

Southwest Colorado Council of Governments
August Board Meeting
1 August 2014
La Plata County Court House

Board in Attendance:

Dick White – City of Durango
Ernie Williams – Dolores County
Michelle Nelson – Town of Bayfield
William Tookey – San Juan County
Lee San Miguel – Town of Ignacio
Lisa Rae – Town of Ignacio
Shane Hale – City of Cortez
Andrea Phillips – Town of Mancos
Brian Carlson – Town of Silverton
Lana Hancock – Town of Dolores

Staff in Attendance:

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

Guests in Attendance:

Julie Westendorff – La Plata County, sitting in for Bobby Lieb
Todd Beckstead, CPA – Beckstead & Co. LLC

I. Call to Order

The meeting was called to order at 1:30pm by Dick White sitting in for Michael Whiting.

II. Consent Agenda: Minutes & Financials

Motion to Approve the Minutes contingent upon spelling correction of Christina Knoell's last name: Ernie Williams, Second: Lee San Miguel. Passed by a unanimous voice vote.

May/June Financials:

Inquiry: In May, it appears the 1st Southwest checking account is overdrawn.

Explanation: Checks are written for invoices then held until grant funding is deposited making the account appear overdrawn when it is not.

Inquiry: What are the aging numbers?

Explanation: The A/R Aging numbers refer to outstanding invoices the SWCCOG is awaiting payment for. Monies that have been outstanding for 90 plus days encompass telecom dealings, which are currently being researched.

Inquiry: Please explain telecom project funds status as this account is not at a zero balance although the grant is closed out.

Explanation: Miriam and Sara have been communicating with Laura and Shirley at Region 9 to gather appropriate documentation to support refund amounts and confirm those communities whom are owed a refund. Region 9 has shared some documentation with SWCCOG staff, but additional information and understanding is needed. Sara met

with Laura and Shirley to clarify understanding of Telecom happenings and the following is understood:

- Admin funds were overspent (grant allowed overages up to 10% per line item or up to \$20,000)
- Construction funds were underspent
- A contingency fund of approximately \$30,000 was exhausted from the following expenditures:
 - Clay's pay
 - Miriam's pay
 - A training that Dr. Rick and Rick Smith were sent to
 - Additional invoices from Dr. Rick for admin expenses that admin funds could not pay

(These expenditures were not accounted for in the original grant; therefore, to pay these expenses, contingency funds were used).

- Communities were billed a 25% match although there was no expense to support the billings. A miscalculation in spreadsheet formula caused this error. These are the funds that need to be refunded back to the communities.
- There are no refunds owed to communities for admin or construction over payments made by communities, only the 25% match that was billed in error.

Miriam and Sara are in the process of requesting a breakdown of exact expenditures that exhausted the contingency funds. Once these figures are received and confirmed, the information will be presented to the board and a determination of refunds established.

In addition, some communities were billed, but those invoices have gone unpaid. Sara received instruction from Shirley at Region 9 to place credit memos for those outstanding invoices to help close out the Telecom account.

The Board would like an invite sent to Shirley or Laura from Region 9 for the September board meeting to help assist in answering Telecom questions and giving further explanation of Telecom fund happenings as Region 9 administered the funding for this project. Miriam to send the invite. ***Motion to request a Region 9 representative be present at the September board meeting: Ernie Williams, Second: Michelle Nelson. Passed by a unanimous voice vote.***

Motion to Approve May and June Financials as presented: Ernie Williams, Second: Andrea Phillips. Passed by a unanimous voice vote.

III. Decision Items:

2013 Audit Report:

Todd Beckstead, CPA, performed the 2013 accounting audit. Todd reported that the biggest activities for the COG in 2013 were the Telecom and All Hazards grants, and these grants and supporting documentation received a large part of the audit focus. Todd found the records to be organized well and supporting documents available. There were no operational issues. There was one adjustment related to recognition of revenues for member government's match on the Telecom grant. No disagreements with management

were noted and no changes in accounting policies. The audit is due each year by July 1; however, the COG filed an extension, and the audit will be submitted in September 2014.

Motion to Accept 2013 Audit Results as presented: Michelle Nelson, Second: William Tookey. Passed by a unanimous voice vote.

