance:

Michael Whiting - Archuleta County
Dick White - City of Durango
Julie Westendorff - La Plata County
Chris La May - Town of Bayfield
Eric Pierson - City of Durango
James Torres - La Plata County
Joe Kerby - La Plata County
Ed Morlan - Region 9 Economic Development District
Roger Zalneraitis - La Plata County Economic Development Alliance
Ken Charles - Colorado Department of Local Affairs
Willie Tookey - San Juan County (by phone)
Chris Tookey - Town of Silverton (by phone)
Heather Alvarez - Town of Mancos (by phone)
Greg Schulte - Town of Pagosa Springs (by phone)
Mark Garcia - Town of Ignacio (phone)
Rick Smith - City of Cortez (by phone)
Chris McCroskey - La Plata County Economic Development Alliance (by phone)
Diane Kruse - NEO Fiber (by phone)
Miriam Gillow-Wiles - Southwest Colorado Council of Governments
Shannon Cramer - Southwest Colorado Council of Governments
Jessica Laitsch - Southwest Colorado Council of Governments

The meeting began at 10:11 a.m.

Diane Kruse presented the progress and current status of NEO Fiber's review of the SCAN network. She explained that they have been looking at the existing financial plan and revenue model and currently there are three revenue sources: grants, member contributions, and operating revenue. The primary issues identified are that very few communities are receiving benefits, the network is not being adequately leveraged, end users are not receiving competitive pricing, and the network needs to be sustainable without member contributions. She summarized a number of possibilities for addressing these issues. Julie Westendorff stated that increased revenues will help the goal to make the SCAN a financial asset. Rick Smith mentioned that while \$1.35 is feasible in major hubs, here it has historically been closer to \$3 due to the transport fee. Diane replied there may be a way to reduce the transport fee, for example with a middle mile network, but agreed that it is a problem. Roger Zalneraitis mentioned that the costs have been coming down due to more local providers. James Torres added that

they are also seeing reduced costs. Diane replied that currently the SCAN network is paying \$8 per MB and renegotiations could be useful.

Diane described some additional issues including the expensive equipment in place that benefits few and insufficient staff to adequately leverage the asset. Chris La May mentioned that the plan was to lease to private vendors, but one obstacle has been the prohibitive cost due to last mile and the vendors passing this on to the customer. Diane agreed that last mile tends to be an obstacle that they will look into this and there may be options for dealing with it. Chris mentioned that there seems to be lost potential revenue. Diane asked for clarification that not many people are leasing the fiber network because providers see the last mile as too expensive. Chris added that property owners may be being asked to pay for the initial install of the last mile.

Diane moved into an overview of possible policies and ordinances. With respect to implementing the FCC Order on Mandatory Wireless Facilities Collocations, she asked if anyone is a member of the Colorado Communications and Utility Alliance (CCUA) as Ken Fellman is working with them to assist member organizations on compliance. Chris asked if the COG could be a member of the CCUA and be the umbrella organization for the region. Diane replied that she would look into this.

Diane explained that one of the barriers to last mile construction is the cost of construction and recommended exploring opportunities to install conduit through coordination with other capital projects. Ken Charles asked if she has examples of construction standards. Diane replied she could provide general guidelines for placing conduit as well as sample language for policies and ordinances. She described that one such policy could be a “dig once policy” wherein any public works or installation of telecom or utility infrastructure would allow for conduit to be placed on behalf of participating entities with allowances for public notification and applicable cost. Julie asked about easement issues to ensure the ability to lay conduit, for example, would a utility easement encompass fiber and any similar delivery mechanisms that may be available in the future. Diane replied that she will provide sample language that should cover any such uses of that easement. Eric Pierson mentioned that they have received quotes that exceeded \$100/linear foot and asked if there is any way to incentivize collaboration. Diane replied that she would look into sample language to try to prevent such issues. Dick White mentioned that the City of Durango needs to renew an occupation agreement with the gas company in the near future, so the timing will be critical. Rick Smith suggested negotiations with power companies for aerial build.

Diane continued that another way to reduce costs is through joint trenching or joint build agreements to encourage a standard agreement across all parties to ensure information sharing about opportunities. She can also provide information about streamlined permitting processes for broadband infrastructure projects. Another opportunity could be identifying abandoned fiber and conduit. She explained that some more aggressive policies undertaken have integrated broadband as “utility” codes for land development and new construction. She stated that a critical component will be to set up funding mechanisms to pay for the resulting unanticipated projects. Another useful policy is to map out the assets and require any utility providers or developers to submit additions and discovered utilities to

include in the map. She explained that the scope of the project will not allow them to take on the legalities, but they will provide sample language for communities to use as needed.

Roger reiterated that easements are critical in rural areas and assistance with how to handle easements on private property will be useful. Diane confirmed she could work on this.

Diane asked about waiting to begin on community engagement until a plan and its implementation is well enough established to be conveyed. Chris La May asked when she would suggest moving forward on community engagement. Diane expressed concern that the value of the network may be questioned and suggested waiting until there is a better idea for how the SCAN network could operate more efficiently and be more sustainable. She added that she plans to have preliminary recommendations by February and community outreach could begin after that. The general consensus was in favor of this plan. Julie asked if the language for renegotiations with the gas company could be pulled together quickly. Diane replied that she could send out any of the sample language within a week. Eric mentioned using abandoned gas lines as conduit and suggested bringing this up during renegotiations. Dick replied that he would discuss these items with the Durango City Manager.

Ed Morlan asked how economic development organizations could assist with this work. Diane suggested that they be involved with the community engagement aspect. Roger mentioned that the La Plata Economic Development Alliance would be most useful with the business community and that local governments would be better suited for general community engagement.

Ken asked whether the analysis would include an exploration of why the open access hasn't worked as well as expected. Diane replied that middle mile is an issue and the revenue model would not allow for an open access strategy so other options will need to be explored. Michael Whiting recommended that when NEO Fiber meets with the member organizations they include the economic development organizations in the discussions. Diane replied that the initial meetings would likely need to be conference calls due to timing and suggested the possibility of joint meetings by conference call. Roger asked if it would be possible to evaluate expected effectiveness among the possible policies. Diane replied they could provide examples from within Colorado and what the impacts of each have been.

The meeting adjourned at 11:08 a.m.

**Southwest Colorado Council of Governments
January Board Meeting
Friday, 8 January 2016, 1:30pm
1188 E. 2nd Ave., Carnegie Building, Durango, CO 81301**

In Attendance:

Andrea Phillips – Town of Mancos
Dick White – City of Durango
Julie Westendorff – La Plata County
Michael Whiting – Archuleta County
Ron LeBlanc – City of Durango
Mark Garcia – Town of Ignacio (by phone)
Chris La May – Town of Bayfield (by phone)
Shane Hale – City of Cortez (by phone)
John Egan – Town of Pagosa Springs (by phone)
William Tookey – San Juan County (by phone)
Chris Tookey – Town of Silverton (by phone)

Staff in Attendance:

Miriam Gillow-Wiles – Southwest Colorado Council of Governments
Sara Trujillo – Southwest Colorado Council of Governments
Jessica Laitsch – Southwest Colorado Council of Governments
Shannon Cramer – Southwest Colorado Council of Governments

I. Introductions

The meeting was called to order at 1:36pm. Andrea Phillips presented a gift basket to Dick White in gratitude for service as chair.

II. State of the SWCCOG

Dick described that in keeping with the national practice to give annual state of the union and state of the state addresses, he distributed and presented the state of the COG for the transition from 2015 to 2016. Highlights included:

- Staff is functioning very well.
- The strategic plan was updated.
- Policies were adopted pertaining to letters of support, expense allocation among members and the fund balance.
- Letters of support were provided for proposals that proved successful.
- Progress was made in partnering with a number of organizations.
- The success rate of grant submissions has been very high, the amounts awarded totaling \$680,000 since 2014. This is powerful leveraging of member contributions. Dick described the status of various grant funded projects.
- Financial challenges in our communities highlight the need for value demonstration by the COG. A focus for 2016 needs to be identifying, as quantitatively as possible, areas where COG membership is providing actual cost savings, not just how it accesses value mostly unrealizable by individual community efforts.
- 2016 is shaping up as a critical year for the future of the COG. Success will require sustained engagement from the representatives of each community.

III. 2016 Goals Overview

Andrea provided an overview of the 2016 board goals – address opportunities to increase value to COG members, fiscal stability and growth, staffing, and advocacy – and the specific objectives associated with each.

IV. Consent Agenda

- a. December 4 2015 SWCCOG Board Meeting Minutes
- b. December 11 2015 Executive Committee Meeting Minutes
- c. November 2015 Financials

Julie Westendorff motioned to approve the December 11, 2015 Executive Committee, Dick White seconded, unanimously approved.

Michael Whiting motioned to approve the December 4, 2015 Board meeting minutes and the November 2015 Financials, John Egan seconded, unanimously approved.

V. Reports

- a. Director's Report

Julie asked about the status of a follow-up meeting with CenturyLink. Miriam Gillow-Wiles replied that she has initiated contact, but does not have any information at this time.

Miriam reported that a grant in the amount of \$20,000 was awarded for the Transit Council. There was progress made at the Recycling Taskforce meeting. She reported that legislation has been written for tribal votes at the Statewide Transportation Advisory Committee (STAC). The Transit Council held a Medicaid billing training for health and human service and transit providers.

She explained that the Executive Committee would like to schedule a regional "road show" on January 22. Andrea added that the executive committee would like learn more about the communities in the region and meet the elected officials and employees. She mentioned that any interested board members are welcome to join. She asked if any organizations would like to volunteer to host on January 22. Julie elaborated that this was suggested as a way to better understand each of the communities. She suggested first going west due to weather. Andrea stated that she would contact Ernie Williams to ask about setting this up in Dolores County. She added that she will send final details to the board members. Chris Tookey suggested waiting to schedule this in Silverton until the spring. John mentioned that this could help the member communities reinforce the importance of their membership in COG. Andrea added that this ties in with the goals for advocacy and demonstrating value to members. Dick recommended leaving adequate time in the day for casual discussions, even if this requires scheduling with fewer communities per day.

Miriam reported that she would be on vacation in February.

- b. Broadband Report

Andrea stated that there was a meeting earlier in the day. Miriam reported that there had been discussion about broadband friendly ordinances and policies communities could put in place, some of the needs for the infrastructure currently in place to best utilize the network and reduce costs for connectivity. Andrea mentioned that each community should have a representative on the broadband

subcommittee. Julie requested a list of interim items between meetings versus receiving a large amount of information every other month. Miriam replied that she frequently speaks with Diane and will ask her about providing information on an ongoing basis. Dick mentioned that the next steps will be providing policies to each community to allow them to determine how best to apply any such policies and to engage the public once there is a more clear sense of what the plan will be. He added that Diane is doing an inventory of existing assets to look at how they can be leveraged. He asked when grant submissions are due. Miriam replied that these are ongoing, however the target date for the Broadband Infrastructure Grant is June 2016. Julie clarified that she would like to ensure there is ongoing information for the communities to address rather than only seeing progress every other month. Andrea asked if this would require the subcommittee to meet more often. There was discussion about sharing information on specific tasks to be undertaken between meetings. Michael asked if a final outcome would be recommendations for how and when to implement specific policies. He also asked for clarification on how coordination should work with technology staff as well as communication with the public. Ron LeBlanc suggested this could be an opportunity for education on franchising which would allow for standardized language. He added that defined end goals will be critical prior to laying conduit. There was discussion about having education on basic broadband infrastructure, policies and best practices.

c. Recycling Report

Andrea mentioned that there was an article in the Durango Herald about the waste audit. Miriam reported that the DOLA grant includes \$15,000 for education and marketing. The taskforce determined that a central website and uniform educational materials would be the most useful tools at this time. Andrea asked about the idea of renting trailers. Miriam replied that there had been discussion about purchasing trailers through another grant, but at this time the taskforce believes education will be more important. She elaborated that staffing would be required for trailers and at this time there is no value in collecting those commodities so there would not be money for staffing. Miriam reported that she had done an interview on KDUR on Tuesday. Julie pointed out that since the City of Durango changed from satellite recycling to the recycling center, a number of people have not converted to the new center. She suggested that the change could seem like an obstacle, although it is now easier, and mentioned creating an educational video. Ron offered to have the city's video staff create something. There was discussion about sponsoring education and incentives through the schools. Miriam mentioned that the next RREO grant application is due March 4, and these ideas could be included. There was discussion about encouraging reuse, such as through public art, rather than only recycling.

d. Transportation Report

Jessica Laitsch summarized the most recent TPR meeting. Miriam reported that Representative Coram will bring legislation to allow the tribes to vote at STAC and the TPR will have a letter of support to go out in February. She does not anticipate issues, but will reach out to the Denver Regional Council of Governments.

