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**Minutes for June 1, 2012 meeting**

**Anasazi Room, La Plata County Courthouse**

**1:30 pm to 3:30 pm**

**Members Present:**

Tom Yennerell, Town of Mancos

Joanne Spina, La Plata County

Shale Hale, City of Cortez

Ron LeBlanc, City of Durango

Ernie Williams, Dolores County

Michael Lee, Town of Ignacio

Chris La May, Town of Bayfield

Rachel Davenport, Town of Bayfield

Willy Tookey, San Juan County

David Mitchem, Town of Pagosa Springs

**Guests:**

Darlene Marcus, Congressman Tipton’s office

Wanda Cason, Senator Udall's office

Alan Andrews, La Plata County

Steve Wadley, Archuleta County

Pam Deem, San Juan RC&D

Shelly Riddle, San Juan RC&D

Roy Horvath, San Juan RC&D

**Staff/Consultants:**

Susan Hakanson

Laura Lewis Marchino

Ed Morlan

Dr. Rick Smith

Paul Recanzone

John Ehmann

**Call to Order & Introductions:** The meeting was called to order at approximately 1:30 p.m. by Tom Yennerell, Chair. A quorum was present. Introductions were made by those present and those on the phone were also recognized.

**Additions or Changes to the Agenda:** None offered at this time.

**Presentation:** Roy Horvath, Vice-Chair of the San Juan Resource Conservation and Development Council gave a summary of the Council’s recent history and primary current service role of fiscal agent to various affiliated projects. He highlighted their GIS database (initially developed by Bill Ball) and their current staff capacity to assist local governments to enhance and use the previously developed information. Shelley Riddle provided a brief look at a sample of the data, showing space for various layers of detail but also noting that many of the records for the participating governments did not contain all the detail that the database was built to accommodate. She referred the Board to a handout folder with further background information on San Juan RC&D as well as a specific offer sheet for working with communities to assess the status of their GIS information in this database and perhaps working to enhance it. Joanne Spina observed that the offer was aimed at the local governments and not directly to the COG. COG staff noted that there also have been initial background discussions about the COG and San Juan RC&D possibly working together or developing an organization relationship; and that, even though that wasn’t the focus of today’s presentation, follow-up talk was planned and the Board would be apprised of any developing opportunities.

**Consent Agenda:** The Consent Agenda consisted of the minutes for the May 4, 2012 Board meeting and the financial report for March 2012. There were no requested changes to the minutes or questions on the financial reports. **Ron LeBlanc made the motion to approve the consent agenda and David Mitchem seconded. The motion passed, with all those voting in favor.**

**Reports:**

1. Telecommunications Report

General Manager Services Report- Dr. Rick Smith’s report describes his recent activities for the telecommunications project. He also noted that he would be away on vacation for 3 weeks in June. To address this circumstance, he offered to extend his contract for 3 weeks at no additional compensation. He will also compensate Paul Recanzone for performing several key tasks in his place while he is away in order to keep things moving forward. **Ron LeBlanc made the motion to accept this service adjustment and Shane Hale seconded. The motion passed, with all those voting in favor.**

Responsible Administrator Report- In response to a question from Ron LeBlanc, Ed Morlan updated the Board on communications with the Community College. The letter requested to be sent to them by the Board at the last meeting has been sent. Ed also noted that steps are being taken to make another survey of what community organizations have right now in terms of broadband and what they are paying for it.

Telecommunications Committee Chair Report- Jason Wells could not attend and asked John Ehmann to provide an update on contact with Club 20 with regard to their plans to hold a rural telecom conference in August. Jason did reach out to them and got more information about their planning process but their Director was out of the office on vacation so no decisions about our involvement have been made yet. Jason will follow-up with Bonnie Peterson when she returns and he will also participate in a Club 20 telecommunication committee meeting on July 18 considering this topic. He will convey the COG Board’s interest in being an active participant in this rural telecom conference and will report back on what opportunity to do that is provided.

1. Management Report

Joanne Spina noted that the Administration Committee, COG staff and supporting attorneys have completed work on updating the COG Bylaws and founding Articles and the final revised documents are being presented today for decision by the Board.

Susan and John are currently working to develop the sustainability plan for the COG and expect to have initial materials for the Board to review and comment on at the July meeting.

**Decision:**

1. Revision of Bylaws (Resolution 12-05)

**Ron LeBlanc made the motion to approve the revised bylaws as presented and Shane Hale seconded. The motion passed, with all those voting in favor.**

Joanne Spina asked that signed .pdf copies be made available to Board members when they are available. John Ehmann indicated that he will provide them to the Board.

Shane Hale asked whether there had been any decisions made yet to refine the COG’s legislative communication process or if it was still on the list of things to do later. Joanne said that it was deferred given the ending of the 2012 session and other more pressing tasks, but asked staff to note the need to bring it back up later in the year and to ensure that it gets addressed. John affirmed that the issue will flagged for future consideration.

