



**Monthly Meeting, Friday October 5, 2012**

Anasazi Room, La Plata County Courthouse, 1:30 pm to 3:30 pm

(To participate via teleconference, please call 661-673-8600 and then enter participant code 850589#)

**AGENDA- 2<sup>nd</sup> draft**

**1:30 pm Meeting Called to Order & Introductions:** Tom Yennerell Chair

**Additions/Changes to the Agenda**

**2. Consent Agenda**

- A. Approval of Board Meeting Minutes for Friday, Sept. 7, 2012
- B. Financial Report for August

**Presentation-** Compressed Natural Gas (CNG) as a Potential for Regional Fleets

**3. Telecommunications Report**

- A. General Manager Services Report
- B. Community Updates
- C. Responsible Administrator Report
- D. Telecommunications Committee Minutes for Sept. 20, 2012
- E. Telecommunications Committee Chair Report

**4. Management Report**

- A. *Acknowledgement of John Ehmann's staff service*
- B. *COG sustainability and staffing plan*
- C. All Hazards Committee grant update
- D. Transit Council minutes & update

**5. Discussion**

- A. *2013 SCAN Implementation and Operation Budgets*
- B. Matching Funds Formula
- C. 2013 Draft Budget
- D. Review of SWCCOG Committee List
- E. Nominations Committee Formation

**6. Decision**

- A. **COG Telecommunication Policies**
  - i. **Operations of SCAN Network**
  - ii. **Reallocation of Grant Funds**
- B. **DoLA Energy Impact Grant 2013**
- C. **MOU with Durango Adult Education – AmeriCorp Staff**

**Announcements-** Next regular meeting will be Nov. 2, 2012, 1:30–3:30 pm at the La Plata Courthouse.

**3:30 pm Adjourn**

**Minutes for Sept. 7, 2012 SWGCOG Board meeting**  
**Anasazi Room, La Plata County Courthouse**  
**1:30 pm to 3:30 pm**

**Members Present:**  
**(Representatives & Alternates)**

Tom Yennerell, Town of Mancos  
Bryce Capron, Town of Dove Creek  
Rachel Simbeck, Town of Mancos  
Michael Lee, Town of Ignacio  
Ernie Williams, Dolores County  
Bobby Lieb, La Plata County  
Dick White, City of Durango  
Willy Tookey, San Juan County  
David Mitchem, Town of Pagosa Springs  
Jason Wells, Town of Silverton  
Chris La May, Town of Bayfield  
Ryan Mahoney, Town of Dolores  
Clifford Lucero, Archuleta County  
Ron LeBlanc, City of Durango  
Greg Schulte, Archuleta County  
Joanne Spina, La Plata County

**Guests:**

Ken Charles, DoLA  
Darelene Marcus, Congressman Tipton's office  
John Ortleb, pille.com  
Jan Mayer-Gawlik, La Plata County

**Staff/Consultants:**

Susan Hakanson  
Ed Morlan  
Dr. Rick Smith  
Laura Lewis Marchino  
Shirley Jones  
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.

**Additions & Changes to the Agenda:** Tom Yennerell indicated a desire to discuss the opportunity to apply for DoLA energy impact grants and to shift use of DoLA grants originally intended for telecom project construction for Pueblo Community College to project administration costs. Jason Wells asked to add a decision item as to whether to allow Frank Ortmann to use the SCAN project as a case study in a publication he is preparing. He also indicated that the decision item for a SCAN letter in support of Silverton / San Juan County's telecommunication interests with EAGLE-Net was not considered necessary at this time and could be removed from the agenda. **David Mitchem made the motion to adjust the agenda as requested and it was seconded by Ryan Mahoney. The motion passed, with all those voting in favor.**

**Consent Agenda:** The Consent Agenda consisted of Board Meeting Minutes for August 3 and 17, 2012 and the Financial Report for July. **Michael Lee made the motion to approve the consent agenda and it was seconded by David Mitchem. The motion passed, with all those voting in favor.**

**Public Hearing: Revised SWCCOG Budget- All-Hazards grant**

The agenda listed a public hearing for changes related to The South West All-Hazards Advisory Council grants and the SCAN Project. Ernie Williams asked about the inclusion of the SCAN Project. Shirley Jones explained the need to establish accounts for the All-Hazards grants (Account 200) and SCAN operation activity that is outside the DoLA grant (Account 900). Ernie indicated a preference to do two separate public hearings and Tom agreed to do so, with the public hearing for the All-Hazards grants now and the public hearing for the SCAN project later. **Tom opened the public hearing for the All-Hazards grants at 1:46 pm. No comments from**

**Packet Item**

**the public were offered. Tom closed the public hearing for the All-Hazards grants at 1:47 pm.**

## Reports:

### A. Telecommunications Report

**General Manager Report.** No additional comments or questions were made.

**Community Updates & Responsible Administrator's Report.** Ryan Mahoney asked about an expected follow-up phone meeting related to the bid for his community's telecom work that hasn't happened yet. Ed Morlan indicated Paul Recanzone was working on pricing issues. Ryan noted that the different soils in the area could lead to different pricing for boring and that there might need to be further discussion of tailoring their bid to account for that.

**Broadband Knights of the Roundtable materials.** Bobby Lieb raised concerns about a letter in the packet to CDOT (page 44 of packet). He noted that the letter had been previously presented to the TPR but that it had not supported the policy position presented or the letter's submission. Ed noted that the letter was sent on Region 9 letterhead based on his experience as Region 9 Director and his work with the Broadband Knights of the Roundtable. Bobby observed that it referenced the TPR in the body of the letter and questioned whether that was appropriate. Bobby registered his objection to the letter submission as written, indicating he thought it was inappropriate. Ernie concurred. Chris La May indicated that the letter had been presented to the Region 9 Executive Committee. Ryan Mahoney noted that even though the letter was in the COG packet, it was sent by Region 9. Ron LeBlanc observed that this type of situation and discussion had occurred before. Bobby indicated his belief that the official view of policy-making Boards needs honored and respected, even if Ed has a different opinion. Ernie raised concern whether SCAN and issues related to it were being properly recognized as a COG project and not a Region 9 project. Tom stated that the SCAN project is a COG project. Ed indicated that he referred to the SCAN project as a example of a more general point he was making in the letter. Ernie understood the intent but observed that the topic had already caused some previous friction with CDOT staff. Ron asked whether there was a need to clarify who can write official letters on COG matters & how it should be done to avoid confusion. Bobby noted the challenges related to overlapping of organizational involvement and roles but suggested that he might raise the issue at the TPR. David Mitchem asked for clarification about Region 9's approval of the letter. Chris La May indicated that the letter was distributed to the Region 9 Executive Committee and that it was approved by email voting. David observed that Region 9 is an independent body and he had no objection to its action. He agreed that Ed wears several hats but that is to the COG's benefit. He also agreed with the need for good coordination. Ernie asked that the different bodies respect the primary responsibilities of the others. After calling for any additional comments, Tom asked that the conversation be recorded in the minutes and then moved the Board onto the remaining agenda.

#### **Tele-Com Committee Chair Report**

Jason Wells summarized Club 20's movement toward involvement with the Public Utility Commission decision-making process related to the standard for competitive telecom markets (number of providers versus speed tests). He asked how the COG wanted to respond and encouraged members to stay alert to developments on state rural broadband policy-making. Darlene Marcus noted that Club 20 had contacted Congressman Tipton's office and she is listening to their concerns and reviewing how they might be of assistance in

communicating with the PUC. Jason has interest in having further discussion of the COG's legislative / policy priorities and process, possibly at the October Board meeting.

## **B. Management Report**

### **A. COG sustainability and staffing plan**

Susan Hakanson noted recent meetings she has had with the region's housing agencies and with the Area Agency on Aging (AAA) / ARCH to learn more about what they are doing and how the COG might play a constructive role. She is also talking to other groups about environmental issues (air & water) and they have expressed interest in making a presentation to the COG. She anticipates sharing more on this topic at the next meeting. The topic of COG Dues and COG application for a DoLA energy impact grant will be discussed further later in this meeting and next. She asked for questions. Michael asked about the DoLA grant deadline. Susan indicated it is October 15, 2012. She anticipates having a proposal for Board review & decision at the next meeting.

### **B. Update on COG Policies**

Susan talked to Jason about policy for the process of setting & pursuing legislative & policy priorities and anticipates having a policy proposal for first reading at the next Board meeting. She is also working on personnel policy to clarify job descriptions, roles & responsibilities of the various parties involved in COG work. She expressed interest in further conversation about the relationship between the COG and Region 9. Ernie expressed support for that conversation occurring. He indicated concern from his Board of County Commissioners about the overlap in staff in the two organizations and whether that should continue. Tom asked if anyone objected to Susan pursuing this type of inter-agency discussion and there was none.

### **C. Transit Council minutes**

### **D. CARO meeting report**

No questions were raised on either C. or D.

### **Decision- DoLA technical assistance grants**

Ken Charles gave some further explanation about the re-start of the program and how the energy impact grants would be run. He anticipates the grants will range in size from \$30-60,000 and be signed in December for a 12 month performance period in calendar year 2013. General administration grants will not be supported but project proposals can include funding for staff support related to that project. Ryan asked Susan about the size of the COG's likely request. Susan indicated it would probably be in the range of \$25-30,000 and probably related to telecommunications. Ken indicated that it would have to be something new, not just related to implementation of the current SCAN grant. Susan indicated that voice over IP and GIS and other shared services over the network were examples of areas of possible extension beyond the current SCAN project. Ryan expressed support for Susan talking with Ken and developing a proposal leveraging dues and possibly in-kind support. Clifford Lucero thanked Ken for helping to make this opportunity available. Ernie also offered his support for pursuing the funding but emphasized that he and his Board are only interested in it if the proposal develops the independent capacities of the COG and does not continue to rely on Region 9 staff for implementation. Ken and Ryan both noted that only the COG can apply for and receive these funds. Susan noted that she intends to transition from Region 9 staff support for administration of the All Hazards grants to COG staff for such work in 2013 and suggested that an element of the DoLA grant proposal could assist with this movement. Ron stated that stabilizing a staff

person for the COG for next year was a priority. Joanne Spina agreed that financial support for this was important. Ken Charles expressed openness to review incorporation of such ideas in the grant request. **Ernie Williams made the motion to prepare such a DoLA grant proposal and it was seconded by Bobby Lieb. The motion passed, with all those voting in favor.**

**Decision- Shift use of DoLA grants originally intended for telecom project construction for Pueblo Community College to project administration costs.** Tom indicated that he had talked to Ken about shifting these funds to help pay for the General Manager services and that Ken was amenable. Ken noted that the DoLA grant only has two roll-up line items for construction and administration and that it is possible to make adjustments between them. Laura Lewis Marchino noted that there could be additional local match requirements from communities from such a change. Bobby Lieb asked how much money was involved and Shirley indicated that the remainder of the community college funds to shift (after the previous shift to buy the Durango hub) was approximately \$92,000. Ed indicated that in the proposed operating budget he had proposed to shift less than that. Ron asked if Durango would be asked to pay more local match and Laura explained that yes they would if the new use of the money was for the benefit of all communities. Bobby suggested that the item be put on the next Board meeting agenda with clear indication of cost to communities. Ed noted that there is a separate decision item for Allocation Formula for Match Funds listed later on the agenda. The spreadsheet for this was distributed. (Because of an assembly glitch, it was not in the meeting packet materials.) The Board discussed the implications of funding the General Manager services thru the operating budget versus thru the grant. The later allows leverage of DoLA funds but the total amount of such grant funds is limited. Ron noted that Cortez, Durango and La Plata County would pay about 80% of the local match and that Cortez is not represented here today. He suggested that they need to be contacted before action. Shirley explained some of the details of the Allocation Formula for Match Funds spreadsheet. Ed indicated that he would update the numbers based on whatever decisions the Board makes on how to use the grant funds. Ron noted that Durango hub was really a regional asset and that they did most of their own design work and did not rely on many hours from the SCAN General Manager. He questioned the fairness of how the costs of the General Manager are being assigned. Laura noted that MidState Consultants project management expenses are assigned to specific communities where possible and that potential GM services could be done in a similar fashion. Ernie indicated that some communities might prefer to spend its project management budget in other ways. He indicate he got more specifics about addressing right of way issues faster from a local provider than he did from MidState Consultants. Ryan noted that the 3 to 1 leveraging is a powerful argument for using the existing project management resources & process. John Ehmann provided an estimate of the range of costs to communities depending on how much funding were shifted to administrative purposes. Tom expressed a sense that the consensus was to shift only as much as is immediately needed and to vote on it in October.

## **Discussion**

### **SCAN Implementation and Operation Budgets**

Returning to the discussion section, Ed explained the philosophy behind the recommended separation of the SCAN Implementation and Operation Budgets and some of the steps that would need to be taken, including the public hearing for establishment of the new account for the operating budget. Ed indicated that he could go back and re-work the allocation of future GM service contracts costs between SCAN Implementation and Operation Budgets for 2012 at the Board's direction but that he would not recommend using grant funds for the GM services in 2013. He suggested using other sources of revenue for this item, including the revenue from dark fiber leases. Joanne asked for more information about the GM is doing under the SCAN

implementation budget and under the operation budget. Dr. Rick Smith explained that under the grant, he helps oversee the technical implementation, the build-out of the project. When it is built, the focus shifts to maintaining its functionality and developing the business arrangements to support it. Joanne asked if a clean separation can be made now. Ed said it is difficult to do so, but necessary.

### **Allocation Formula for Match Funds**

Ed further explained what had been prepared. There were no additional questions on this topic at this time. It will come back for decision in October.

### **Decision- Contacts for Annual Housing numbers Accepting Census Housing counts as good estimates**

Ed indicated that even though this was an area where Region 9 has a history of work & responsibility he thought this was an area where it is was appropriate to ask the COG Board for any guidance it wishes to give. Laura explained the two requested decisions. The contacts listed are the ones that Donna Graves has suggested and the Counties have agreed to. Bobby expressed the view that this is a County responsibility, not a COG responsibility. Ron agreed and noted the impact of annexation decisions on the city counts. **No Board action was taken on this item.**

### **Public hearing- Revised SWCCOG Budget – SCAN project**

Ed noted that the amount in the budget actuals for GM services needs to be amended to reflect a recent bill received. Bobby asked if the decision was to establish the new budget accounts and amend the amounts. Tom said it was for both. Bobby noted the operating deficit shown on the budget documentation and asked if we were bound to a balanced budget requirement. Shirley said no. As a 3 year project, the revenue and expense numbers must balance. She noted that the deficit for 2012 is now proposed to be less than it was previously adopted. Ken Charles noted that TABOR does not apply to COGs. He also noted that you have to formally amend the budget before you can appropriate the funds. Public notice of the hearing was made. Ken Charles offer to help prepare a formal resolution to amend the budget for Board consideration now, in order to facilitate the timely grant administration action on the All-Hazards grant. **Tom opened the public hearing on the SCAN budget accounts at 3:26 pm. No comments from the public were made. The hearing was closed at 3:27 pm.**

**Clifford Lucero made the motion to authorize the Chair to sign a resolution (to be numbered Resolution 2012-14) to set up the new budget accounts for the All Hazards grants and the SCAN operating budget and accept the budget amendments as proposed and it was seconded by Ryan Mahoney. The motion passed 10-1, with all those voting in favor except Chris La May in dissent. Chris indicated he was uncomfortable with amending the account 830 and 900 SCAN budget numbers without a fuller discussion.**

### **Decision COG Telecommunication Policies (first reading)**

Susan asked for deferral of this item due to the time and asked for Board members to give her comments later if they wish. Tom asked about the rationale for the first reading procedure. Susan explained that she wanted to provide the information and then get firm decisions on issues previously discussed but not formally decided. David Mitchem asked for clarification

about what Susan preferred to do at this point. Susan indicated that either the Board can pass it on first reading and bring it back for second reading or defer and consider it later. Ernie preferred to just take it under advisement / read it further and not pass it even on first reading. A motion to table the decision was made by Bryce Capron and seconded by Michael but later withdrawn after a procedural note was provided by Ron. David Mitchem observed that this was very important work and that it should have settled before. He thanked Susan for bringing it back to the Board for resolution. **A motion to postpone the item to the October meeting was made by Ernie Williams and seconded by David Mitchem. The motion passed, with all those voting in favor.** Susan reiterated her desire to receive comments on the policies.