Jessica reported that the Transit Council held a Medicaid billing training and is developing a template for an ADA/paratransit plan. Miriam elaborated that this would reduce staff time for organizations to be in compliance.

e. VISTA's Report (Includes Shared Services)

Shannon Cramer reported that she is compiling a master spreadsheet for shared services that will be distributed. She added that she is working on setting up training sessions for CDL and water/wastewater. Miriam added that the spreadsheet would be sent out next week.

Andrea asked if anyone has upcoming trainings on road grading, specifically hands-on training would be very useful. Julie replied that she will forward contact information for the county's road maintenance personnel. She asked if non-member entities would be included in local trainings. There was general agreement that wider inclusion would be advantageous for the entire region, including trainings that individual organizations are already planning.

VI. Discussion Items

a. 4CORE Discussion

Andrea explained that the subcommittee met with members of the 4CORE board and the group is interested in pursuing additional discussions with them. She explained that there had been clarification about expectations, for example they would like to look at sharing office space, billing functions, and other administrative tasks as opposed to program management. Julie agreed that this is worth looking into further and elaborated that they will bring their own money, the intent is not to keep them afloat. She added that one issue is that Montezuma County will benefit while not being a member of the COG. She mentioned that La Plata County and the City of Durango currently provide funding to 4CORE and one potential benefit of this collaboration could be gaining access for the smaller communities to energy audits. Additionally, this would alleviate 4CORE's administrative burden and allow them to focus on their programs. She questioned whether the COG would charge an administrative fee when an organization comes under the COG. Andrea summarized that there was interest in moving forward and asked for feedback.

Mark Garcia agreed that this is worthy of additional research and it would be beneficial for the organization to have the opportunity to provide services throughout the communities. Julie mentioned that La Plata Electric Association serves La Plata and Archuleta counties and asked if there is the potential to collaborate with Empire Electric. Mark replied that there have been challenges at La Plata Electric with continuing funding for 4CORE, but if 4CORE is able to expand its services into Montezuma County it could be worthwhile to reach out to Empire Electric. Julie mentioned that 4CORE has done work in Montezuma County when funding is available for projects there. She added that one of their challenges in finding an executive director has been finding someone with both technical expertise and the ability to manage administrative duties, so the ability to focus the search on the technical side should allow them to more easily fill the position. Miriam added that they discussed having the program manager be the technical person and the program coordinators providing the actual services. Mark summarized that Miriam would provide the administrative support while they focus on the technical aspects. He surmised that their next challenge seems to be identifying future projects to undertake and suggested they consider expanding services to San Juan County. Willy Tookey stated that 4CORE has done weatherization work in San Juan County.

Andrea summarized that the broad consensus seems to be a desire to continue the discussion and the subcommittee will gather additional information to bring back to the board.

Dick pointed out that 4CORE would need office space and the COG does not currently have enough space. He added that the need for alternative office space will be a longer term issue facing the COG and

the board may need to consider transitioning into commercial space in the future. Michael added that 4CORE seems to be a willing potential partner and the willingness to work together will be critical for moving forward. Dick added that the services they provide have ongoing economic benefits. Julie added that it was made clear that 4CORE would remain in charge of their grant writing and administration.

b. SWCCOG Schedule for 2016

Andrea presented the master schedule of meetings for 2016, including the annual retreat in April and the proposed dates for development of the budget. She stated that the board meetings in July and September will be moved to accommodate holidays. Miriam added that a day will need to be decided for the all-day retreat as the TPR meeting falls on the regular board meeting day.

c. Ideas for Hot Topics Discussions

Andrea asked if the board would like to set up regular times to discuss and share knowledge on topics of regional concern. Julie suggested a discussion on the airport, the consensus between La Plata County and the City of Durango for a next step is a terminal expansion and she would like to get input from the other communities. Michael replied that the major issue in Archuleta County is transportation to the airport. Dick mentioned that another player is San Juan County, New Mexico, the economic development people there have been very supportive as the Durango-La Plata airport has become the regional airport and it could be important to invite them to the discussion. He added that roads, in addition to transit, are important aspects for consideration. John added that the airport is critical for economic development and tourism in Archuleta County. He agreed that transportation is a major issue and Mountain Express Transit cannot provide service to La Plata County at this time.

Dick suggested a discussion on affordable housing. He added that the City of Durango is working on a housing study and resulting policy initiatives that may be useful. He pointed out affordable housing is an issue throughout Colorado and it is a multi-faceted issue.

Andrea summarized that future topics will include the airport expansion, affordable housing and panhandling. She added that the airport expansion will be the hot topic discussion in February.

VII. Decision Items

VIII. Other Items

a. Community Updates (if time allows)

Andrea reported that the Town of Mancos is searching for a town marshal and a deputy marshal. The town has been recommended for off-system bridge enhancement funding for their downtown bridge.

Dick reported that the City of Durango Council received updates from Three Springs and Twin Buttes, and Twin Buttes is moving forward toward construction.

Ron reported that the city is has a number of capital improvement projects planned for 2016. They are hiring an engineering firm to design a wastewater treatment plant. In the spring the city will finish paving Wilson Gulch Road to tie the interchange to the hospital. City sales tax receipts were up in 2015. There is a joint meeting scheduled with the county commissioners to discuss the airport among other

issues. He mentioned that Three Springs currently has more residents than the Town of Ignacio and represents \$250 million in investments. He mentioned that a local business was sold for \$1.8 billion and the seller plans to purchase Ewing Mesa, where the county is pursuing relocation of the fairgrounds, so the plans would include an outdoor concert venue. The city council has approved an update to the comprehensive plan. He reported that a water line connecting StoneAge and Animas Airpark to the city is nearly completed.

Willy reported that the fiber for the school district is lit and online although they are still working on the SCAN line. Additionally, there have been discussions with the CDPHE and EPA concerning superfund designation in the county. Julie mentioned the potential delays involved with missing the next deadline for the superfund and asked whether a March application is realistic. Willy replied that they have committed to as much time and effort necessary to move this forward by March. Julie mentioned that La Plata County has drafted a resolution in support of the decision made by San Juan County and the Town of Silverton. Dick added that the City of Durango is expected to approve a similar resolution.

Chris reported that the Town of Silverton searching for a town planner.

Mark reported that the election will be in April and petitions will be available sooner due to recent changes. The town has been working on building relations with the tribe and are currently clarifying issues surrounding sales taxes.

Chris La May reported that the water treatment plan is under construction and they hope to have it running by early June. The town is working on replacing two bridges, however a complication arose regarding a requirement for offsite mitigation for wetlands. They will be working on a waterline replacement project and installation of isolation valves. They will be closing on property with the school for acquisition of 2300 acres off the Pine River, after this is approved by the school district it would need to be annexed by the town.

John reported that tourism going well, skiing is currently the major attraction. The Town of Pagosa Springs is looking at some new development and dealing with a number of issues, but things are going well.

The meeting was adjourned at 3:35pm

**Southwest Colorado Council of Governments
Executive Committee Meeting
Tuesday, 26 January 2016, 2:00pm
1188 E. 2nd Ave., Carnegie Building, Durango, CO 81301**

In attendance:

Andrea Phillips – Town of Mancos (by phone)
John Egan – Town of Pagosa Springs (by phone)
Miriam Gillow-Wiles – Southwest Colorado Council of Governments
Jessica Laitsch - Southwest Colorado Council of Governments

The meeting began at 2:01 p.m.

Andrea explained that this meeting is to review the agenda items for the February 5 board meeting. She summarized that the financials as well as minutes from the January board meeting as well as the 4CORE and Broadband meetings will be on the agenda. Miriam mentioned that the minutes from the Broadband meeting would be sent out tomorrow.

Andrea asked what the final budget amendment hearing is for. Miriam replied this is the final budget amendment for 2015 as all the bills are in for the year so final numbers are available. Andrea asked why this was not done last year. Miriam replied has to be done in the following year because bills come in after first of year. They discussed placing this immediately after the December 2015 financials.

Andrea asked whether it is preferred to have the reports early in the meeting. Miriam replied that the suggestion to include the reports earlier in the meeting was included in her annual review to ensure adequate time for reports. John stated that he is ok with this.

Andrea asked what the discussion about a legislative committee and legislation would entail. Miriam explained that there are currently three bills concerning transportation as well as couple local government bills that the COG needs to watch. She added that additional support to watch current and potential bills would better allow the COG to address legislation as it can sometimes move very quickly. Andrea asked for clarification that she is looking for volunteers for this committee. Miriam replied that this is what she will be asking for and added that this committee would only be needed during the legislative session, which is January through April. Andrea asked that during the meeting Miriam provide clarification on the role of the COG with respect to advocacy versus lobbying. Miriam replied that the COG can do education as far as what the impacts of specific bills would be in the region. Andrea asked if Miriam is registered as a lobbyist. Miriam replied that she is not. Andrea asked whether the COG can write letters pertaining to legislation. Miriam replied that the COG can write letters of support or opposition for bills, for example the TPR will be considering a letter of support for a bill. John requested copy of this letter of support. Miriam replied that the TPR meeting will be the same day as the COG meeting so she will bring the letter to the COG meeting. Miriam mentioned that she will be out of the country during the legislative session, so she will have information prepared in advance in the event communities need talking points or to send letters.

Andrea asked if the all-day retreat will be in lieu of a regular meeting. Miriam replied that last year they took care of necessary business for approximately an hour then spent the rest of the day on the retreat. John asked if the retreat will take a full day. Miriam replied that at least a half or three-quarters of a day is needed. She added that the purpose will be have a facilitated session to review 2016 goals and begin

to discuss 2017 goals in advance of the budget process. John agreed with having the retreat last the majority of the day. He requested holding this on the 8th if possible. Miriam described the reason for selecting these days as suggestions.

Andrea asked if the RREO grant application will be available at the meeting, Miriam replied that she will have a scope and that this will be a basic grant for educational materials. She added that there is \$15,000 available as a match. Andrea asked if the match is the DOLA technical assistance grant. Miriam replied that it is. Andrea asked whether this has been cleared as an acceptable use. Miriam replied that they are able to use state funds as match. She added that the match is from the 2016 technical assistance grant.

Andrea asked if the hot topics should be at the end of meeting to ensure other business is addressed first. Miriam replied that there will be guests attending for that discussion and she has estimated an hour for the discussion. John asked what the COG's role is in this discussion. Miriam replied this has been a complicated situation and Julie had requested that this be the hot topic in February. John mentioned that this had been a discussion topic TPR and asked for clarification that this is strictly informational. Miriam confirmed that this is only for information. Andrea clarified that the hot topic discussion will be to share information and no formal action will be needed.

Miriam mentioned that the state purchasing office sent will send information for the board. Andrea asked if this would be a presentation. Miriam asked whether she would prefer a presentation to the board or just the basic information. Andrea asked if the information could be presented by video. Miriam replied that this can be arranged. Andrea requested that the shared services spreadsheet be sent out. Miriam replied that she would send this and the membership list out to the board members. Andrea suggested providing the membership list even if it does not include contact information.