1. Amendment and Restatement of Articles of Incorporation as Articles of Association (Resolution 12-07)

**Ron LeBlanc made the motion to approve the amended Articles as presented and David Mitchem seconded. The motion passed, with all those voting in favor.**

1. Contract with Region 9

A contract renewal with Region 9 was presented with a modified scope of work to focus on fiscal management.Tom Yennerell noted that there are no fiscal considerations attached to this contract but the door is left open to agree to such considerations in the future if the COG has the means and the parties agree to move in the direction for specific services. **Joanne Spina made the motion to approve the contract with Region 9 through December 2013 (not December 2012 as erroneously listed in the resolution) and Chris La May seconded. The motion passed, with all those voting in favor.**

**Discussion**

1. Following comments from Michael Lee and Ernie Williams in favor of the Board hearing an in-person report from the audit, Board agreed by consensus to have the audit report presented by Todd Beckstead at the July meeting.
2. Decision on TPR contract for administrative support- Susan Hakanson has looked into the relationship of TPRs and COGs around the state and most are formally affiliated. She noted that there are opportunities for staff efficiencies under such affiliations. She is going to talk with more of the TPR members. In response to a question from Joanne Spina, she indicated that she will have some further materials on the topic for the TPR members in the next few weeks. Ernie Williams indicated that Dolores County prefers to keep the TPR contract where it is with Region 9 for the coming year and will be voting that way. He did not see any benefits coming from a switch at this time. He indicated that if he sees the COG in good shape and able to add value in the future, he would be open to reconsidering the matter. Shale Hale indicated a desire to have the information prepared about the TPR decision for the TPR representatives provided to the COG Board as well.

(David Liberman called in at the scheduled time to be available to the Board for any questions about the bylaws. He was informed that the Board had already advanced to and approved the bylaws as presented with no questions a few minutes previously and he was released from the call.)

Tom Yennerell, Chris La May and Ed Morlan clarified that the Region 9 vote at its last meeting was a vote to sign the contract to provide the administrative support services if requested to do so by the TPR.

Ron LeBlanc suggested that staff ensure that the issue of the subsequent TPR contract be set for discussion on a mutually agreeable schedule early enough in 2013 to allow all parties to discuss it fully and make a coordinated decision clearly before the July 2013 renewal date. Shane Hale suggested further research on TPR relationships with COG and the possible invitation of speakers from another region where the TPR and COGs have an organizational relationship and are working well together to inform our decision-making.

(Looking at the bigger organizational picture, Ernie Williams indicated a desire to see a COG sustainability plan option with clear separation between the COG and Region 9, i.e. without reliance on Region 9 administrative and financial support.)

**Chris La May moved to have the COG similarly agree to accept and sign the TPR contract for administrative support if requested to do so by the TPR. David Mitchem seconded. The motion passed.**

1. SCAN Business Plan (Products & services; Revenues & expenses; Assumptions)

Dr. Rick Smith indicated that the plan continues to be worked on to incorporate previous Board requests to give it more depth, make assumptions explicit and provide realistic and worst case scenario information. In his view, the document is no longer a business plan because SCAN is a government service project. The timeline for completion of the plan was raised. The plan will affect the 2012 budget revisions. There will be only a few months of new revenue and the amount will be less than previously anticipated. Rick briefly discussed a $3 spread per megabyte between what it cost to buy bandwidth to accommodate internet services and what the SCAN project will charge for the service to cover operations & maintenance. E-rate issues are being discussed and are important to resolve and implement without a hitch because the federal government could put a hold on such payments across the project if an issue arises. There are a range of options of what could happen to the SCAN assets if for some reason the COG was not on-going. There will be further updates to the plan forthcoming.

1. Implementing SCAN Enterprise Fund

Ed Morlan asked permission to go forward with identifying steps to implement a SCAN Enterprise Fund. He indicated that it may be desirable to adopt such an accounting structure as soon as July. By consensus he was told to proceed with such research.

1. SCAN budget

Ed will bring revised SCAN project budget numbers to the next meeting. A question was raised about the administrative overhead costs of the project. Region 9’s costs to administer the grant are about $78,000 or about 2% of the total project budget. Ed asked for permission to proceed with billing the communities the next 10% of the project management match and it was agreed to by consensus.

**Announcements-**

The next Board meeting would have been July 6, 2012 but the board decided by consensus to move it to July 13 to reduce possible schedule conflicts due to the proximity to the July 4th holiday. The meeting will be held Friday July 13, 2012 from 1:30 pm to 3:30 pmat the La Plata Courthouse.

**Adjourn-** **The Chair adjourned the meeting by consensus shortly after 3:30 p.m.**

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