#### **Decision- General Manger Services Contract**

**Ernie Williams made a motion to extend the contract with Arona Enterprises for 3 additional months at \$5,000 per month and Willy Tookey seconded. The motion passed, with all those voting in favor.**

#### **Decision- 2013 COG Dues**

Susan asked the Board to consider raising the dues to try to facilitate further development of the COG and give us something to use to try to get matching funds from DoLA and other sources. **Chris La May moved that resolution 2012-11 be adopted to set the dues for 2013 at twice the current rate according to the distributed worksheet and David Mitchem seconded. The motion passed, with all those voting in favor.** Chris indicated that the Town of Bayfield was not unanimous in support of this dues level and had asked him to share that information with the COG Board. This is a one year support decision and progress of the COG will affect whether they will support such a level in future years. Ernie indicated his Board had a similar perspective. Bobby indicated La Plata County also had the same posture. Susan indicated she understood the posture and expectations.

#### **Decisions- Contract with Region 9 staff to administer Homeland Security Grant Signature Authority for All Hazards Committee (Resolution 2012-13)**

The contract with Region 9 will allow Shirley Jones to be compensated for the hours spent on project accounting for the All-Hazards grants through the end of this year. Ernie asked if a transition from Region 9 accounting support to COG self-provision in 4 months was specified in the Resolution. It is not, but Susan noted that is the goal if the COG is able to establish internal capacity for such work. Ernie does not want the Region 9 involvement to be open-ended. Tom agreed and Susan indicated she understood the Board's desire. **Ryan Mahoney made a motion to contract with Region 9 staff to administer Homeland Security Grant and authorize signature authority for All Hazards Committee grant administration as specified in Resolution 2012-13 and that the COG be authorized to accept the \$586,000 in All-Hazard grant funds into account 200 and Michael seconded. The motion passed, with all those voting in favor.**

#### **Decision- allow Frank Ortmann to use the SCAN project as a case study in a publication**

Jason Wells explained that Frank Ortmann is preparing a publication using the SCAN project as a case study. He indicated that the GM had suggested to him that this get Board approval. Jason has reviewed the material and offered revisions. He thought the case study was basic, maybe on the early side, but satisfactory. Ryan asked if COG staff time would be required.

Jason said he didn't think it would. Ryan said he was ok with it. Bobby expressed the view that approval was not really needed. Jason said that Ed felt that way too, but given the difference of opinion, he thought it was worth asking the Board. No one felt the Board needed to formally act or oppose the case study publication.

### **Announcements-**

Ron provided information about the CML regional meeting. Among the items to be covered is discussion of a municipality summit.

The next regular Board meeting will be held Friday October 5, 2012 from 1:30 pm to 3:30 pm at the La Plata Courthouse.

**Adjourn- The Chair adjourned the meeting by consensus at about 3:55 p.m.**

C:\Users\John\Desktop\JE\COGdrive\cog\Meetings\10-12\Minutes for Sept. 7, 2012 COG Board meeting.docx



- Announcement/Proclamation
- Special Presentation
- Report

- Consent
- Decision

**AGENDA SUBMISSION FORM**  
**Southwest Colorado Council of Governments**

Date of Board Meeting: October 5, 2012		<input type="checkbox"/>
Staff: Laura Lewis Marchino	Presentation Time: 2 minutes	<input type="checkbox"/>
Subject: August 2012 Financials	Discussion Time: 5 minutes	
Reviewed by Attorney? <input type="checkbox"/> Yes   Attorney: _____ <input checked="" type="checkbox"/> N/A <input type="checkbox"/> No fiscal impact Committee Approval _____ <input type="checkbox"/> Yes <input checked="" type="checkbox"/> N/A		

**Background:**

In your packet are financial reports produced through Quick books for the SWCCOG. The first one is the Profit/Loss through August 2012. The general COG account had no income and the telecom (DoLA) account shows a negative \$35,408.07 due to more expense than income in telecom this month. DoLA will be invoiced in October for August and September expenses. The SCAN 900 account is included in the report. Income is from sales of dark fiber and E-TICS billing. The expense is for E-TICS. Fund 200 – All Hazards is not shown as there was no activity in August.

The second report is the Combined Balance Sheet by Class through August 2012. This shows Total Assets of \$47,140.49, with the general COG account being a negative \$9,909.38.

The third report is the Profit/Loss Annual budget versus actual numbers. The only item of note is the SCAN 900 budget was not entered as not approved in August.

The final sheet is the SWCCOG bank statement for August, attached for your information. The Financials have been sent to the SWCCOG Treasurer.

**Fiscal Impact:**

As referred to above.

**Recommended Action:**

The recommended action is to approve the August Financial Report

**Accompanying Documents:**

- Combined Balance Sheet by Class through August 2012
- Profit/Loss by Class Budget to actual through August 2012
- Profit/Loss by Class Annual Budget to actual
- August 2012 bank statement

**ADDITIONAL INSTRUCTIONS**

None

# AGENDA SUBMISSION FORM

## Southwest Colorado Council of Governments

Date of Board Meeting: October 5, 2012	Type of Agenda Item: Presentation
Staff: Gregg Dubit	Presentation Time: 10 minutes
Subject:	Discussion Time: 10 minutes
Reviewed by Attorney? N/A. Attorney:	
Committee Approval: N/A	

### Background:

Gregg Dubit, Executive Director of 4CORE will briefly discuss Compressed Natural Gas for Fleets. 4CORE works closely with the Colorado Energy Office (CEO formerly GEO). "CEO is seeking to enhance the role of natural gas in our transportation sector by engaging with local governments and the private sector to promote public-private partnerships and practical actions that will seek to maximize the benefits of a clean affordable, Colorado produced fuel.

Colorado ranks third among US states for proven natural gas reserves, which provides a tremendous opportunity for the state to utilize clean Colorado energy in both the transportation and electricity sector. While most people associate natural gas with electric or home heating, it is also a clean and affordable transportation fuel that is already being used in a number of bus and refuse fleets. According to the U.S. Department of Energy, natural gas has consistently been the lowest cost fuel available, averaging just over \$2 the equivalent of a gallon of gasoline."

\* quoted text is from: <http://www.colorado.gov/cs/Satellite/GovEnergyOffice/CBON/1251599933033>

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Fiscal Impact:

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Recommended Action:

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Accompanying Documents:

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ADDITIONAL INSTRUCTIONS

**Packet Item**

1:18 PM

09/14/12

Accrual Basis

## Southwest Colorado Council of Governments Profit & Loss by Class August 2012

	<u>100-General</u>	<u>830-Telecom</u>	<u>900-SCAN</u>	<u>TOTAL</u>
<b>Income</b>				
4000 · Sales	0.00	0.00	2,055.00	2,055.00
4005 · Other Income	0.00	0.00	870.11	870.11
4950 · Match-GOV Admin	0.00	4,577.81	0.00	4,577.81
4952 · Region 9-Matching Funds	0.00	3,687.30	0.00	3,687.30
4955 · In Kind Project Match	0.00	1,750.00	0.00	1,750.00
<b>Total Income</b>	<u>0.00</u>	<u>10,015.11</u>	<u>2,925.11</u>	<u>12,940.22</u>
<b>Cost of Goods Sold</b>				
5000 · Cost of Goods Sold	0.00	0.00	1,743.75	1,743.75
<b>Total COGS</b>	<u>0.00</u>	<u>0.00</u>	<u>1,743.75</u>	<u>1,743.75</u>
<b>Gross Profit</b>	0.00	10,015.11	1,181.36	11,196.47
<b>Expense</b>				
5510 · Travel & Ent	212.56	66.39	0.00	278.95
5515 · Legal Fees	72.00	478.28	0.00	550.28
5637 · SCAN GM	0.00	5,000.00	0.00	5,000.00
5638 · Region 9 EDD	0.00	3,197.43	0.00	3,197.43
5639 · Infor Services-Project Mgmt	0.00	100.00	0.00	100.00
5640 · Consulting	0.00	175.00	0.00	175.00
5641 · MSC-Regional Project Mgmt	0.00	9,068.40	700.00	9,768.40
5642 · MSC-Project Engineering & Mgmt	0.00	20,337.68	0.00	20,337.68
5643 · CDOT LLC	78.44	0.00	0.00	78.44
5644 · AmeriCorp Member	55.24	0.00	0.00	55.24
5645 · Project Construction	0.00	5,250.00	0.00	5,250.00
5650 · training/conf	120.00	0.00	0.00	120.00
5955 · In Kind Project expense	0.00	1,750.00	0.00	1,750.00
<b>Total Expense</b>	<u>538.24</u>	<u>45,423.18</u>	<u>700.00</u>	<u>46,661.42</u>
<b>Net Income</b>	<u><u>-538.24</u></u>	<u><u>-35,408.07</u></u>	<u><u>481.36</u></u>	<u><u>-35,464.95</u></u>

1:12 PM  
 09/14/12  
 Accrual Basis

## Southwest Colorado Council of Governments Combined Balance Sheet by Class August 2012

	<u>100-General</u>	<u>830-Telecom</u>	<u>900-SCAN</u>	<u>Unclassified</u>	<u>TOTAL</u>
<b>ASSETS</b>					
Current Assets					
Checking/Savings					
1001 · 1st Southwest Bank	-2,184.87	0.00	0.00	0.00	-2,184.87
Total Checking/Savings	-2,184.87	0.00	0.00	0.00	-2,184.87
Accounts Receivable					
1200 · Accounts Receivable	241.00	45,019.25	4,065.11	0.00	49,325.36
Total Accounts Receivable	241.00	45,019.25	4,065.11	0.00	49,325.36
Other Current Assets					
1090 · Due To/ Due From	-7,965.51	7,965.51	0.00	0.00	0.00
1210 · miscellaneous receivable	0.00	0.00	0.00	0.00	0.00
1499 · Undeposited Funds	0.00	0.00	0.00	0.00	0.00
1550 · Prepaid expense	0.00	0.00	0.00	0.00	0.00
Total Other Current Assets	-7,965.51	7,965.51	0.00	0.00	0.00
Total Current Assets	-9,909.38	52,984.76	4,065.11	0.00	47,140.49
<b>TOTAL ASSETS</b>	<b>-9,909.38</b>	<b>52,984.76</b>	<b>4,065.11</b>	<b>0.00</b>	<b>47,140.49</b>
<b>LIABILITIES &amp; EQUITY</b>					
Liabilities					
Current Liabilities					
Accounts Payable					
20000 · Accounts Payable	0.00	0.00	0.00	0.00	0.00
Total Accounts Payable	0.00	0.00	0.00	0.00	0.00
Other Current Liabilities					
2200 · Deferred Revenue	0.00	0.00	0.00	0.00	0.00
2210 · Deferred Member Contributions	0.00	0.00	0.00	0.00	0.00
2500 · Suspense	0.00	0.00	0.00	0.00	0.00
Total Other Current Liabilities	0.00	0.00	0.00	0.00	0.00
Total Current Liabilities	0.00	0.00	0.00	0.00	0.00
Total Liabilities	0.00	0.00	0.00	0.00	0.00
Equity					
32000 · Retained Earnings	15,491.74	3,945.79	0.00	0.00	19,437.53
Net Income	14,226.70	6,165.01	7,311.25	0.00	27,702.96
Total Equity	29,718.44	10,110.80	7,311.25	0.00	47,140.49
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>29,718.44</b>	<b>10,110.80</b>	<b>7,311.25</b>	<b>0.00</b>	<b>47,140.49</b>

Southwest Colorado Council of Governments

Profit & Loss Budget vs. Actual

January through December 2012

*Annual*

100-General

	Jan - Dec 12	Budget	\$ Over Budget	% of Budget
<b>Income</b>				
4000 · Sales	0.00			
4005 · Other Income	0.00			
4010 · Grant-DOLA Admin	0.00			
4020 · Grant DOLA-Construction	0.00			
4040 · Grant-Transit	7,074.34	15,000.00	-7,925.66	47.2%
4950 · Match-GOV Admin	13,999.00	14,000.00	-1.00	100.0%
4951 · Match-GOV Construction	0.00			
4952 · Region 9-Matching Funds	20,000.00	20,000.00	0.00	100.0%
4955 · In Kind Project Match	0.00			
4956 · Matching Funds-Other	0.00			
<b>Total Income</b>	<b>41,073.34</b>	<b>49,000.00</b>	<b>-7,926.66</b>	<b>83.8%</b>
<b>Cost of Goods Sold</b>				
5000 · Cost of Goods Sold	0.00			
<b>Total COGS</b>	<b>0.00</b>			
<b>Gross Profit</b>	<b>41,073.34</b>	<b>49,000.00</b>	<b>-7,926.66</b>	<b>83.8%</b>
<b>Expense</b>				
5510 · Travel & Ent	908.34	1,000.00	-91.66	90.8%
5512 · Meeting Exp	503.14	800.00	-296.86	62.9%
5515 · Legal Fees	3,419.60	3,000.00	419.60	114.0%
5520 · Advertising	261.33	1,000.00	-738.67	26.1%
5525 · Audit	8,250.00	9,000.00	-750.00	91.7%
5527 · Internet & software	0.00			
5532 · Postage	99.02	128.00	-28.98	77.4%
5535 · Printing/Reproduction	457.50			
5540 · Membership/Sub	250.00	250.00	0.00	100.0%
5550 · Supplies	31.98			
5555 · Liability Insurance	3,897.00	3,900.00	-3.00	99.9%
5637 · SCAN GM	0.00			
5638 · Region 9 EDD	0.00			
5639 · Infor Services-Project Mgmt	0.00			
5640 · Consulting	0.00	20,000.00	-20,000.00	0.0%
5641 · MSC-Regional Project Mgmt	0.00			
5642 · MSC-Project Engineering & Mgmt	0.00			
5643 · CDOT LLC	6,473.96	9,500.00	-3,026.04	68.1%
5644 · AmeriCorp Member	2,174.77	5,500.00	-3,325.23	39.5%
5645 · Project Construction	0.00			
5650 · training/conf	120.00			
5955 · In Kind Project expense	0.00			
<b>Total Expense</b>	<b>26,846.64</b>	<b>54,078.00</b>	<b>-27,231.36</b>	<b>49.6%</b>
<b>Net Income</b>	<b>14,226.70</b>	<b>-5,078.00</b>	<b>19,304.70</b>	<b>-280.2%</b>

**Southwest Colorado Council of Governments**  
**Profit & Loss Budget vs. Actual**  
 January through December 2012

09/14/12

Accrual Basis

## 830-Telecom

	Jan - Dec 12	Budget	\$ Over Budget	% of Budget
<b>Income</b>				
4000 · Sales	0.00	40,000.00	-40,000.00	0.0%
4005 · Other Income	0.00	50,000.00	-50,000.00	0.0%
4010 · Grant-DOLA Admin	26,270.13	120,000.00	-93,729.87	21.9%
4020 · Grant DOLA-Construction	498,025.04	1,400,000.00	-901,974.96	35.6%
4040 · Grant-Transit	0.00			
4950 · Match-GOV Admin	62,689.78	55,000.00	7,689.78	114.0%
4951 · Match-GOV Construction	31,914.18			
4952 · Region 9-Matching Funds	9,676.39	16,000.00	-6,323.61	60.5%
4955 · In Kind Project Match	134,827.05	446,000.00	-311,172.95	30.2%
4956 · Matching Funds-Other	3,739.44			
<b>Total Income</b>	<b>767,142.01</b>	<b>2,127,000.00</b>	<b>-1,359,857.99</b>	<b>36.1%</b>
<b>Cost of Goods Sold</b>				
5000 · Cost of Goods Sold	0.00	10,000.00	-10,000.00	0.0%
<b>Total COGS</b>	<b>0.00</b>	<b>10,000.00</b>	<b>-10,000.00</b>	<b>0.0%</b>
<b>Gross Profit</b>	<b>767,142.01</b>	<b>2,117,000.00</b>	<b>-1,349,857.99</b>	<b>36.2%</b>
<b>Expense</b>				
5510 · Travel & Ent	2,258.36	1,500.00	758.36	150.6%
5512 · Meeting Exp	226.55	1,000.00	-773.45	22.7%
5515 · Legal Fees	8,355.08	4,200.00	4,155.08	198.9%
5520 · Advertising	0.00	400.00	-400.00	0.0%
5525 · Audit	0.00			
5527 · Internet & software	112.50	130.00	-17.50	86.5%
5532 · Postage	10.60	20.00	-9.40	53.0%
5535 · Printing/Reproduction	0.00	350.00	-350.00	0.0%
5540 · Membership/Sub	0.00			
5550 · Supplies	0.00			
5555 · Liability Insurance	0.00			
5637 · SCAN GM	41,750.00	55,000.00	-13,250.00	75.9%
5638 · Region 9 EDD	34,799.79	30,000.00	4,799.79	116.0%
5639 · Infor Services-Project Mgmt	1,950.00	2,000.00	-50.00	97.5%
5640 · Consulting	512.50	600.00	-87.50	85.4%
5641 · MSC-Regional Project Mgmt	40,541.27	40,000.00	541.27	101.4%
5642 · MSC-Project Engineering & Mgmt	90,275.67	353,000.00	-262,724.33	25.6%
5643 · CDOT LLC	0.00			
5644 · AmeriCorp Member	0.00			
5645 · Project Construction	405,357.63	1,145,570.00	-740,212.37	35.4%
5650 · training/conf	0.00			
5955 · In Kind Project expense	134,827.05	400,000.00	-265,172.95	33.7%
<b>Total Expense</b>	<b>760,977.00</b>	<b>2,033,770.00</b>	<b>-1,272,793.00</b>	<b>37.4%</b>
<b>Net Income</b>	<b>6,165.01</b>	<b>83,230.00</b>	<b>-77,064.99</b>	<b>7.4%</b>