Andrea asked about the status of a road trip to Dolores County on February 1. Miriam replied that she would try to contact Ernie Williams. Andrea suggested if he does not respond to contact Archuleta County as a second option. John mentioned that he could help with arrangements if they choose to schedule this in Archuleta County.

John asked about date for the retreat. Andrea replied this will be decision item at the board meeting.

Miriam mentioned that the COG now has cards for the parking meters so members will no longer need change.

The meeting was adjourned at 2:22 p.m.

**Southwest Colorado Council of Governments
Combined Balance Sheet by Class
December 2015**

	100-General	125-SWIMT	175 - AAA	200-All Hazards	350 - WLC	400 - LOC	500 - RRRO	600-TPR
ASSETS								
Current Assets								
Checking/Savings	42,977.69	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1002 - Alpine Bank Unrestricted	10.07	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1010 - Petty Cash	42,967.62	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Checking/Savings	42,987.76	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Accounts Receivable	20,956.29	0.00	1,967.25	0.00	0.00	17,331.56	0.00	1,371.50
1200 - Accounts Receivable	20,956.29	0.00	1,967.25	0.00	0.00	17,331.56	0.00	1,371.50
Total Accounts Receivable	20,956.29	0.00	1,967.25	0.00	0.00	17,331.56	0.00	1,371.50
Other Current Assets	-6,145.09	3,881.29	-758.20	-2,814.86	6,035.68	-13,473.33	19,307.14	19,323.98
1090 - Due To/ Due From	-6,145.09	3,881.29	-758.20	-2,814.86	6,035.68	-13,473.33	19,307.14	19,323.98
Total Other Current Assets	-6,145.09	3,881.29	-758.20	-2,814.86	6,035.68	-13,473.33	19,307.14	19,323.98
Total Current Assets	57,798.96	3,881.29	1,209.05	-2,814.86	6,035.68	3,858.33	19,307.14	20,695.48
TOTAL ASSETS	57,798.96	3,881.29	1,209.05	-2,814.86	6,035.68	3,858.33	19,307.14	20,695.48
LIABILITIES & EQUITY								
Liabilities								
Current Liabilities								
Credit Cards	1,156.25	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1003 - Alpine Bank Credit Card-Miriam	588.01	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1004 - Alpine Bank Credit Card - Sara	568.24	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Credit Cards	1,156.25	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Other Current Liabilities	0.00	0.00	0.00	4,000.00	0.00	0.00	0.00	0.00
2210 - Deferred Member Contributions	0.00	0.00	0.00	4,000.00	0.00	0.00	0.00	0.00
Total Other Current Liabilities	0.00	0.00	0.00	4,000.00	0.00	0.00	0.00	0.00
Total Current Liabilities	1,156.25	0.00	0.00	4,000.00	0.00	0.00	0.00	0.00
Equity								
30000 - Operating Balance Equity	22,872.91	0.00	0.00	0.00	0.00	0.00	0.00	0.00
32000 - Retained Earnings	70,391.87	3,325.94	0.00	10,627.55	0.00	0.00	11,172.31	7,815.20
Net Income	-37,210.06	551.35	1,209.05	-17,442.41	6,035.68	3,858.33	8,134.83	12,880.28
Total Equity	56,054.70	3,881.29	1,209.05	-6,814.86	6,035.68	3,858.33	19,307.14	20,695.48
TOTAL LIABILITIES & EQUITY	57,798.96	3,881.29	1,209.05	-2,814.86	6,035.68	3,858.33	19,307.14	20,695.48

Southwest Colorado Council of Governments
Combined Balance Sheet by Class
December 2015

	DOLA 7645 IT (700 - DOLA)	DOLA 8010 BB (700 - DOLA)	DOLA 8011 DWN/TWN (700 - DOLA)	DOLA 9038 IT (700 - DOLA)	Total 700 - DOLA	900-SCAN	TOTAL
ASSETS							
Current Assets							
Checking/Savings							
1002 - Alpine Bank Unrestricted	0.00	0.00	0.00	0.00	0.00	0.00	42,977.69
1010 - Petty Cash	0.00	0.00	0.00	0.00	0.00	0.00	10.07
Total Checking/Savings	0.00	0.00	0.00	0.00	0.00	0.00	42,987.76
Accounts Receivable							
1200 - Accounts Receivable	23,072.02	5,450.84	0.00	0.00	28,522.86	-390.00	69,759.56
Total Accounts Receivable	23,072.02	5,450.84	0.00	0.00	28,522.86	-390.00	69,759.56
Other Current Assets							
1090 - Due To/ Due From	-6,805.16	13,501.56	-539.25	-144.05	6,013.10	-1,039.30	20,976.65
Total Other Current Assets	-6,805.16	13,501.56	-539.25	-144.05	6,013.10	-1,039.30	20,976.65
Total Current Assets	16,266.86	18,952.40	-539.25	-144.05	34,535.96	-1,078.30	133,723.97
TOTAL ASSETS	16,266.86	18,952.40	-539.25	-144.05	34,535.96	-1,078.30	133,723.97
LIABILITIES & EQUITY							
Liabilities							
Current Liabilities							
Credit Cards							
1003 - Alpine Bank Credit Card-Miriam	0.00	0.00	0.00	0.00	0.00	0.00	1,156.25
1004 - Alpine Bank Credit Card - Sara	0.00	0.00	0.00	0.00	0.00	0.00	588.01
Total Credit Cards	0.00	0.00	0.00	0.00	0.00	0.00	1,744.26
Other Current Liabilities							
2210 - Deferred Member Contributions	0.00	0.00	0.00	0.00	0.00	0.00	4,000.00
Total Other Current Liabilities	0.00	0.00	0.00	0.00	0.00	0.00	4,000.00
Total Current Liabilities	0.00	0.00	0.00	0.00	0.00	0.00	5,744.26
Equity							
30000 - Opening Balance Equity	0.00	0.00	0.00	0.00	0.00	0.00	22,872.91
32000 - Retained Earnings	0.00	0.00	0.00	0.00	0.00	-9,416.31	93,920.56
Net Income	16,266.86	18,952.40	-539.25	-144.05	34,535.96	-1,966.75	11,166.24
Total Equity	16,266.86	18,952.40	-539.25	-144.05	34,535.96	-1,078.30	127,979.71
TOTAL LIABILITIES & EQUITY	16,266.86	18,952.40	-539.25	-144.05	34,535.96	-1,078.30	133,723.97

Southwest Colorado Council of Governments
Profit & Loss Budget vs. Actual
January through December 2016

Account	100 - General		126 - SWMT		178 - AAA		296 All Hazards		350 - WLC	
	JAN - DEC '16	Budget	% of Budget	JAN - DEC '16	Budget	% of Budget	JAN - DEC '16	Budget	% of Budget	
Income										
3100 - Match - IT/DLA 7646	0.00	26,322.23	0.1%	0.00	0.00	0.0%	0.00	0.00	0.0%	
3100 - Misc Income	29.00	0.00		0.00	0.00	0.0%	0.00	0.00	0.0%	
4000 - WLC Grant	0.00	0.00		0.00	0.00	0.0%	0.00	0.00	0.0%	
4004 - SWMT RV	0.00	551.35		0.00	0.00	0.0%	0.00	0.00	0.0%	
4005 - SWMT RV	0.00	0.00		0.00	0.00	0.0%	0.00	0.00	0.0%	
4005 - Misc Revenue	114,712.00	114,712.00	100.0%	0.00	0.00	0.0%	0.00	0.00	0.0%	
4009 - Telecom Services Revenue	0.00	0.00		0.00	0.00	0.0%	0.00	0.00	0.0%	
4009 - Fiber Lease Revenue	0.00	0.00		0.00	0.00	0.0%	0.00	0.00	0.0%	
4011 - ADA Revenue	0.00	0.00		0.00	0.00	0.0%	0.00	0.00	0.0%	
4011 - ADA Revenue	0.00	0.00		0.00	0.00	0.0%	0.00	0.00	0.0%	
4003 - Grant-CDOT	0.00	0.00		0.00	0.00	0.0%	0.00	0.00	0.0%	
4041 - All Hazards Grant	0.00	0.00		0.00	0.00	0.0%	0.00	0.00	0.0%	
4041 - All Hazards Grant	0.00	0.00		0.00	0.00	0.0%	0.00	0.00	0.0%	
4041 - DOLA Grants	0.00	0.00		0.00	0.00	0.0%	0.00	0.00	0.0%	
4045 - DOLA Grants - Other	0.00	0.00		0.00	0.00	0.0%	0.00	0.00	0.0%	
Total 4045 - DOLA Grants	0.00	0.00		0.00	0.00	0.0%	0.00	0.00	0.0%	
Total 4045 - DOLA Grants	0.00	0.00		0.00	0.00	0.0%	0.00	0.00	0.0%	
4887 - RRBO Grant	0.00	140,004.23	81.5%	2,698.25	3,500.00	77.1%	207,830.30	221,000.00	94.1%	
Total Income	114,741.00	140,004.23	81.5%	551.35	3,500.00	77.1%	207,830.30	221,000.00	94.1%	
Gross Profit	114,741.00	140,004.23	81.5%	551.35	3,500.00	77.1%	207,830.30	221,000.00	94.1%	
Expenses										
6005 - Bookkeeper	80.00	49.18	162.7%	0.00	0.00	0.0%	198.24	83.72	166.7%	
6005 - All Hazard Project	0.00	0.00		0.00	0.00	0.0%	215,154.57	190,000.00	113.2%	
6400 - Fiber Leasing Equip.	0.00	81.00	102.5%	0.00	0.00	0.0%	0.00	0.00	0.0%	
6400 - Fiber Leasing Equip.	0.00	0.00		0.00	0.00	0.0%	0.00	0.00	0.0%	
6500 - Transfer of Net Assets	0.00	25,293.23	142.0%	0.00	0.00	0.0%	0.00	0.00	0.0%	
6501 - Bank Fees	0.00	0.00		0.00	0.00	0.0%	0.00	0.00	0.0%	
6501 - Bank Fees	0.00	0.00		0.00	0.00	0.0%	0.00	0.00	0.0%	
6501 - Meeting Exp	3,270.65	2,132.11	153.4%	0.00	0.00	0.0%	28.10	0.00	0.0%	
6501 - Meeting Exp	2,738.67	2,037.14	134.5%	0.00	0.00	0.0%	828.73	724.54	114.4%	
6514 - Professional Services	33.44	33.44	100.0%	0.00	0.00	0.0%	0.00	0.00	0.0%	
6514 - Legal Fees	2,308.28	2,391.77	100.0%	0.00	0.00	0.0%	0.00	0.00	0.0%	
6520 - Advertising Exp	2,272.19	2,597.20	100.0%	0.00	0.00	0.0%	0.00	0.00	0.0%	
6520 - Advertising Exp	2,033.91	686.00	89.0%	0.00	0.00	0.0%	0.00	0.00	0.0%	
6523 - Payroll Processing Fees	1,498.67	1,550.00	96.7%	0.00	0.00	0.0%	23.87	7.99	300.0%	
6523 - Audit	6,250.00	0.00	100.0%	0.00	0.00	0.0%	0.00	0.00	0.0%	
6527 - Internet & Software	310.00	219.00	141.6%	0.00	0.00	0.0%	64.00	64.00	100.0%	
6527 - Internet & Software	50.25	50.25	100.0%	0.00	0.00	0.0%	30.55	14.00	133.6%	
6533 - Printing/Production	51.70	51.70	100.0%	0.00	0.00	0.0%	0.00	0.00	0.0%	
6533 - Printing/Production	1,151.10	1,151.10	100.0%	0.00	0.00	0.0%	0.00	0.00	0.0%	
6544 - Office Equipment/Computers	227.40	227.40	100.0%	0.00	0.00	0.0%	3,551.36	2,536.50	140.0%	
6550 - Supplies	739.61	639.56	84.5%	0.00	0.00	0.0%	357.19	201.25	167.5%	
6550 - Liability Insurance	2,039.00	2,039.00	100.0%	0.00	0.00	0.0%	0.00	0.00	0.0%	
6550 - Liability Insurance	28,531.00	28,531.00	100.0%	0.00	0.00	0.0%	0.00	0.00	0.0%	
6571 - Housing Allowance	51,800.00	3,800.00	100.0%	0.00	0.00	0.0%	0.00	0.00	0.0%	
6580 - Salary & Wages	0.00	0.00		0.00	0.00	0.0%	0.00	0.00	0.0%	
6580 - Payroll Tax Expense	9,200.84	10,975.00	83.8%	0.00	0.00	0.0%	0.00	0.00	0.0%	
6580 - Payroll Tax Expense	81,592.09	85,469.98	95.5%	0.00	0.00	0.0%	0.00	0.00	0.0%	
6580 - Salary & Wages - Other	0.00	0.00		0.00	0.00	0.0%	0.00	0.00	0.0%	
Total 6580 - Salary & Wages	94,133.58	108,094.98	86.3%	0.00	0.00	0.0%	3,819.17	3,819.17	133.3%	
6587 - Worker's Compensation	0.00	1,594.25	100.0%	0.00	0.00	0.0%	0.00	0.00	0.0%	
6587 - Worker's Compensation	0.00	0.00		0.00	0.00	0.0%	0.00	0.00	0.0%	
6548 - DOLA 7646 IT Consultant	0.00	0.00		0.00	0.00	0.0%	0.00	0.00	0.0%	
6548 - Consulting	0.00	0.00		0.00	0.00	0.0%	0.00	0.00	0.0%	
6549 - Consulting - Other	0.00	0.00		0.00	0.00	0.0%	0.00	0.00	0.0%	
Total 6549 - Consulting	0.00	0.00		0.00	0.00	0.0%	0.00	0.00	0.0%	
6643 - Travel	0.00	2,500.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%	
6644 - Amnicorp Member	413.77	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%	
6644 - Board/Employee Appreciation	151,951.08	193,850.14	78.4%	0.00	0.00	0.0%	187,532.85	187,532.85	114.1%	
6644 - Board/Employee Appreciation	0.00	0.00		0.00	0.00	0.0%	0.00	0.00	0.0%	
Total Expense	57,210.08	453,885.91	69.1%	0.00	0.00	0.0%	23,487.16	23,487.16	74.3%	
Net Income										
Total Income	114,741.00	140,004.23	81.5%	551.35	3,500.00	77.1%	207,830.30	221,000.00	94.1%	
Total Expense	57,210.08	453,885.91	69.1%	0.00	0.00	0.0%	23,487.16	23,487.16	74.3%	
Net Income	57,530.92	100,000.00	100.0%	551.35	3,500.00	100.0%	184,343.14	197,512.84	97.4%	

