



# SOUTHWEST COLORADO COUNCIL OF GOVERNMENTS

## Regular Meeting Agenda

Friday, 4 December 2015, 1:30pm

1188 E. 2<sup>nd</sup> Ave., Carnegie Building, Durango, CO 81301

- I. Introductions
- II. 2016 Budget Adoption Hearing
- III. Consent Agenda
  - a. November 5 2015 Executive Committee Meeting Minutes
  - b. November 6 2015 COG Board Meeting Minutes
  - c. November 6 2016 Broadband Meeting Minutes
  - d. November 19 2015 Executive Committee Meeting Minutes
  - e. October 2015 Financials
- IV. Discussion Items
  - a. 4CORE Discussion
  - b. Broadband Planning Grant Match Update
- V. Reports
  - a. Director's Report
  - b. Broadband Report
  - c. Transportation Report
  - d. VISTA's Report (Includes Shared Services)
- VI. Decision Items
  - a. Fund Balance Policy
  - b. 2016 Board Meeting Dates
  - c. 2016 Executive Committee – Treasurer Selection
  - d. 2016 Executive Director Pay
- VII. Other Reports
  - a. Community Updates (if time allows)

Video/Phone Conference Info:

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

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

P O Box 963, Durango, CO 81301

970.779.4592

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

4 December 2015

# 2016 Budget Adoption Hearing

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## 2016 FINAL BUDGET

	2016 Preliminary Budget	2016 Final Budget	Notes
<b>BEGINNING BALANCE</b>	<b>\$ 98,005.89</b>	<b>98005.89</b>	
<b>REVENUES</b>			
3501 · Admin Position (Community Funded)	\$ 12,200.00	\$ 12,200.00	
4001 · Fiber Equipment Replacement Fund	\$ 15,000.00	\$ 15,000.00	
4005 · E-tics	\$ 8,400.00	\$ 8,400.00	
4006 · Dues Revenue	\$ 120,000.00	\$ 114,000.00	Dues reduced
4007 · TPR - CDOT Funding	\$ 21,100.00	\$ 21,100.00	
4008 · Telecom Services Revenue	\$ 8,280.00	\$ 8,280.00	
4009 · Fiber Lease Revenue	\$ 19,300.00	\$ 20,560.00	Based on 2015 4th qtr 2015, 75% to City in acct 5403
4011 · AAA Revenue	\$ 4,500.00	\$ 4,500.00	State FY, ends June 30, 2016
4012 · TPR Dues revenue	\$ 7,679.00	\$ 7,679.00	
4040 · Grant-Transit	\$ 19,000.00	\$ 20,000.00	Amount applied for
4041 · All Hazards Grant	\$ 69,578.00	\$ 203,803.00	
4043 · DoLA Grants	\$ 303,888.00	\$ 350,000.00	
4957 · RREO Grant	\$ 36,200.00	\$ 36,200.00	
<b>TOTAL REVENUES</b>	<b>\$ 670,125.00</b>	<b>\$ 821,722.00</b>	
<b>TOTAL FUNDS AVAILABLE</b>	<b>\$ 768,130.89</b>	<b>\$ 919,727.89</b>	
<b>EXPENDITURES</b>			
5009 · Bookkeeper	\$ 500.00	\$ 150.00	
5200 · All Hazard Project	\$ 46,724.00	\$ 194,607.00	
5401 · Software Maintenance (E-Tic)	\$ 8,400.00	\$ 8,400.00	
5403 · Fiber Leasing Expe.	\$ 14,475.00	\$ 15,420.00	Based on 2015 4th qtr, 75% to city
5410 · Rent	\$ 81.00	\$ 81.00	
5505 · Bank Fees	\$ 150.00	\$ 100.00	
5510 · Travel Exp	\$ 17,500.00	\$ 17,000.00	
5512 · Meeting Exp	\$ 4,000.00	\$ 2,325.00	
5514 · Professional Fees.	\$ 50.00	\$ 50.00	
5515 · Legal Fees	\$ 3,000.00	\$ 3,000.00	
5517 · Data Back Up Exp	\$ 750.00	\$ 750.00	
5520 · Advertising	\$ 800.00	\$ 400.00	
5521 · Telephone/Website/Internet	\$ 3,000.00	\$ 3,000.00	
5523 · Payroll Processing Fees	\$ 1,550.00	\$ 1,550.00	
5525 · Audit	\$ 6,438.00	\$ 6,438.00	Actual from HintonBurdick proposal
5526 · Internet Connectivity (100 Mb)	\$ 11,700.00	\$ 10,800.00	
5527 · Internet & software	\$ 475.00	\$ 1,005.00	
5530 · Fiber Equipment Replacement Fund	\$ 15,000.00	\$ 15,000.00	
5532 · Postage	\$ 125.00	\$ 125.00	
5535 · Printing/Reproduction	\$ 800.00	\$ 200.00	
5540 · Membership/Sub	\$ 3,200.00	\$ 2,300.00	
5545 · Office Equipment/Computers	\$ 3,000.00	\$ 2,000.00	
5546 · Equipment Expense	\$ 20,000.00	\$ 20,000.00	
5550 · Supplies	\$ 1,300.00	\$ 1,300.00	
5555 · Liability Insurance	\$ 2,102.00	\$ 2,102.00	Actual from CIRSA
5558 · Insurance- Health	\$ 24,796.00	\$ 25,516.00	Based on 2016 rates, PPO6 Plan, & COG H.S.A. Contribution
5570 · Car Allowance/Mileage	\$ 3,600.00	\$ 3,600.00	
5580 · Salary & Wages	\$ 138,282.00	\$ 151,541.00	
5585 · Payroll Tax Expense	\$ 11,812.00	\$ 12,956.00	
5586 · Retirement Expense	\$ 3,487.00	\$ 3,487.00	
5587 · Worker's Compensation	\$ 1,674.00	\$ 1,674.00	Actual from CIRSA
5591 · COG Member Grant Match	\$ 33,888.00	\$ 6,000.00	
5640 · Consulting	\$ 246,917.00	\$ 271,000.00	
5644 · AmeriCorps Member	\$ 13,200.00	\$ 11,700.00	
<b>TOTAL EXPENDITURES</b>	<b>\$ 642,776.00</b>	<b>\$ 795,577.00</b>	
<b>ENDING BALANCE</b>	<b>\$ 125,354.89</b>	<b>\$ 124,150.89</b>	

# Consent Agenda

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Southwest Colorado Council of Governments  
Special Meeting of the Executive Committee  
05 November 2015  
Carnegie Building, 1188 East 2nd Avenue, Durango

Executive Committee in Attendance:

Dick White – City of Durango  
Andrea Phillips – Town of Mancos  
Julie Westendorff – La Plata County

Board in Attendance:

Joe Kerby – La Plata County

Staff in Attendance:

Miriam Gillow-Wiles – COG Executive Director  
Sara Trujillo – COG Assistant/Accountant

The meeting began at 3:13pm. A recording was started and everyone introduced themselves. The purpose of the meeting was to discuss potential updates to the SWCCOG 2016 budget. No decisions were be made.

Julie Westendorff explained that La Plata County recently completed their 2016 budget and will not be able to pay the full amount requested for 2016 COG dues. Julie reported that the County Commissioners talked about the value of the COG and, considering the increase in dues, something concrete needs to come from La Plata County's contributions to the COG. Broadband efforts in the past and reducing cost in other areas by getting organizations under the COG were to be concrete benefits, but these things have not happened. Julie explained that the purpose of this meeting was 1) to be convinced that the COG is actually providing measurable, wanted and needed benefits to the County versus the County continuing to pay money hoping to get the right thing, and 2) to determine what La Plata County is willing to pay for the 2016 COG dues.

Julie stated that dues are important for the COG to succeed but would like to see Miriam Gillow-Wiles have the ability to concentrate on aspects of COG business other than administrative duties. She added that more deliverables need to been seen and that will not happen with Miriam spending time creating board meeting packets. Initially, the County Commissioners voted against paying for the administrative position requested; however, Julie advocated strongly for this position, which resulted in agreement for these funds to be given to the COG in 2016.

Joe Kerby reported that the County is okay paying their amount allocated towards the fiber equipment repair fund, but instead of giving these funds to the COG up front, the County would like to sign a commitment letter stating that those funds will be available when needed.

Julie asked for clarification on the grant match and whether or not those funds were being requested up front. Miriam replied that the grant match funds are to be held in each entity's

budget until a grant opportunity arises that would require a grant match; at that time the COG would invoice each community for their match.

Joe stated that all the commissioners agreed the increase in dues is not feasible. Considering that La Plata County is the largest contributor to the COG, the current dues are the maximum the County is willing to pay for 2016.

Dick White commented that even without a dues increase, the new unanimously approved formula of 20% base plus population does put a heavier burden on the larger members. Miriam confirmed that using the new formula alone and keeping dues at \$114,000 versus the proposed \$120,000 would increase La Plata County's dues by approximately \$1,000 versus \$3,000.

Miriam stated that reducing the COG dues from \$120,000 to \$114,000 would put the budget in a deficit of \$3,400 requiring the COG to utilize funds from the fund balance. She cautioned that using the fund balance as a reserve should not be made a trend. Sara Trujillo stated that the fund balance, according to the 2014 auditor's report, is \$94,000.

With talk of dipping into the fund balance, Joe suggested the COG determine a fund balance policy. Dick said the fund balance should always have a minimum of four months operating expenses. Sara estimated \$20,000 per month to cover operating expenses would necessitate an \$80,000 fund balance.

Julie explained that the County has hit their tolerance for increased dues and cannot keep giving these funds on a year-to-year basis; the COG needs to become more sustainable on its own. Miriam stated that the shared services currently underway will save money for all members.

Joe stated that the County had committed to help funding the COG for two years, and with those two years being reached a reevaluation is being done. Depending on what happens in 2016, the County may not want to help fund the COG in 2017. Julie agreed that 2017 will be a terrible year for the County's budget.

Miriam said that 4CORE had approached her about coming under the COG as an option to replacing the Executive Director who resigned owing to family issues. She asked if the County gives annual funds to 4CORE. Julie confirmed that the County gives 4CORE \$27,900 annually. Miriam said that bringing 4CORE under the COG could be a way to reduce cost burden and bring value to the region, but would require an increase in capacity. Julie said she feels the COG is too fragmented right now to bring on another organization. Miriam said the COG is still new and it takes time to develop a large regional organization that is effective. She pointed out that other COGs across the state include AAA, TPR, transit, something similar to 4CORE, etc. that all took longer than two years to incorporate. This has a lot to do with capacity, which the SWCCOG currently does not have.

Andrea Phillips commented that the COG is a forum for economies of scale. The COG would not exist without the partnership of the counties and municipalities. La Plata County's membership is critical and their participation is appreciated.

Julie asked Andrea whether it would be acceptable if the COG had to use up to \$6,000 of the fund balance in 2016. Andrea replied, yes.

Andrea requested that Miriam rework the 2016 budget numbers - to reduce cash flow in some areas and increase in others.

Dick reminded the committee that reducing the dues to \$114,000 would still leave an increase of \$1,000 for La Plata County, under the new formula of 20% base plus population, and asked if Julie thought the County Commissioners would accept this increase. Julie said she will take the information back to the Commissioners and is optimistic that \$1,000 will be acceptable.

Joe restated that the County will be putting the fiber equipment repair and grant match contribution in their budget and giving the COG a commitment letter for those funds. He proposed the board create a fund balance policy soon. Miriam will put this on the December meeting notes.

Dick mentioned that getting the broadband elections through was a great accomplishment of 2015, and the COG was a significant hub for information. The results of those broadband elections will benefit all individually and collectively and is something concrete that the COG accomplished together. Miriam also included that the Alliance contributed \$12,000 for the County's broadband match, so the COG did not request these funds from the County, resulting in a cost savings. In addition, the administrative position originally budgeting at \$12,200 has already tripled through other grants, which will present the COG with much needed additional capacity and cost savings to the members. Dick feels the goals for 2016 put the COG on track for value demonstration. He understands the County's position and stated that the purpose of the COG is for communities to help support each other, especially in a time of need such as the County is experiencing.

Julie said she appreciated the COG's understanding and support but reminded the committee that she needs to bring the new dues information back to the Commissioners for agreement. She also cautioned that La Plata County may not have the funds in 2017 to renew their membership.

Dick said the final vote on the 2016 budget will be at the December meeting where the use of some fund balance will be decided upon. He noted that the amount is small and still allows for a fund balance of four months operating expenses. The organization needs to continue to grow.

The meeting adjourned at 4:33pm.