## Southwest Colorado Council of Governments Profit & Loss Budget vs. Actual January through December 2012

900-SCAN

	Jan - Dec 12	Budget	\$ Over Budget	% of Budget
<b>Income</b>				
4000 · Sales	6,255.00			
4005 · Other Income	9,270.11			
4010 · Grant-DOLA Admin	0.00			
4020 · Grant DOLA-Construction	0.00			
4040 · Grant-Transit	0.00			
4950 · Match-GOV Admin	0.00			
4951 · Match-GOV Construction	0.00			
4952 · Region 9-Matching Funds	0.00			
4955 · In Kind Project Match	0.00			
4956 · Matching Funds-Other	0.00			
<b>Total Income</b>	<b>15,525.11</b>			
<b>Cost of Goods Sold</b>				
5000 · Cost of Goods Sold	1,743.75			
<b>Total COGS</b>	<b>1,743.75</b>			
<b>Gross Profit</b>	<b>13,781.36</b>			
<b>Expense</b>				
5510 · Travel & Ent	0.00			
5512 · Meeting Exp	0.00			
5515 · Legal Fees	0.00			
5520 · Advertising	0.00			
5525 · Audit	0.00			
5527 · Internet & software	0.00			
5532 · Postage	0.00			
5535 · Printing/Reproduction	0.00			
5540 · Membership/Sub	0.00			
5550 · Supplies	0.00			
5555 · Liability Insurance	0.00			
5637 · SCAN GM	0.00			
5638 · Region 9 EDD	0.00			
5639 · Infor Services-Project Mgmt	0.00			
5640 · Consulting	0.00			
5641 · MSC-Regional Project Mgmt	6,470.11			
5642 · MSC-Project Engineering & Mgmt	0.00			
5643 · CDOT LLC	0.00			
5644 · AmeriCorp Member	0.00			
5645 · Project Construction	0.00			
5650 · training/conf	0.00			
5955 · In Kind Project expense	0.00			
<b>Total Expense</b>	<b>6,470.11</b>			
<b>Net Income</b>	<b>7,311.25</b>			

no entries because  
no budget was approved  
in August.



## Southwest Colorado Council of Governments

## Profit &amp; Loss Budget vs. Actual

January through December 2012

09/14/12

Accrual Basis

	TOTAL			
	Jan - Dec 12	Budget	\$ Over Budget	% of Budget
<b>Income</b>				
4000 · Sales	6,255.00	40,000.00	-33,745.00	15.6%
4005 · Other Income	9,270.11	50,000.00	-40,729.89	18.5%
4010 · Grant-DOLA Admin	26,270.13	120,000.00	-93,729.87	21.9%
4020 · Grant DOLA-Construction	498,025.04	1,400,000.00	-901,974.96	35.6%
4040 · Grant-Transit	7,074.34	15,000.00	-7,925.66	47.2%
4950 · Match-GOV Admin	76,688.78	69,000.00	7,688.78	111.1%
4951 · Match-GOV Construction	31,914.18	0.00	31,914.18	100.0%
4952 · Region 9-Matching Funds	29,676.39	36,000.00	-6,323.61	82.4%
4955 · In Kind Project Match	134,827.05	446,000.00	-311,172.95	30.2%
4956 · Matching Funds-Other	3,739.44	0.00	3,739.44	100.0%
<b>Total Income</b>	<b>823,740.46</b>	<b>2,176,000.00</b>	<b>-1,352,259.54</b>	<b>37.9%</b>
<b>Cost of Goods Sold</b>				
5000 · Cost of Goods Sold	1,743.75	10,000.00	-8,256.25	17.4%
<b>Total COGS</b>	<b>1,743.75</b>	<b>10,000.00</b>	<b>-8,256.25</b>	<b>17.4%</b>
<b>Gross Profit</b>	<b>821,996.71</b>	<b>2,166,000.00</b>	<b>-1,344,003.29</b>	<b>37.9%</b>
<b>Expense</b>				
5510 · Travel & Ent	3,166.70	2,500.00	666.70	126.7%
5512 · Meeting Exp	729.69	1,800.00	-1,070.31	40.5%
5515 · Legal Fees	11,774.68	7,200.00	4,574.68	163.5%
5520 · Advertising	261.33	1,400.00	-1,138.67	18.7%
5525 · Audit	8,250.00	9,000.00	-750.00	91.7%
5527 · Internet & software	112.50	130.00	-17.50	86.5%
5532 · Postage	109.62	148.00	-38.38	74.1%
5535 · Printing/Reproduction	457.50	350.00	107.50	130.7%
5540 · Membership/Sub	250.00	250.00	0.00	100.0%
5550 · Supplies	31.98	0.00	31.98	100.0%
5555 · Liability Insurance	3,897.00	3,900.00	-3.00	99.9%
5637 · SCAN GM	41,750.00	55,000.00	-13,250.00	75.9%
5638 · Region 9 EDD	34,799.79	30,000.00	4,799.79	116.0%
5639 · Infor Services-Project Mgmt	1,950.00	2,000.00	-50.00	97.5%
5640 · Consulting	512.50	20,600.00	-20,087.50	2.5%
5641 · MSC-Regional Project Mgmt	47,011.38	40,000.00	7,011.38	117.5%
5642 · MSC-Project Engineering & Mgmt	90,275.67	353,000.00	-262,724.33	25.6%
5643 · CDOT LLC	6,473.96	9,500.00	-3,026.04	68.1%
5644 · AmeriCorp Member	2,174.77	5,500.00	-3,325.23	39.5%
5645 · Project Construction	405,357.63	1,145,570.00	-740,212.37	35.4%
5650 · training/conf	120.00	0.00	120.00	100.0%
5955 · In Kind Project expense	134,827.05	400,000.00	-265,172.95	33.7%
<b>Total Expense</b>	<b>794,293.75</b>	<b>2,087,848.00</b>	<b>-1,293,554.25</b>	<b>38.0%</b>
<b>Net Income</b>	<b>27,702.96</b>	<b>78,152.00</b>	<b>-50,449.04</b>	<b>35.4%</b>

# Compressed Natural Gas(CNG) Survey for Fleet Managers

LPEC & 4CORE Survey for Fleet Decision Makers; Regarding CNG Usage and Interest in the Four Corners Region

Is Compressed Natural Gas (CNG) a Good Energy Alternative for Your Organization?

Preview the survey first, as many of the questions request financial information from your annual budget. The summary report generated from this survey will not disclose individual organizational budgetary information. Rather the data collected will be used to identify trends with in our region as we explore the potential for conversion of fleet vehicles to CNG.

The Four Corners Office for Resource Efficiency (4CORE):

4CORE is a non-profit organization with the mission: To Advance Resource Efficiency. 4CORE strives to inspire our community to be resource-sawy. Every day we offer training opportunities, provide weatherization services, and share energy saving information throughout Southwest Colorado. We are fully committed to helping our 5 county region develop, and sustain our resources with maximum efficiency through information dissemination and facilitation.

The La Plata County Energy Council (LPEC):

The Energy Council is a nonprofit trade organization that promotes safe and responsible natural gas development in La Plata County. Individual and company members work to build community relations, increase public understanding, and address public issues relative to the industry.

Why this survey?

Fleets are the logical starting point to lead the diversification of fuel types. This survey is intended to gather data and to produce a summary of existing regional fleets, current annual fuel consumption, fleet management annual expenditures, and interest in potential conversion to CNG.

Our region is extremely reliant on over-the-road, vehicular transportation for the vast majority of our needs. Potential diversification of fuel must be strategic and coordinated to be successfully implemented. As we begin to study the potential for CNG in Southwest Colorado, many factors will influence how, where and when fuel diversification will be most effective. Social, environmental and economic factors all play vital roles in the decisions ahead.

Please take the time to help with this important survey about whether you see CNG as a viable option for your business and our region. These survey responses will be instrumental in developing a Needs Assessment regarding a move toward CNG for our region. Your response will ensure that the needs of fleets will be heard in the critical decisions that lie ahead for our region's resource efficiency.

Thank for your input and help to our region by taking the survey below ►►►►►

\* Required

## A. Organizational Info

Organization's name: \*

**Person completing this survey: \***

**Title within organization: \***

**Contact Information (phone) \***

**Contact Information (email) \***

## **B. Fleet Break Down**

**How many cars are in your organizations' fleet? \***

**How many miles (average) per year, per car? \***

**How many pick-ups are in your fleet? \***

**How many miles (average) per year, per p/u truck? \***

**How many heavy commercial vehicles are in your fleet? \***

**How many miles (average) per year, per heavy commercial vehicle? \***

**Total organizational fleet count: \***

**Does your organization have its own fueling facility? \***

- Yes  
 No

**If yes, how many fueling locations? \***

**Is there a central natural gas line in proximity to the fueling facility(ies)? \***

**How many hours a day does your average fleet vehicle operate? \***

**What is the average daily range of your fleet vehicles(in miles)? \***

## **C. Annual Fleet Budget/ Expenses**

**How many cars are purchased annually? \***

**How many pick-ups are purchased annually? \***

**How many heavy commercial vehicles are purchased annually?**

**What is your annual budget for diesel? \***

**What is your annual budget for gasoline? \***

**What is your annual vehicle maintenance budget? \***

## D. Compressed Natural Gas (CNG) Conversion

**CNG per gallon equivalent cost is approximately \$2.00/gallon (currently). Is your organization interested in diversification of its fleet to CNG? \***

- Yes  
 No  
 Not Sure

**Please rank the reasons you would consider converting your fleet to CNG**

(1 most compelling reason, 3 being the least compelling)

	1 (High)	2 (Medium)	3 (Low)
Rising cost of diesel or gasoline and current lower price of CNG	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Reduced dependence on foreign oil (CNG is 98% North American sources)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Reduced emissions from cleaner burning fuel than gasoline or diesel	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

**Regarding your likelihood of using CNG vehicles, please check the most likely path(s) you currently predict in the next 5 years of your fuel usage for your fleet.**

Check all that apply

- more likely to convert current vehicles to CNG  
 more likely to purchase new CNG powered vehicles  
 more likely to lease a new CNG powered vehicle  
 more likely to use vehicles equipped to use a combination of CNG and traditional fuels  
 unlikely to convert to CNG in the near future

**If you converted your fleet to CNG, would you more likely create your own private re-fueling station as allowed or use the refueling facilities if available in the region? (Check one) \***

- use our own private facility
- use available regional refueling stations

**Would you be willing to participate in Regional CNG Working Group? \***

check one

- Yes
- No

**Thanks again for completing this survey. Please list any additional questions or thoughts that you would like to express on the topic of using CNG as an alternative fuel for your fleet. \***

write N/A for no comment

Submit

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## Alternative Fuels Data Center: Natural Gas Benefits

### U.S. Department of Energy - Energy Efficiency and Renewable Energy *Alternative Fuels Data Center*

Although the United States has an extensive natural distribution system in place, vehicle fueling infrastructure is limited. Therefore, fleets may need to install their own **natural gas infrastructure**, which can be costly.

[http://www.afdc.energy.gov/fuels/natural\\_gas\\_benefits.html](http://www.afdc.energy.gov/fuels/natural_gas_benefits.html)

The AFDC is a resource of the U.S. Department of Energy's **Clean Cities** program.

Page 1 of 2

**Natural Gas Benefits and Considerations** Compressed and liquefied natural gas are clean, domestically produced alternative fuels. Using these fuels in natural gas vehicles increases energy security and lowers emissions. Using **renewable natural gas** provides even more benefits. Like any alternative fuel, there are some considerations to take into account when contemplating the use of CNG or LNG.

**Energy Security** In 2010, the United States imported about 49% of the petroleum it consumed—two-thirds of which is used to fuel vehicles in the form of gasoline and diesel. With much of the world's petroleum reserves located in politically volatile countries, the United States is vulnerable to supply disruptions. However, because U.S. natural gas reserves are abundant, this alternative fuel can be domestically produced and used to offset the petroleum currently being imported for transportation use.

**Vehicle Performance** **Natural gas vehicles** (NGVs) are similar to gasoline or diesel vehicles with regard to power, acceleration, and cruising speed. The driving range of NGVs is generally less than that of comparable gasoline and diesel vehicles because, with natural gas, less overall energy content can be stored in the same size tank as the more energy-dense gasoline or diesel fuels. Extra natural gas storage tanks or the use of LNG can help increase range for larger vehicles.

In heavy-duty vehicles, dual-fuel, compression-ignited engines are slightly more fuel-efficient than spark-ignited dedicated natural gas engines. However, a dual-fuel engine increases the complexity of the fuel-storage system by requiring storage of both types of fuel.

**Lower Emissions** Compared with vehicles fueled by conventional diesel and gasoline, natural gas vehicles can produce lower levels of some **emissions**, depending on vehicle type, drive cycle, and engine calibration. And because CNG fuel systems are completely sealed, CNG vehicles produce no evaporative emissions. Visit [FuelEconomy.gov](http://FuelEconomy.gov) to find more information about the environmental benefits and petroleum savings of commercially available light-duty natural gas vehicles.

**Infrastructure and Vehicle Availability** A wide variety of new, heavy-duty natural gas vehicles are available from U.S. original equipment manufacturers (OEM). For options, see NGV America's [Guide to Available Natural Gas Vehicles and Engines](#) and the [Heavy-Duty Vehicle and Engine Search](#). The number of light-duty natural gas vehicles from original equipment manufacturers are limited but growing. For availability see the [Light-Duty Vehicle Search](#) or [Clean Cities 2012 Vehicle Buyer's Guide](#).

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Fleets and consumers also have the option of economically and reliably converting existing light-, medium-, or heavy-duty gasoline or diesel vehicles for natural gas operation using qualified system retrofitters. It is critical that all vehicle and engine **conversions** meet the emissions and safety **regulations** and standards instituted by

the U.S. Environmental Protection Agency, the National Highway Traffic Safety Administration, and state agencies like the California Air Resources Board.

9/14/2012

Alternative Fuels Data Center: Natural Gas Benefits

[http://www.afdc.energy.gov/fuels/natural\\_gas\\_benefits.html](http://www.afdc.energy.gov/fuels/natural_gas_benefits.html)

[Contacts](#) | [Web Site Policies](#) | [U.S. Department of Energy](#) | [USA.gov Content Last Updated: 07/30/2012](#)



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**BOARD MEMORANDUM**

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**TO:** SOUTHWEST COLORADO COUNCIL OF GOVERNMENTS BOARD (SWCCOG)  
**FROM:** DR. RICK SMITH  
**SUBJECT:** MONTHLY GM UPDATE  
**DATE:** 9/26/2012

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The fall weather has moved in rather quickly and I am hastening my pace to get the communities moving forward. I have spent an incredible amount of time attempting to get each of the communities past drawing stage and into building stage. In addition, I have been working with Susan and Region 9 (Ed, Laura and Shirley) to get a preliminary budget prepared along with policy creation.

**I. COG**

- a. Worked with Susan on the operations budget for 2013.
- b. Facilitated Telecom sub-committee meeting.
- c. During the Telecomm meeting, Pat Swonger from Eagle Net requested a letter of support from the COG to be sent to Washington. I would **not recommend** submitting any letter on behalf of Eagle Net until the following conditions are met:
  - i. **Eagle Net complete the following builds in our region by December 2012:**
    1. Cortez – connect the service center to the Tri-State fiber.
    2. Dove Creek/Dolores County – connect the school and County building to the Tri-State fiber.
    3. Town of Dolores – install the fiber in the conduit.
    4. Town of Mancos – connect the town and school to the Tri-State fiber.
    5. La Plata County – connect Bayfield to Durango and attach to the local networks.
    6. La Plata County/Archuleta County – connect Pagosa Springs to Bayfield and attach to the local networks.
  - ii. **Provide evidence of adequate funding and documentation verifying the build from Durango to Silverton will take place prior to December 2013 as outlined in the Eagle Net NTIA application.**
- d. Met with Susan and Ed for our meeting to discuss project progress as agreed upon by each of us.