Southwest Colorado Council of Governments
Profit & Loss Budget vs. Actual
January through December 2015

	DOLA 8011 DWR/TW		DOLA 8035 IT		DOLA 8036 CAN		TOTAL	
	Jan - Dec '15	% of Budget	Jan - Dec '15	% of Budget	Jan - Dec '15	% of Budget	Jan - Dec '15	% of Budget
Income								
3000 - Match - IT DOLA 7548	0.00		0.00		0.00		0.00	
3100 - Misc Income	0.00		0.00		0.00		0.00	
3200 - Grant - 400T	0.00		0.00		0.00		0.00	
4004 - SWIFT Rev	0.00		0.00		0.00		0.00	
4006 - Ethics	0.00		0.00		0.00		0.00	
4008 - Dues Revenue	0.00		0.00		0.00		0.00	
4009 - Freight Services Revenue	0.00		0.00		0.00		0.00	
4010 - Freight Services	0.00		0.00		0.00		0.00	
4011 - AAA Revenue	0.00		0.00		0.00		0.00	
4012 - TPR Dues Revenue	0.00		0.00		0.00		0.00	
4030 - Grant - 400T	0.00		0.00		0.00		0.00	
4041 - All Hazards Grant	0.00		0.00		0.00		0.00	
4043 - DOLA Grants	0.00		0.00		0.00		0.00	
Total 4043 - DOLA Grants	0.00	0.0%	0.00	0.0%	0.00	0.0%	0.00	0.0%
Total 4043 - DOLA Grants	0.00	0.0%	0.00	0.0%	0.00	0.0%	0.00	0.0%
4897 - REED Grant	0.00		0.00		0.00		0.00	
Total Income	0.00	0.0%	0.00	0.0%	0.00	0.0%	0.00	0.0%
Gross Profit	0.00	0.0%	0.00	0.0%	0.00	0.0%	0.00	0.0%
Expense								
6000 - Bookkeeper	0.00		0.00		0.00		0.00	
6001 - All Hazard Project	0.00		0.00		0.00		0.00	
6002 - Software Maintenance (E-TI)	0.00		0.00		0.00		0.00	
6003 - Fiber Leasing Exps.	0.00		0.00		0.00		0.00	
6004 - Transfer of Net Assets	0.00		0.00		0.00		0.00	
6005 - Bank Fees	0.00		0.00		0.00		0.00	
6006 - Travel Exp	0.00		0.00		0.00		0.00	
6007 - Meeting Exp	0.00		0.00		0.00		0.00	
6008 - Professional Services	0.00		0.00		0.00		0.00	
6009 - Legal Fees	0.00		0.00		0.00		0.00	
6010 - Data Back Up Exp	0.00		0.00		0.00		0.00	
6011 - Printing/Reproduction	0.00		0.00		0.00		0.00	
6012 - Advertising	0.00		0.00		0.00		0.00	
6013 - Membership/Club	0.00		0.00		0.00		0.00	
6014 - Office Equipment/Computers	0.00		0.00		0.00		0.00	
6015 - Liability Insurance	0.00		0.00		0.00		0.00	
6016 - Insurance - Health	0.00		0.00		0.00		0.00	
6017 - Car Allowance/Mileage	0.00		0.00		0.00		0.00	
6018 - Housing Allowance	0.00		0.00		0.00		0.00	
6019 - Payroll Tax Expense	0.00		0.00		0.00		0.00	
6020 - Retirement Exp	0.00		0.00		0.00		0.00	
6021 - Salary & Wages - Other	0.00		0.00		0.00		0.00	
Total 6020 - Salary & Wages	0.00	0.0%	0.00	0.0%	0.00	0.0%	0.00	0.0%
6022 - Workert's Compensation	0.00		0.00		0.00		0.00	
6023 - DOLA 7548 IT Consultant	0.00		0.00		0.00		0.00	
6024 - Consulting - Other	0.00		0.00		0.00		0.00	
Total 6040 - Consulting	0.00	0.0%	0.00	0.0%	0.00	0.0%	0.00	0.0%
6041 - Terminal	0.00		0.00		0.00		0.00	
6042 - Terminal Member	0.00		0.00		0.00		0.00	
6043 - Bad Debt/Depreciation	0.00		0.00		0.00		0.00	
Total Expense	0.00	0.0%	0.00	0.0%	0.00	0.0%	0.00	0.0%
Net Income	0.00	0.0%	0.00	0.0%	0.00	0.0%	0.00	0.0%

Reports

Director's Report

To: SWCCOG Board of Directors
From: Miriam Gillow-Wiles
Date: 5 February 2016

Comments: January was quite busy. We have been working on a number of projects as well as tracking a number of bills working through the legislature.

Much of the other reports include what we have been working on is in the Broadband, Shared Services, Recycling reports as well as the Legislative items under Discussion. Other things I've been working on are as follows.

4CORE:

I requested job descriptions, salary scales, benefits, and the 2016 budget (which is mostly finalized, save the LPEA funding amount). I have reviewed these, and with cursory calculations, I think both 4CORE and the SWCCOG could save funding and be beneficial for both organizations. However, without further direction from the Board, I have cautious to spend too much time on this project.

Legislative Tracking:

I have been working with Denver Regional and Pikes Peak COGs to understand their processes and policies for legislative work. I am hoping to easily adapt their policies for the SWCCOG to help define our role. Jessica will be tracking some of the legislation and will send out talking points and a template for COG members if any of the bills move through while I am out of the country.

Board Member Handbook:

I am working on creating this and plan in having it finished for the Board Retreat in April. This will include roles of the Executive Committee members, history, general information, contact information for all the Board Members, and other important information about the SWCCOG.

In February, I will be taking PTO from the 8-19th. I will be out of the country, with no connectivity. I will be in Denver from the 22-24th, and available by phone and email.

Broadband Report

To: SWCCOG Board of Directors
From: Miriam Gillow-Wiles
Date: 5 February 2016

Comments: The Broadband Planning process is going along well. In January we had a good meeting with high attendance. We discussed broadband friendly ordinances and policies that local governments can enact. These were sent out to the group, but if anybody needs them to be resent, please let me know.

NeoFiber is working on mapping the physical assets of the region, including SCAN assets (she has been provided maps for Dove Creek, Dolores, Mancos, San Juan/Silverton, Ignacio, Bayfield, and Pagosa Springs). Neo will be contacting the communities and counties that maintain their own GIS database for those maps as well. In addition NeoFiber will be contacting the administration of each organization as well as IT (if available).

Diane Kruse will be in the Region March 2-4th. She will be meeting with ISPs, public sector people, and given time, the private sector IT. The next Broadband meeting will be prior to the SWCCOG Board Meeting on March 4th 10-11:30. After this visit and her discussion with the ISPs in early March, the public meeting process will get underway.

Transportation Report

To: SWCCOG Board of Directors
From: Jessica Laitsch
Date: 8 January 2016

Comments: Transportation:

The next TPR meeting will be held Friday, February 5, 2016 from 9 am -12 pm at the Carnegie Building.

There are two bills being introduced in the house. The first is for the appointment of representatives of the Southern Ute and Ute Mountain Ute Tribes as voting members of the Statewide Transportation Advisory Committee (STAC). A letter of support will be considered by the TPR on February 5. The second bill will allow for the STAC to provide advice directly to the Transportation Commission.

Transit:

The Transit Council met on Friday, January 15, 2016. There was discussion about working more closely with groups that would benefit from transit. There was also discussion about the need to improve inter-connectivity between transit systems.

A bill has been introduced in the senate to eliminate the use of FASTER fee revenue for transit.

The next Transit Council meeting will be held Friday, March 18 at 9:00 a.m. at the Carnegie Building.

VISTA Report January 2016

Shannon Cramer

This month as the AmeriCorps VISTA for the Southwest Colorado Council of Governments I have continued to make headway on both the shared services, and recycling initiatives. For the shared services project I have put together a running spreadsheet (attached) that contains information I received from the local governments about various things including: heavy equipment, office supplies, road supplies, and trainings. From this information I was able to determine what I should try to focus on first. It seemed that some of the governments were not taking advantage of state purchasing agreements for office supplies, so I contacted the state in order to find some information on getting started with the state program. Attached is information about the state purchasing, they will present to answer any questions at the March Board Meeting. In addition I have been working on trying to get together some CDL and water/wastewater trainings.

For the recycling project I have started to take action on the task force's request from the last meeting for a centralized website and educational materials. I have been in contact with multiple local marketing companies to speak with them about what the website might look like, and the different aspects it would take to make the educational materials useful. This research also helped develop an idea for how much money to ask from the RREO grant from CDPHE. With the grant from DoLA for \$15,000 as match, with approval, I will start the application for \$30,000 in grant money from CDPHE.