Southwest Colorado Council of Governments  
November Board Meeting  
06 November 2015  
Carnegie Building, 1188 East 2nd Avenue, Durango

Board in Attendance:

Dick White - City of Durango  
William Tookey - San Juan County  
Chris Tookey - Town of Silverton  
Michelle Nelson - Town of Bayfield  
Julie Westendorff - La Plata County  
Shane Hale - City of Cortez  
Andrea Phillips - Town of Mancos  
Greg Schulte - Town of Pagosa Springs  
John Egan - Town of Pagosa Springs  
Ernie Williams - Dolores County  
Joe Kerby – La Plata County  
Mark Garcia – Town of Ignacio  
Chris LaMay – Town of Bayfield  
Ron LeBlanc – City of Durango

Staff in Attendance:

Miriam Gillow-Wiles – COG Executive Director  
Sara Trujillo – COG Assistant/Accountant  
Jessica Laitsch – COG Assistant  
Shannon Cramer – COG AmeriCorp VISTA

Guests in Attendance:

Ken Charles – Department of Local Affairs  
Lisa Barrett – Leadership La Plata  
Amy Long – Leadership La Plata  
John Whitney – Senator Bennett’s Office

**I. Call to Order/Introductions**

The meeting was called to order at 1:40 p.m., everyone introduced themselves.

**II. Consent Agenda**

October 2015 Minutes

September 2015 Financials

**William Tookey motioned to approve the consent agenda, Michelle Nelson seconded, unanimously approved.**

**III. Discussion Items**



Dick White said a new agenda item regarding La Plata County needed to be added and asked for a motion.

**Julie Westendorff motioned to formally amend the agenda to add “La Plata County Budget Issue” to the discussion items, Shane Hall seconded, unanimously approved.**

La Plata County Budget Issue:

Julie Westendorff stated that La Plata County has been going through the 2016 budget, and there is a big jump in COG dues from \$39,000 to \$60,000. The County Commissioners and staff discussed this jump and concluded that the County will not be able to absorb the increase. The expectation was to see COG dues decrease versus increase as the COG grows and for the COG to start paying for itself. With the passing of SB152 and having the ability to lease out more fiber, hopefully more funds will go to the COG and help support the operating costs. However, until that time, La Plata County needs to see more concrete benefit in their COG membership to participate in sustaining COG operations from year to year. Julie stated that for the COG to be relevant and valuable, Miriam Gillow-Wiles cannot be doing administrative work. This undercuts Miriam’s ability to work on other things. The Commissioners did approve providing the funds for the administrative position. For the grant match and fiber equipment repair fund, La Plata County requests to provide the COG with a commitment letter to provide those funds if needed but to keep the funds in the County’s bank account. If dues were to be kept at \$114,000 versus increasing to \$120,000, with the new formula of 20% baseline plus population, the County’s dues will still increase approximately \$1,000. If dues stay at \$114,000, there may be need to use a small portion of the fund balance. The Executive Committee met on November 5 and determined there are adequate reserves to accommodate the decrease in dues; however, a fund balance policy with four months of reserve for operating costs, estimated to be approximately \$80,000, should be put in place.

Dick White said there was a small surplus from 2015 that will help cover some of the \$6,000 difference in dues. The budget can be scrubbed to help prevent a deficit. Dick assured that all member dues will decrease, not just La Plata County, as the \$114,000 dues would be reappointed according to the new formula. Dick asked, considering the board’s prior decision for each community to hold the grant match in their own budgets, would the members like to do this with the fiber equipment repair fund as well. Shane Hale said the fiber equipment repair fund is important and needs to be started as it has already been delayed two years and equipment is aging. Michelle Nelson and Andrea Phillips agreed. Dick said the fiber equipment repair fund would continue as previously discussed with the communities being invoiced from the COG for their portion and the funds held in a restricted account until needed; however, the commitment letter would be accepted from La Plata County.

Joe Kerby stated that La Plata County made a two-year commitment to provide funding for the COG. With that two-year commitment ending in 2015, the County is reassessing

the value of the COG. The County has a long history of supporting and getting the COG started, but expectations that the COG would begin sustaining itself have not been met. The County has a desire to work diligently with the COG in 2016 to ensure value is delivered. Julie Westendorff added that with the drop in natural gas prices and continued decline in production, 2017 may be a very difficult year for budget. Ernie Williams stated that with changes in community boards, a change in commitment to the COG and finances will happen; this should be expected as the current board cannot tie future board members to current commitments. The board needs to consider the SCAN asset. Because Dove Creek needed something put in place and could not wait, the community created a fiber equipment repair fund of their own and laid their own fiber. This may cause the community to not be part of the SCAN or need access, which is part of how the COG would sustain itself. Further SCAN discussion took place later in the meeting.

Greg Schulte mentioned the purpose of the COG was to create a collective unit to serve regional purposes. There was talk about bringing the TPR under the COG, which has happened, although it took three years. The AAA is slowly moving under the COG. Greater efficiencies will occur if all members work collectively. Andrea Phillips said instead of providing funding to many entities, i.e. AAA, TPR, RHA, etc., the members could give to just the COG, and if other organizations would like some of the funds, they would need to come under the COG. This would reduce dues to one entity versus many and reduce meetings from many to one. Julie Westendorff said with as splintered as the COG currently is, forcing other organizations under the COG may not be practical. Looking into the future, the broadband efforts seem good and viable. The County receives funds from the AAA versus giving funds to the AAA; therefore, the AAA coming under the COG does not benefit the County. Shane Hale agreed that direct value does need to be seen and not all members will gain value the same as others. Julie Westendorff said the administrative position should help demonstrate value, but COG dues are discretionary funds. Dick White mentioned the value that will be added from the Broadband Planning Grant; this grant will run for six months and give a much clearer sense of how to leverage fiber assets, which will guide the leasing capability and process.

Returning to the discussion of using fund balance for the decrease in 2016 dues, the members felt it was better to use the fund balance versus cutting back on portions of the budget because it is important for the COG to start achieving and this cannot happen with budget cuts.

#### SCAN Policies and Dark Fiber Leasing Discussion:

Miriam Gillow-Wiles requested that the board give direction for fiber leasing as this item has been tabled several times and no progress has been made. Many documents were found that included a 75/25 split with 75% going to the COG. Shane Hale said there was just discussion with no policy or motion and that when the City of Durango adopted the 25/75 split (25% to the COG), this was not meant to set precedence for all. Miriam said

the notes called for an annual reevaluation and that a 5/95 split was discussed with 5% going to the COG. Dick White said the DoLA mandate needs to be considered; the assets belong to the membership entities that paid matching funds to build the SCAN. The policy adopted last year is ambiguous saying that if an entity chooses to have the COG bill for their fiber leases, there would be a 5% administration charge. Dick said it is a residual obligation for recipients to share those revenues with the COG. If an entity utilizes the asset built with COG support, the split should be 25/75 with 25% to the COG. If an entity has independently built assets they wish the COG to bill for, the 5/95 split is appropriate. Miriam pointed out that the COG does more than just billing; there is management of leases, information for the GIS, and managing fiber and conduit. Chris LaMay said he would need a good explanation for his board as to why they would give the COG 25%. Miriam said the COG would be managing leases that include infrastructure information. This is very technical with a lot of detail. Ensuring we know who uses what and how it is used is imperative to each community's network. John Egan asked if 5% would be enough. Miriam responded, no, 5% would provide approximately \$800 annually for the COG, which would cover a very small portion of the costs. She also mentioned that folks with more expert knowledge would be needed, such as a technical committee comprised of IT folks like James Torres with La Plata County, Eric Person with the City of Durango, and Rick Smith with the City of Cortez. Ken Charles said having a consultant manage the system would be a good idea. Chris LaMay said everyone is currently managing their own fiber and hubs; the system that was meant to be centralized is decentralized. He asked if the goal is to bring this system back to a centralized system. Miriam responded that if it did go back to a centralized system and revenues were shared, member dues would go down as the COG would have an additional source of income. The revenue from SCAN and fiber leasing in 2015 went to pay for COG efforts in the SB152 elections, which would not have been covered otherwise. Greg Schulte requested that Diane Kruse with NEO Fiber, the contractor for the Broadband Planning Grant, complete a marketing plan as many communities do not know what to do with their fiber or how to advertise its availability. Miriam will ensure Diane Kruse includes marketing in the plan. Ken Charles said that DoLA has an expectation that the COG will make the SCAN network work. If not, DoLA will want to know why and ramifications for not making it work will be considered at that time. Shane Hale said this conversation is premature as the results from the Broadband Planning Grant and an operation plan are needed to move forward. Ernie Williams said they cannot wait 6 months for the operation plan and will continue to work and plan for their future as opportunities arise. William Tookey said if Silverton had fiber to lease they would come directly to the COG and have no issue paying a 25/75 split. He reminded the board that when they got this grant it was to do a regional SCAN network for everyone, and if everyone goes their own way, the same will happen with the planning grant and everyone will go their own way; regional efforts need to be for regional efforts. Andrea Phillips said she would like to see Diane Kruse work with those communities who have already been working on these issues, Coretz and Dolores. Julie Westendorff suggested tabling this item until the planning grant is complete.

#### IV. Decision Items

##### DoLA 2015 Technical Assistance Grant Extension:

Miriam Gillow-Wiles reported that the DoLA Grant 7645, the 2015 Technical Assistance Grant, is nearing the end date, but is not close to being spent. There are several reasons for this, which include:

- Low overhead of labor for the Transit Compilation Study due to the use of the CU Denver MURP Intern
- Lack of movement on the IT Shared Services from the seven participating communities and counties

Miriam recommended that the COG request an extension to the end of June 2016, although the target date would be March 2016. Michelle Nelson said the letter in the board packet says “2015” versus “2016”. Miriam will update this typo.

**Shane Hale motioned to proceed with the extension request to DoLA with “2015” updated to “2016”, Michelle Nelson seconded, unanimously approved.**

##### Contract with CDOT for Broadband Planning Grant Match:

Miriam Gillow-Wiles stated that this is the contract with CDOT for the \$10,000 match for the DOLA Broadband Planning Grant. This will function as a drawdown request, which while not ideal, should be ok with cash flow considering the match from Region 9 and the Alliance coming in at \$16,000. The contract has not been finalized or reviewed by legal. If the Board is unable to vote on it at the November meeting, it will be moved to the December Meeting.

**Shane Hale motioned for Miriam to have signature authority, John Egan seconded, unanimously approved.**

##### CEBT (Health Insurance) Renewal:

Miriam Gillow-Wiles reported that the COG currently pays for 100% of all health, vision, and dental for employees and dependents. This is doable now - with two employees eligible for benefits. As the COG grows, this overhead will mushroom and become too large to support. Switching some of the costs now will help ensure we have a healthy staff, but insurance for dependents will not be too large of a burden. Staff worked together to choose an appropriate rate plan affordable to staff while reducing COG costs. Staff recommends moving from the PPO3 plan to the PPO6 plan for the following reasons:

- Increases the deductible to \$3000 per plan from \$1000
- SWCCOG would open a Health Savings Plan (H.S.A.) for each employee and deposit the difference between the two deductibles
- SWCCOG pays 100% of Health, Vision, and Dental for all employees
- SWCCOG pays 100% of Vision and Dental for all dependents
- SWCCOG pays 75% of Health for Dependents, Employee pays 25%
- Saves \$5000 in 2016 over existing costs despite an 8% increase in 2016
- The max amount an employee will pay in 2016 will be \$186/month (3+

dependents)

· The H.S.A. can cover the costs of the higher co-pay or be saved for a larger expense. These are lifetime benefits, and do not expire at the end of the calendar year.

**Michelle Nelson motioned to accept staff recommendation of CEBT plan changes, John Egan seconded, unanimously approved.**

CDOT Transit Council Grant:

Miriam Gillow-Wiles reported that the CDOT call for applications for the Transit Council funding is due November 13th. This will be the last application the SWCCOG will be able to submit for the Transit Council as the funding is meant to launch the Transit Council but not be a long term funding mechanism (there are other funding sources like federal 5310 Mobility Management to help with the support of the Transit Council and developing transit). The amount of funding for the 2016 year is expected to be \$19,000, with no match required. Miriam requested approval to submit a grant to CDOT for \$19,000 for the Transit Council.

**Shane Hall motioned to allow Miriam to submit a grant to CDOT for the Transit Council, John Egan seconded, unanimously approved.**

**V. Reports**

Time did not allow for reports.

**VI. Adjournment**

The meeting was adjourned at 3:47 p.m.