- e. Continuing to work on the SCAN 3<sup>rd</sup> Quarter newsletter.

## **II. Dolores –**

- a. Met with Ryan and DB Technologies and walked the Dolores route. Working to get affordable pricing for the extra build that attaches to the Eagle Net route. Eagle Net already laid conduit in Dolores.

## **III. Mancos -**

- a. Worked with Tom and DB Technologies and walked Mancos' fiber route. Working to get affordable pricing for the extra builds (1) Connecting the Town Maintenance facility to the fiber at the school and (2) Connecting the school district bus barn to the fiber headed to the Town. Eagle Net has yet to perform any work in Mancos.
- b. Met with Empire Electric to ascertain the opportunity to utilize electric poles to attach fiber between the school district and the town maintenance facility. It was cost prohibitive and therefore abandoned as an option.

## **IV. Ignacio -**

- a. Working through the billing issues in Ignacio. Met with Mike and Ed to discuss billing during the grant period and beyond. Ed is working on an agreement for use with the CAI's in Ignacio (library, fire district and school).
- b. Met with the Ignacio Librarian and discussed billing during the grant period and going forward. She has no problem being billed from the COG for the ramp fee as she sees the value in fiber maintenance.
- c. Met with the School District to visit about their future plans for their school and if they were going to request any assistance from the Town on conduit. Although the idea has been discussed there are no current plans to do so. We did discuss how to bring the fire station in to the high school and link it to the fiber route out. Also, the District is moving its server room and the Internet will be down for the Library and the Town this next summer. I asked for a timeline so both entities may prepare for an outage.
- d. The school district still holds the position of transferring ownership of the current fiber route from town hall to the high school including the library to the Town of Ignacio.
- e. Made repeated attempts to connect with the Los Pinos Fire Chief but he has been busy.

## **V. Pagosa Springs / Archuleta County -**

- a. USA Communications / Pagosa Springs fiber joint build agreement is being signed by Pagosa Springs and USA Communications.
- b. Will meet with David and Greg to visit about the staking sheets and routes drawn by Mid-States to see if they accurately reflect the town and county desires.

- c. Re-affirmed with Larry Escude from Pagosa Springs hospital about the use of their public IP addresses for the COG network. Will work on an agreement for the COG to review.

## **VI. Bayfield -**

- a. The Town and the water district combined water /fiber project has completed engineering and is going out to bid.
- b. FastTrack Communications is working with Bayfield to make connections in the Bayfield fiber loop through a fiber use agreement thereby reducing the overall cost of the Bayfield build.
- c. Town staff and I held a phone conference with Paul to discuss Bayfield's route. Town staff agreed to alter the route so as to avoid digging up pavement on Mill St.
- d. The Town also opted not to use Mid-States Consulting services to manage the project installation. They are going to use in-house staff and their engineer.
- e. The Town committed to using DB Technologies and is meeting with the owners to review the altered route.

## **VII. Dove Creek / Dolores County -**

- a. Met with DB Technologies to ascertain the feasibility for extending the fiber route to the bus barn and over to the county shop and the school athletic complex.
- b. In addition, discussed the option of using aerial from the courthouse over to the county nurse and on to the Town Hall.
- c. Met with Empire Electric to discuss the use of the pole attachments being occupied by a non-functioning coaxial cable.

## **VIII. Silverton / San Juan County -**

- a. Met with Jason and Willy to discuss Silverton's route. Discussed moving the route over from the alley to Greene St.
- b. Met with Silverton school personnel to ascertain how to connect the district to the Town/County fiber ring.
- c. Also visited with Jason and San Miguel Power and Authority personnel to discern the opportunity to combine a future Silverton project with the fiber project. It was determined there is an opportunity.
- d. Brought DB Technologies to Silverton and walked the route with Jason and began discussing options. Many e-mails are being generated between all parties and expect a preliminary quote soon.
- e. Met with Jason and Willie to ascertain how to enter each of the government buildings.

**IX. Durango / La Plata County –**

- a. Eric and David provided a location for the Durango hub within their respective networks.
- b. It was agreed upon to wait for the ordering of the hub equipment until Eagle Net has completed its connections.

**X. Rico**

- a. Ernie reported that Farmers Telco is in the process of purchasing the Rico Telco. If this purchase is completed Farmers would like to assist Rico in hooking fiber up to all its government buildings.
- b. Farmers Telco understands that the Town of Rico will retain all ownership of any local fiber installed on its behalf.

**XI. October FOCUS**

- a. Get the remaining community builds ready for installation and within budget.
- b. Complete the 3<sup>rd</sup> quarter newsletter.
- c. Assist Susan with the budget process, and policy creation.
- d. Assist Susan with the development of a process by which the GM position can be advertised, interviewed and filled prior to my departure in December.
- e. Continue to seek services that COG members can participate that aims at reducing their costs to their budgets.

Southwest Colorado Regional Transit Coordinating Council Meeting  
September 20, 2012 9:30 to 11am  
Region 9 Conference Room

**Participants**

John Egan, Archuleta County

John Ehmann, SWCCOG

Amber Blake, Durango T\*

Laura Lewis Marchino, Region 9 EDD

Krystian Boreyko, Easter Seals ATCI\*

Peter Tregillus, Road Runner

Susan Hakanson, SWCCOG

Nita Purkat & Audrey Archer\*

Terry Woodward, Southwest Connect

Molly Anderson, Community Connections

Matt Muraro, CDOT

Clayton Richter, Roadrunner

\*PARTICIPATED BY PHONE

John Egan called the meeting to order at 9:28am.

There were no changes to the agenda.

**Organizational Updates**

Mountain Express – John reported there has been a huge increase in ridership the last month. They doubled last year’s numbers. They only have two buses, and John discussed a recent issue with one bus breaking down while the other was in the shop for air conditioning maintenance. He said they only lost one passenger in the process.

- Attended CASTA conference and earned defensive driver instructor status (along with Clayton). They are now able to conduct safety classes in the region.

Region 9 – Laura invited transit providers to attend the Regional Transportation Planning Commission meetings that occur every other month. The next meeting is Friday, Nov. 2<sup>nd</sup>. She would like to keep transit in the forefront with the governments and also, transit is an important component of transportation. Matt with CDOT agreed.

SW Connect – Terry Woodward provided an overview on their portal project which is a web based resource network. They are looking to include transit information that would link to providers, and be something that other agencies can use and access. It would be a comprehensive service and all information would be forwarded to the 211 system. Terry is interested in helping, however needed.

SWCCOG – Susan sees linkages with several regional initiatives and SW Connect. There are needs for seniors and persons with disabilities to have access to transit in order to get to services. Both of those issues have been identified as high priorities by the SWCCOG. Susan is the acting director of the SWCCOG and she is looking big picture and how everything fits together. (More discussion about SW Connect was mentioned later in the agenda.)

Roadrunner – Clayton has been promoted to Division Director and is still learning the job. Peter is working on FASTER applications and waiting to hear about the tribal transit grant. They are down one route in Bayfield, but their dial-a-ride service in Ignacio is to 1,500 trips a month. He agrees with Durango T's philosophy that if you have higher frequency transit, people will use it.

- They are waiting to hear about the intercity bus route to Grand Junction. It looks like they will get a bus, not from the FREX buses that were available, but from Denver RTD coaches. They are trying to figure out how much it will cost to maintain a greyhound sized bus. Peter expects there will be an eventual contract with CDOT.
- Peter was elected Vice President of CASTA. There are now three Western Slope representatives on the CASTA Board. Amber Blake and another from the Grand Junction area.

Community Connections –Molly said they are interested in getting staff qualified as defensive drivers. They are working on funding and asked if anyone knew where they could get their wheelchair lifts repaired. Several suggestions included Vandergrift diesel and also calling Durango's maintenance and talking to Tom Kramer.

Durango Transit – Amber said that Durango was recognized at CASTA as the Medium Transit System of the Year. They are also working on some FASTER applications but looking at their multi-modal and master plans on how to focus funding with the MAP 21 changes. Matt said that MAP 21 condensed 90 different transit programs into about 30. Amber said they are now coordinating with their Street's Dept schedule so they can tie into their projects and streamline costs. They are also looking to coordinate Clean Commute Week.

Dolores County Transit – Audrey said that they to attended CASTA and are looking for a driver. They now have senior and public transportation services.

Easter Seals – Krystian said he really appreciates listening in and seeing how the group is doing. He asked about any follow-up from Ralph Powers and whether we are looking at a call center. He is available for technical assistance, questions and assistance.

John Ehmann said that over the past year he has worked with the SWCCOG, SCAN project and Transit Council. He will have limited time working on projects over the next two weeks as his AmeriCorps term is ending in October. John Egan said thanked him on the behalf of the group for all his work.

CDOT – Matt reported that David Valentinelli was promoted to Resident Engineer in Alamosa. Mike McVaugh will take over his duties until someone else is hired.

### **Advancing Action**

1. **Review of Action Plan** – The group was asked to look at the Action Plan and prioritize some items to work on through the end of the year. Peter said it sometimes seems that we are a group searching for a program.

The group identified “low hanging fruit” and things we are already working on. Vanpooling is being worked on, and a wide variety of communication items which includes getting transit resources on Southwest Connect, which would take care of: mapping area services, educating current and potential riders, conducting surveys and developing a unified presence on the web. Also items that are already underway include providing updates to SW Regional Transportation Planning Commission. The group was interested in working closely with Southwest Connect. The one click was also brought up and discussed later in the agenda. John Ehmann said that a few of the groups were interested in exploring vouchers and Ralph Powers had experience with that. The group requested that someone follow up with Ralph Power to see how much he can help and whether he followed up with the groups that were interested in learning more. This was identified as another priority along with the communications and vanpooling.

2. **Draft RFP for remaining funds** – Laura distributed an RFP for a transit coordinator/facilitator to utilize the remaining \$6K in grant funds that must go to this purpose. Copies of the RFP were distributed. However, if the SWCCOG has another AmeriCorps member, they could utilize this funding without issuing an RFP. Peter said that it was important to utilize grant funds especially if we wanted to get more. The group was in consensus with the RFP going out if needed and as presented.
3. **Funding opportunities** – Susan discussed that the SWCCOG is trying to work with SW Connect and their AmeriCorps member can help get transit information on the SWConnect site. Woodward is the architect of the SW Connect site. They have already done early childhood mapping. Each component can be updated by the organization and they require it updated at least twice a year. Currently, they are entering senior services funded in part by ARCH (Adult Resources for Care and Help). SW Connect includes all five counties, and funded through several sources. The group talked about linking to the Coordinating Council site, CDOT site and all the agencies. Terry talked about how the system works.

**One click**--John Ehmann reported that four communities in Colorado are getting one click funding and though there should be funding this spring, right now is focused on making the initial grant communities successful. John has information on these programs if needed. There could also be additional regional council funding but that won't be finalized or available until 2013.

There was discussion that we would need buy-in from providers that would use and benefit from a one-click system. They need to see there is a benefit and be directly involved in developing the system. Durango Transit, as the largest regional provider would definitely need to spearhead such a process. Amber said they would be open to it if a position was funded by everyone. There would need to be an MOU commitment that stated money to pay. Amber mentioned a 10 year time frame for an MOU.

Peter said it was something other providers would need to budget for. Amber suggested that agencies look into it and report back at the next meeting. John Ehmann said that we could ask one of the one click programs to come and present at a meeting or schedule a tour of their program. Laura asked how far along their one-click programs were and whether that might be

premature. Matt thought this would be a great CASTA presentation. Krystian was interested in this effort.

Under funding, Matt said that with Map 21, 90 programs will be consolidated to 30 programs. For example 5316 will be in 5311. There will be a call for 5311 applications for capital only projects. In 2013, there will be 5309 and 5310 applications. CDOT is still sorting out how everything will work. FASTER transit applications will have \$100K for our regions and require a 20% match. There are also statewide funds, but Matt said the expectation is to rank and prioritize projects. Peter asked if each request (say for 3 buses) should be combined or done separately. Buses can be done in one application.

### **New Business**

1. Vanpooling –Peter is trying to schedule a webinar for large employers about vanpooling. He is looking at a go-to meeting format and use a PowerPoint. Laura and Peter will work on this for October. John Ehmann has some information that he can forward. The biggest need is who to invite and what time of day would work. Peter was thinking lunch. Molly said having materials available for those who are not able to participate is important.
2. Report on recent activities—John Ehmann provided an update on some items not discussed at the meeting that he has been working on. In particular, he mentioned working with connecting some local persons to Veteran resource contacts. He talked about DAWG (Durango Accessibility Work Group). They are a resource for accessibility issues and are working with the City of Durango. Currently, there has been discussion about whether crosswalks allow enough time for a person with physical disabilities to cross. John has contacted both the City of Durango and CDOT about that issue.
  - 4CORE is working on compressed natural gas efforts and connecting/mapping “fill stations”.
  - He also has worked gathering information on the one click, one call systems and participated in the State Transit Council meetings.

### **Other**

The next meeting will be scheduled for November and John Egan thought having it later in the day with a social hour (possibly at Ska) would be nice for folks. Laura will look at scheduling.

The meeting was adjourned at 11:13am

Minutes submitted by Laura Lewis Marchino



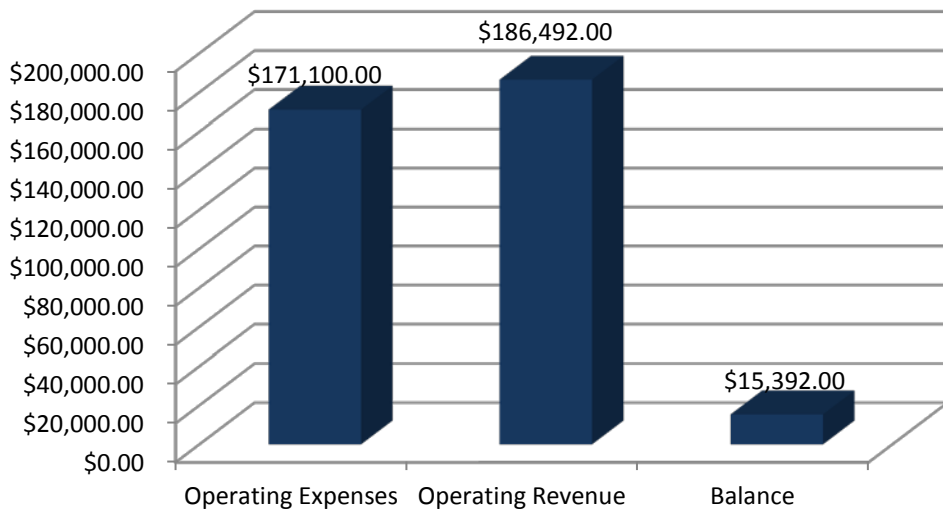
## Operational Costs

<u>Description</u>	<u>Cost</u>
General Manager services (contract with COG member)	<b>\$50,000.00</b>
Legal Counsel (SWCCOG)	<i>In Kind</i>
Accounting / Audit ( SWCCOG)	<i>In Kind</i>
Public IP	<i>In Kind</i>
Annual Internet upstream Connectivity (100 mb)	<b>\$15,000.00</b>
Network Maintenance (contract with COG member)	<b>\$46,800.00</b>
Inter-Regional Connectivity (Eagle Net Port Charge)	<b>\$46,500.00</b>
Software License (E-Tic)	<b>\$8,400.00</b>
Equipment Maintenance (Smartnet)	<b>\$36,200.00</b>
Fiber Repair Fund	<b>\$15,000.00</b>
Equipment replacement (Capital transfer number)	<b>\$36,000.00</b>
Network Expansion	<i>Not Funded</i>
<hr/>	
<b>Annual Operations Cost</b>	<b>\$171,100.00</b>

<b>Operating Expenses</b>	<b>\$171,100.00</b>
<b>Operating Revenue</b>	<b>\$186,492.00</b>
<b>Balance</b>	<b>\$15,392.00</b>

## Revenue

<u>Description</u>	<u>AMT.</u>
Fiber Access (ramp charge)	<b>\$35,100.00</b>
Internet Bandwidth Usage	<b>\$120,978.00</b>
Internet Admin Fee	<b>\$13,959.00</b>
Leased Assets	<b>\$8,055.00</b>
E-Tics Software	<b>\$8,400.00</b>
Other	
<b>Total Projected Revenue</b>	<b>\$186,492.00</b>



## **Community Budgets**

The attached chart has numbered columns.