Shared Services by Community Jan 2016

Organization	Contact Name	Contact Info	Heavy Equipment	Type of Office Supplies Usually Purchased	Amount Spent of Office Supplies	Office Supplies Purchased From	Road Supplies	Road Supplies are Purchased From	Interested in/Needed trainings	# of CDL drivers
Town of Ignacio	Mark Garcia Diana Briar	mgarcia@townofignacio.com dbriar@townofignacio.com	Jet rodding/Hydro truck, Bucket truck, Water leak detection equipment	Hammermill Fore Super Premium copy paper	\$7,000 total, Copy paper \$6.99 per unit	Indoff Inc	Purchased as needed		Training is done in house	4
Town of Bayfield	Chris La May	clamay@bayfieldgov.org	None	Paper, Pens, Folders, Toilet paper, Cleaning supplies		Quill, Sam's Club	Sand, Gravel		Flagger, Defensive Driving, Water/Wastewater Certification	7
Town of Dolores	Lana Hancock	lane@townofdolores.com	Under Budget Talks	Standard complement		Reliable/Office Depot				4
Town of Mancos	Andrea Phillips Heather Alvarez	aphillips@mancoscolorado.com Halvarez@mancoscolorado.com	New police car, Pickup truck, Quad w/ trailer and snow removal attachments	Paper, Pens, Notebooks, Binders, Pencils, Staples, Paperclips,	budget for 2016 \$9,200	Quill	Mag chloride and de-icer	2016 budget \$4,300	Training through CIRSA	2
Town of Pagosa Springs	Greg Shulte	gshulte@pagosasprings.co.gov	Police car, Animal control vehicle	Copy paper	10-15 cases max storage		Mag Chloride	Desert Mountain, GMCO		
Town of Silverton	Michelle Hamilton	mhamilton@silverton.co.us	2 Dump trucks, Pickup truck, Street sweeper	Pens, Copy paper, White out	YTD \$1500	Quill, Office Depot	Mag chloride	GMCO at \$27,000 annually	Water, Wastewater, Saftey	
City of Cortez	Brad Harrison	bharrison@cityofcortez.com	None	Standard complement		US Communities, WSCA/Naspo, State	Mag chloride	Desert Mountain \$131.89 per ton	CIRSA requirments, public works does flagger, PPE, excavation/trench safety	
City of Durango	Ron LeBlanc	ron.leblanc@durangogov.org	See paper copy for vehicle rotation	Standard complement		State	See paper copy	See paper copy	See paper copy	92
La Plata County	Janalee Hogan	Janalee.Hogan@co.laplata.co.us	Semi-truck w/snow plow, Mid sized loader, Motor grader,Backhoe	Standard complement	\$20,000 per year	State contract	Mag chloride with lignin	GMCO \$45,000 for 55,000 gallons	Defensive driving, Departments manage own trainings	41
Archuleta County	Bentley Henderson Michael Whiting	bhenderson@archuletacounty.org mwhiting@archuletacounty.org	Several vehicles	Standard complement	50-75K annually	Office Depot	Mag Chloride	Bid \$300K annually	Departments handle own trainings	
Dolores County	Ernie Williams Lorraine Hancock	dcdolocnty@fone.net	None	Multipurpose 500 sheets per ream case of 10 paper	5 cases every 2 months @ \$53.99 per case		Gravel	Montezuma Cty, Cotter inc	Go through CTSI	
San Juan County	William Tookey	sanjuancounty@frontier.net	D6 bulldozer,Patrol car	Minimal copy paper, Printer ink, Pens		Office Depot	mag chloride	GMCO	Interested in Computer trainings for Excel/Word	

Information on State Purchasing

In accordance with Procurement Rule R-24-102-202-01, the State Purchasing Director may issue price agreements for supplies or services for use by all state agencies and institutions. The use of agreements is extended to all political subdivisions of the state (cities, counties, school districts) and qualified non-profit entities.

The website below talks about price agreements and the value. I have copied some of the information from the website below.

<https://www.colorado.gov/pacific/osc/price-agreements>

- Save Money - Volume Based Buying Power
- Save Time - Competitively Solicited Price Agreements
- Protection - Legal Protection with Contract Utilization

Common Items found on Price Agreements

- Office Supplies
- Toner
- Paper
- Vehicles
- Copiers
- Computers
- Software
- Industrial Supplies

Instructions

- The State Purchasing & Contracts Office negotiates, manages, and maintains all Price Agreements for commonly sourced items
- Price Agreements can be utilized by all State Agencies, State Institutions of Higher Education, Local Governments, and Certified Nonprofits
- Price Agreements are typically awarded for 2 years with an option to renew for 3 additional 1 year terms
- Details and a schedule for all Price Agreements can be viewed selecting the link above
- Questions regarding Price Agreements can be directed to the Sourcing Specialist on the Price Agreement Page

The price agreements can be found on ColoradoBIDS at <https://bidscolorado.com/co/portal.nsf/xpPriceAgreementsByCategory.xsp>. Note that we will be moving our price agreements to a new platform by June 30th so we will communicate that information when we are closer to that time with more details.

To register:

Visit the website <https://codpa-vss.hostams.com/webapp/PRDVSS1X1/AltSelfService> and click on the register button on the left hand side. Follow the instructions.

Discussion Items

Legislative Committee

To: SWCCOG Board of Directors
From: Miriam Gillow-Wiles
Date: 5 February 2016

Comments: In previous years, we have had a legislative committee to help Staff monitor legislation. This legislative season with a number of bills that will be of importance to the SWCCOG membership, it would be great to have a few Board members to call upon as needed.

2016 Legislation Update

To: SWCCOG Board of Directors
From: Miriam Gillow-Wiles and Jessica Laitsch
Date: 5 February 2016

Comments: Attached are the summaries and their fiscal impact for three transportation related bills currently working their way through the legislature. In addition, there is a bill, sponsored by Representative Coram, to allow the Southern Ute and Ute Mountain Ute Tribes to vote at the Statewide Transportation Advisory Committee (STAC). Currently, under State Statute, both Tribes are invited to STAC but not allowed to vote.

SB16-011 – Terminate the use FASTER fees for transit

- Overview
- Fiscal Notes

HB16-1018 – Statewide Transportation Advisory Committee Procedures

- Overview
- Fiscal Notes

HB16-1031 – Modify Transportation Commission Membership

- Overview
- Fiscal Notes

HB16-XXXX – Allow Tribes to Vote at Statewide Transportation Advisory Committee

- Draft Legislation
- Letter of Support from TPR

SB 16-011 Summary Terminate Use of FASTER Fee Revenue for Transit

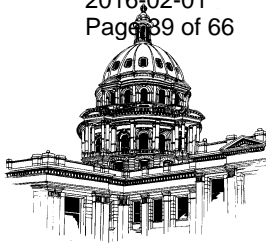
FASTER transit funding is the only state money that goes into transit, and Colorado transit agencies have used the funding to leverage federal dollars and provide transportation options to Colorado's citizens and visitors. FASTER funds can be used to provide the 20% match for FTA transit funds. CDOT Division of Transit and Rail performs a consolidated call for applications specific to both funding sources so that they can be leveraged and maximized as needed. Since these funds would not be available to leverage federal monies, this legislation would increase the amount of local funds needed to purchase capital equipment in Colorado. For example, for a \$60,000 purchase the local match would increase from \$2,400 to \$12,000. This would significantly impact the ability for local agencies to construct larger capital projects such as a bus barn or a transit center.

FASTER transit funding has helped fund the purchase or replacement of transit vehicles; construction of multimodal stations, acquisition of equipment for consolidated call centers, and other tools to improve transit access throughout the state. Since 2010, 138 projects have been funded across the state. Six projects have been funded in the Southwest Colorado region, additionally one from Archuleta County was awarded but then withdrawn, for a total of 7 awarded. This amount (including the withdrawn application) totaled \$725,350. Most of this went to Durango for replacement of vehicles, but SUCAP and La Plata also received funding.

The operating budget of the Division of Transit and Rail within the CDOT is funded with \$1.0 million from the \$10.0 million transfer for state transit projects. The remaining \$9.0 million is used for the Bustang bus service, regional bus operating grants, and regional capital grants. The administrative expenses for the Division will be eliminated. The Division of Transit and Rail also administers federal funds dedicated for transit; it is not clear how the CDOT will administer these federal funds under the bill.

How funding would be redirected:

- This bill reduces expenditures by \$10.0 million and 9.0 FTE for the Division of Transit and Rail in the CDOT and increases by \$10.0 million the funds available for expenditure in the Highway Users Tax Cash Fund.
- Funding for local government transit projects will be reduced by \$5.0 million annually. The county allocation from the Highway Users Tax Fund will increase by \$2.75 million and the municipality allocation will increase by \$2.25 million annually.



**Colorado
Legislative
Council
Staff**

SB16-011

FISCAL NOTE

FISCAL IMPACT: State Local Statutory Public Entity Conditional No Fiscal Impact

Drafting Number: LLS 16-0008
Prime Sponsor(s): Sen. Neville T.
Rep. Neville P.

Date: January 25, 2016
Bill Status: Senate Transportation
Fiscal Analyst: Larson Silbaugh (303-866-4720)

BILL TOPIC: TERMINATE USE OF FASTER FEE REVENUE FOR TRANSIT

Fiscal Impact Summary	FY 2016-2017	FY 2017-2018
State Revenue Transfers	See State Revenue section.	
State Expenditures	(\$0.0 million)	(\$0.0 million)
Highway Users Tax Fund (State Share)	\$10.0 million	\$10.0 million
Division of Transit and Rail (CDOT)	(\$10.0 million)	(\$10.0 million)
FTE Position Change	(9.0 FTE)	(9.0 FTE)
Appropriation Required: None.		
Future Year Impacts: Elimination of ongoing state cash fund transfers.		

Summary of Legislation

This bill eliminates annual transfers of \$15.0 million for transit projects from fee revenue imposed under the Funding Advancements for Surface Transportation and Economic Recovery Act of 2009 (FASTER). This includes a \$10.0 million transfer to the Colorado Department of Transportation (CDOT) for transit related projects and \$5.0 million for local transit projects. Eliminating the transfers increase the amount available for road safety projects by \$10.0 million and increase the Highway Users Tax Fund allocation to counties by \$2.75 million annually and the allocation to municipalities by \$2.25 million annually.

State Revenue

Transfers. Table 1 shows changes from current law.

Table 1: Transfers of FASTER Fees Under Current Law and SB 16-011			
Cash Fund	Current Law	FY 2016-17	FY 2017-18
Division of Transit and Rail (CDOT)	\$10.0 Million	\$0.0	\$0.0
Highway Users Tax Fund (State Allocation)	\$0.0	\$10.0 Million	\$10.0 Million
Local Government Transit Grants	\$5.0 Million	\$0.0	\$0.0
Highway Users Tax Fund (County Allocation)	\$0.0	\$2.75 Million	\$2.75 Million
Highway Users Tax Fund (Municipalities Allocation)	\$0.0	\$2.25 Million	\$2.25 Million

State Expenditures

This bill reduces expenditures by \$10.0 million and 9.0 FTE for the Division of Transit and Rail in the CDOT beginning in FY 2016-17. The bill increases by \$10.0 million the funds available for expenditure in the Highway Users Tax Cash Fund, which is continuously appropriated.

Table 2. Expenditures Under SB 16-011		
Cost Components	FY 2016-17	FY 2017-18
Personal Services (Division of Transit and Rail)	(\$789,715)	(\$789,715)
FTE	(9.0 FTE)	(9.0 FTE)
Operating Expenses (Division of Transit and Rail)	(210,285)	(210,285)
Transit Programs and Local Grants (Division of Transit and Rail)	(9,000,000)	(9,000,000)
Highway Users Tax Fund (State Allocation)	10,000,000	10,000,000
Centrally Appropriated Costs*	(185,453)	(185,453)
TOTAL	(\$185,453)	(\$185,453)

* Centrally appropriated costs are not included in the bill's appropriation.