SWCCOG Broadband Planning  
6 November 2015, Friday, 10:30am-12pm  
1188 E 2nd Ave, Durango, CO 81301

In attendance:

Chris La May - Town of Bayfield  
Mark Garcia - Town of Ignacio (LPEA board)  
Ron LeBlanc - City of Durango  
Dick White - City of Durango  
James Torres - La Plata County  
Joe Kerby - La Plata County  
Eric Pierson - City of Durango  
Rick Smith - City of Cortez  
Greg Schulte - Town of Pagosa Springs  
Julie Westendorff - La Plata County  
Shane Hale - City of Cortez  
Diane Kruse - NEO Fiber  
Patricia McCaskey - NEO Fiber (by phone)  
Miriam Gillow-Wiles - Southwest Colorado Council of Governments  
Sara Trujillo - Southwest Colorado Council of Governments  
Shannon Cramer - Southwest Colorado Council of Governments  
Jessica Laitsch - Southwest Colorado Council of Governments

**1. Introductions**

The meeting was called to order at 10:32 a.m. Diane Kruse introduced herself and gave background about NEO Fiber.

**2. Project Plan and Timeline**

**3. History and Background**

Miriam Gillow-Wiles provided some background of the SCAN network. She explained that the purpose had been to create a network that the communities could use to share resources. Diane Kruse mentioned that Region 10 has seen significant benefits through shared services, including grants for implementation. Miriam Gillow-Wiles added that the system has been built, however there is work to be done with respect to operations and policies. Dick White mentioned that gaps have been identified, particularly related to redundancy. Diane Kruse asked where the gaps are. General replies included Silverton to Durango and Pagosa Springs to Bayfield. There was general discussion that the primary link to the region is from Albuquerque, with one additional line north through Dolores County. Diane Kruse explained that one goal is to identify existing fiber and see if it's possible to get access to that fiber. Chris La May asked if perfecting right-of-ways and easements was one of the outcomes for Region 10. Diane Kruse replied that NEO Fiber looked into building a middle mile network for Region 10 to try to reduce cost through the region. She added that they experienced significant cost savings through

negotiations to use existing fiber. There was discussion about the gap at Pagosa Springs and ideas for establishing a connection. Chris La May asked about the connection between Durango and Cortez. Shane Hale replied that there is a connection, but there is no redundancy. Rick Smith added that the City of Cortez has plans to close this gap and provide redundancy. He added that there is a gap between Dolores and Rico. Miriam Gillow-Wiles mentioned that the connections between Rico and Telluride and between Dove Creek and Monticello should be relatively easy to bridge. Diane Kruse requested maps of what is currently in place.

Diane Kruse summarized that the goals are to fill the gaps in terms of middle mile and to build redundancy. Shane Hale added that the SCAN needs a clear, cohesive regional plan. Miriam Gillow-Wiles pointed out that one of the items in the RFP was a SCAN operations plan. Rick Smith added that a link between Cortez and Shiprock would help address redundancy. He mentioned that originally there had been a strong technical working group and suggested they be engaged. Diane Kruse asked what was driving the operational issues. Shane Hale replied that it is most important to have the technical staff involved. Diane Kruse suggested that it is important to have both technical support and political leaders involved.

Shane Hale asked if this project would include discussion and guidance relative to what should be done moving forward. Diane Kruse replied that it will be important to look at what other regions are doing and identify best practices and possible options.

Joe Kerby asked about the impact of the SB152 opt-out. Diane Kruse explained that SB152 allowed governmental and quasi-governmental uses, but limited private use to "insubstantial" compared to government use; however, "insubstantial" was not defined and the opt-out expands options for what can be offered. Joe Kerby asked what the next steps are. Diane Kruse replied that NEO Fiber will present possible policies for each of the communities.

Julie Westendorff asked if there is a regional fiber map. Miriam Gillow-Wiles replied that there is not currently one. Diane Kruse added that one deliverable will be a map including all known public and private infrastructure. Rick Smith mentioned that the smaller communities may not know what to do with fiber once they have it. He also suggested that they work collectively on pole attachments. Miriam Gillow-Wiles replied that she has been working with FastTrack and the issue there is perfection of the right-of-ways. Eric Pierson added that La Plata Electric Association has become more willing to allow FastTrack competitors to use their poles. There was discussion about franchise agreements with La Plata Electric Association. Diane Kruse stated that the scope of work does not allow for addressing legal issues, but they can suggest bring forward best practices and policy options. She recommended working in collaboration with Ken Fellman.

Ron LeBlanc expressed concern about the disparate resources available to address broadband. Miriam Gillow-Wiles added that another issue will be keeping track of leases. Diane Kruse asked how fiber is currently managed. Miriam Gillow-Wiles replied that the larger communities track their own and the SWCCOG keeps track of the rest. Eric Pierson stated that the City of Durango and La Plata County share a hosted system, the difficulty is sufficient staff resources to keep the information maintained. Miriam Gillow-Wiles mentioned that the SWCCOG has money available to manage this information. Chris La May added that the Town of Bayfield's fiber lease management is contracted out. There was general discussion about the challenges keeping the information updated. Diane Kruse asked if they are committed to the current software. Eric Pierson replied that there is a significant amount of information stored there.

Diane Kruse summarized the goals as addressing operational issues, establishing consensus on the vision, engaging the technical committee, looking at best practices and potential service delivery models and the resulting operational plan.

Ron LeBlanc asked about the maintenance and replacement of routers. Miriam Gillow-Wiles replied that there is no plan for replacing them and DOLA required that infrastructure put in through the SCAN grant be owned by the communities. Shane Hale mentioned the high cost of replacement. Ron LeBlanc suggested addressing this similar to a capital equipment replacement fund. There was discussion about the funds being set aside for eventual replacements.

Chris La May asked if this project would extend beyond the SCAN network to work with private providers to expand capabilities. Diane Kruse replied that one model could be to provide fiber network for service providers to use on a wholesale basis. Dick White added that the goal is to get high speed access to residents as inexpensively as possible.

#### **4. Priorities for the Deliverables and Plans, what are we trying to ultimately achieve? Surveys**

Diane Kruse summarized that the deliverables will be: to assemble currently available assets and map those assets; to identify gaps; and to engage the community, including anchor institutions as there could be opportunities for leveraging funds through certain sectors. She asked for feedback on community engagement. Chris La May suggested including emergency responders. Miriam Gillow-Wiles mentioned that so far the All Hazards Grant contractor has not been interested in working on broadband. Diane Kruse asked whether stakeholders should be engaged sooner or later in the process. Julie Westendorff replied that the La Plata Economic Development District should be involved early in the process. James Torres added that having a comprehensive assets inventory would be useful. Ron LeBlanc suggested that the Durango-Silverton train could be a useful connection. He also suggested engaging state and federal agencies in the region. Diane Kruse asked about doing a public survey, perhaps including a speed test to map where service is poor. There was general agreement that this would be useful



information. Diane Kruse recommended posting an online survey, including a link to a speed test through the state's office of information technology which would provide comprehensive data. There was discussion about response bias. Rick Smith suggested a marketing campaign related to what is fiber and why is it important. Shane Hale elaborated that many may believe that slower speeds are adequate. Diane Kruse replied that this is a common concern and education can be useful, they can include information about broadband as part of the project. There was discussion about open access to encourage competitive pricing and issues that may be involved. Diane Kruse replied that they can include available best practice information with the project.

**5. Stakeholder Meetings: Purpose is to engage, collaborate, educate and gather asset information? Who, what, where, when....Anchors? City Government? County Government? Public engagement?**

Diane Kruse asked if any service providers are missing from the list. Dick White suggested they add La Plata Electric and Empire Electric. Ron LeBlanc mentioned that San Miguel Power provides electricity to San Juan County.

Miriam Gillow-Wiles suggested they create a committee to meet periodically. Diane Kruse agreed, stating that the process will require a series of conversations and suggested setting up a group to meet regularly. There was discussion about using video conferencing as well as when and how often these meetings should be set up. Diane Kruse and Miriam Gillow-Wiles will coordinate setting up these meetings.

Mark Gracia asked about buried line locates. Miriam Gillow-Wiles replied that the original plan was for the SWCCOG to manage this, but there is insufficient staff. There was discussion about the significant amount of time involved, that some entities contract the service out, and that requests for locates are increasing with increased construction.

**6. Attendance for Service Provider Meetings, Potential Partners, Asset Inventory (we won't discuss each one of these; this is simply a list for our reference)**

**7. Other Info and Next Steps**

Diane Kruse will contact the larger entities to obtain their fiber maps. She mentioned that entities may be contacted by Atlantic Engineering Group. Chris La May requested best practices related to construction standards for fiber, conduit, etc. Dick White asked what the duration of the project is expected to be. Diane Kruse replied it is six months. Shane Hale asked if she plans to visit with each community. Diane Kruse replied that would be helpful to meet with each entity early in the process. There was discussion about coordinating these meetings.

The meeting ended at 11:54 a.m.

Southwest Colorado Council of Governments  
Special Meeting of the Executive Committee  
19 November 2015  
Carnegie Building, 1188 East 2nd Avenue, Durango

Executive Committee in Attendance:

Dick White – City of Durango  
Andrea Phillips – Town of Mancos

Staff in Attendance:

Miriam Gillow-Wiles – COG Executive Director  
Sara Trujillo – COG Assistant/Accountant

The meeting began at 3:00pm.

I. Review of 4CORE Request

Miriam Gillow-Wiles reported that 4CORE approached her to propose that they come under the COG. Currently, 4CORE has no Executive Director and is struggling without one. They have 2 part-time staff with annual funding around \$90,000. 4CORE is in partnership with LPEA (not an eligible entity for COG membership), the City of Durango, and La Plata County. Since the COG is a regional entity, all COG members would need to benefit from having 4CORE. Miriam said some concerns would be with regards to staff capacity, which she does not have right now. Also, parts of 4CORE would not necessarily benefit all members, funding is minimal for salary, and a merger would take approximately a year; however, 4CORE may not have the ability to be sustainable for another year. Miriam would like the Executive Committee to discuss whether or not considering this opportunity would be worth the research and staff time, at this point, to pursue. She did point out that the 4CORE's weatherization aspect could be beneficial to all COG members and is something that other COGs have under their umbrellas.

Dick White gave some background on 4CORE as he was a member of the steering committee that founded the organization. 4CORE started work in 2008 with one of the first things on the agenda was a DoLA/Governor's Energy Office grant on new energy communities. Eileen Tracy put a great proposal together in six weeks in partnership with La Plata County, the City of Durango, and the Town of Ignacio. When the stimulus program came out, Tracy applied to be the Southwest Colorado delivery agency, which brought in \$1.5 million. She appealed for individual communities to support the organization; Montezuma County said no and only the City of Durango, La Plata County, LPEA and, for a short time, the Town of Ignacio contributed. Dick mentioned the issue with energy efficiency is that initial costs are high but the future rewards are quite significant. Dick questioned that if communities in the region refused, and continue to refuse to support 4CORE, why would they support this cause if under the COG. He also stated that Miriam needs to focus on COG functions as the 4CORE would be too large of an endeavor, and 4CORE really needs their own Executive Director to take on those functions specific to the organization.

Andrea Phillips mentioned that if 4CORE were under the COG umbrella, those communities who help annually fund 4CORE would save significantly as they would be supporting one entity versus many. She also explained that there is not enough knowledge at this time to make a decision and feels the board should weigh in. Andrea stated that a frustration with the COG is the lack of clear understanding of pros and cons on decisions which would be helpful in these discussions. Andrea requested that Miriam give a report at the December meeting with pros and cons, points to consider, and a recommendation to help guide the discussion and decision.

Dick White stated that both 4CORE and the COG need to get more firmly settled, but the board should consider how organizations coming together could do more for the region than they can do apart.

## II. Discussion Regarding 2016 SWCCOG Executive Committee

Miriam Gillow-Wiles requested recommendations for next year's treasurer. The choices considered the availability of members and, looking into the future, who would be able to take on such a role. Andrea Phillips mentioned Michelle Nelson from the Town of Bayfield. However, having all board members being in La Plata County does not give the COG the diversity wanted. Dick mentioned John Egan from the Town of Pagosa Springs. As long as the Executive Committee does not consist of 100% officials, John is the first choice. If he is unable, Michelle is the second pick.