- **Column #1** The percentage shown here is based on each community's percentage of the total project construction grant money allocated to their community
- **Column #2** The project construction grant budgeted for each community
- **Column #3** is each community's initial match for their project.
- **Column #4** The COG agreed to assess themselves \$78,150 as additional administrative match. This is the amount allocated to each community based on their percentage of the total construction grant money allocated to their community.
- **Column #5** is the revised total local match.
- **Column #6** is the Total Project Budget, grant and match.
- **Column #7** is the 25% match for general administrative costs, such as the legal and general manager costs and Regional Network Engineering Costs allocated to specific communities based on each community's percentage of the total construction budget.
- **Column #8** is the Mid-State costs & other vendors invoiced by specific communities.
- **Column #9** is the total of the initial Administrative Match Allocation (#4), the Regional Network Engineering and other general administrative costs (#7), and the Mid-State & other vendor costs invoiced by specific communities (#8).
- **Column #10** is the amount currently (7/31/12) due from each community for #9.
- **Column #11** is the amount paid by each community project to date (received by Region 9).
- **Cell #12** is the 25% match required for the general administrative costs and regional network design
- **Table 13** is 25% of project cost paid by the SWCCOG connected to the specific community. This is the amounts transferred to column #8.

As of August 31, 2012

Southwest Colorado Access Network (SCAN) SB 232 Grant Project Community Budgets											
	1	2	3	4	5	6	7	8	9	10	11
Page 1											
Formulas	(2+3)/ 3,600,000			Allocated by % Total Budget	3+4+5	2+3+4+6	1x12+7	13	4+7+8+9	9-11+10	
Community	% of Total Project Budget	Grant Funds	25% project	Admin match	Revised Government Match	Total Project Budget	Regional Admin match 6/30/12	MIS & Other Work Allocated by Community 8/31/12	Admin & Allocated Project Cost to Date	Admin & Allocated Project Cost Due	Total Admin & Match Paid to Date
Town of Ignacio	2.7642%	\$ 74,634	\$ 24,878	\$ 2,160.00	\$ 27,038	\$ 101,672	\$ 1,619.53	\$ 1,314	\$ 5,094	\$ 2,607	\$ 2,487.00
Ignacio Library											
City of Cortez	28.9613%	\$ 781,954	\$ 260,651	\$ 22,632.67	\$ 283,284	\$ 1,065,238	\$ 16,968.16	\$ 2,694	\$ 42,295	\$ 9,015	\$ 33,280.00
City of Durango	17.6131%	\$ 475,554	\$ 158,518	\$ 13,765.00	\$ 117,941	\$ 647,837	\$ 10,319.37	\$ 1,284	\$ 25,368	\$ 8,830	\$ 11,025.00
La Plata County											\$ 5,512.50
Town of Dolores	1.6029%	\$ 43,279	\$ 14,426	\$ 1,252.67	\$ 15,679	\$ 58,958	\$ 939.14	\$ 2,481	\$ 4,673	\$ 868	\$ 3,805.00
Town of Silverton	3.0754%	\$ 83,036	\$ 27,679	\$ 2,403.33	\$ 30,082	\$ 113,118	\$ 1,801.86	\$ 2,473	\$ 6,678	\$ 1,170	\$ 3,763.50
San Juan County											\$ 1,744.50
Town of Dove Creek	1.9135%	\$ 51,664	\$ 17,222	\$ 1,495.50	\$ 18,717	\$ 70,981	\$ 1,121.10	\$ 288	\$ 2,904	\$ 1,155	\$ 1,749.50
Dolores County	1.9135%	\$ 51,664	\$ 17,222	\$ 1,495.50	\$ 18,717	\$ 70,981	\$ 1,121.10	\$ 288	\$ 2,904	\$ 1,155	\$ 1,749.50
Town of Mancos	1.5420%	\$ 41,633	\$ 13,878	\$ 1,204.33	\$ 15,082	\$ 56,715	\$ 903.42	\$ 2,674	\$ 4,782	\$ 2,121	\$ 2,660.59
Town of Rico	2.2500%	\$ 60,750	\$ 20,250	\$ 1,758.00	\$ 22,008	\$ 82,758	\$ 1,318.26	\$ 185	\$ 3,261	\$ 3,088	\$ 173.25
Town of Bayfield	11.3823%	\$ 307,322	\$ 102,441	\$ 8,894.33	\$ 111,335	\$ 418,657	\$ 6,668.79	\$ 18,244	\$ 33,807	\$ 6,098	\$ 27,709.00
Town of Pagoda Springs	11.7970%	\$ 318,519	\$ 106,173	\$ 9,219.66	\$ 115,393	\$ 433,911	\$ 6,911.75	\$ 2,156	\$ 18,287	\$ 4,911	\$ 13,376.50
Archuleta County	11.7970%	\$ 318,519	\$ 106,173	\$ 9,219.66	\$ 115,393	\$ 433,911	\$ 6,911.75	\$ 2,156	\$ 18,287	\$ 7,500	\$ 10,787.00
SWCC/Contingency	3.3879%	\$ 91,473	\$ 30,491	\$ 2,648.00	\$ 87,481	\$ 124,612	\$ 1,984.94		\$ 4,633		\$ 0.00
Region 9 25% match	100.0000%										\$ 23,870.11
Regional Design & Implementation Support		\$ 300,000			\$ 100,000	\$ 400,000					
Total Budget		\$ 3,000,000	\$ 900,000	\$ 78,149	\$ 1,078,149	\$ 4,078,149	\$ 58,589.17	\$ 36,237	\$ 172,975	\$ 54,717	\$ 142,128
Total Budget without Regional Design		\$ 3,600,000									
		12									
Portion of RD & Implem not allocated to Communities		\$ 58,589		(234,357) *25%							

621.75 for Town, Library, School, & fire district

Page 2						
Cost Allocated to Communities						
13	Total as of 6/30/12	25% as of 6/30/12	Total as of 7/31/12	25% as of 7/31/12	Total as of 8/31/12	25% as of 8/31/12
Town of Ignacio	\$ 5,257.45	\$ 1,314.36	\$ 5,257.45	\$ 1,314.36	\$ 5,257.45	\$ 1,314.36
Ignacio Library	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
City of Cortez	\$ 9,137.83	\$ 2,284.46	\$ 10,777.83	\$ 2,694.46	\$ 10,777.83	\$ 2,694.46
City of Durango	\$ 5,134.00	\$ 1,283.50	\$ 5,134.00	\$ 1,283.50	\$ 5,134.00	\$ 1,283.50
La Plata County	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Town of Dolores	\$ 8,357.66	\$ 2,089.42	\$ 9,869.66	\$ 2,467.42	\$ 9,825.66	\$ 2,481.42
Town of Silverton	\$ 8,864.68	\$ 2,216.17	\$ 9,723.68	\$ 2,430.92	\$ 9,891.68	\$ 2,472.92
San Juan County	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Town of Dove Creek	\$ 1,150.50	\$ 287.63	\$ 1,150.50	\$ 287.66	\$ 1,150.50	\$ 287.66
Dolores County	\$ 1,150.50	\$ 287.63	\$ 1,150.50	\$ 287.66	\$ 1,150.50	\$ 287.66
Town of Mancos	\$ 4,043.74	\$ 1,010.94	\$ 4,193.74	\$ 1,048.44	\$ 4,066.61	\$ 1,016.65
Town of Rico	\$ 739.25	\$ 184.81	\$ 739.25	\$ 184.81	\$ 739.25	\$ 184.81
Town of Bayfield	\$ 62,111.12	\$ 15,527.78	\$ 69,861.12	\$ 17,465.28	\$ 72,976.62	\$ 18,244.16
Town of Pagoda Springs	\$ 3,001.00	\$ 750.25	\$ 3,376.01	\$ 844.00	\$ 3,623.66	\$ 905.92
Archuleta County	\$ 3,001.00	\$ 750.25	\$ 3,376.01	\$ 844.00	\$ 3,623.66	\$ 905.92
SWCC/Contingency	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ 111,948.74	\$ 27,987.19	\$ 124,610.00	\$ 31,152.50	\$ 144,947.67	\$ 36,236.92

Cost to Communities for General Manager Paid from Grant Funds

Page 3						
Formulas	14 (Page 1 Column 1) x \$20,000	15 (Page 1 Column 1) x \$15,000	16 (Page 1 Column 2 + Column 3)	17 16/20	18 17 x \$20,000	19 17 x \$15,000
	All Communities	All Communities	W/O Cortez & Durango	W/O Cortez & Durango	W/O Cortez & Durango	W/O Cortez & Durango
			Original Budgeted Grant Funds & 25% project	%Original Budgeted Grant Funds & 25% project		
Distribution scenarios for General Manager	\$20,000.00	\$15,000.00			\$20,000.00	\$15,000.00
Town of Ignacio	138.21	103.66	\$ 99.512	5.1740%	258.70	194.02
Ignacio Library	0.00	0.00	\$ -	0.0000%	0.00	0.00
City of Cortez	1,448.06	1,086.05		0.0000%	0.00	0.00
City of Durango	880.66	660.49		0.0000%	0.00	0.00
La Plata County	0.00	0.00	\$ -	0.0000%	0.00	0.00
Town of Dolores	80.15	60.11	\$ 57.705	3.0003%	150.01	112.51
Town of Silverton	153.77	115.33	\$ 110.715	5.7564%	287.82	215.87
San Juan County	0.00	0.00	\$ -	0.0000%	0.00	0.00
Town of Dove Creek	95.67	71.76	\$ 68.886	3.5816%	179.08	134.31
Dolores County	95.67	71.76	\$ 68.886	3.5816%	179.08	134.31
Town of Mancos	77.10	57.82	\$ 55.511	2.8862%	144.31	108.23
Town of Rico	112.50	84.38	\$ 81.000	4.2115%	210.57	157.93
Town of Bayfield	569.11	426.84	\$ 409.763	21.3049%	1,065.25	798.93
Town of Pagoda Springs	589.85	442.39	\$ 424.691	22.0811%	1,104.06	828.04
Archuleta County	589.85	442.39	\$ 424.691	22.0811%	1,104.06	828.04
SWCC/Contingency	169.39	127.05	\$ 121.964	6.3413%	317.07	237.80
25% match	\$5,000.00	\$3,750.00	\$1,923,323.00	100.0000%	\$5,000.00	\$3,750.00

As of August 31, 2012

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City of Cortez	\$ 9,137.83	\$ 2,284.46	\$ 10,777.83	\$ 2,694.46	\$ 10,777.83	\$ 2,694.46
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Town of Silverton	\$ 8,864.68	\$ 2,216.17	\$ 9,723.68	\$ 2,430.92	\$ 9,891.68	\$ 2,472.92
San Juan County	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Town of Dove Creek	\$ 1,150.50	\$ 287.63	\$ 1,150.50	\$ 287.66	\$ 1,150.50	\$ 287.66
Dolores County	\$ 1,150.50	\$ 287.63	\$ 1,150.50	\$ 287.66	\$ 1,150.50	\$ 287.66
Town of Mancos	\$ 4,043.74	\$ 1,010.94	\$ 4,193.74	\$ 1,048.44	\$ 4,066.61	\$ 1,016.65
Town of Rico	\$ 739.25	\$ 184.81	\$ 739.25	\$ 184.81	\$ 739.25	\$ 184.81
Town of Bayfield	\$ 62,111.12	\$ 15,527.78	\$ 69,861.12	\$ 17,465.28	\$ 72,976.62	\$ 18,244.16
Town of Pagoda Springs	\$ 3,001.00	\$ 750.25	\$ 3,376.01	\$ 844.00	\$ 3,623.66	\$ 905.92
Archuleta County	\$ 3,001.00	\$ 750.25	\$ 3,376.01	\$ 844.00	\$ 3,623.66	\$ 905.92
SWCC/ Contingency	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ 111,948.74	\$ 27,987.19	\$ 124,610.00	\$ 31,152.50	\$ 144,947.67	\$ 36,236.92

Cost to Communities for General Manager Paid from Grant Funds

Page 3						
Formulas	14 (Page 1 Column 1) x \$20,000	15 (Page 1 Column 1) x \$15,000	16 (Page 1 Column 2 + Column 3)	17 16/20	18 17 x \$20,000	19 17 x \$15,000
	All Communities	All Communities	W/O Cortez & Durango	W/O Cortez & Durango	W/O Cortez & Durango	W/O Cortez & Durango
			Original Budgeted Grant Funds & 25% project	%Original Budgeted Grant Funds & 25% project		
Distribution scenarios for General Manager	\$20,000.00	\$15,000.00			\$20,000.00	\$15,000.00
Town of Ignacio	138.21	103.66	\$ 99.512	5.1740%	258.70	194.02
Ignacio Library	0.00	0.00	\$ -	0.0000%	0.00	0.00
City of Cortez	1,448.06	1,086.05		0.0000%	0.00	0.00
City of Durango	880.66	660.49		0.0000%	0.00	0.00
La Plata County	0.00	0.00		0.0000%	0.00	0.00
Town of Dolores	80.15	60.11	\$ 57.705	3.0003%	150.01	112.51
Town of Silverton	153.77	115.33	\$ 110.715	5.7564%	287.82	215.87
San Juan County	0.00	0.00		0.0000%	0.00	0.00
Town of Dove Creek	95.67	71.76	\$ 68.886	3.5816%	179.08	134.31
Dolores County	95.67	71.76	\$ 68.886	3.5816%	179.08	134.31
Town of Mancos	77.10	57.82	\$ 55.511	2.8862%	144.31	108.23
Town of Rico	112.50	84.38	\$ 81.000	4.2115%	210.57	157.93
Town of Bayfield	569.11	426.84	\$ 409.763	21.3049%	1,065.25	798.93
Town of Pagoda Springs	589.85	442.39	\$ 424.691	22.0811%	1,104.06	828.04
Archuleta County	589.85	442.39	\$ 424.691	22.0811%	1,104.06	828.04
SWCC/ Contingency	169.39	127.05	\$ 121.964	6.3413%	317.07	237.80
25% match	\$5,000.00	\$3,750.00	\$1,923,323.00	100.0000%	\$5,000.00	\$3,750.00

	100	200	830	900	
Income	General	All Hazards	Telecom	SCAN	Total
4000 · Lease of Excess Capacity (Sales)				8,055	8,055
4001-Fiber Access (ramp) fee				24,750	24,750
4002-Internet Usage				100,178	100,178
4003-Internet Admin Fee				10,839	10,839
4004-E-Tics				8,400	8,400
4005 · Other Income					0
4010 · Grant-DOLA Admin	14,000		29,314	16,000	59,314
4020 · Grant DOLA-Construction			703,369		703,369
4040 · Grant-Transit	8,000				8,000
4950 · Match-GOV Admin	28,000		57,579		85,579
4951- Match-GOV Construction			180,526		180,526
4952 · Region 9-Matching Funds			21,465		21,465
All Hazard Grant		377,424			377,424
4955 · In Kind Project Match			106,293		106,293
4956 · Matching Funds Other			20,000		20,000
<b>Total Income</b>	<b>50,000</b>	<b>377,424</b>	<b>1,118,546</b>	<b>168,222</b>	<b>1,714,192</b>
<b>Cost of Goods Sold</b>					
5000 · Cost of Goods Sold				2,014	2,014
<b>Gross Profit</b>	<b>50,000</b>	<b>377,424</b>	<b>1,118,546</b>	<b>166,208</b>	<b>1,712,178</b>
<b>Expense</b>					
5009 · Bookkeeper	10,000	5,000			15,000
5200 · All Hazard Equipment		349,964			349,964
5401 Software Maintenance (E-Tic)				8,400	
5402 - Hardware Maintenance (smart net)				36,200	
5410 · Rent	600				600
5510 · Travel & Ent	1,000	3,080	2,005		6,085
5512 · Meeting Exp	400		548		948
5515 · Legal Fees	3,000	212	4,196		7,408
5520 · Advertising	300		216		516
5521- Website			810		
5525 · Audit	6,000	5,388			11,388
5526 · Internet Connectivity (100 Mb)				15,000	
5527 · Internet & software			1,026		1,026
5528 · Fiber Locates				15,000	
5529 · Inter-Regional Fiber Routes (leases)				46,500	
5532 · Postage	128	100	35		263
5535 · Printing/Reproduction	400	100	107		607
5540 · Membership/Sub	250		0		250
5555 · Liability Insurance	2,693		0		2,693
5637 · SCAN GM			0	50,000	50,000
5638 · Region 9 EDD			30,861		30,861
5639 · Infor Services-Project Mgmt			1,280		1,280
5640 · Consulting		13,580	175		13,755
5641 · MSC-Regional Project Mgmt			22,233		22,233
5642 · MSC-Project Engineering & Mgmt			85,039		85,039
5643 · Transit	8,000				8,000
5644 · AmeriCorp Member	1,500				1,500
5645 · Project Construction			706,992		706,992
5955 · In Kind Project expense			106,293		106,293
<b>Total Expense</b>	<b>34,271</b>	<b>377,424</b>	<b>961,816</b>	<b>171,100</b>	<b>1,422,701</b>
<b>Net Income</b>	<b>15,729</b>	<b>0</b>	<b>156,730</b>	<b>-4,892</b>	<b>167,567</b>
Beginning Fund Balance	4,500	0	-156,730	9,000	-143,230
Ending Fund Balance		0	0	4,108	24,337