Assumptions. The operating budget of the Division of Transit and Rail within the CDOT is funded with \$1.0 million from the \$10.0 million transfer for state transit projects. The remaining \$9.0 million is used for the Bustang bus service, regional bus operating grants, and regional capital grants. The administrative expenses for the Division will be eliminated. The Division of Transit and Rail also administers federal funds dedicated for transit; it is not clear how the CDOT will administer these federal funds under the bill. Table 2 shows the expenditures of the Division of Transit and Rail under SB 16-011.

Centrally appropriated costs. Pursuant to a Joint Budget Committee policy, certain costs associated with this bill are addressed through the annual budget process and centrally appropriated in the Long Bill or supplemental appropriations bills, rather than in this bill. The centrally appropriated costs subject to this policy are estimated in the fiscal note for informational purposes and summarized in Table 3.

Table 3. Centrally Appropriated Costs Under SB 16-011		
Cost Components	FY 2016-17	FY 2017-18
Employee Insurance (Health, Life, Dental, and Short-term Disability)	(\$117,875)	(\$117,875)
Supplemental Employee Retirement Payments	(67,578)	(67,578)
TOTAL	(\$185,453)	(\$185,453)

Local Government Impact

Funding for local government transit projects will be reduced by \$5.0 million annually. The county allocation from the Highway Users Tax Fund will increase by \$2.75 million and the municipality allocation will increase by \$2.25 million annually.

Statutory Public Entity Impact

This bill will reduce a \$3.0 million grant awarded to the Regional Transportation District (RTD) annually through the division of transit and rail. RTD would also be impacted by the elimination of \$2.0 million in competitive grants.

Effective Date

The bill takes effect August 10, 2016, if the General Assembly adjourns on May 11, 2016, as scheduled, and no referendum petition is filed.

State and Local Government Contacts

Counties
Office of Information Technology
Transportation

Municipalities
Regional Transportation District

HB 16-1018 Summary

Statewide Transportation Advisory Committee Procedures

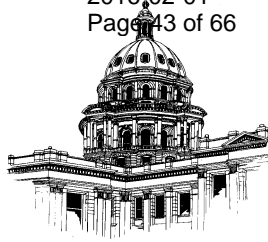
Statewide Transportation Advisory Committee - STAC members represent the 15 metropolitan or rural Transportation Planning Regions (TPRs) in the state. Colorado has five metropolitan planning organizations (MPOs) and 10 rural Regional Planning Councils (RPCs) representing the 15 TPRs. There are also non-voting STAC representatives from the Southern Ute Indian Tribe and the Ute Mountain Ute Indian Tribe in southwest Colorado. The STAC meets monthly in Denver.

Transportation Commission - Transportation commission members are appointed by the Governor from 11 statutorily defined transportation commission districts. The Commission formulates general policy with respect to the management, construction, and maintenance of public highways and other transportation systems in the state; prescribes the administrative practices to be followed by CDOT's executive director and chief engineer; advises and makes recommendations to the Governor and General Assembly relative to transportation policy; and makes all necessary and reasonable orders, rules, and regulations necessary to carry out CDOT's transportation programs. It is required to meet at least eight times per year, and generally meets once a month.

Under current law, the STAC provides advice to the Colorado Department of Transportation (CDOT) on the needs of transportation systems and reviews and comments on all regional transportation plans. This bill, recommended by the Transportation Legislation Review Committee, requires the STAC to provide advice and comments to both CDOT and the Transportation Commission, rather than only to CDOT. The bill also specifies that the STAC will provide advice on transportation budgets, policy, programming, and planning.

This bill has been passed in the House.

There is no direct fiscal impact associated with this bill.



Colorado
Legislative
Council
Staff

HB16-1018

FISCAL NOTE

FISCAL IMPACT: State Local Statutory Public Entity Conditional No Fiscal Impact

Drafting Number: LLS 16-0367

Date: January 13, 2016

Prime Sponsor(s): Rep. Carver; Mitsch Bush
Sen. Todd

Bill Status: House Transportation & Energy

Fiscal Analyst: Erin Reynolds (303-866-4146)

BILL TOPIC: TRANSPORTATION ADVISORY COMMITTEE PROCEDURES

Summary of Legislation

Under current law, the Statewide Transportation Advisory Committee (STAC) provides advice to the Colorado Department of Transportation (CDOT) on the needs of transportation systems and reviews and comments on all regional transportation plans. This bill, **recommended by the Transportation Legislation Review Committee**, requires the STAC to provide advice, and review and comments to both CDOT and the Transportation Commission, rather than only to CDOT. The bill also specifies that the STAC will provide advice on transportation budgets, policy, programming, and planning.

Background

Statewide Transportation Advisory Committee. STAC members represent the 15 metropolitan or rural Transportation Planning Regions (TPRs) in the state. Colorado has five metropolitan planning organizations (MPOs) and 10 rural Regional Planning Councils (RPCs) representing the 15 TPRs. There are also non-voting STAC representatives from the Southern Ute Indian Tribe and the Ute Mountain Ute Indian Tribe in southwest Colorado. The STAC meets monthly in Denver.

Transportation Commission. The 11-member, Governor-appointed Transportation Commission formulates general policy with respect to the management, construction, and maintenance of public highways and other transportation systems in the state; prescribes the administrative practices to be followed by CDOT's executive director and chief engineer; advises and makes recommendations to the Governor and General Assembly relative to transportation policy; and makes all necessary and reasonable orders, rules, and regulations necessary to carry out CDOT's transportation programs. It is required to meet at least eight times per year, and generally meets once a month.

Assessment

The bill does not change revenue or expenditures for any agency of state or local government. For this reason, the bill is assessed as having no fiscal impact.

Effective Date

The bill takes effect August 10, 2016, if the General Assembly adjourns on May 11, 2016, as scheduled, and no referendum petition is filed.

State and Local Government Contacts

Law

Governor's Office

Transportation

HB 16-1031 Summary Modify Transportation Commission Membership

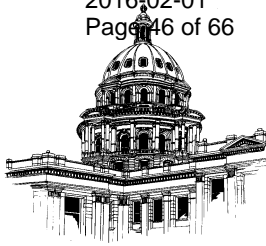
Transportation Commission - Transportation commission members are appointed by the Governor from 11 statutorily defined transportation commission districts. The Commission formulates general policy with respect to the management, construction, and maintenance of public highways and other transportation systems in the state; prescribes the administrative practices to be followed by CDOT's executive director and chief engineer; advises and makes recommendations to the Governor and General Assembly relative to transportation policy; and makes all necessary and reasonable orders, rules, and regulations necessary to carry out CDOT's transportation programs. It is required to meet at least eight times per year, and generally meets once a month.

The number and boundaries of the transportation commission districts have not been modified since 1991. This bill, recommended by the transportation legislation review committee (TLRC), requires the TLRC to study the districts during the 2016 legislative interim to determine whether the number and boundaries of the districts should be modified and, if so, what specific modifications should be made.

Legislative council staff, with the cooperation of the department of transportation, must assist the TLRC by preparing and presenting a research study that documents changes since the last time the number and boundaries of the districts were modified, to include population, number of lane miles, and annual vehicle miles traveled for each of the districts and taking into account existing county and municipal boundaries, regional transportation areas and districts, and transportation planning regions. The committee must hold public hearings in the major geographical regions of the state regarding potential modifications to the number and boundaries of the districts and may recommend legislation to modify the number and boundaries of the districts based on the results of the research study and the public comments received.

The cost associated with this bill is expected to be \$22,320 for both FY 2015-16 and FY 2016-17, which is the estimated cost for two public hearings each year, for a total of 4 public hearings.

This bill has been assigned to the Transportation and Energy Committee.



**Colorado
Legislative
Council
Staff**

HB16-1031

FISCAL NOTE

FISCAL IMPACT: State Local Statutory Public Entity Conditional No Fiscal Impact

Drafting Number: LLS 16-0369
Prime Sponsor(s): Rep. Carver

Date: January 13, 2016
Bill Status: House Transportation and Energy
Fiscal Analyst: Anna Gerstle (303-866-4375)

BILL TOPIC: MODIFY TRANSPORTATION COMMISSION MEMBERSHIP

Fiscal Impact Summary	FY 2015-2016 (current year)	FY 2016-2017	FY 2017-2018
State Revenue			
State Expenditures	\$22,644	\$22,644	
General Fund	22,320	22,320	
Centrally Appropriated Costs	324	324	
TABOR Impact			
FTE Position Change			
Appropriation Required: \$22,320 - Legislative Department (FY 2015-16 and FY 2016-17).			
Future Year Impacts: None.			

Summary of Legislation

This bill, **recommended by the Transportation Legislation Review Committee (TLRC)**, requires that the TLRC study current Transportation Commission (commission) districts to determine whether the number and boundaries of the districts should be modified and how. Legislative Council Staff (LCS), with the assistance of the Colorado Department of Transportation (CDOT), must submit a report to the TLRC no later than August 1, 2016, that details changes since the last time the districts were modified. The report must consider existing county and municipal boundaries, regional transportation areas and districts, and transportation planning regions (TPRs). The report must also include the population, number of lane miles, and annual vehicle miles traveled for each district.

The TLRC must hold public meetings in the major geographical regions of the state to discuss potential modifications to commission districts and may recommend legislation, not subject to review by the Legislative Council, to modify the number and boundaries of commission districts.

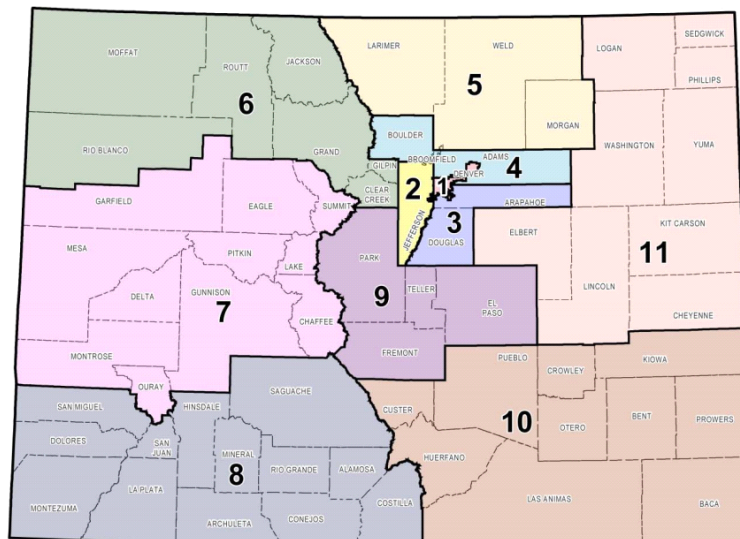
Background

The commission is required to meet at least eight times per year and generally is responsible for:

- formulating general policy related to management, construction, and maintenance of highways and other transportation systems;
- prescribing administrative practices for CDOT;
- making all orders, rules, and regulations necessary to carry out transportation programs;
- adopting budgets and programs; and
- making recommendations to CDOT, the Governor, and the General Assembly.

The districts that commission members represent have been expanded and redrawn several times over the 102 years the commission has existed. The 11 current districts were established in 1991 and are illustrated in Figure 1.

Figure 1
Current Transportation Commission Districts



Source: Colorado Department of Transportation

State Expenditures

The bill increases expenditures in the Legislative Department by \$22,644 in both FY 2015-16 and FY 2016-17. These costs, which include legislator and staff travel to hearings in the major geographical regions of the state, are listed in Table 1 below. Should the TLRC decide to tour the state during the 2016 interim separately from the hearings stipulated in this bill, travel and hearing costs may be shared and thus, these estimated costs could decrease.

Assumptions. This fiscal note assumes that four public hearings will be sufficient to cover the major geographical regions of the state and that four staff members (three LCS, one staff from the Office of Legislative Legal Services) will accompany the 18 members of the TLRC to each hearing. Historically, meeting space for the TLRC has not required expenditures, so no increased costs are included in the fiscal note for this purpose. The fiscal note also assumes:

- legislator per diem is \$110 per hearing;
- travel costs for both staff and legislators are \$390 per person per hearing (2 days of travel costs at \$195 per day), and include lodging, meals, and mileage;
- van rental is \$600 per hearing; and
- the hearings will occur in the summer of 2016, with two in FY 2015-16 and two in FY 2016-17.