The recording of this meeting was stopped at 3:36pm. Sara Trujillo exited the meeting, and a new recording started to begin the next agenda item of:

## III. Executive Session for Personnel Matters under CRS 246-402(4)(f)

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

	100-General	125-SWIMT	175 - AAA	200-All Hazards	350 - WLC	400 - LCC	500 - RREO
<b>ASSETS</b>							
<b>Current Assets</b>							
Checking/Savings	93,128.53	0.00	0.00	0.00	0.00	0.00	0.00
1002 - Aljibe Bank Unrestricted	10.07	0.00	0.00	0.00	0.00	0.00	0.00
1010 - Petty Cash							
<b>Total Checking/Savings</b>	<b>93,138.60</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
Accounts Receivable							
1200 - Accounts Receivable	3,641.85	0.00	0.00	0.00	0.00	728.88	0.00
<b>Total Accounts Receivable</b>	<b>3,641.85</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>728.88</b>	<b>0.00</b>
<b>Other Current Assets</b>							
1090 - Due To/ Due From	-35,016.10	3,881.29	62.71	11,899.65	6,035.68	-5,659.32	8,587.06
<b>Total Other Current Assets</b>	<b>-35,016.10</b>	<b>3,881.29</b>	<b>62.71</b>	<b>11,899.65</b>	<b>6,035.68</b>	<b>-5,659.32</b>	<b>8,587.06</b>
<b>Total Current Assets</b>	<b>61,764.35</b>	<b>3,881.29</b>	<b>62.71</b>	<b>11,899.65</b>	<b>6,035.68</b>	<b>-4,940.44</b>	<b>8,587.06</b>
<b>TOTAL ASSETS</b>	<b>61,764.35</b>	<b>3,881.29</b>	<b>62.71</b>	<b>11,899.65</b>	<b>6,035.68</b>	<b>-4,940.44</b>	<b>8,587.06</b>
<b>LIABILITIES &amp; EQUITY</b>							
<b>Liabilities</b>							
<b>Current Liabilities</b>							
Other Current Liabilities	0.00	0.00	0.00	4,000.00	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
Total Other Current Liabilities	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>4,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Total Current Liabilities</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>4,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Total Liabilities</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>4,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Equity</b>							
32000 - Retained Earnings	75,811.02	3,329.94	0.00	10,627.55	0.00	0.00	452.23
Net Income	-14,046.67	551.35	62.71	-2,727.90	6,035.68	-4,940.44	8,134.83
<b>Total Equity</b>	<b>61,764.35</b>	<b>3,881.29</b>	<b>62.71</b>	<b>7,899.65</b>	<b>6,035.68</b>	<b>-4,940.44</b>	<b>8,587.06</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>61,764.35</b>	<b>3,881.29</b>	<b>62.71</b>	<b>11,899.65</b>	<b>6,035.68</b>	<b>-4,940.44</b>	<b>8,587.06</b>

	600-TPR	DOLA 7645 IT (700 - DOLA)	DOLA 8010 BB (700 - DOLA)	DOLA 8011 DWNTWN (700 - DOLA)	Total 700 - DOLA	900-SCAN	TOTAL
<b>ASSETS</b>							
Current Assets							
Checking/Savings							
1002 - Alpine Bank Unrestricted	0.00	0.00	0.00	0.00	0.00	0.00	93,128.53
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	93,138.60
Accounts Receivable							
1200 - Accounts Receivable	-952.26	5,684.15	16,000.00	0.00	21,684.15	900.00	26,002.62
Total Accounts Receivable	-952.26	5,684.15	16,000.00	0.00	21,684.15	900.00	26,002.62
Other Current Assets							
1090 - Due To/ Due From	9,609.78	2,776.67	-1,207.07	-176.39	1,393.21	-783.96	0.00
Total Other Current Assets	9,609.78	2,776.67	-1,207.07	-176.39	1,393.21	-783.96	0.00
Total Current Assets	8,657.52	8,460.82	14,792.93	-176.39	23,077.36	116.04	119,141.22
<b>TOTAL ASSETS</b>	<b>8,657.52</b>	<b>8,460.82</b>	<b>14,792.93</b>	<b>-176.39</b>	<b>23,077.36</b>	<b>116.04</b>	<b>119,141.22</b>
<b>LIABILITIES &amp; EQUITY</b>							
Liabilities							
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	4,000.00
Total Liabilities	0.00	0.00	0.00	0.00	0.00	0.00	4,000.00
Equity							
32000 - Retained Earnings	2,396.05	0.00	0.00	0.00	0.00	-9,416.31	83,200.48
Net Income	6,261.47	8,460.82	14,792.93	-176.39	23,077.36	9,532.35	31,940.74
Total Equity	8,657.52	8,460.82	14,792.93	-176.39	23,077.36	116.04	115,141.22
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>8,657.52</b>	<b>8,460.82</b>	<b>14,792.93</b>	<b>-176.39</b>	<b>23,077.36</b>	<b>116.04</b>	<b>119,141.22</b>

## Southwest Colorado Council of Governments Profit & Loss by Class January through October 2015

	100-General	125-SWIMT	175 - AAA	200-All Hazards	350 - WLC	400 - LCC	500 - RREO
<b>Income</b>							
3000 · Match - IT DoLA 7645	0.00	0.00	0.00	0.00	0.00	0.00	0.00
3100 · Misc Income	25,322.23	0.00	0.00	0.00	0.00	0.00	0.00
3500 · WLC Grant	0.00	0.00	0.00	0.00	10,000.00	0.00	0.00
4004 · SWIMT Rev	0.00	551.35	0.00	0.00	0.00	0.00	0.00
4005 · E-tics	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4006 · Dues Revenue	114,712.00	0.00	0.00	0.00	0.00	0.00	0.00
4008 · Telecom Services Revenue	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4009 · Fiber Lease Revenue	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4011 · AAA revenue	0.00	0.00	731.00	0.00	0.00	0.00	0.00
4012 · TPR Dues revenue	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4030 · Grant-CDOT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4040 · Grant-Transit	0.00	0.00	0.00	0.00	0.00	7,488.34	0.00
4041 · All Hazards Grant	0.00	0.00	0.00	198,938.00	0.00	0.00	0.00
4043 · DoLA Grants	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4957 · RREO Grant	0.00	0.00	0.00	0.00	0.00	0.00	31,924.35
<b>Total Income</b>	<b>140,034.23</b>	<b>551.35</b>	<b>731.00</b>	<b>198,938.00</b>	<b>10,000.00</b>	<b>7,488.34</b>	<b>31,924.35</b>
<b>Gross Profit</b>	<b>140,034.23</b>	<b>551.35</b>	<b>731.00</b>	<b>198,938.00</b>	<b>10,000.00</b>	<b>7,488.34</b>	<b>31,924.35</b>
<b>Expense</b>							
1008 · Alpine Credit Card	-1,321.71	0.00	0.00	0.00	0.00	0.00	0.00
5009 · Bookkeeper	80.00	0.00	0.00	106.23	0.00	106.23	0.00
5200 · All Hazard Project	0.00	0.00	0.00	193,145.66	0.00	0.00	0.00
5401 · Software Maintenance (E-Tic)	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5403 · Fiber Leasing Expe.	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5410 · Rent	1.00	0.00	0.00	0.00	0.00	0.00	0.00
5500 · Transfer of Net Assets	25,293.23	0.00	0.00	0.00	0.00	0.00	0.00
5505 · Bank Fees	185.14	0.00	0.00	0.00	0.00	0.00	0.00
5510 · Travel Exp	3,270.05	0.00	0.00	724.54	0.00	2,249.38	0.00
5512 · Meeting Exp	2,537.62	0.00	0.00	0.00	995.62	589.80	1,116.53
5514 · Professional Services	33.44	0.00	1.23	0.00	0.00	0.00	550.04
5515 · Legal Fees	2,092.29	0.00	28.80	0.00	0.00	0.00	0.00
5517 · Data Back Up Exp	750.00	0.00	0.00	0.00	0.00	0.00	0.00
5520 · Advertising	272.19	0.00	0.00	0.00	0.00	0.00	0.00
5521 · Telephone/Website/Internet	1,773.91	0.00	0.00	7.99	0.00	8.00	0.00
5523 · Payroll Processing Fees	1,265.19	0.00	0.00	0.00	0.00	0.00	0.00
5525 · Audit	6,250.00	0.00	0.00	0.00	0.00	0.00	0.00
5526 · Internet Connectivity (100 Mb)	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5527 · Internet & software	300.00	0.00	0.00	64.00	0.00	64.00	0.00
5532 · Postage	50.26	0.00	0.00	15.68	19.69	0.00	0.00
5535 · Printing/Reproduction	51.70	0.00	0.00	0.00	0.00	17.48	0.00
5540 · Membership/Sub	825.00	0.00	0.00	0.00	0.00	0.00	0.00
5545 · Office Equipment/Computers	227.40	0.00	0.00	3,481.37	0.00	2,504.72	464.27
5550 · Supplies	793.61	0.00	0.00	201.25	0.00	144.75	32.98
5555 · Liability Insurance	2,083.00	0.00	0.00	0.00	0.00	0.00	0.00
5558 · Insurance-Health	21,537.00	0.00	0.00	0.00	0.00	0.00	0.00
5570 · Car Allowance/Mileage	3,000.00	0.00	0.00	0.00	0.00	0.00	0.00
5571 · Housing allowance	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5580 · Salary & Wages	7,762.61	0.00	0.00	0.00	0.00	0.00	0.00
5585 · Payroll Tax Expense	2,729.79	0.00	0.00	0.00	0.00	0.00	0.00
5586 · Retirement Exp	70,588.70	0.00	628.26	3,919.17	2,949.01	6,553.92	1,701.23
5580 · Salary & Wages - Other							
<b>Total 5580 · Salary &amp; Wages</b>	<b>81,081.10</b>	<b>0.00</b>	<b>628.26</b>	<b>3,919.17</b>	<b>2,949.01</b>	<b>6,553.92</b>	<b>1,701.23</b>
5587 · Worker's Compensation	1,594.00	0.00	0.00	0.00	0.00	0.00	0.00
5640 · Consulting	0.00	0.00	0.00	0.00	0.00	170.50	12,394.47
5644 · AmeriCorp Member	0.00	0.00	0.00	0.00	0.00	0.00	7,530.00
5981 · Board/Employee Appreciation	55.48	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total Expense</b>	<b>154,080.90</b>	<b>0.00</b>	<b>688.29</b>	<b>201,665.90</b>	<b>3,964.32</b>	<b>12,748.78</b>	<b>23,789.52</b>
<b>Net Income</b>	<b>-14,046.67</b>	<b>551.35</b>	<b>62.71</b>	<b>-2,727.90</b>	<b>6,035.68</b>	<b>-4,940.44</b>	<b>8,134.83</b>