Income	Project Development	SCAN	Total	DoLA Match Formula
4000 - Lease of Excess Capacity (Sales)		8,055		
4001-Fiber Access (ramp) fee		24,750		
4002-Internet Usage		100,178		
4003-Internet Admin Fee		10,839		
4004-E-Tics		8,400		
4005 - Other Income				
4010 - Grant-DOLA Admin	14,000	16,000	30,000	Grant 30000
4040 - Grant-Transit	6,000		6,000	match 3000
4950 - Match-GOV Admin	2,000	8,000	28,000	match 10000
4952 - Region 9-Matching Funds				
4955 - In Kind Project Match			10,000	match 10000
4956 - Matching Funds Other				
2 United Way 2-1-1 Housing Solutions Region 9 Ballentine Family Fund	7,000			match 5000
	2,000			match 2000
<b>Total Income</b>	<b>31,000</b>	<b>176,222</b>		total 30000 Needed 0
<b>Cost of Goods Sold</b>				
5000 - Cost of Goods Sold		2,014		
<b>Gross Profit</b>	<b>31,000</b>	<b>174,208</b>		
<b>Expense</b>				
5009 . Bookkeeper	2,000			
5200 . All Hazard Equipment				
5401 Software Maintenance (E-Tic)		8,400		
5402 - Hardware Maintenance (smart net)		36,200		
5410 . Rent				
5510 - Travel & Ent	1,000	1,000		
5512 - Meeting Exp	600	200		
5515 - Legal Fees				
5520 - Advertising	300			
5521- Website				
5525 - Audit				
5526 - Internet Connectivity (100 Mb)		15,000		
5527 - Internet & sofware				
5528 - Fiber Locates		15,000		
5529 - Inter-Regional Fiber Routes (leases)		46,500		
5532 - Postage	200			
5535 - Printing/Reproduction	400	200		
5540 - Membership/Sub				
5555 - Liability Insurance				
5637 - SCAN GM		50,000		
5638 - Region 9 EDD				
5639 - Infor Services-Project Mgmt				
5640 . Consulting / Facilitation	19,000	2,000		
5641 - MSC-Regional Project Mgmt				
5642 - MSC-Project Engineering & Mgmt				
5643 - Transit	6,000			
5644 - AmeriCorp Member	1,500			
5645 - Project Construction				
5955 - In Kind Project expense				
<b>Total Expense</b>	<b>31,000</b>	<b>174,500</b>	<b>0</b>	
<b>Net Income</b>	<b>0</b>	<b>-292</b>	<b>-292</b>	
Beginning Fund Balance			0	
Ending Fund Balance		-292	-292	

## SWCCOG 2013 Budget Notes

### Introduction

There are four sections of the SWCCOG Budget; SWCCOG general fund, All Hazards Grants, the Telecom DoLA Grant (SB232); and the Telecom Operations Budget. At this time, the numbers are flexible and can be changed based on SWCCOG priorities

### I. General SWCCOG

Total SWCCOG revenue for 2013 includes Government Match, a proposed \$30K grant from DoLA and expected funding from CDOT for transit work.

#### Revenue:

Government match will go towards matching the DoLA grant proposal and will specifically cover project development expenses for the SCAN project and General SWCCOG Board priorities.

Transit Grant – Believe there will be Coordinating Council money available in 2013 but there is a required match. Estimating \$8,000.

#### Expenses:

The expenses reflect historical amounts but also include the proposal for a part-time bookkeeper (total \$20K) to learn the financials and be up and running by the end of 2013 to take on the fiscal management of the SWCCOG.

Rent – Includes \$50 a month for space in old Library on 2<sup>nd</sup> Ave.

Travel – Based on historical numbers (CARO meetings etc)

Meeting Expenses –Based on historical numbers but includes office supplies –could be reduced.

Legal – Estimated based on historical numbers

Advertising – Covers legal notices and annual report

Audit – Estimated costs that All Hazards grant cannot cover.

Postage –Based on historical numbers (most postage not charged but contributed through Region 9 and La Plata County).

Printing – Includes copy costs, paper and annual report.

Membership – Currently includes Colorado Association of Regional Organizations (CARO) annual membership

Liability insurance– Based on 2013 CIRSA estimate



CDOT – Would equal any revenue coming in for Transit.

## **II. All Hazards**

### Revenue:

Income is currently estimated as the total for the 2010 and 2011 grants, and the M&A for the 2012 grant. The 2009 and 2012 grants (minus the M&A) will be billed down in 2012. We will learn more once we see get the contracts for the 2010 and 2011 grants. Most of the expenses are estimates with the exception of consulting, equipment and audit.

### Expenses:

Bookkeeper – The assumption is that some of the M&A money will be available in 2010 and 2011 funds to cover part of the proposed bookkeeper.

All Hazard equip –The majority of the grants are for equipment to the various agencies in the All Hazards Committee

Travel – This is the estimated costs for the All Hazards Coordinator that is hired by the Committee. This person does all the grant reporting, and coordination. This person will be paid out of the 2010 and 2011 or future 2013 grant funds.

Meeting expenses –Estimate only

Legal – Estimate only

Audit –This is the 2012 M&A grant amount. M&A can be used for audit and with the expectation that audit expenses will rise with this new Federal program, the recommendation is to budget it under audit.

Consulting –This is the estimated costs of the All Hazard Coordinator hired by the committee. Her contract should be approved on Oct. 11<sup>th</sup>. Currently she is working without payment, but has been part of this Committee for years and has been very helpful.

## **III. Telecom**

Total Telecom Revenue for 2013 is estimated to be \$1,118,546 with a beginning fund balance of \$156,730; \$732,683 is revenue from DOLA grants, \$238,105 from Government match, \$21,465 from Region 9 match, \$20,000 match for other source and \$106,293 from In-Kind Project. This amount could vary depending on the 2012 year-end actual numbers.

### **Income Accounts**

4010 - Grant DOLA Administration -- project management 75% reimbursed by grant.

4020 - Grant DOLA Construction -- 75% reimbursement by grant.

4950 - Match Government Administration -- 25% match for grant.

4951- Match Government Construction -- 25% match for grant.

4952-Region 9 Matching Funds -- Region 9 has been contributing 25% of the administration costs paid to Region 9 under their contract. For 2013 percentage was increased.

4955-In Kind Project Match -- This is the match that communities paid for their projects that was not reimbursed by the grant.

4956-Matching Funds Other -- Is matching fund from other entities (ie: libraries)

Expense Accounts

5638-Region 9 EDD -- Reimbursement for Responsible Administrator and Accounting.

5639-Infor Services-Project Mgmt --Donna Graves

5640-Consulting -- Miscellaneous consultants

5641-MS-Regional Project Mgmt -- Midstate expenses that are regional by nature that can't be allocated to a specific community.

5642-MS-Project Engineering & Mgmt -- Midstate expenses that are allocated to specific communities.

5645-Project Construction -- Funds paid to communities from grant funds.

5955-In Kind Project expense --This is the match that communities paid for their projects that was not reimbursed by the grant.

**IV. Operations**

Revenue

4000 · Lease of Excess Capacity (Sales)

Revenue from fiber IRU's with vendors.

Fee covers Network maintenance (staff hours and fiber).

Ramp Fees will be paid by any entity that touches the SCAN Network.

4001-Fiber Access (ramp) fee

This fee will be re-evaluated bi-annually to determine what is necessary for maintenance.

4002-Internet Usage

Based on

4003-Internet Admin Fee

Fee covers cost of routers & equipment

4004-E-Tics

Direct payment for service from COG members

4005 · Other Income

Expenses

5000 · Cost of Goods Sold

25% returned to local government

5401 Software

Maintenance (E-Tic)

5402 - Hardware

Maintenance (smart net)

5526 · Internet

Connectivity (100 Mb)

5527 · Internet & software

5528 · Fiber Locates

5529 · Inter-Regional  
Fiber Routes (leases)  
5637 · SCAN GM  
5638 · Region 9 EDD  
5640 · Consulting  
5955 · In Kind Project  
expense

Project Development  
As needed  
As needed for project development

- 1 Every organization that has DoLA grant fiber, whether they utilize it for Internet or not, agrees to pay the ramp fee of \$75 per month.
- 2 For every SCAN administered service that a SWCCOG member utilizes agrees to pay an administrative fee to the SCAN based on a usage formula.
- 3 Not all entities listed will aggregate their Internet demand through the SCAN consortium.
- 4 SWCCOG members will implement their SCAN fiber project at different times. For those communities building in 2012 it is assumed they will begin the ramp fee in 2013.
- 5 The SWCCOG Board at its discretion may elect to begin assessing the 'ramp fee to its members who have already installed their SCAN fiber.
- 6 The anticipated SWCCOG policies will govern SCAN operations in the future and this may change the revenue projections.
- 7 When SWCCOG members collaborate on services and they petition the SCAN to administer the project there will be an administrative fee levied for that SCAN administration service.
- 8 The expense budget contemplates an initial purchase of 100 MB Internet pipe for the SWCCOG membership to aggregate their demand. This may increase over time as more members aggregate their Internet demand.
- 9 The fiber maintenance line item in expenses is set initially to 8% of the SCAN budget but it will be limited to 16% of the entire SCAN budget by policy.

- Announcement/Proclamation
- Special Presentation
- Report

- Consent
- Decision

**AGENDA SUBMISSION FORM**  
**Southwest Colorado Council of Governments**

Date of Board Meeting: October 5, 2012		<input type="checkbox"/>
Staff: Susan Hakanson	Presentation Time: 2 minutes	<input type="checkbox"/>
Subject: SWCCOG Committee Review & Nominations Committee	Discussion Time: 5 minutes	
<p>Reviewed by Attorney?   <input type="checkbox"/> Yes   Attorney: _____   <input checked="" type="checkbox"/> N/A   <input type="checkbox"/> No fiscal impact</p> <p>Committee Approval _____   <input type="checkbox"/> Yes   <input type="checkbox"/> N/A</p>		

**Background:**

In October of each year, the SWCCOG Board reviews the standing committees and decides membership for the following year.

**Committee lists approved in fall 2011:**

- Housing Committee – put on hold
- Transportation Committee – put on hold
- Legislative Committee Members:
  - Ron LeBlanc
  - Greg Schulte
  - Chris La May
  - Shane Hale
- Joint Telecommunications Committee Members:
  - Ernie Williams (voting)
  - David Mitchem (voting)
  - Dr. Rick Smith (voting)
  - William Tookey (voting)
  - Jason Wells (voting)
  - Ignacio Representative (voting) (Miriam Gillow-Wiles)
  - Brian Crane (advisory)
  - Rick Smith (advisory)
  - Eric Pearson (advisory)
  - David Bygel (advisory)
  - Brian Crawford (advisory)
  - Larry Escue (advisory)

In 2011 a nominations committee was formed at the November meeting and brought a slate of officers forward at the December 2011 meeting for discussion and approval.

Nominating Committee for 2011:

Willy Tookey, Ron LeBlanc

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**Fiscal Impact: NA**

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**Recommended Action:** 1. Review and appoint 2012 standing committee members with the understanding that membership may be amended after fall elections.  
2. Approval of Nominations Committee and procedure of committee.

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**Accompanying Documents: SWCCOG 2<sup>nd</sup> Amended By-laws.**

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ADDITIONAL INSTRUCTIONS

None

## **SECOND AMENDED BYLAWS OF THE SOUTHWEST COLORADO COUNCIL OF GOVERNMENTS**

### **ARTICLE I Adoption and Effect**

These Second Amended Bylaws shall become effective upon the adoption thereof by a two-thirds majority of the voting representatives of the Southwest Colorado Council of Governments (hereinafter, the "SWCCOG" or "Board") (a separate governmental entity formed by intergovernmental agreement pursuant to Article XIV, Section 18 of the Colorado Constitution and Section 29-1-201 et seq., Colorado Revised Statutes) at any regular meeting, and according to the procedure established for voting by the Articles of Association ("Articles") and shall not be construed to operate in contravention of any provision of said Articles, or of the Intergovernmental Agreement for The Southwest Colorado Council of Governments ("SWCCOG Member IGA"). Any provision herein determined to be contrary to or in violation of said Articles or SWCCOG Member IGA shall be null, void, and of no effect.

The SWCCOG is an "association" formed by the Member Jurisdictions, as defined below, pursuant to C.R.S. §§ 29-1-401 and 402.

### **ARTICLE II Representatives of Member Jurisdictions, Term, Voting, Conflicts of Interest, Vacancies, Quorum, Compensation**

#### **1. Representatives**

A "Member Jurisdiction" is a city, county or town in the five county area served by SWCCOG that has a current executed SWCCOG IGA. Each Member Jurisdiction shall be entitled to a voting representative on the SWCCOG Board of Directors as set forth in these Bylaws. A Member Jurisdiction shall appoint a representative and alternate to the SWCCOG. The Southern Ute and Ute Mountain Ute Tribes, as "Affiliate Members" of the SWCCOG, shall each be entitled to appoint one non-voting representative.

#### **2. Term**

Unless sooner replaced by the appointing Member Jurisdiction, the term of each representative and alternate representative shall be two years and shall commence at the first regular SWCCOG meeting held in January.

#### **3. Allocation of Voting Rights**

A Member Jurisdiction's representative shall be entitled to one (1) vote on all matters that may be cast by the representative or alternate representative if the representative is absent. Affiliate Members' representatives are not entitled to vote.

#### **4. Conflict of Interest**

No representative to the Board or alternate representative nor any immediate member of the family of any such representative shall acquire or have any interest, direct or indirect, in (a) any property or property acquired, held, leased or sold by the SWCCOG; or (b) any entity with whom the SWCCOG has contracted with to plan, finance, construct, reconstruct, repair, maintain, manage or operate any property, project or program related to the SWCCOG. If any representative or alternate representative has such an interest, whether direct or indirect, he or she shall immediately disclose the same to the Board, and such disclosure shall be entered upon the minutes of the Board. Upon such disclosure, such representative shall not participate in any action by the Board affecting the project, property, or contract unless the Board determines that, in light of such personal interest, the participation of such member in any such act would not be contrary to the public interest, and that such action is authorized by applicable Colorado law regarding conflicts of interest, public trust and fiduciary duty.

#### **5. Vacancies**

If any SWCCOG representative shall cease to hold office on the governing board or cease to hold his or her appointed position of its Member Jurisdiction, a vacancy shall exist and the appointing Member Jurisdiction shall fill the vacancy and such appointee shall serve until the expiration of the original representative's term.

#### **6. Quorum**

A quorum shall consist of at least one half plus one of the total number of voting representatives. Any representative may attend a meeting of the Board in person, or by remote, electronic or telephonic communication methods provided the representative may hear and be heard by others attending the meeting.

#### **7. Proxy Voting**

Proxy voting is not permitted.

#### **8. Vote**

A simple majority of votes cast at any meeting shall be required to adopt any matter before the SWCCOG or by any duly authorized SWCCOG Committee, except as otherwise provided herein.

#### **9. Compensation**

No representative shall receive any pay or other compensation from the SWCCOG for acting as such, except that a representative may be reimbursed for expenses incurred on behalf of the SWCCOG upon approval of a majority of the representatives.

## **ARTICLE III Officers**

### **1. Officers**

The SWCCOG will elect a Chair, Vice Chair and Secretary-Treasurer from among its representatives. No representative may be an officer unless its Member Jurisdiction has a current SWCCOG Member IGA.