Additional Signer – AH grants:

In order to expedite business dealings with All Hazards grants, Miriam requested an additional signer for her times of unavailability. Dick White read aloud the board packet resolution to add Andrea Phillips as an additional signer to the All Hazards grants. ***Motion to Appoint Andrea Phillips as a Second Signature Authority for All Hazards Grants: William Tookey, Second: Ernie Williams. Passed by a unanimous voice vote.***

MOU Template for Connectivity through SWCCOG:

Miriam presented the MOU for communities to purchase connectivity through the COG versus private providers. The MOU is based on the template Cortez and Mancos are currently using. This document has been reviewed by David Liberman, SWCCOG's legal counsel.

This MOU is subject to modification as time goes on. There is no foreseeable rate increase at this time; however, if increases occur in the future, those increases will be passed on to the communities. A review of fees will be conducted annually.

Motion to Approve MOU: Lee San Miguel, Second: William Tookey. Passed by a unanimous voice vote.

Waste Audit Contract Selection:

An RFP was submitted for a contractor to do a waste audit. One response was received but is highly qualified. Travel is required by contractor, and contractor has opted to donate travel expenses. Grant total funds approval is approximately \$46,000. Total cost of contractor is \$18,600. Remaining funds of grant will go to Fort Lewis interns, Miriam's time, Sara's time, and an AmeriCorps person to do project management. Deliverables will include reports and spreadsheets.

This audit will include the entire region and analyze waste to know what we are throwing away and if it is economically feasible to do single stream recycling. Audit will determine what is currently being recycled, what is not, and the difference in cost of both.

Motion to accept contractor proposal from LBA Associates and authorize the executive director to enter into a contract for the waste audit not to exceed \$18,600: Andrea Phillips, Second: Michelle Nelson. Passed by a unanimous voice vote.

IV. Reports:

Director's Reports:

Miriam had a meeting with Montezuma County who inquired as to how much dues would be for 2015. In addition, Montezuma County expressed an interest in using the baler with the RREO grant. The County is interested in non-DoLA grant information being that they already have access to DoLA grants.

A value proposition would be helpful for Montezuma County to assess the “bang for their buck”. Ernie Williams suggested value propositions for all communities. Miriam will create a spreadsheet for all communities to show costs to join the COG and how much it will save the communities.

Miriam proposed shared IT services to aggregate the cost between communities for cost savings. Seven communities are interested. The cost is approximately \$2,000 per year with the DoLA grant paying for the majority of the cost. Shane Hale pointed out that the COG gets a “COG rate” and would be a great negotiator for a lower rate. Need to find out what each community currently pays and what level of service they receive. Each community is to send Miriam a record of money paid for the last year of IT service so Miriam can create a cost benefit analysis to include in the grant request.

AAA Report:

Christina Knoell will begin holding business hours at the COG August 2014 to see if co-locating would work for feasibility in the future. Staff clarified that this does not mean the AAA is under the COG, and in the future financials will be kept separate as the COG and AAA are separate entities. Ernie Williams suggested a contract be written that the board votes on upon Christina determining if office hours at the COG will work and presents the outcome to the AAA board.

Housing Report:

Tony Casale is no longer with the COG. Miriam believes she may have found a home for Fort Lyons with Axis Health Care and The Department of Housing to maintain this resource in our community. A phone meeting will be held Monday, August 4; therefore, additional information will be given at the next COG meeting in September.

TPR/Transportation Report:

There has not been a transit meeting since Erica Keter’s contract expired June of 2014. At the June meeting less than ten people were present. Sara is trying to determine if interest in transit is lacking or if the absence of information is causing people to have no interest in joining these meetings. Sara has received feedback from Peter Tregillus and Jason Ragsdale about meeting agenda items and has scheduled a meeting for August 28.

Ernie Williams inquired as to whether or not it would be a good idea to combine the TPR and transit because transit is included in the TPR, and this would reduce the repetition of information that may be the culprit of little interest in the transit program. Miriam suggested waiting to see if the transit grant is approved. This information should be known within the next couple of weeks. If approved, transit should stay separate, and if denied, Miriam suggests consolidating the programs.

An effort was made to schedule the TPR and COG meetings on the same day; unfortunately, the August 1 date did not work for CDOT and TPR members. An attempt will be made to schedule the next TPR and COG meetings in October on the same day.

V. Adjourned at 3:04pm