**Southwest Colorado Council of Governments**  
**Profit & Loss by Class**  
January through October 2015

	600-TPR	DOLA 7645 IT (700 - DOLA)	DOLA 8010 BB (700 - DOLA)	DOLA 8011 DWN/TWN (700 - DOLA)	Total 700 - DOLA	900-SCAN	TOTAL
<b>Income</b>							
3000 · Match - IT DOLA 7645	0.00	-1,694.15	0.00	0.00	-1,694.15	0.00	-1,694.15
3100 · Misc Income	0.00	0.00	0.00	0.00	0.00	0.00	25,322.23
3500 · WLC Grant	0.00	0.00	0.00	0.00	0.00	0.00	10,000.00
4004 · SWIM/T Rev	0.00	0.00	0.00	0.00	0.00	0.00	5,513.35
4005 · E-tics	0.00	0.00	0.00	0.00	0.00	8,400.00	8,400.00
4006 · Dues Revenue	0.00	0.00	0.00	0.00	0.00	0.00	114,712.00
4008 · Telecom Services Revenue	0.00	0.00	0.00	0.00	0.00	8,280.00	8,280.00
4009 · Fiber Lease Revenue	0.00	0.00	0.00	0.00	0.00	17,515.00	17,515.00
4011 · AAA revenue	0.00	0.00	0.00	0.00	0.00	0.00	7,310.00
4012 · TPR Dues revenue	7,679.00	0.00	0.00	0.00	7,679.00	0.00	7,679.00
4030 · Grant-CDOT	16,012.01	0.00	0.00	0.00	16,012.01	0.00	16,012.01
4040 · Grant-Transit	0.00	0.00	0.00	0.00	0.00	0.00	7,469.34
4041 · All Hazards Grant	0.00	0.00	0.00	0.00	0.00	0.00	199,939.00
4043 · DOLA Grants	0.00	29,765.08	16,000.00	0.00	45,765.08	0.00	45,765.08
4957 · RREO Grant	0.00	0.00	0.00	0.00	0.00	0.00	31,924.35
<b>Total Income</b>	23,691.01	28,080.93	16,000.00	0.00	44,080.93	34,195.00	491,614.21
<b>Gross Profit</b>	23,691.01	28,080.93	16,000.00	0.00	44,080.93	34,195.00	491,614.21
<b>Expense</b>							
1008 · Alpine Credit Card	0.00	0.00	0.00	0.00	0.00	0.00	-1,321.71
5009 · Bookkeeper	106.23	26.25	0.00	0.00	26.25	0.00	424.95
5200 · All Hazard Project	0.00	0.00	0.00	0.00	0.00	0.00	193,145.66
5401 · Software Maintenance (E-Tic)	0.00	0.00	0.00	0.00	0.00	7,700.00	7,700.00
5403 · Fiber Leasing Expe.	0.00	0.00	0.00	0.00	0.00	5,197.50	5,197.50
5410 · Rent	0.00	0.00	0.00	0.00	0.00	0.00	1.00
5500 · Transfer of Net Assets	0.00	0.00	0.00	0.00	0.00	25,293.23	25,293.23
5505 · Bank Fees	0.00	0.00	0.00	0.00	0.00	0.00	166.14
5510 · Travel Exp	11,277.44	0.00	0.00	0.00	0.00	0.00	18,637.94
5512 · Meeting Exp	172.32	0.00	10.00	0.00	10.00	0.00	4,869.73
5514 · Professional Services	0.00	0.00	0.00	0.00	0.00	57.60	44.67
5515 · Legal Fees	0.00	0.00	374.40	0.00	374.40	0.00	2,553.09
5517 · Data Back Up Exp	0.00	0.00	0.00	0.00	0.00	0.00	750.00
5520 · Advertising	0.00	105.00	0.00	0.00	105.00	0.00	377.19
5521 · Telephone/Website/Internet	8.00	788.00	0.00	0.00	788.00	0.00	2,365.90
5523 · Payroll Processing Fees	0.00	0.00	0.00	0.00	0.00	0.00	1,265.19
5525 · Audit	0.00	0.00	0.00	0.00	0.00	0.00	6,250.00
5526 · Internet Connectivity (100 Mib)	0.00	0.00	0.00	0.00	0.00	9,900.00	9,900.00
5527 · Internet & software	108.50	0.00	0.00	0.00	0.00	0.00	556.00
5532 · Postage	0.00	19.50	0.00	5.02	19.50	0.00	7,762.61
5535 · Printing/Reproduction	0.00	19.00	0.00	0.00	17.48	0.00	2,729.79
5540 · Membership/Sub	0.00	0.00	0.00	0.00	0.00	0.00	1,004.14
5545 · Office Equipment/Computers	914.71	1,100.56	0.00	0.00	1,100.56	0.00	825.00
5550 · Supplies	81.46	0.00	0.00	0.00	0.00	0.00	8,693.05
5555 · Liability Insurance	0.00	0.00	0.00	0.00	0.00	0.00	1,254.05
5558 · Insurance- Health	0.00	0.00	0.00	0.00	0.00	0.00	2,083.00
5570 · Car Allowance/Mileage	0.00	0.00	0.00	0.00	0.00	0.00	21,537.00
5571 · Housing allowance	0.00	0.00	0.00	0.00	0.00	0.00	3,000.00
5580 · Salary & Wages	0.00	3,217.75	0.00	0.00	3,217.75	0.00	3,217.75
5585 · Payroll Tax Expense	0.00	0.00	0.00	0.00	0.00	0.00	7,762.61
5586 · Retirement Exp	0.00	0.00	0.00	0.00	0.00	0.00	2,729.79
5590 · Salary & Wages - Other	4,743.40	3,493.80	817.65	171.36	4,482.81	893.22	96,459.72
<b>Total 5580 · Salary &amp; Wages</b>	4,743.40	3,493.80	817.65	171.36	4,482.81	893.22	106,952.12
5587 · Worker's Compensation	0.00	2.75	0.00	0.00	2.75	0.00	1,596.75
5640 · Consulting	0.00	10,360.00	0.00	0.00	10,360.00	0.00	22,924.97
5644 · AmeriCorp Member	0.00	470.00	0.00	0.00	470.00	0.00	8,000.00
5961 · Board/Employee Appreciation	0.00	0.00	0.00	0.00	0.00	0.00	55.48
<b>Total Expense</b>	17,429.54	19,620.11	1,207.07	176.39	21,003.57	24,662.65	459,673.47
<b>Net Income</b>	<b>6,261.47</b>	<b>8,460.82</b>	<b>14,792.93</b>	<b>-176.39</b>	<b>23,077.36</b>	<b>9,532.35</b>	<b>31,940.74</b>

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

	100-General		% of Budget	125-SWIMT		% of Budget	175 - AAA		% of Budget
	Jan - Oct 15	Budget		Jan - Oct 15	Budget		Jan - Oct 15	Budget	
<b>Income</b>									
3000 - Match - IT DOLA 7645	0.00								
3100 - Misc Income	25,322.23	25,322.23	100.0%	0.00	0.00	0.00	0.00	0.00	0.00
3500 - W/LC Grant	0.00			0.00	0.00	0.00	0.00	0.00	0.00
4004 - SWIMT Rev	0.00			551.35	551.35	100.0%	0.00	0.00	0.00
4005 - E-tics	0.00			0.00			0.00	0.00	0.00
4006 - Dues Revenue	114,712.00	114,712.00	100.0%	0.00	0.00	0.00	0.00	0.00	0.00
4008 - Telecom Services Revenue	0.00			0.00	0.00	0.00	0.00	0.00	0.00
4009 - Fiber Lease Revenue	0.00			0.00	0.00	0.00	0.00	0.00	0.00
4011 - AAA revenue	0.00			0.00	0.00	0.00	731.00	3,500.00	20.9%
4012 - TPR Dues revenue	0.00			0.00	0.00	0.00	0.00	0.00	0.00
4030 - Grant-CDOT	0.00			0.00	0.00	0.00	0.00	0.00	0.00
4040 - Grant-Transit	0.00			0.00	0.00	0.00	0.00	0.00	0.00
4041 - All Hazards Grant	0.00			0.00	0.00	0.00	0.00	0.00	0.00
4043 - DOLA Grants	0.00			0.00	0.00	0.00	0.00	0.00	0.00
4957 - RREO Grant	0.00			0.00	0.00	0.00	0.00	0.00	0.00
<b>Total Income</b>	140,034.23	140,034.23	100.0%	551.35	551.35	100.0%	731.00	3,500.00	20.9%
<b>Gross Profit</b>	140,034.23	140,034.23	100.0%	551.35	551.35	100.0%	731.00	3,500.00	20.9%
<b>Expense</b>									
1008 - Alpine Credit Card	-1,321.71			0.00	0.00	0.00	0.00	0.00	0.00
5009 - Bookkeeper	80.00	49.18	162.7%	0.00	0.00	0.00	0.00	0.00	0.00
5200 - All Hazard Project	0.00			0.00	0.00	0.00	0.00	0.00	0.00
5401 - Software Maintenance (E-Tic)	0.00			0.00	0.00	0.00	0.00	0.00	0.00
5403 - Fiber Leasing Expe.	0.00			0.00	0.00	0.00	0.00	0.00	0.00
5410 - Rent	1.00	81.00	1.2%	0.00	0.00	0.00	0.00	0.00	0.00
5500 - Transfer of Net Assets	25,293.23	25,293.23	100.0%	0.00	0.00	0.00	0.00	0.00	0.00
5505 - Bank Fees	185.14	150.00	123.4%	0.00	0.00	0.00	0.00	0.00	0.00
5510 - Travel Exp	3,270.05	2,132.11	153.4%	0.00	0.00	0.00	0.00	0.00	0.00
5512 - Meeting Exp	2,537.62	2,037.14	124.6%	0.00	0.00	0.00	0.00	0.00	0.00
5514 - Professional Services	33.44	38.77	86.3%	0.00	0.00	0.00	0.00	0.00	0.00
5515 - Legal Fees	2,092.29	2,539.20	82.4%	0.00	0.00	0.00	11.23	11.23	100.0%
5517 - Data Back Up Exp	750.00	750.00	100.0%	0.00	0.00	0.00	28.80	28.80	100.0%
5520 - Advertising	272.19	695.00	39.2%	0.00	0.00	0.00	0.00	0.00	0.00
5521 - Telephone/Website/Internet	1,773.91	2,188.01	81.1%	0.00	0.00	0.00	0.00	0.00	0.00
5523 - Payroll Processing Fees	1,265.19	1,550.00	81.6%	0.00	0.00	0.00	0.00	0.00	0.00
5525 - Audit	6,250.00	6,250.00	100.0%	0.00	0.00	0.00	0.00	0.00	0.00
5528 - Internet Connectivity (100 Mb)	0.00			0.00	0.00	0.00	0.00	0.00	0.00
5527 - Internet & software	300.00	219.00	137.0%	0.00	0.00	0.00	0.00	0.00	0.00
5532 - Postage	50.26	60.59	83.0%	0.00	0.00	0.00	0.00	0.00	0.00
5535 - Printing/Reproduction	51.70	51.70	100.0%	0.00	0.00	0.00	0.00	0.00	0.00
5540 - Membership/Sub	825.00	1,150.00	71.7%	0.00	0.00	0.00	0.00	0.00	0.00
5545 - Office Equipment/Computers	227.40	227.42	100.0%	0.00	0.00	0.00	0.00	0.00	0.00
5550 - Supplies	793.61	839.56	94.5%	0.00	0.00	0.00	0.00	0.00	0.00
5555 - Liability Insurance	2,083.00	2,083.00	100.0%	0.00	0.00	0.00	0.00	0.00	0.00
5558 - Insurance-Health	21,537.00	28,716.00	75.0%	0.00	0.00	0.00	0.00	0.00	0.00
5570 - Car Allowance/Mileage	3,000.00	3,600.00	83.3%	0.00	0.00	0.00	0.00	0.00	0.00
5571 - Housing allowance	0.00	0.00	0.0%	0.00	0.00	0.00	0.00	0.00	0.00
5580 - Salary & Wages	7,762.61	10,375.00	74.8%	0.00	0.00	0.00	0.00	0.00	0.00
5585 - Payroll Tax Expense	2,729.79	3,250.00	84.0%	0.00	0.00	0.00	0.00	0.00	0.00
5588 - Retirement Exp	70,589.70	95,469.98	73.9%	0.00	0.00	0.00	628.26	628.26	100.0%
5589 - Salary & Wages - Other									
<b>Total 5580 - Salary &amp; Wages</b>	81,081.10	109,094.98	74.3%	0.00	0.00	0.00	628.26	628.26	100.0%
5587 - Worker's Compensation	1,594.00	1,594.25	100.0%	0.00	0.00	0.00	0.00	0.00	0.00
5640 - Consulting	0.00	0.00	0.0%	0.00	0.00	0.00	0.00	0.00	0.00
5644 - AmeriCorp Member	0.00	2,500.00	0.0%	0.00	0.00	0.00	0.00	0.00	0.00
5961 - Board/Employee Appreciation	55.48			0.00	0.00	0.00	0.00	0.00	0.00
<b>Total Expense</b>	154,080.90	193,890.14	79.5%	0.00	0.00	0.0%	668.29	668.29	100.0%
<b>Net Income</b>	-14,046.67	-53,856.91	26.1%	551.35	551.35	100.0%	62.71	2,831.71	2.2%