A. **Chair:** The Chair shall preside at all meetings of the SWCCOG and shall be the chief officer of the SWCCOG. The Chair will only be able to vote in the event of a tie. The governmental entity that appointed the person named Chair will be able to appoint an additional voting representative to the SWCCOG. The Chair may serve successive 1 year terms as voted upon by the representatives.

B. **Vice Chair:** The Vice Chair shall exercise the functions of the Chairman in the Chair's absence or incapacity.

C. **Secretary-Treasurer:** The secretary shall (i) cause to be kept the official minutes of the proceedings of the Board and any committees of the SWCCOG, (ii) see that all notices are duly given in accordance with the provisions of these bylaws or as required by law, and (iii) shall perform such other duties as may be consistent with his or her office or as may be required by the Chair.

### **2. Election of Officers:**

Officers shall be elected by a simple majority of the voting representatives of the SWCCOG making up a quorum. Officers shall serve for a term of one (1) year from the date of their election, unless they cease to be a representative before that time. Officers may be elected to successive 1 year terms as voted on by the representatives

### **Duties and Powers of Officers**

A. The Officers of the Board shall also comprise the Executive Committee. The Executive Committee shall have all of the powers and duties which may lawfully be assigned to it by the Board of Directors and it shall be permitted to function, in its discretion, between Board meetings and while the Board is not in session. Meetings of the Executive Committee may be called by any member of the Executive Committee and the conduct of such meeting shall comply with the Colorado Open Meetings Law. The Executive Committee is authorized, subject to further order of the Board of Directors, to oversee the following business and affairs of the SWCCOG and to direct and supervise professional staff and the specific powers to do the following:

1. Develop specific policies regarding the employment of and job related duties for employees of the SWCCOG and directly supervise the performance and activities of such employees except that any recommendation as to the hiring, firing, suspension, or demotion of an Executive Director must be referred to the Board of Directors for decision. Members of the Board of Directors who have substantive issues or concerns



with respect to the supervision, performance or acts of any employees shall direct all inquiries to the Executive Committee.

2. Develop specific policies regarding the general day-to-day operations of the SWCCOG.

3. Advise staff on correspondence, administrative policy, operational decisions that need to occur before the next regularly scheduled Board meeting. Conduct follow-up work on Board decisions and discussions and other matters as appropriate to provide staff guidance consistent with the decisions of the Board.

4. The powers provided to the Executive Committee have been granted to facilitate the regular and day-to-day operations of the SWCCOG. However, the power to make major or substantial decisions regarding the operation of the SWCCOG is reserved to the Board of Directors. The Executive Committee shall not be empowered except through the Board's adoption of a separate resolution, to make any decisions on behalf of the SWCCOG that are out of the ordinary course of its business, including, but not limited to, the following:

- a) Amending these Bylaws or the SWCCOG's Articles of Association;
- b) Removing or appointing a representative or officer from office or to a committee;
- c) Fixing compensation, hiring or removing an employee, contractor or agent;
- d) Obligating the SWCCOG to any new debt or financial obligations;
- e) Entering into a multi-year financial obligation;
- f) Selling, transferring, or acquiring a major asset;
- g) Taking any action that is inconsistent or conflicts with the policies, resolutions, or the expressed wishes of the Board.

B. The Chair may be authorized by the Board to finalize and execute contracts and other documents.

C. The Secretary-Treasurer shall review all bills and shall authorize their payment in accordance with the direction of the Board. The Secretary-Treasurer shall regularly review and approve financial reports and see that they are forwarded to the Board.

D. Any use of the authority of the Executive Committee shall require all officers to be properly notified in advance of the meeting, require at least 2 officers participating in the meeting, and require at least 2 affirmative votes. The Chairman may vote in Executive Committee meetings.

E. All decisions of the Executive Committee shall be reported at the following Board meeting.

#### **4. Removal, Resignations and Vacancies of Officers**

Any Officer elected by the Board may be removed at any time by the Board by a two-thirds vote. Any Officer may resign at any time by giving written notice of the Officer's resignation to the Chair or to the Secretary-Treasurer, and acceptance of such resignation shall not be necessary to make it effective unless the notice so provides. Any vacancy occurring in any Officer position, the election to which is made by the Board, shall be filled by the Board for the unexpired portion of the term.

### **ARTICLE IV Annual Dues Assessment Policies**

#### **1. Dues Assessment**

The Board may decide upon an annual dues assessment for services. In recognition of the mandatory nature of regional delivery of many of SWCCOG's services and the matching fund requirements for these services, the SWCCOG shall establish dues assessment policies that serve to ensure the equitable distribution of its member jurisdiction assessment obligations.

### **ARTICLE V Financial Management**

#### **1. Annual Budget**

The SWCCOG budget and fiscal year will follow the calendar year. Each year by September 1st, the Chairman shall submit, to the SWCCOG an estimate of the budget required for the operation of the SWCCOG during the ensuing calendar year. The SWCCOG will adopt their budget by December 15th of each calendar year.

#### **2. Funding Sources**

The SWCCOG is specifically empowered to contract or otherwise participate in and to accept grants, funds, gifts or services from any Federal, State or local government or its agencies or instrumentality thereof, and from private and civic sources, and to expend funds received there from, under provisions as may be required of and agreed to by the SWCCOG, in connection with any program or purpose for which the SWCCOG exists.

#### **3. Accounting**

The SWCCOG shall comply with the Local Government Budget Law of Colorado, Colo. Rev. Stat. § 29-1-101 *et seq.*, the Colorado Local Government Audit Law, Colo. Rev. Stat. § 29-1-601 and Colorado Local Government Uniform Accounting Law, Colo. Rev. Stat. § 29-1-501 *et seq.* and shall establish financial policies and arrange for a systematic and continuous record of its financial affairs and transactions. The SWCCOG will obtain a third party review of its financial transactions and expenditures comply with state and federal audit law and generally accepted accounting principles.

**ARTICLE VI  
Amendment**

These Bylaws may be amended by 2/3 majority vote of the quorum of representatives, acting by resolution, in either regular or special session.

**ARTICLE VII  
Rules of Order**

Except as otherwise limited by State law and these Bylaws, Robert's Rules of Order shall prevail for the conduct of business of the SWCCOG.

**ARTICLE VIII  
Meetings**

**1. Regular Meetings**

The regular meetings of the Board shall occur at a date, time and place fixed by the Board. SWCCOG representatives shall meet at least quarterly and at such other times as the Chair may direct. All Board and committee meetings shall be open to the public and comply with the Colorado Open Meetings Law, C.R.S. 24-6-401 et seq, or any successor statute thereto. Executive sessions may be held in compliance with the Colorado Open Meetings Law, or any successor statute thereto.

**2. Special Meetings**

Special meetings may be called by the Chair or a majority of the Executive Committee Members or with a request made by a majority of the representatives.

**3. Public Notice of Meetings**

Public notices of meetings will be posted at the La Plata County Courthouse and shall otherwise comply with the Colorado Open Meetings Law.

**ARTICLE IX  
Committees**

**1. Executive Committee**

The Executive Committee shall be comprised of the Chair, Vice Chair and Secretary-Treasurer.

## **2. Advisory Committees**

The Board or Executive Committee may create such standing or ad hoc committees as it deems necessary or appropriate in order to carry out the affairs of SWCCOG. Official voting committee members shall only be comprised of members of the SWCCOG. The Board may abolish, as appropriate, any standing or ad hoc committee. In addition, to those specific powers and duties assigned by the Board at the time of the creation, committees shall render advice and make recommendation to the Board in fulfillment of the committee's purpose, provide oral or written reports to the Board and prepare such additional reports as may be requested by the Board from time to time, study their own structures, purposes and direction and make recommendation relating to such to the Board and, when possible, attend or have a representative attend Board meetings. Committees shall act in an advisory capacity to the Board and shall not have the authority to enter into contracts or otherwise legally bind the SWCCOG.

## **ARTICLE X Immunity, Indemnification, and Insurance**

The SWCCOG is an "instrumentality of its member political subdivisions" and, as such shall enjoy, the immunities, rights, benefits, protection, or other provisions of the Colorado Governmental Immunity Act, Section 24-10-101, et. seq., Colo. Rev. Stat., as now or hereafter amended, or any other applicable sovereign or governmental immunity. The SWCCOG shall be liable for all matters set forth in Section 24-10-110, Colo. Rev. Stat. with respect to the costs of defense and the payment of all judgments and settlements of claims against it, its Representatives, Officers, employees, servants or authorized volunteers.

The Representatives, Officers, employees, servants or authorized volunteers of the SWCCOG should use ordinary care and reasonable diligence in the exercise of their powers, and in the performance of their duties hereunder. Representatives, Officers, employees, servants or authorized volunteers of the SWCCOG shall not be liable for any mistake of judgment or other action made, taken or omitted by them in good faith; nor for any action taken or omitted by any agent, employee or independent contractor selected with reasonable care. No Representative, Officer, employee, servant or authorized volunteer shall be liable for any action taken or omitted by any other Representative, Officer, employee, servant or authorized volunteer.

SWCCOG shall purchase and maintain at all times an adequate policy of public entity liability insurance on behalf of any and all of its present or former Representatives, Officers, employees, servants or authorized volunteers which insurance shall at the minimum provide the amount of coverage described in C.R.S. § 24-10-115(1), including errors and omissions coverage. The SWCCOG may purchase such additional insurance as the Board deems prudent.

The SWCCOG's Representatives, Officers, employees, servants or authorized volunteers acting within the scope of their employment and during the scope of his or her duties shall be indemnified pursuant to C.R.S. § 24-10-110. The SWCCOG may also in its discretion make payments of reasonable costs and expenses, including reasonable liability expenses and attorneys' fees, that are incurred by Representatives, Officers, employees, servants or authorized volunteers of the SWCCOG, pending a final disposition of a proceeding against

them and a final determination of that person's eligibility for indemnification, but such person shall have in place a suitable contractual arrangement requiring any such payment or reimbursement to be repaid to SWCCOG if it is ultimately determined that his or her action was not made, taken, or omitted in good faith or was not within the scope of his or her authority.

**ARTICLE XI  
Principal Office**

The central communications address and headquarters of the SWCCOG for the purpose of notice, record keeping and communications shall be at 295A Girard St. Durango, CO., The SWCCOG Board may relocate the SWCCOG headquarters and change the address, as it deems fit.

**Amended by SWCCOG Board on June 1, 2012:**

Attest: Tom Jennerell Date: 6/19/12

**Tom Jennerell, SWCCOG Chair**

## AGENDA SUBMISSION FORM

### Southwest Colorado Council of Governments

Date of Board Meeting: October 5, 2012	Type of Agenda Item: Decision
Staff: Susan Hakanson	Presentation Time: 5 minutes
Subject: 2013 SWCCOG SCAN General Operations Policy on First Reading	Discussion Time: 5-10 minutes

Reviewed by Attorney? As the Board moves past first reading, a legal review may be necessary.

Committee Approval: N/A

Background: The SCAN project under the original DoLA grant is moving towards an expected completion in 2013. With a fiber network in place, SWCCOG needs to set clear policy and direction for how the network will be utilized, administered, maintained and funded. Part of this discussion needs to include the expectations of the SWCCOG Board of who may utilize the network, how they will utilize it, what they may utilize it for, and expectations regarding funding and funding sources.

Enclosed in the packet is the skeleton of a SCAN General Operations Policy. A great deal of discussion has taken place between SWCCOG Board members during the past two years, with concepts and ideas suggested, but not compiled and voted into policy. The ideas included in this outline have been compiled from board minutes from the past SWCCOG meetings. It is the hope of staff that some of these "50,000" foot over-arching decisions can be finalized, and the details of policy can be filled in – along with procedures developed and the business plan completed based on this initial policy discussion.

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Fiscal Impact: NA

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Recommended Action: Policy review and revised by the Board and passed on first reading with revisions.

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Accompanying Documents: General Operations Policy,

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ADDITIONAL INSTRUCTIONS



## **Broadband Network Policy – DRAFT**

### **Mission Statement**

The Mission of the Southwest Colorado Access Network “SCAN” is to:

Implement a regional telecommunications network that provides infrastructure to enable public offices to connect to one another within a community, and aggregate demand to purchase telecommunications services more effectively. This will enable public offices throughout the region to network and aggregate their service delivery.

### **Vision Statement**

Local public offices control their own telecommunications destiny with a private network supported by publicly owned infrastructure on an open access network model that provides very high speed transmission and large amounts of bandwidth at reasonable costs. The network provides the ability to aggregate demand among community public offices that further enhances the ability to acquire telecommunications services on the most cost effective and efficient basis possible. The availability of excess capacity within an open access network model enables the private sector to extend broadband access and services to businesses and residents into areas where previously not financially feasible.

### **Description of Regional Network Architecture**

The Southwest Colorado Access Network (SCAN) will build a state of the art telecommunications network supported by publicly-owned or leased infrastructure to provide secure connections between participating community public offices including: government, education, law enforcement, search and rescue, medical facilities, and others.

The regional network will provide connectivity for Southwest Colorado Council of Governments (SWCCOG) members ranging from Pagosa Springs on the east, to Dove Creek on the west. The regional network will include two hub locations for the outlying communities and colleges to connect. The two regional hubs (Durango and Cortez) will be connected via a 10G backbone. Each community will build an intra-community network to aggregate services at a common point. Aggregation of demand region-wide is a major goal of the project. Where feasible, each community aggregation point will connect to one or both of the regional hub sites. Upstream connectivity will be from the regional hubs, or from community aggregation points for communities where connectivity to the regional hub is infeasible.

Inter- and intra-community SCAN network segments may be: new construction executed by the SWCCOG members; new construction executed by private carriers in partnership with the SWCCOG members; leased services from private carriers; or other deployments. High capacity connectivity at reasonable

operational costs is the hallmark of the project. When feasible, fiber connectivity is preferred, but copper and wireless services will be considered where fiber deployment proves to be unrealistic.

The regional network will provide services for local governments. Furthermore, excess capacity in a logically separate open access / open services network will be made available for private service providers to utilize. Providing an open access / open services model is a requirement of the original DoLA grant funding. Logical service provider connections throughout the network should be accommodated.

### **Beliefs:**

- The Southwest Colorado region that makes up the district of the SWCCOG is rural in nature, with populations that are often isolated from necessary services and infrastructure such as adequate broadband. Not having access to broadband service or adequate broadband service and applications limit institutions, individuals and businesses from participating fully in the nation's economy, democracy, culture and society.
- Economic growth and educational development in southwest Colorado depend in large part on the range and quality of telecommunications services available to public and private institutions, businesses and residents.
- By aggregating demand in each participating community and throughout the region, SCAN will offer faster speeds, greater throughput, and the ability to deliver services in an efficient and cost-effective manner to SWCCOG members including, but not limited to: data transfer, application sharing, digital telephony, and other advanced digital services.
- Public funds allocated for broadband development may be used to compensate for the lack of private broadband investment in unserved and underserved communities, such as rural areas and low-income areas.
- Public funding should prioritize reaching communities that do not have access to broadband, rather than rebuilding existing networks.
- Oversight, transparency, accountability, and public access information are important components of all broadband development projects funded by tax payer's money.

### **SCAN Access and Users**

#### **First Tier:**



The first priority of the SCAN project is the broadband connectivity of the SWCCOG membership, or “First Tier” organizations.

First Tier organizations have full access to benefits and full participation in revenue and cost sharing.

Town of Bayfield

City of Cortez

Town of Dolores

Town of Dove Creek

City of Durango

Town of Ignacio

Town of Mancos

Town of Rico

Town of Silverton

Archuleta County

Dolores County

La Plata County

San Juan County

Other partners may include:

Montezuma County (At such time that they choose to participate)

Ute Mt Ute Indian Tribe

Southern Ute Indian Tribe

### **Second Tier:**

Secondary to the SWCCOG member organizations are the “second tier” governmental organizations, and may include other governmental organizations such as special districts and “other political subdivisions under the State”.

- Access as participants in the purchasing consortium, as deemed appropriate by partnering local SWCCOG member organization;
- **Or**
- Access to the SCAN infrastructure only through a separate service provider.
- No revenue sharing is available to Second Tier organizations.

### **Third Tier:**

Third tier organizations include Public Schools, (which are to be served by other non-profit entities). At such time that they are deemed to be unserved or underserved, the SCAN network may deliver dark fiber for their connection to the network.

Access to the SCAN infrastructure only through a separate service provider.

- Cost sharing may be made available to unserved or underserved Third Tier organizations.
- No revenue sharing is available to Third Tier organizations.

#### **Fourth Tier:**

Fourth Tier organizations include Non-Profit Organizations and Private Enterprise. Organizations must prove that they are unserved or underserved to access the SCAN network; the SCAN network may deliver dark fiber for their connection to the network.