Table 1. Expenditures Under HB16-1031			
Cost Components	FY 2015-16 (current year)	FY 2016-17	FY 2017-18
Legislator per diem & travel	\$18,000	\$18,000	
Staff travel	3,120	3,120	
Van rental	1,200	1,200	
Centrally Appropriated Costs	324	324	
TOTAL	\$22,644	\$22,644	

**Centrally appropriated costs are not included in the bill's appropriation.*

Staffing costs. The bill increases the workload of LCS and CDOT by requiring the agencies to study and report on changes to the Transportation Commission districts. This workload increase is expected to be addressed with existing resources and not require an additional appropriation.

Centrally appropriated costs. Pursuant to a Joint Budget Committee policy, certain costs associated with this bill are addressed through the annual budget process and centrally appropriated in the Long Bill or supplemental appropriations bills, rather than in this bill. The centrally appropriated costs subject to this policy are estimated in the fiscal note for informational purposes and summarized in Table 2.

Table 2. Centrally Appropriated Costs Under HB16-1031			
Cost Components	FY 2015-16 (current year)	FY 2016-17	FY 2017- 2018
Supplemental Employee Retirement Payments	\$324	\$324	
TOTAL	\$324	\$324	

Local Government and Statutory Public Entity Impact

To the extent that TPRs and local governments are asked to contribute both to the study and at the public hearings, there will be an increase in workload for those entities.

Effective Date

The bill takes effect upon signature of the Governor, or upon becoming law without his signature.

State Appropriations

The Legislative Department requires a General Fund appropriation of \$22,320 for both FY 2015-16 and FY 2016-17.

State and Local Government Contacts

Legislative Council

Transportation

Second Regular Session
Seventieth General Assembly
STATE OF COLORADO

DRAFT
12.4.15

DRAFT

LLS NO. 16-0500.01 Jason Gelender x4330

HOUSE BILL

HOUSE SPONSORSHIP

Coram,

SENATE SPONSORSHIP

(None),

BILL TOPIC: "Ute Representatives For Transp Advisory Committee"

DEADLINES: Finalize by: JAN 14, 2016 File by: JAN 19, 2016

A BILL FOR AN ACT

101 CONCERNING THE APPOINTMENT OF REPRESENTATIVES OF THE
102 SOUTHERN UTE AND UTE MOUNTAIN UTE TRIBES AS VOTING
103 MEMBERS OF THE STATEWIDE TRANSPORTATION ADVISORY
104 COMMITTEE.

Bill Summary

(Note: This summary applies to this bill as introduced and does not reflect any amendments that may be subsequently adopted. If this bill passes third reading in the house of introduction, a bill summary that applies to the reengrossed version of this bill will be available at <http://www.leg.state.co.us/bills summaries>.)

Current law specifies that the statewide transportation advisory committee (STAC), which advises the department of transportation (CDOT) regarding the needs of transportation systems in the state and

reviews and comments on the regional transportation plans submitted for the 15 state transportation planning regions (TPRs), consists of one representative from each TPR. CDOT rules also allow the Southern Ute and Ute Mountain Ute tribes to each appoint one nonvoting representative to the STAC. The bill expands the membership of the STAC to include one representative from each of the tribes as a full-fledged voting member and expresses the intent of the general assembly that these representatives replace the nonvoting representatives.

1 *Be it enacted by the General Assembly of the State of Colorado:*

2 **SECTION 1. Legislative declaration.** (1) The general assembly
3 hereby finds and declares that:

4 (a) State law specifies that the statewide transportation advisory
5 committee consists of one member from each state transportation
6 planning region;

7 (b) The department of transportation has recognized that it is
8 appropriate for the Southern Ute and Ute Mountain Ute tribes, each of
9 which engage in transportation planning activities, to have independent
10 representation on the transportation advisory committee and has
11 authorized the tribes to each appoint one nonvoting representative to the
12 committee;

13 (c) It is necessary and appropriate to amend state law in order to
14 allow representatives of the Southern Ute and Ute Mountain Ute tribes to
15 serve as full-fledged voting members of the transportation advisory
16 committee; and

17 (d) It is the intent of the general assembly that the appointment of
18 voting representatives of the Southern Ute and Ute Mountain Ute tribes
19 to the transportation advisory committee immediately terminate the
20 representation of the nonvoting tribal representatives on the committee.

21 **SECTION 2.** In Colorado Revised Statutes, 43-1-1104, **amend**

1 (1) (a) as follows:

2 **43-1-1104. Transportation advisory committee.** (1) (a) A
3 transportation advisory committee is hereby created. The committee is to
4 be composed of one representative from each transportation planning
5 region, ONE REPRESENTATIVE OF THE SOUTHERN UTE TRIBE CHOSEN BY
6 THE SOUTHERN UTE INDIAN TRIBAL COUNCIL, AND ONE REPRESENTATIVE
7 OF THE UTE MOUNTAIN UTE TRIBE CHOSEN BY THE UTE MOUNTAIN UTE
8 TRIBAL COUNCIL. If a regional planning commission has been formed in
9 a transportation planning region, the chairman of such commission or the
10 chairman's designee shall be the representative for the region on the
11 committee. If any transportation planning region has not formed a
12 regional planning commission, then the representative shall be chosen by
13 the boards of county commissioners of the counties contained in such
14 region in consultation with officials of the municipalities contained in
15 such region.

16 **SECTION 3. Act subject to petition - effective date.** This act
17 takes effect at 12:01 a.m. on the day following the expiration of the
18 ninety-day period after final adjournment of the general assembly (August
19 10, 2016, if adjournment sine die is on May 11, 2016); except that, if a
20 referendum petition is filed pursuant to section 1 (3) of article V of the
21 state constitution against this act or an item, section, or part of this act
22 within such period, then the act, item, section, or part will not take effect
23 unless approved by the people at the general election to be held in
24 November 2016 and, in such case, will take effect on the date of the
25 official declaration of the vote thereon by the governor.



SOUTHWEST TRANSPORTATION PLANNING REGION

Senator Roberts
Representative Coram
Representative Brown
200 East Colfax
Denver, CO 80203

February 5, 2016

RE: HB16-XXXX

Dear Senator Roberts, Representative Coram, and Representative Brown,

The Southwest Transportation Planning Region (SWTPR) incorporates the far Southwest region of the state. Within this region are the counties of Archuleta, Dolores, La Plata, Montezuma, and San Juan and the municipalities of the Cities of Cortez and Durango and the Towns of Bayfield, Dolores, Dove Creek, Ignacio, Mancos, Pagosa Springs, Rico, and Silverton; as well as the two Native American reservations of the Southern Ute and the Ute Mountain Ute Indian Tribes.

Both the Southern Ute Indian Tribe and the Ute Mountain Ute Indian Tribe have a long history of working with their neighboring communities, counties, the Colorado Department of Transportation, working with the SWTPR and attending the Statewide Transportation Advisory Committee (STAC). There are numerous state and US highways that run through both reservations. The Tribes partner with the various state and local agencies to address transportation needs throughout their respective reservations to the benefit of both Tribal and Non-Tribal populations. Not only do the Southern Ute and Ute Mountain Utes collaborate and participate at the SWTPR, STAC; the Tribes provide funding for transportation projects to upgrade the state highway system within the exterior boundaries of both reservations.

The Southern Ute and Ute Mountain Ute Tribal representatives have been welcomed at the Statewide Transportation Advisory Committee for many years. However, due to state statute, the Tribes are unable to vote at STAC. House Bill 16-XXXX will change this status quo of attendance but without the right to vote, to allow both Tribes a vote at STAC. In light of the ongoing and valuable partnerships with the SWTPR, CDOT, and STAC it seems only appropriate to codify the ability of both Tribes to vote at STAC.

Sincerely,

Kevin Hall
SWTPR Chair

Decision Items

2015 Final Budget Amendment

To: SWCCOG Board of Directors
From: Miriam Gillow-Wiles
Date: 5 February 2016

Comments: Please see the information under the 2015 Final Budget Hearing for details.
Overall, we ended up the year higher than what we expected.

Staff Recommendation: Approval of 2015 Final Budget Amendment

DOLA Grant Extension

To: SWCCOG Board of Directors
From: Miriam Gillow-Wiles
Date: 5 February 2016

Comments: The SWCCOG applied for a grant extension and scope change for the 2015 DOLA Technical Assistance Grant. The extension was approved, but not the scope change. The scope change was for the Transit section of this grant. The 2016 DOLA Technical Assistance Grant was also written with the same scope for Transit. Because of the timing of the extension and the 2016 grant, I was unsure if both would be approved. Since both scopes were similar, DOLA declined the scope change of the 2015 grant.

Transit scope of the 2015 Grant: Transit Study(ies)

Transit scope of the 2016 Grant: Marketing support for the Transit Agencies

Staff Recommendation: Approval of 2015 Final Budget Amendment



COLORADO
Department of Local Affairs
Division of Local Government

January 22, 2016

Michael Whiting, Chair
Southwest Colorado Council of Governments
P. O. Box 963
Durango, Colorado 81302

RE: EIAF 7645 - Region 9 Community Development '15, Contract Amendment #1

Dear Mr. Whiting:

Attached is Contract Amendment #1 for the above-referenced Energy Impact Assistance Fund project. If the amendment is satisfactory as written, please print and execute **three (3) originals** of the amendment, signed and dated by an authorized signator (**original signatures only; no photocopies, stamped or e-signatures**). Please note that an authorized signator is a County Chief Elected Official, City/Town Mayor, or District Board President. If any other individual should sign this contract, you must provide a letter from the Chief Elected Official documenting the specific individual's delegated authority to sign.

Please be sure that you return three (3) sets of the entire amendment and not just the signature page. An attesting signature and seal is not required.

Please send these documents along with the return routing memo (see below) to:

Department of Local Affairs
ATTENTION: Hannah Cichocki
1313 Sherman Street, Room 521
Denver, CO 80203

If you have any questions, please call Ken Charles at (970) 247-7311 or me at (303) 864-7731.

Sincerely,

Beth Lipscomb
Internal Services Manager
Department of Local Affairs

Enclosures

Cc: Ken Charles, DOLA Regional Manager



RETURN ROUTING MEMORANDUM

TO: Hannah Cichocki

THROUGH: Miriam Gillow-Wiles, Executive Director, SWCCOG

FROM: Beth Lipscomb

DATE: January 22, 2016

RE: Contract Amendment Approvals

FOR FINAL APPROVAL ROUTING (3 COPIES ENCLOSED):

RE: EIAF 7645 - Region 9 Community Development '15 CA#1

Contractor's Federal I.D.# on file with Accounting

Form sent to Contractor to complete

Ken Charles, DOLA Regional Manager



CONTRACT AMENDMENT

Amendment #: 1	Encumbrance #: F15S7645
Original Contract CMS#: 75821	Amendment CMS #: 87338

1) PARTIES

This Amendment to the above-referenced Original Contract (hereinafter called the Contract) is entered into by and between the **SOUTHWEST COLORADO COUNCIL OF GOVERNMENTS** (hereinafter called "Grantee" or "Contractor"), and the STATE OF COLORADO (hereinafter called the "State") acting by and through the Department of Local Affairs, Division of Local Governments, (hereinafter called the "DOLA").

2) EFFECTIVE DATE AND ENFORCEABILITY

This Amendment shall not be effective or enforceable until it is approved and signed by the Colorado State Controller or designee (hereinafter called the "Effective Date"). The State shall not be liable to pay or reimburse Contractor for any performance hereunder including, but not limited to, costs or expenses incurred, or be bound by any provision hereof prior to the Effective Date.