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

	200-All Hazards		350 - WLC		400 - LCC				
	Jan - Oct 15	Budget	% of Budget	Jan - Oct 15	Budget	% of Budget	Jan - Oct 15	Budget	% of Budget
<b>Income</b>									
3000 · Match - IT DoLA 7645	0.00			0.00			0.00		
3100 · Misc Income	0.00			0.00			0.00		
3500 · WLC Grant	0.00			10,000.00			0.00		
4004 · SWMNT Rev	0.00			0.00			0.00		
4005 · E-tics	0.00			0.00			0.00		
4006 · Dues Revenue	0.00			0.00			0.00		
4008 · Telecom Services Revenue	0.00			0.00			0.00		
4009 · Fiber Lease Revenue	0.00			0.00			0.00		
4011 · AAA revenue	0.00			0.00			0.00		
4012 · TPR Dues revenue	0.00			0.00			0.00		
4030 · Grant-CDOT	0.00			0.00			0.00		
4040 · Grant-Transit	0.00			0.00			0.00		
4041 · All Hazards Grant	198,938.00	221,000.00	90.0%	0.00			7,486.34	24,800.00	30.1%
4043 · DoLA Grants	0.00			0.00			0.00		
4857 · RREC Grant	0.00			0.00			0.00		
<b>Total Income</b>	198,938.00	221,000.00	90.0%	10,000.00	10,000.00	100.0%	7,486.34	24,800.00	30.1%
<b>Gross Profit</b>	198,938.00	221,000.00	90.0%	10,000.00	10,000.00	100.0%	7,486.34	24,800.00	30.1%
<b>Expense</b>									
1008 · Alpine Credit Card	0.00			0.00			0.00		
6009 · Bookkeeper	106.24	63.72	166.7%	0.00			106.23	61.28	173.4%
6200 · All Hazard Project	193,145.66	190,000.00	101.7%	0.00			0.00		
5401 · Software Maintenance (E-Tic)	0.00			0.00			0.00		
5403 · Fiber Leasing Expe.	0.00			0.00			0.00		
5410 · Rent	0.00			0.00			0.00		
6500 · Transfer of Net Assets	0.00			0.00			0.00		
6505 · Bank Fees	0.00			0.00			0.00		
6510 · Travel Exp	724.54	724.54	100.0%	0.00			2,249.38	2,249.38	100.0%
6512 · Meeting Exp	0.00			995.62	836.32	119.0%	589.80	495.43	119.0%
6514 · Professional Services	0.00			0.00			0.00		
6515 · Legal Fees	0.00			0.00			0.00		
6517 · Data Back Up Exp	0.00			0.00			0.00		
6520 · Advertising	0.00			0.00			0.00		
6521 · Telephone/Website/Internet	7.99	7.99	100.0%	0.00			8.00	8.00	100.0%
6523 · Payroll Processing Fees	0.00			0.00			0.00		
6525 · Audit	0.00			0.00			0.00		
6528 · Internet Connectivity (100 Mlb)	0.00			0.00			0.00		
6527 · Internet & software	64.00	64.00	100.0%	0.00			64.00	64.00	100.0%
6532 · Postage	15.68	15.68	100.0%	19.69	19.69	100.0%	0.00		
6535 · Printing/Reproduction	0.00			0.00			17.48	17.48	100.0%
6540 · Membership/Sub	0.00			0.00			0.00		
6545 · Office Equipment/Computers	3,481.37	2,536.50	137.3%	0.00			2,504.72	1,891.92	132.4%
6550 · Supplies	201.25	201.25	100.0%	0.00			144.75	144.75	100.0%
6555 · Liability Insurance	0.00			0.00			0.00		
6568 · Insurance-Health	0.00			0.00			0.00		
6570 · Car Allowance/Mileage	0.00			0.00			0.00		
6571 · Housing allowance	0.00			0.00			0.00		
6580 · Salary & Wages	0.00			0.00			0.00		
6585 · Payroll Tax Expense	0.00			0.00			0.00		
6586 · Retirement Exp	0.00			0.00			0.00		
6580 · Salary & Wages - Other	3,919.17	3,919.17	100.0%	2,949.01	2,949.01	100.0%	6,553.92	6,553.92	100.0%
<b>Total 6580 · Salary &amp; Wages</b>	3,919.17	3,919.17	100.0%	2,949.01	2,949.01	100.0%	6,553.92	6,553.92	100.0%
6587 · Worker's Compensation	0.00			0.00			0.00		
6640 · Consulting	0.00	0.00	0.0%	0.00			170.50	170.50	100.0%
6644 · AmeriCorp Member	0.00			0.00			0.00		
6961 · Board/Employee Appreciation	0.00			0.00			0.00		
<b>Total Expense</b>	201,865.90	197,532.85	102.1%	3,964.32	3,805.02	104.2%	12,408.78	11,656.66	106.5%
<b>Net income</b>	<u>-2,727.90</u>	<u>23,467.15</u>	<u>-11.6%</u>	<u>6,035.68</u>	<u>6,194.98</u>	<u>97.4%</u>	<u>-4,940.44</u>	<u>13,143.34</u>	<u>-37.6%</u>

	500 - RREO		600 - TPR		DOLA 7645 IT (700 - DOLA)	
	Jan - Oct 15	Budget	% of Budget	Jan - Oct 15	Budget	% of Budget
<b>Income</b>						
3000 - Match - IT DOLA 7645	0.00			0.00		
3100 - Misc Income	0.00			0.00		
3500 - WLC Grant	0.00			0.00		
4004 - SWMINT Rev	0.00			0.00		
4005 - E-tics	0.00			0.00		
4006 - Dues Revenue	0.00			0.00		
4008 - Telecom Services Revenue	0.00			0.00		
4009 - Fiber Lease Revenue	0.00			0.00		
4011 - ADA Revenue	0.00			0.00		
4012 - TPR Dues revenue	0.00			7,679.00		
4030 - Grant-CDDOT	0.00			16,012.01		
4040 - Grant-Transit	0.00			0.00		
4041 - All Hazards Grant	0.00			0.00		
4043 - DOLA Grants	0.00			0.00		
4957 - RREO Grant	31,924.35	31,924.00	100.0%	0.00		
<b>Total Income</b>	31,924.35	31,924.00	100.0%	23,691.01	28,779.00	82.3%
<b>Expense</b>						
1008 - Alpine Credit Card	0.00			0.00		
5009 - Bookkeeper	0.00			1,062.23		
5200 - All Hazard Project	0.00			0.00		
5401 - Software Maintenance (E-Tic)	0.00			0.00		
5403 - Fiber Leasing Expe.	0.00			0.00		
5410 - Rent	0.00			0.00		
5500 - Transfer of Net Assets	0.00			0.00		
5505 - Bank Fees	0.00			0.00		
5510 - Travel Exp	1,116.53	1,116.53	100.0%	0.00		
5512 - Meeting Exp	550.04	482.03	119.0%	11,277.44		
5514 - Professional Services	0.00			172.32		
5515 - Legal Fees	0.00			0.00		
5517 - Data Back Up Exp	0.00			0.00		
5520 - Advertising	0.00			0.00		
5521 - Telephone/Website/Internet	0.00			8.00		
5523 - Payroll Processing Fees	0.00			0.00		
5525 - Audit	0.00			0.00		
5528 - Internet Connectivity (100 Mlb)	0.00			0.00		
5527 - Internet & software	0.00			1,085.50		
5532 - Postage	0.00			0.00		
5535 - Printing/Reproduction	0.00			17.48		
5540 - Membership/Sub	0.00			0.00		
5545 - Office Equipment/Computers	464.27	464.27	100.0%	914.71		
5550 - Supplies	32.98	32.98	100.0%	81.46		
5555 - Liability Insurance	0.00			0.00		
5558 - Insurance-Health	0.00			0.00		
5570 - Car Allowance/Mileage	0.00			0.00		
5571 - Housing allowance	0.00			0.00		
5580 - Salary & Wages	0.00			0.00		
5585 - Payroll Tax Expense	0.00			0.00		
5586 - Retirement Exp	0.00			0.00		
5580 - Salary & Wages - Other	1,701.23	1,701.23	100.0%	4,743.40		
<b>Total 5580 - Salary &amp; Wages</b>	1,701.23	1,701.23	100.0%	4,743.40	4,743.40	100.0%
5587 - Worker's Compensation	0.00			0.00		
5640 - Consulting	12,394.47	12,394.47	100.0%	0.00		
5644 - AmeriCorp Member	7,530.00	7,530.00	100.0%	0.00		
5961 - Board/Employee Appreciation	0.00			0.00		
<b>Total Expense</b>	23,789.52	23,701.51	100.4%	17,429.54	17,357.02	100.4%
<b>Net Income</b>	8,134.83	8,222.49	98.9%	6,261.47	11,421.98	54.8%

Southwest Colorado Council of Governments  
Profit & Loss Budget vs. Actual  
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	DOLA 8010 BB (700 - DOLA)		DOLA 8011 DWNTWN (700 - DOLA)		Total 700 - DOLA	
	Jan - Oct 15	% of Budget	Jan - Oct 15	% of Budget	Jan - Oct 15	% of Budget
<b>Income</b>						
3000 · Match - IT DOLA 7645	0.00		0.00		-1,694.15	100.0%
3100 · Misc Income	0.00		0.00		0.00	
3500 · WLC Grant	0.00		0.00		0.00	
4004 · SWM/T Rev	0.00		0.00		0.00	
4005 · E-tics	0.00		0.00		0.00	
4006 · Dues Revenue	0.00		0.00		0.00	
4008 · Telecom Services Revenue	0.00		0.00		0.00	
4009 · Fiber Lease Revenue	0.00		0.00		0.00	
4011 · AAA revenue	0.00		0.00		0.00	
4012 · TPR Dues revenue	0.00		0.00		0.00	
4030 · Grant-CDOT	0.00		0.00		0.00	
4040 · Grant-Transit	0.00		0.00		0.00	
4041 · All Hazards Grant	0.00		0.00		0.00	
4043 · DOLA Grants	16,000.00	53.3%	19,000.00	0.0%	45,785.08	51.4%
4957 · RREO Grant	0.00		0.00		0.00	
<b>Total Income</b>	16,000.00	53.3%	19,000.00	0.0%	44,080.93	50.5%
<b>Gross Profit</b>	16,000.00	53.3%	19,000.00	0.0%	44,080.93	50.5%
<b>Expense</b>						
1008 · Alpha Credit Card	0.00		0.00		0.00	
5009 · Bookkeeper	0.00		0.00		26.25	14.54%
5200 · All Hazard Project	0.00		0.00		0.00	
5401 · Software Maintenance (E-Tic)	0.00		0.00		0.00	
5403 · Fiber Leasing Expe.	0.00		0.00		0.00	
5410 · Rent	0.00		0.00		0.00	
5500 · Transfer of Net Assets	0.00		0.00		0.00	
5505 · Bank Fees	0.00		0.00		0.00	
5510 · Travel Exp	0.00		0.00		0.00	
5512 · Meeting Exp	10.00	100.0%	0.00		10.00	100.0%
5514 · Professional Services	0.00		0.00		0.00	
5515 · Legal Fees	374.40	100.0%	0.00		374.40	100.0%
5517 · Data Back Up Exp	0.00		0.00		0.00	
5520 · Advertising	0.00		0.00		105.00	105.00%
5521 · Telephone/Website/Internet	0.00		0.00		788.00	788.00%
5523 · Payroll Processing Fees	0.00		0.00		0.00	
5525 · Audit	0.00		0.00		0.00	
5526 · Internet Connectivity (100 Mbp)	0.00		0.00		0.00	
5532 · Postage	5.02	100.0%	5.02	100.2%	19.50	100.0%
5535 · Printing/Reproduction	0.00		0.00		29.05	29.04%
5540 · Membership/Sub	0.00		0.00		17.48	17.48%
5545 · Office Equipment/Computers	0.00		0.00		1,100.58	965.18%
5560 · Supplies	0.00		0.00		0.00	
5555 · Liability Insurance	0.00		0.00		0.00	
5558 · Insurance - Health	0.00		0.00		0.00	
5570 · Car Allowance/Mileage	0.00		0.00		0.00	
5571 · Housing allowance	0.00		0.00		3,217.75	2,400.00%
5580 · Salary & Wages	0.00		0.00		0.00	
5585 · Payroll Tax Expense	0.00		0.00		0.00	
5586 · Retirement Exp	0.00		0.00		0.00	
5589 · Salary & Wages - Other	817.65	100.0%	171.36	100.0%	4,482.81	4,482.81%
<b>Total Expense</b>	817.65	100.0%	171.36	100.0%	4,482.81	100.0%
5587 · Worker's Compensation	0.00	0.0%	0.00	0.0%	2.75	100.0%
5640 · Consulting	0.00	0.0%	0.00	0.0%	10,360.00	12.9%
5644 · AmeriCorp Member	0.00		0.00		470.00	100.0%
5961 · Board/Employee Appreciation	0.00		0.00		0.00	
<b>Total Expense</b>	1,207.07	12.2%	176.39	2.0%	21,003.57	90.11373%
<b>Net Income</b>	14,792.93	73.7%	-176.39	-1.7%	23,077.36	-2,797.88%

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

	900-SCAN		% of Budget	TOTAL		% of Budget
	Jan - Oct 15	Budget		Jan - Oct 15	Budget	
<b>Income</b>						
3000 · Match - IT DoLA 7645	0.00			-1,684.15	-1,684.15	100.0%
3100 · Misc Income	0.00			25,322.23	25,322.23	100.0%
3500 · WLC Grant	0.00			10,000.00	10,000.00	100.0%
4004 · SWMINT Rev	0.00			551.35	551.35	100.0%
4005 · E-tics	8,400.00	8,400.00	100.0%	8,400.00	8,400.00	100.0%
4006 · Dues Revenue	0.00			114,712.00	114,712.00	100.0%
4008 · Telecom Services Revenue	8,280.00	8,280.00	100.0%	8,280.00	8,280.00	100.0%
4009 · Fiber Lease Revenue	17,515.00	17,735.00	98.8%	17,735.00	17,735.00	98.8%
4011 · AAA revenue	0.00			7,811.00	7,811.00	100.0%
4012 · TPR Dues revenue	0.00			7,679.00	7,679.00	100.0%
4030 · Grant-CDOT	0.00			16,012.01	21,100.00	75.9%
4040 · Grant-Transit	0.00			7,468.34	24,800.00	30.1%
4041 · All Hazards Grant	0.00			198,938.00	221,000.00	90.0%
4043 · DoLA Grants	0.00			45,765.08	89,000.00	51.4%
4957 · RREO Grant	0.00			31,924.35	31,924.35	100.0%
<b>Total Income</b>	<b>34,195.00</b>	<b>34,415.00</b>	<b>99.4%</b>	<b>491,614.21</b>	<b>582,319.43</b>	<b>84.4%</b>
<b>Gross Profit</b>	<b>34,195.00</b>	<b>34,415.00</b>	<b>99.4%</b>	<b>491,614.21</b>	<b>582,319.43</b>	<b>84.4%</b>
<b>Expense</b>						
1008 · Alpine Credit Card	0.00			-1,321.71	0.00	100.0%
5009 · Bookkeeper	0.00			424.96	250.00	170.0%
5200 · All Hazard Project	0.00	8,400.00	91.7%	193,145.66	190,000.00	101.7%
5403 · Software Maintenance (E-Tic)	7,700.00	7,700.00	100.0%	7,700.00	8,400.00	91.7%
5403 · Fiber Leasing Expe.	5,197.50	13,301.00	39.1%	5,197.50	13,301.00	39.1%
5410 · Rent	0.00			1.00	81.00	1.2%
5500 · Transfer of Net Assets	0.00			25,293.23	25,293.23	100.0%
5505 · Bank Fees	0.00			185.14	150.00	123.4%
5510 · Travel Exp	0.00			18,637.94	17,500.00	106.5%
5512 · Meeting Exp	14.33	14.33	100.0%	4,889.73	4,000.00	121.7%
5514 · Professional Services	0.00			44.67	50.00	89.3%
5515 · Legal Fees	57.60	57.60	100.0%	2,553.09	3,000.00	85.1%
5517 · Data Back Up Exp	0.00			750.00	750.00	100.0%
5520 · Advertising	0.00			377.19	800.00	47.1%
5521 · Telephone/Website/Internet	0.00			2,585.90	3,000.00	86.2%
5523 · Payroll Processing Fees	0.00			1,265.19	1,550.00	81.6%
5525 · Audit	0.00			6,250.00	6,250.00	100.0%
5526 · Internet Connectivity (100 Mb)	9,900.00	11,700.00	84.6%	9,900.00	11,700.00	84.6%
5527 · Internet & software	0.00			586.00	475.00	117.1%
5532 · Postage	0.00			114.68	125.00	91.7%
5535 · Printing/Reproduction	900.00	695.86	129.3%	1,004.14	800.00	125.5%
5540 · Membership/Sub	0.00			825.00	1,150.00	71.7%
5545 · Office Equipment/Computers	0.00			8,693.05	7,000.00	124.2%
5550 · Supplies	0.00			1,254.05	1,300.00	96.5%
5555 · Liability Insurance	0.00			2,083.00	2,083.00	100.0%
5558 · Insurance - Health	0.00			21,537.00	26,716.00	75.0%
5570 · Car Allowance/Mileage	0.00			3,000.00	3,600.00	83.3%
5571 · Housing allowance	0.00			3,217.75	2,400.00	134.1%
5580 · Salary & Wages	0.00			7,762.61	10,375.00	74.8%
5585 · Payroll Tax Expense	0.00			2,729.79	3,250.00	84.0%
5586 · Retirement Exp	0.00			96,459.72	121,341.00	79.5%
5580 · Salary & Wages - Other	893.22	893.22	100.0%	106,962.12	134,966.00	79.2%
<b>Total 5580 · Salary &amp; Wages</b>	<b>893.22</b>	<b>893.22</b>	<b>100.0%</b>	<b>106,962.12</b>	<b>134,966.00</b>	<b>79.2%</b>
5587 · Workers Compensation	0.00			1,596.75	1,597.00	100.0%
5640 · Consulting	0.00			22,924.97	93,000.00	24.7%
5644 · AmeriCorp Member	0.00			8,000.00	10,500.00	76.2%
5981 · Board/Employee Appreciation	0.00			55.48	0.00	100.0%
<b>Total Expense</b>	<b>24,662.65</b>	<b>35,062.01</b>	<b>70.3%</b>	<b>459,673.47</b>	<b>573,787.23</b>	<b>80.1%</b>
<b>Net Income</b>	<b>9,532.35</b>	<b>-647.01</b>	<b>-1,473.3%</b>	<b>31,940.74</b>	<b>8,532.20</b>	<b>374.4%</b>

# Discussion Items

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# 4CORE Discussion

To: SWCCOG Board of Directors  
 From: Sara Trujillo and Miriam Gillow-Wiles  
 Date: 4 December 2015

Comments: In October, Miriam was approached by 4CORE to propose that they come under the COG. Currently, 4CORE has no Executive Director and is struggling without one. They have two part-time staff, with annual funding around \$90,000. 4CORE is a partnership between LPEA (not an eligible entity for COG membership), the City of Durango, and La Plata County and serves only La Plata and Archuleta Counties and municipalities. Since the COG is a regional entity, all COG members would need to benefit from having 4CORE. The following are the pro/cons:

<b>Pros</b>
4CORE's weatherization program would be beneficial to all COG members.
COG members that currently support 4CORE would pay dues to just the COG versus the COG and 4CORE, creating cost savings.
Reduced meetings as 4CORE dealings would be reported at COG board meetings.
Meets the objective of bringing other regional organizations under the COG umbrella to further promote shared services, cost savings, time savings, additional revenue sources, and COG growth that will increase ability to help economic growth in the region.
4CORE Funding would pay rent to the COG for office space and equipment use.
Increased funding for increased responsibility for existing COG Staff (ED and Accountant) would come from 4CORE funds.

<b>Cons</b>
Some programs of 4CORE may not be beneficial for all COG members
Some COG members have chosen not to support 4CORE; if brought under the COG, would members have an issue supporting 4CORE efforts? (see more discussion below regarding funding)
Funding is minimal for salaries that would need to increase due to added responsibility.
A merger would take approximately a year. The merger would require a significant amount of staff time that may not be feasible with current staff capacity.
4CORE partnership with LPEA is not feasible under the COG as LPEA is not a local government jurisdiction.
Currently do not have the office space to accommodate additional 4CORE staff.

**Other things to consider:**

The funding streams for 4CORE come from (or have come from) LPEA, La Plata, Bayfield, Ignacio, Durango, Pagosa, and Archuleta. If 4CORE is incorporated into the SWCCOG, how does funding occur?

LPEA's role in 4CORE, how does this continue under SWCCOG? If regionalized, do Empire and San Miguel Electric Co-Ops need to also participate? Does 4CORE become a committee of the SWCCOG?

Unless the SWCCOG Board says, no, any other solution will take a staff time.

**Staff Recommendation:**

Miriam's recommendation is to have 4CORE dissolve as a 501c3, and then have the COG take over the open grants, any existing funding, and the programs that benefit the membership. This will ensure the region has important programs, but also eliminates the line items for COG members, as well as the issue with LPEA as a partner. This will still take time, but seems to be cleanest way to bring the services to the COG members, and resolve the partnership issues. However, this solution does not solve the funding issue – how and who is going to pay for the increased cost and the services after the small amount of existing funding is eliminated.

# Broadband Planning Grant Match

To: SWCCOG Board of Directors  
From: Sara Trujillo  
Date: 4 December 2015

Comments: In June 2015 the Board was presented with match figures for the Broadband Planning Grant utilizing the 20% plus population formula. This match was unanimously approved. However, since that time, Region 9 has contributed \$4,000 towards this match bringing COG member match from \$9,000 to \$6,000. Please see the attached for the updated grant match figures for COG members.



**DoLA Broadband Planning Grant Match**  
**Alliance \$12,000, Region 9 \$4,000, COG \$6,000**

**BB Planning Grant Match      \$      6,000.00**

<b>20% of Match \$1,200</b>	<b>2013 Population</b>	<b>% Populatio</b>	<b>Base (20%)</b>	<b>Amount based on % Pop</b>	<b>Amount Per Community</b>
Archuleta	10436	42.2%	\$ 109	\$ 2,163	\$ <b>2,272</b>
Cortez	8551	34.6%	\$ 109	\$ 1,772	\$ <b>1,881</b>
Dolores County	1037	4.2%	\$ 109	\$ 215	\$ <b>324</b>
Dolores (Town)	939	3.8%	\$ 109	\$ 195	\$ <b>304</b>
Mancos	1361	5.5%	\$ 109	\$ 282	\$ <b>391</b>
Pagosa Springs	1732	7.0%	\$ 109	\$ 359	\$ <b>468</b>
San Juan	61	0.2%	\$ 109	\$ 13	\$ <b>122</b>
Silverton	626	2.5%	\$ 109	\$ 130	\$ <b>239</b>
Total population	24743		\$ 873	\$ 5,127	\$ 6,000

# Reports

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# Director's Report

To: SWCCOG Board of Directors  
From: Miriam Gillow-Wiles  
Date: 4 December 2015

Comments: This will be a verbal update.

# Broadband Report

To: SWCCOG Board of Directors  
From: Miriam Gillow-Wiles  
Date: 4 December 2015

Comments: Attached are the notes from the conference call with CenturyLink on November 23<sup>rd</sup>. Unfortunately, not that many COG members attended the meeting. CenturyLink is planning on having an in-person meeting after the first of the year. We will keep the Board updated on this upcoming meeting.

After last month's meeting, staff realized that we needed more help to sort out some of the details, dark fiber leases, pricing, and the cost of dark fiber leasing. Because we were planning on being well under budget, with the original RFP proposal from NeoFiber, I spoke to Diane Kruse to see if we could adjust the budget to accommodate for some of these needs. NeoFiber can fit this work in, and we are still under budget. I have attached the income and expenses, with an updated expenses, as well as the proposed scope of work from Neofiber.

**DOLA Broadband Planning Grant  
Initial Expenses vs Proposed Expenses**

**Budget**

DOLA Grant	\$	75,000
SWCCOG Memembers	\$	6,000
La Plata County Economic Alliance	\$	12,000
CDOT	\$	10,000
Region 9	\$	4,000
<b>Total Budget</b>	<b>\$</b>	<b>107,000</b>

**Original RFP Expenses**

Original Neo Fiber		
Proposal	\$	84,750
Staff	\$	12,000
<b>Total</b>	<b>\$</b>	<b>96,750</b>
Difference between Budget and Expenses	\$	10,250

**Proposed Expenses**

Original Neo Fiber		
Proposal	\$	84,750
Neo Fiber Addendum	\$	6,900
Staff	\$	12,000
<b>Total</b>	<b>\$</b>	<b>103,650</b>
Difference between Budget and Expenses	\$	3,350

**Addendum B**

**Estimate of Scope of Work**

**NEO Estimate of Consulting Services for SWCCOG  
Regional Broadband Plan, Addendum B**

	# of hours budgeted	Per item (i.e. # of Counties)	Total Hours	Hourly rate	Total
		or # of People			
<b>Activities</b>					
<b>Review and Recommendations of Current and Existing Dark Fiber Leases, Existing Revenue Model and Operating Expenses</b>					
Review existing revenue models for dark fiber leases and collocation.					
Provide recommendations of potential changes to current revenue model and suggestions and strategies for operational expenses.	46	1	46	\$ 150.00	\$ 6,900.00

CenturyLink CAFII Funding  
23 November 2015, 11:00 a.m.  
Carnegie Building 1188 E 2nd Ave., Durango

In attendance:

Dick White - City of Durango  
Chris La May - Town of Bayfield (by phone)  
Dan Naiman - Town of Ignacio (by phone)  
Roger Zalneraitis - La Plata County Economic Development Alliance (by phone)  
James Torres - La Plata County (by phone)  
Abel Chavez - CenturyLink (by phone)  
Tim Kunkleman - CenturyLink (by phone)  
Diane Kruse - NEOFiber (by phone)  
Miriam Gillow-Wiles - Southwest Colorado Council of Governments (by phone)  
Sara Trujillo - Southwest Colorado Council of Governments  
Shannon Cramer - Southwest Colorado Council of Governments  
Jessica Laitsch - Southwest Colorado Council of Governments

The meeting began at 11:07 a.m.

**1. Connect America Fund (CAF) 2 program overview and benefits to Southwest Colorado:**

Abel Chavez described that CenturyLink has announced it would accept Connect America Funds to deploy broadband in unserved areas, in Colorado they would be accepting \$159 million over the next six years. He added that while this funding is for the construction of networks to deploy broadband in unserved areas, CenturyLink has committed to maintain, operate and upgrade these over the lifetime of the networks. He mentioned that in Colorado this funding will be used to build out to more than 50,000 locations that have been identified as eligible based on speeds and availability of service by cable or wireless providers. CenturyLink is vetting the locations that would be eligible to be constructed using these funds and is reaching out to stakeholders throughout the state. He added that, in the Southwest Colorado region, more than nine thousand locations have been deemed eligible for these funds.