3) FACTUAL RECITALS

The Parties entered into the Contract to provide services and produce studies for the members of the Southwest Colorado Council of Governments (SWCCOG). Grantee reports that the Recycling portion of this Project is nearly complete, but requests additional time to complete the IT portion of the Project. This Amendment extends the time of performance as requested.

4) CONSIDERATION - COLORADO SPECIAL PROVISIONS

The Parties acknowledge that the mutual promises and covenants contained herein and other good and valuable consideration are sufficient and adequate to support this Amendment. The Parties agree to replacing the Colorado Special Provisions with the most recent version (if such have been updated since the Contract and any modification thereto were effective) as part consideration for this Amendment.

5) LIMITS OF EFFECT

This Amendment is incorporated by reference into the Contract, and the Contract and all prior amendments thereto, if any, remain in full force and effect except as specifically modified herein.

6) MODIFICATIONS.

The Contract and all prior amendments thereto, if any, are modified as follows:

- a. **Grant Agreement, Cover Page, Project Information** is modified by deleting the Performance Period: End Date:

"Performance Period: Start Date: _____ End Date: 02/29/16"

and inserting the following in lieu thereof:

"Performance Period: Start Date: _____ End Date: 06/30/16"

- b. **Grant Agreement, Section 5, Term**

Subsection A, Initial Term-Work Commencement is modified by deleting the subsection:

"Unless otherwise permitted in §2 above, the Parties' respective performances under this Grant shall commence on the Effective Date. This Grant shall terminate on **February 29, 2016** unless sooner terminated or further extended as specified elsewhere herein."

and inserting the following in lieu thereof:

“Unless otherwise permitted in §2 above, the Parties’ respective performances under this Grant shall commence on the Effective Date. This Grant shall terminate on **June 30, 2016** unless sooner terminated or further extended as specified elsewhere herein.”

c. Exhibit E, Project Performance Plan is modified by deleting the Fourth Milestone:

“Project Completion.	February 29, 2016	Review past quarterly reports and review final report.	ACHIEVED: MM/DD/20YY”
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and inserting the following in lieu thereof:

“Project Completion.	June 30, 2016	Review past quarterly reports and review final report.	ACHIEVED: MM/DD/20YY”
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d. Exhibit E, Project Performance Plan is modified by deleting the Fifth Milestone:

<p>“Submit quarterly progress reports, which includes: Project Performance Plan accomplishments and a Financial Summary Report for:</p> <p>1st Quarter 2015 2nd Quarter 2015 3rd Quarter 2015 4th Quarter 2015 1st Quarter 2016</p> <p>Progress shall be evaluated by the Grantee and documented and included at least upon submittal of Quarterly Progress Reports. Such evaluation shall consist of at least the following monitoring method:</p> <p>a) Question and answer sessions with the contractor to confirm understanding by all parties as to the nature of the Work and how far along it should be dependent upon the Quarter under review. Specifically, such sessions will determine if:</p> <p>i) An acceptable percentage of the IT services study, recycling study, and transit study documents have been developed as per agreed time-line as would be expected under this Grant and described in Exhibit B; and</p> <p>ii) The information is acceptable in depth and detail to provide options to the Region 9 governments for making decisions regarding IT services, recycling, and transit in the region as described in Exhibit B.</p>	<p>(30 calendar days after each quarter):</p> <p>April 30, 2015 July 30, 2015 October 30, 2015 January 30, 2016 April 30, 2016</p>	<p>Review documents and provide follow up technical assistance as necessary.</p> <p>If needed, respond to a request for training within 10 days.</p>	<p>ACHIEVED: MM/DD/20YY</p> <p>ACHIEVED: MM/DD/20YY</p> <p>ACHIEVED: MM/DD/20YY</p> <p>ACHIEVED: MM/DD/20YY”</p>
--	--	--	--

and inserting the following in lieu thereof:

<p>“Submit quarterly progress reports, which includes: Project Performance Plan accomplishments and a Financial Summary Report for:</p> <p>1st Quarter 2015 2nd Quarter 2015 3rd Quarter 2015 4th Quarter 2015 1st Quarter 2016 2nd Quarter 2016</p> <p>Progress shall be evaluated by the Grantee and documented and included at least upon submittal of Quarterly Progress Reports. Such evaluation shall consist of at least the following monitoring method:</p> <p>a) Question and answer sessions with the contractor to confirm understanding by all parties as to the nature of the Work and how far along it should be dependent upon the Quarter under review. Specifically, such sessions will determine if:</p> <p>i) An acceptable percentage of the IT services study, recycling study, and transit study documents have been developed as per agreed time-line as would be expected under this Grant and described in Exhibit B; and</p> <p>ii) The information is acceptable in depth and detail to provide options to the Region 9 governments for making decisions regarding IT services, recycling, and transit in the region as described in Exhibit B.</p>	<p>(30 calendar days after each quarter):</p> <p>April 30, 2015 July 30, 2015 October 30, 2015 <u>January 30, 2016</u> April 30, 2016 July 30, 2016</p>	<p>Review documents and provide follow up technical assistance as necessary.</p> <p>If needed, respond to a request for training within 10 days.</p>	<p>ACHIEVED: <u>MM/DD/20YY</u></p> <p>ACHIEVED: <u>MM/DD/20YY</u></p> <p>ACHIEVED: <u>MM/DD/20YY</u></p> <p>ACHIEVED: <u>MM/DD/20YY”</u></p>
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e. Exhibit E, Project Performance Plan is modified by deleting the Sixth Milestone:

<p>“Submit, at a minimum quarterly basis, pay requests and supporting documentation of expenses.</p>	<p>April 30, 2015 July 30, 2015 October 30, 2015 January 30, 2016 April 30, 2016</p>	<p>Review backup documentation and proof of payment prior to approving pay request. Reimbursement should not exceed pro rata share.</p>	<p>ACHIEVED: <u>MM/DD/20YY”</u></p>
---	--	---	---

and inserting the following in lieu thereof:

<p>“Submit, at a minimum quarterly basis, pay requests and supporting documentation of expenses.</p>	<p>April 30, 2015 July 30, 2015 October 30, 2015 <u>January 30, 2016</u> April 30, 2016 July 30, 2016</p>	<p>Review backup documentation and proof of payment prior to approving pay request. Reimbursement should not exceed pro rata share.</p>	<p>ACHIEVED: <u>MM/DD/20YY”</u></p>
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f. **Exhibit E, Project Performance Plan** is modified by deleting the Seventh Milestone:

"Submit the Project Final Report to DLG within 90 days after the Project Completion or expiration of Grant Agreement.	May 29, 2016	Provide forms to Grantee within 30 days of completion of work or end of the Grant Agreement. Process the Final Report and deobligate any remaining grant funds within 30 days of receiving a complete Final report.	ACHIEVED: MM/DD/20YY"
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and inserting the following in lieu thereof:

"Submit the Project Final Report to DLG within 90 days after the Project Completion or expiration of Grant Agreement.	September 28, 2016	Provide forms to Grantee within 30 days of completion of work or end of the Grant Agreement. Process the Final Report and deobligate any remaining grant funds within 30 days of receiving a complete Final report.	ACHIEVED: MM/DD/20YY"
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7) START DATE

This Amendment shall take effect on the later of its Effective Date or January 31, 2016.

8) ORDER OF PRECEDENCE

Except for the Special Provisions, in the event of any conflict, inconsistency, variance, or contradiction between the provisions of this Amendment and any of the provisions of the Contract, the provisions of this Amendment shall in all respects supersede, govern, and control. The most recent version of the Special Provisions incorporated into the Contract or any amendment shall always control other provisions in the Contract or any amendments.

9) AVAILABLE FUNDS

Financial obligations of the state payable after the current fiscal year are contingent upon funds for that purpose being appropriated, budgeted, or otherwise made available.

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THE PARTIES HERETO HAVE EXECUTED THIS AMENDMENT

*** Persons signing for Contractor hereby swear and affirm that they are authorized to act on Contractor's behalf and acknowledge that the State is relying on their representations to that effect.**

**CONTRACTOR
SOUTHWEST COLORADO COUNCIL OF
GOVERNMENTS**

**STATE OF COLORADO
John W. Hickenlooper, GOVERNOR
DEPARTMENT OF LOCAL AFFAIRS**

By: _____
Name of Authorized Individual

By: _____
Irv Halter, Executive Director

Title: _____
Official Title of Authorized Individual

Date: _____

*Signature

PRE-APPROVED FORM CONTRACT REVIEWER

Date: _____

By: _____
Rachel Harlow-Schalk, Financial Assistance Director

Date: _____

ALL CONTRACTS REQUIRE APPROVAL BY THE STATE CONTROLLER

CRS §24-30-202 requires the State Controller to approve all State Contracts. This Contract is not valid until signed and dated below by the State Controller or delegate. Contractor is not authorized to begin performance until such time. If Contractor begins performing prior thereto, the State of Colorado is not obligated to pay Contractor for such performance or for any goods and/or services provided hereunder.

**STATE CONTROLLER
Robert Jaros, CPA**

By: _____

Janet Miks, CPA, Controller Delegate

Date: _____

4CORE Discussion

To: SWCCOG Board of Directors
From: Miriam Gillow-Wiles
Date: 5 February 2016

Comments: On January 7th, some members of the SWCCOG Board and the 4CORE Board to discuss the possibility of 4CORE coming under the COG umbrella. At the regular meeting on January 8th, the Board had a discussion regarding the previous meeting. As this was generally positively taken at the regular COG meeting, I requested more information from the 4CORE Board members regarding job descriptions, compensation, salary, and the 2016 Budget. After looking through some of the compensation information and looking at org charts, I think there is considerable savings and benefit to be had. However, I do not want to get too deep into this work without direction of the Board. Please reference the Minutes from January 7 in this packet for more information.

Fiscal Impact: Executive Director time/energy

Staff Recommendation: If the Board wants to move forward on this, then approval.

Retreat Date Selection

To: SWCCOG Board of Directors
From: Miriam Gillow-Wiles
Date: 5 February 2016

Comments: We are moving the budget process up from the fall to the summer so the SWCCOG's budget will be finalized before the member's budget processes are in full swing. To start the 2017 budget, we need to have a retreat to set goals and what not. April is the ideal time, but the first Friday in April is also the TPR meeting so we will not have enough time for a regular meeting and a retreat.

2017 Budget Timeline

Retreat: April
Preliminary Budget: June
Final Budget: August

Possible Dates for Retreat

Friday, April 8th
Monday, April 11th
Friday April 22nd (Two weeks prior to the regular May Board meeting)
Friday May 6th (same day as the regular May meeting)

Staff Recommendation: Select a Date for the Retreat

Approval to Apply for RREO Grant

To: SWCCOG Board of Directors
From: Miriam Gillow-Wiles and Shannon Cramer
Date: 5 February 2016

Comments: The Recycling Taskforce, which was formed from the 2014-2015 RREO Waste Audit Grant wants to work on educational materials to help drive diversion. Previously we had discussed trailers to be moved from community to community, however, with the lack of much value in the recyclables commodity market it is not feasible to have staffed trailer drop-offs for much of haulers.

In December the SWCCOG was awarded \$15,000 from DOLA to develop a centralized website and educational materials for Recycling. This will be used as match for a CDPHE RREO grant of \$30,000.

Information about the 2016-2017 RREO Application:

- Applying for \$30,000 with \$15,000 as match from DoLA Technical Assistance 2016 Grant
- Create a centralized website and educational materials for private and public entities
- March 4th application due date, which is also the same day as the next SWCCOG Meeting
- As a precaution, we will advertise an RFP with both \$15,000 and \$45,000 budgets prior to the RREO notification. RFP will be advertised in late March. The rationale for this is to ensure we are able to spend the DOLA funding before Dec 2016.
- An RREO Application was identified in the 2016 Budget

Fiscal Impact to SWCCOG Members: None

Staff Recommendation: Approve request to submit RREO Grant for \$30,000