Chris La May asked for clarification on the Wireless Internet Service Provider (WISP) qualifications. Abel Chavez replied that areas served by a fixed wireless service are not eligible for this funding, although there are issues with fixed wireless as it does not necessarily provide adequate coverage and speed. Chris La May asked if this prohibits eligibility in municipalities. Abel Chavez replied, yes.

Roger Zalneraitis asked if they are reviewing the map as there appear to be anomalies. Abel Chavez replied they are reviewing all areas that have been deemed eligible by the FCC, however they would like to discuss collaboration to best leverage the assets.

## **2. Private Public Partnerships (P3s) and how they can be used to leverage resources and expand consumer benefit from CAF 2:**

Tim Kunkleman described that they are looking into assets currently in place and coordinating with public and private stakeholders to fill gaps. He described other federal programs that could be useful with coordination to improve diversification and leverage resources to improve service in underserved areas.

Miriam Gillow-Wiles asked about the status of the lawsuit with the state high cost broadband fund. Tim Kunkleman replied it is currently in abeyance due to a settlement that has been presented. Miriam Gillow-Wiles expressed concern as there has been no progress. Tim Kunkleman replied that the size of the fund has dropped while the need has continued to grow, prompting CenturyLink to seek less money for VoIP and use more for broadband. Miriam Gillow-Wiles asked about the shift in utilizing other organization's assets. Tim Kunkleman replied this is due to limitations in being able to reach everyone, although there are concerns surrounding ownership of assets, collaboration will be necessary to reach more people. Abel Chavez added that there has been exponential growth in broadband due to video streaming services and demand is expected to increase in the future.

## **3. Need for fiber route redundancy and diversity to protect broadband users from service interruptions and ensure public safety:**

Abel Chavez explained that in addition to demand for higher speeds and more availability, there are needs related to public safety such as exploring opportunities for more wireless towers where the fiber networks will be built. He added that they are working with DOLA to seek funding to build out for redundancy and diversity.

## **4. Priority Un-served Areas in SWCCOG:**

Abel Chavez stated that they hope to have the vetting process done by the end of the year and they are looking for local input.

Roger Zalneraitis mentioned that near Vallecito Reservoir and the area between CR 240 south to US 160 seem to be the primary low service areas in La Plata County.

Miriam Gillow-Wiles added that they are working with NEOFiber to try to address gaps in the region. Abel Chavez replied that they have spoken with and will be working with NEOFiber. Miriam Gillow-Wiles asked if they are working with local incident management teams to identify needs. Abel Chavez replied they are working with OIT. Tim Kunkleman added that they have not begun working at this level pending state-wide decisions from FirstNet Colorado. Miriam Gillow-Wiles suggested working with local first responders to get their input on local issues.

Abel Chavez asked if there are any other underserved areas. James Torres replied that Roger Zalneraitis identified the two major underserved areas in La Plata County. Dick White added that there are likely areas in the neighboring counties, but since they are not on this call he suggested reaching out to representatives of those counties. Abel Chavez replied that they have



spoken with San Juan County and will reach out to Archuleta, Dolores and Montezuma Counties.

Abel Chavez stated that they would be in touch once the specific locations have been vetted to look for opportunities to maximize the use of these funds.

Roger Zalneraitis asked if there is any way to deliver higher capacity, more than 10 MB, service to these regions. Abel Chavez replied that they will have the capability to deliver higher speeds, and they will be looking to meet the needs of the customers and trying to build to accommodate increased demand. Dick White added that building out for future needs will be important.

Chris La May asked if there are concerns about future constraints with their existing system. Abel Chavez replied that there is finite capital and they need to factor in demand as well as adoption of the service, and as they get more customers they see more opportunities to expand service. Chris La May asked if they are moving from data on existing phone lines to installing new cable. Abel Chavez replied that it depends, but they are looking into new technologies to boost copper wire speeds; however, ultimately increased infrastructure will be needed as there are limitations on copper. Chris La May asked what the limitations are on copper wire. Abel Chavez replied that this depends on distance as further away results in slower speeds. He added that this is not as much a factor with fiber.

Abel Chavez reiterated that they would be in touch as the process moves forward and to contact them with any input.

## **5. Other discussion**

## **6. Questions and Answers**

The meeting ended at 11:55 a.m.

# Transportation Report

To: SWCCOG Board of Directors  
From: Sara Trujillo  
Date: 4 December 2015

Comments: The TPR update is as follows:  
The next TPR meeting will be held 12/4/2015 9am – 12pm at the Carnegie Building.

The Transit Council update is as follows:  
The Transit Council met on November 4, 2015 to review the 2016 goals identified at the meeting on October 21; to discuss the mission, vision, and purpose of the council; and to define staff and council roles. This meeting was facilitated by Marsha Porter-Norton, who also facilitated the meeting in October.

The council decided to use the goals identified in the Regional Transportation Plan as their long-term goals; they will blend in the goals, strategies and actions identified in October as support for these larger goals. These long-term goals are:

- Adopt policies that encourage sustainable, transit-oriented development that maximize choices and incentives for reducing dependency on the private automobile.
- Identify and explore funding opportunities to preserve existing transportation services, expand the transportation network, and share funding information with all transportation providers.
- Consider regional bus service to boost commerce, tourism, and economic development.
- Ensure mobility and access for seniors, people with disabilities, people on limited incomes, and other transit dependent populations.
- Support existing and future transportation services with informational programs, outreach, and incentives.

The council also adopted the vision statement from the Regional Transportation Plan.

The council developed a list of roles for staff and the council members. They also wish for CDOT to remain involved in an advisory capacity.

Additionally, the Transit Council began coordination for a local training regarding Medicaid billing for transit providers. This training is expected to take place in December.

# VISTA Report November 2015

To: SWCCOG Board of Directors  
From: Shannon Cramer  
Date: 4 December 2015

Comments: During the month of November I have been doing a large amount of work on the shared services project as the SWCCOG VISTA. I have come to the realization that the majority of my time spent on this project will be contacting people, and collecting information. For this project to have a concrete foundation I need to make sure that I am collecting the correct information, and that I understand how each government works. I have found that the best way to understand how the operations of towns, cities, and counties is by looking at the everyday documents, like their invoices. For the majority of the month I have been contacting COG members and their staff asking for purchasing invoices specifically for office supplies. Since all governments need things like office supplies, it was decided that this was a good place to start. As I got in invoices I started to go through them and pick out what contracts seemed to provide the lowest costs for supplies. The more invoices I receive the better I will be able to compare prices and provide members with cost savings.

Another part of shared services that I have been working on is the possibility to provide lower cost training and certification for local government CDL drivers. There is a potential partnership between the COG and the SCCC (Southwest Colorado Community College), in which both parties would benefit. I have been contacting COG members to find out how many people in their organization have CDL licenses. Many people have gotten back to me, and I have found that there is a wide variation in number of employees. As I continue my work on the project, I will search for an option that will benefit every member.

# Decision Items

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# Fund Balance Policy Draft

To: SWCCOG Board of Directors  
From: Sara Trujillo  
Date: 4 December 2015

Comments: At the November 4, 2015 Executive Committee meeting, a Fund Balance Policy was requested to ensure financial stability of the SWCCOG. Attached is the first draft of the fund balance policy for review. Sara Trujillo is asking for the Board to give feedback to bring a final draft in January.

## Southwest Colorado Council of Governments FUND BALANCE POLICY

### PURPOSE OF FUND BALANCE

The purpose of this policy is to establish a key element of the financial stability of the SWCCOG by setting guidelines for the fund balance. It is essential that the SWCCOG maintain adequate levels of unreserved fund balance to mitigate financial risk that can occur from unforeseen revenue fluctuations, unanticipated expenditures and similar circumstances. The fund balance also provides cash flow liquidity for the SWCCOG general operations.

### POLICY

It is the goal of the SWCCOG to maintain an unassigned fund balance equal to four months of operating expenditures. In the event that the fund balance is less than the policy anticipates, the SWCCOG shall plan to adjust budget resources in the subsequent fiscal years to restore the balance. Except in extraordinary circumstances, unassigned fund balance should not be used to fund any portion of the ongoing and routine year-to-year operating expenditures of the SWCCOG. It should be used primarily to ensure adequate assigned balances, to respond to unforeseen emergencies, to provide cash flow, and to provide overall financial stability.

### DEFINITIONS

***Fund Balance.*** Net assets are considered Fund Balance.

The Governmental Accounting Standards Board (GASB), which establishes financial reporting rules for governments, separates fund balance into five classifications that comprise a hierarchy based primarily on the restrictions placed on the funds.

1. Nonspendable. This classification represents funds that are inherently nonspendable. Resources that must be maintained intact pursuant to legal or contractual requirements are nonspendable, such as the capital of a revolving loan fund. This can include assets that will never convert to cash such as inventory, or will not convert to cash within the current fiscal year such as the long term portion of accounts receivable.
2. Restricted. These funds are limited by externally enforceable limitations on use. This includes limitations from the entity providing the money, such as grantors. Also, this classification includes funds with limitations placed by law or enabling legislation, such as charter or state law.
3. Committed. Funds in this classification are those with limitations the government places on itself. The purpose of these funds is decided by SWCCOG action and also requires SWCCOG action to change the purpose.
4. Assigned. Assigned fund balance has limitations based on the intended use of the funds. The assigned use can be established by the SWCCOG as described in the financial statements, such as self-insurance assignments and fund balance to be used in the subsequent year's budget.
5. Unassigned. Residual net resources, or the balance after restricted, committed and assigned, are classified as unassigned fund balance. This is the amount of fund balance, formerly referred to as "unreserved, undesignated" fund balance that is available to address emergencies and provide fiscal stability. This is the classification governed by this Fund Balance Policy.

***Administrative Responsibilities.*** The Accountant shall be responsible for monitoring and reporting the SWCCOG's various assignments. The SWCCOG Board is directed to make recommendations to the Executive Director and Accountant on the use of unassigned funds both as an element of the annual operating budget submission and from time to time throughout the year as needs may arise.

***Annual Report.*** The Accountant shall annually submit a report to the SWCCOG Board of Directors outlining the status of the SWCCOG's various components of the fund balance. This report shall be submitted within thirty days of the receipt of the annual financial audit. The Accountant shall also provide status reports at other times to the SWCCOG Board of Directors as may be requested.

***Original adopted by the SWCCOG Board of Directors on December 4, 2015.***

# 2016 Meeting Dates

To: SWCCOG Board of Directors  
From: Sara Trujillo  
Date: 4 December 2015

Comments: Holidays in 2016 do not conflict with SWCCOG board meeting with the exception of the New Year's Holiday. Therefore, the following meeting dates are suggested for 2016:

Friday, January 8, 2016 (New Year's Friday, January 1<sup>st</sup>)  
Friday, February 5, 2016  
Friday, March 4, 2016  
Friday, April 1, 2016  
Friday, May 6, 2016  
Friday, June 3, 2016  
Friday, July 1, 2016 **OR** Friday, July 8, 2016 (4<sup>th</sup> of July is on a Monday)  
Friday, August 5, 2016  
Friday, September 2, 2016 **OR** Friday, September 9, 2016 (Labor Day Monday, September 5<sup>th</sup>)  
Friday, October 7, 2016  
Friday, November 4, 2016  
Friday, December 2, 2016

(Calendar attached)



January						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February						
Su	Mo	Tu	We	Th	Fr	Sa
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28	29					

March						
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April						
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May						
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29	30	31				

June						
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July						
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August						
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September						
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October						
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30	31					

November						
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December						
Su	Mo	Tu	We	Th	Fr	Sa
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# 2016 SWCCOG Executive Committee

To: SWCCOG Board of Directors  
From: Jessica Laitsh  
Date: 4 December 2015

Comments: The SWCCOG Executive Committee must be established for 2016. The membership will include:

Chair- Andrea Phillips, Town of Mancos  
Vice-chair – Julie Westendorff, La Plata County

The Board is being asked to elect a Treasurer to the Executive Committee.

# 2016 Executive Director Pay

To: SWCCOG Board of Directors  
From: Dick White, Chair  
Date: 4 December 2015

On November 19, the Executive Committee met with the Executive Director (ED) in executive session to conduct the annual performance evaluation. The meeting led to the following recommendation and comments.

- Overall evaluation: Exceptional; **salary recommendation, +4%**.
- Area for improvement: for decision items on agenda, in addition to relevant documentation, ED should provide concise summary of pros and cons, with staff recommendation and brief statement of rationale.
- Key goal for 2016: engagement of communities to demonstrate value of CoG. This requires commitment from Board members, not just the ED.
- Process suggestion: include Director's report as a Discussion item on the Board agenda to help engage board in Director's activities.
- Another goal for 2016: professional development for the ED, with support of Board.
- Process recommendation: monthly Executive Committee meetings to formulate next board agenda and to maintain closer contact with the ED.

# Other Reports

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