Access to the SCAN infrastructure only through a separate service provider, or when the non-profit is housed within a governmental agency's building and "utilities" are part of the conditions of occupancy.

- No cost sharing is available to Fourth Tier organizations.
- No revenue sharing is available to Fourth Tier organizations.

#### **Unserved or Underserved**

"Unserved" communities are places that currently do not have internet service or have only dial-up service.

Underserved can be defined by the following:

1. Cost of current broadband service is out of reach of the organization.
2. Current speeds available fail to meet the organization's needs for services.
3. Organization has no access to broadband services due to hardware limitations.
4. Organization has no access to broadband access due to technology, education or language.

When seeking public funds to service an organization, the SCAN entity must:

1. Partner with private or non-profit service provider and assist that provider in extending infrastructure to the organization to achieve optimal broadband services;
2. Work with the service provider to ensure broadband is available at an affordable rate for the target organization;
3. Work with service provider to ensure broadband is available at optimal speeds for the targeted organization; and
4. Work with service provider to insure that they provide necessary education regarding the use of the broadband services in a language accessible to the organization.

*In the case where no private or non-profit service provider can or will offer broadband service to unserved or underserved organizations or populations, the SCAN reserves the right to extend broadband access directly as allowable by state law.*

## **General Operations**

*Member organizations may utilize the SCAN Network to collaborate with other member organizations to share services or software. All members are encouraged to offer any such collaboration to all member organizations.*

*If the member organizations wish to support and administer the project, they will do so with their own staff and at no additional payment to the SCAN administration.*

*If the member organizations wish that agreements be developed, software or services researched or developed or administered by SCAN staff, an administrative fee will be required, based on actual usage and cost.*

*Fees paid by SWCCOG members to the on-going SCAN grant administration for organizational participation will be based on the original DOLA grant associated with 75% of the member communities' fiber project total cost.*

*If a community chooses to release funds back to the SWCCOG for other communities or if a community elects to use additional DoLA grant funds, it's administration fee will be adjusted accordingly.*

## **SCAN Operations**

### **Fees**

#### **Ramp Fee (Connectivity Fee)**

- Fee covers Network maintenance (staff hours and fiber).
- Ramp Fees will be paid by any entity that touches the SCAN Network.
- This fee will be re-evaluated bi-annually to determine what is necessary for maintenance.

#### **Internet Bandwidth Usage**

- Fee covers cost of Internet & Transport (port fees).
- SCAN General Manager will determine usage fee per term of lease based on real cost.

#### **Internet Admin Fee**

- Fee covers cost of routers & equipment.

#### **Leased Assets**

- Revenue from fiber IRU's with vendors.

#### E-Tics Software

- Direct payment for service from SWCCOG Members.

#### Other

- Payment for services from SWCCOG members (such as: credit card payment systems, voice systems, admin costs on joint projects etc.).

#### **Fiber Repair Fund**

A fiber repair fund is to be developed utilizing budget funds. This fund shall hold a minimum of 8% of the total operational costs, and not to exceed 16 %. Once the fund is established, the overall cost to members to fund the SCAN will be reduced. This fund is to be used to cover expenses in the case of damage or destruction of the SCAN fiber system, hardware and software. These funds are intended to be used for the immediate repair, and will be replaced as quickly as possible by the member organization utilizing the fund.

## AGENDA SUBMISSION FORM

### Southwest Colorado Council of Governments

Date of Board Meeting: October 5, 2012	Type of Agenda Item: Decision
Staff: Susan Hakanson	Presentation Time: 2 minutes
Subject: 2013 SWCCOG SCAN Reallocation of SCAN Grant Funds – Policy on First Reading	Discussion Time: 5 minutes
Reviewed by Attorney?	
Committee Approval: N/A	

Background: As the SCAN grant moves towards completion, and by the nature of the size and scope of the grant, issues have and will continue to arise regarding the reallocation of grant funds. In the event that one or more of the local government partners declines to participate in the project in full or in part, the funds not utilized for that local government's project(s) will need to be reallocated. A policy is not yet in place for how to handle such reallocations. Draft language has been offered for consideration and revision by the Board.

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Fiscal Impact: NA

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Recommended Action: Policy reviewed and revised by the Board and passed on first reading with revisions.

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Accompanying Documents: Reallocation of SCAN Grant Funds – Policy on First Reading

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ADDITIONAL INSTRUCTIONS



### **Reallocation of SCAN Grant Funds – Policy on First Reading**

*In the event that one or more of the local government partners declines to participate in the SCAN Grant project in full or in part, the funds not utilized for that local government’s project may be utilized by other member organizations to expand their own community projects. This will require the participating community receiving the reallocated funds to increase their local match accordingly to include the construction match and regional administration match allocated to those funds they will receive. The reallocation of the grant funds will require a recalculation of the administrative match percentage tied to the transferred funds.*

*Requests to utilize those funds which are to be reallocated will come to the Southwest Colorado Council of Governments ( SWCCOG) Telecom Committee for first review, discussion and, in the case of multiple requests, prioritization.*

*The requests will include a complete history of any grant funds utilized to date, estimates for the proposed project(s) in the request, specific information regarding how the project will benefit the community and / or the SCAN project as a whole, a timeline for completion.*

*Requests or a prioritized list of requests will be presented to the SWCCOG Board for consideration and approval.*

*Priorities will be based on: (as determined by the board)*

- a.*
- b.*
- c.*
- d.*

*Suggestions: The funds will be distributed based on:*

- meeting grant requirements to-date*
- Can meet match requirements*
- Ability to complete by grant deadline*
- SWCCOG Board priorities (determined)*



# STATE OF COLORADO

John W. Hickenlooper, Governor

**Department of Local Affairs**

Reeves Brown, Executive Director

**Division of Local Government**

Tony Hernandez, Director

## MEMORANDUM

**To:** Council of Government Directors (COGs)  
**From:** Tony Hernandez, Director, Division of Local Government (DLG)  
**Date:** September 5, 2012  
**Re:** Energy and Mineral Impact Assistance Funding in Support of Regional Capacity Building

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To facilitate regional efforts to increase capacity of COGs to provide services to their members, the Division of Local Government is implementing a competitive grant program by which COGs can compete for grant awards. The competitive grant program is described below:

**Eligible Applicants:** Regional Associations of Local Governments Recognized as Political Subdivisions, Representing State Planning and Management Regions (Councils of Governments)

**Funding Available:** \$500,000 Annually, Subject to Availability of Funds

**Cycles:** Competitive review annually for the calendar year starting January 1, 2013

**Application Due:** For first year, applications are due to DOLA by October 15, 2012. Available online at <http://dola.colorado.gov/impact>. Submit application electronically to regional manager and to address indicated on application. Following years will have a due date of August 1, annually.

**Schedule for SFY 2012/13:**

October 15 Applications Due to DOLA  
November 30 Funding Decisions and Award Letters  
December Contract (Scope of Work) Finalized  
January – December 2013 Period of Performance

**Eligible Expenses (not inclusive):**

- Mini-grant programs, on a cost-sharing basis between local governments and COGs
- Technical Assistance Projects or Programs: activities such as GIS services, organizational facilitation and support, retreat facilitation and support, support for Local Technology Planning Groups and project specific support (e.g. grant writing, project development, and documentation)

- Regional Studies and Plans: (such as Second Home Study, Regional Benchmark Report, Regional Salary Comparisons, Regional Housing Study, etc.)
- Funding is not available for general administration (the costs associated with the overhead operations and personnel costs of a COG). However, a COG may propose to use existing personnel and the cost of such personnel on a particular project for which the grant money has been requested for an in-house project may be eligible.

**Match:**

- In all cases, dollar for dollar match is required (match can include cash and to a very limited degree, in kind resources).

**Criteria for Evaluation:**

- Applications will be reviewed based on EIAF Program grant criteria.
- Grant Competitiveness. Applicants will compete annually among themselves for earmarked funds.



- Announcement/Proclamation
- Special Presentation
- Report

- Consent
- Decision

**AGENDA SUBMISSION FORM**  
**Southwest Colorado Council of Governments**

Date of Board Meeting: October 5, 2012		<input type="checkbox"/>
Staff: Susan Hakanson	Presentation Time: 2 minutes	<input type="checkbox"/>
Subject: DoLA Energy Impact Grant	Discussion Time: 5 minutes	
<p>Reviewed by Attorney?   <input type="checkbox"/> Yes   Attorney: _____   <input checked="" type="checkbox"/> N/A   <input type="checkbox"/> No fiscal impact</p> <p>Committee Approval _____   <input type="checkbox"/> Yes   <input type="checkbox"/> N/A</p>		

**Background:**

DoLA will accept grant applications for 2013 Energy Impact Funds. These grant funding requests are due by October 15<sup>th</sup>.

**Eligible Expenses (not inclusive):**

Mini-grant programs, on a cost-sharing basis between local governments and COGs  
 Technical Assistance Projects or Programs: activities such as GIS services, organizational Facilitation and support, retreat facilitation and support, support for Local Technology Planning Groups and project specific support (e.g. grant writing, project development, and documentation)

Regional Studies and Plans: (such as Second Home Study, Regional Benchmark Report, Regional Salary Comparisons, Regional Housing Study, etc.)

Funding is not available for general administration (the costs associated with the overhead operations and personnel costs of a COG). However, a COG may propose to use existing personnel and the cost of such personnel on a particular project for which the grant money has been requested for an in-house project may be eligible.

**Match:**

In all cases, dollar for dollar match is required (match can include cash and to a very limited degree, in kind resources).

**Staff would like to direct this grant in the development of projects directly related to the furthering the priorities as set by the SWCCOG Board.**

- **Telecommunications**
- **Transportation**
- **Senior Services**
- **Housing**

**1. Telecommunications:**

In 2010, the SWCCOG was awarded three million dollars from the Colorado Department of Local Affairs to construct a regional telecommunications network for the five-county area of southwest Colorado. Participating governments will provide one million dollars in matching funds. Utilizing these funds, the SWCCOG will develop the Southwest Colorado Access Network” (SCAN). SCAN, when complete will be a state-of-the-art telecommunications network supported by publicly owned or leased infrastructure to provide secure connections to the governmental partners facilities, and will include other governmental entities including libraries, law enforcement, search and rescue and medical facilities. The project will be completed by December 31, 2013.

As this grant project nears completion and the SCAN project brought into use, the next phase of development for the project is now equally important to the original construction. The SWCCOG will have built the system; now the project focus has shifted to the questions of how the Network should be utilized it to bring the best use and most benefit to the partners, forward the mission, vision and goals of the initial project, and what measurement tools and safeguards should be put into place that ensure the long term viability of the Network that has been created with the funds from the initial \$4 million dollar investment.

A portion of the grant request would be to further project development of the SCAN – this would include development of the necessary policies and procedures to operate the project, along with the development of regional partners to help move this project to self support in 2014. While the SCAN project will be creating its own funds by the middle to end of 2013 and beyond, this will only happen if the SWCCOG can staff the project development. This grant would be utilized to ensure that the SCAN project can be developed to its potential for the long term sustainability, maintenance and highest and best use for all regional governmental agencies.

**Telecommunication Project Outcomes for 2013:**

1. Policy Development:
  - SCAN Network Policy
  - Ownership Policy
  - Standard Use Agreements
  - MOU's with Regional Taxing Districts
  - Maintenance Agreements
  - Fiscal Policy and Procedure
2. Agreements, MOU's and partnerships in place for all primary SWCCOG members.
3. GIS: Successful mapping, utilizing uniform language, of regional fiber networks to fulfill regional needs and Blueprint for Colorado Fiber Mapping Project.
4. At the end of 2013 the SCAN will be moving toward self support in 2014.

Current funding match available: \$10,000 usage fees or as needed for match.  
\$10,000 SWCCOG Community dues, matching funds as needed.

**2. Transportation • Senior Services • Housing**

In the exploration of how to best address the priorities of the Board, It has become clear that orchestrating and facilitating meetings of the regional partners is imperative to understanding of how the SWCCOG might be of best service to its member organizations. It is also clear that cohort groups in all three priority areas are interested in more regional coordination. Coordination of this project development will take SWCCOG staff time for facilitation and coordination, as well as meeting expenses.

The initial process of developing a sustainability plan for the SWCCOG has allowed staff to

meet with cohort groups in Transportation, Senior Programs and Housing. In meeting with cohort groups in all three priority areas above, clear project needs have risen to the forefront; the need for better communication and coordination of services and the data collection/ dissemination to complete this task.

I have worked with one regional project that not only addresses these specific needs, but also encompasses all of these priorities. This entity, SWConnect, is serving the region with the development of a web portal and data collection point for all regional non-profit, governmental and related agencies.

In the interest of not duplicating projects, and partnering with the regional projects that are showing best practice and consistent excellence, I believe it is in the best interest of the SWCCOG to partner with SWConnect to meet these needs.

**By including SWConnect as a project under the SWCCOG in the DoLA Energy Impact Grant request for project development funds, the SWCCOG will see multiple benefits.**

### **Transportation, Senior Services and Housing Outcomes for 2013:**

1. Utilizing AmeriCorps staff, the SWCCOG will continue to meet with regional cohort groups as well as facilitate regional dialogs to fully develop a long range vision and goals pertaining to how the SWCCOG can best service its member organization with regards to the Board priorities of Transportation, Senior Services and Housing.

Current funding match available: \$ 1500 SWCCOG Community Match to develop clear goals and funding for 2014 and beyond.

2. In conjunction with the AAA and ARCH council, map all regional senior programs and services, and services for those with disabilities in the region to include the contact information, services available, links to applications and related content articles supplied by the agencies that serve the population – with all data included in the 211 call center and updated at least bi-annually by policy.

Current funding match available: \$2500.00 from ARCH Council  
\$2167.00 from United Way

3. In conjunction with the Regional Transit Council, map all transit options in the region, to include all contact information, services available, links to applications, with a printable resource guide and related content articles supplied by the agencies that offer transit options – with all data included in the 211 call center and updated at least bi-annually by policy. This staff person will also support the Transit Council.

Current funding match available: \$6000.00 from Transit Council  
\$2000.00 from Ballintine Family Fund

4. In conjunction with all regional housing agencies and non-profits, map all affordable housing options in the region, to include all contact information, services available, links to applications, with a printable resource guide and related content articles

supplied by the agencies that offer housing options – with all data included in the 211 call center and updated at least bi-annually by policy. Regional housing agencies are developing a grant to support a regional data base, housed in SWConnect that will self populate the forms necessary to apply for affordable housing. This will allow all regional housing agencies and authorities to streamline application process, and decrease duplication of services.

Current funding match available: \$1000 SWCCOG Community Match to develop regional housing plan.  
\$ 5000 in RHA grants to support housing data base and development of online data form to assist regional housing agencies and authorities to streamline application process.

Staff believes that it is the best interest of the SWCCOG to partner with SWConnect for several reasons.

1. SWConnect is already working on projects to facilitate better communication and coordination of services as driven by data collection/dissemination.
2. SWConnect AmeriCorps staff is available to become the SWCCOG staff support, and is currently working on the four Board priorities listed above.
3. The coordination and partnership between SWConnect and SWCCOG is a productive way to examine how the COG may be of best use to the region while developing necessary and desired tool for communication and information sharing.
4. SWConnect has specific technological expertise required to map assets regionally that would be a great benefit to the SWCCOG partners.
5. SWConnect has the technological expertise to assist the SWCCOG GIS fiber mapping project.
6. SWConnect is working directly with the regional United Way to populate 211. This project is an important aspect of information dissemination, and would benefit the regional partners in several ways including; connecting constitutions to services, coordination of services and coordination of emergency services.

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**Fiscal Impact:**

This grant would increase SWCCOG Project Development by \$30,000; \$20,000 for SCAN development, and \$10,000 for SWCCOG Board priority project development.

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**Recommended Action:**

The recommended action is to direct staff to move forward with grant application based on the . project development funding priorities as discussed.

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**Accompanying Documents: DoLA grant information.**

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ADDITIONAL INSTRUCTIONS

None

Income	Project Development	SCAN	Total	DoLA Match Formula
4000 - Lease of Excess Capacity (Sales)		8,055		
4001-Fiber Access (ramp) fee		24,750		
4002-Internet Usage		100,178		
4003-Internet Admin Fee		10,839		
4004-E-Tics		8,400		
4005 - Other Income				
4010 - Grant-DOLA Admin	14,000	16,000	30,000	Grant 30000
4040 - Grant-Transit	6,000		6,000	match 3000
4950 - Match-GOV Admin	2,000	8,000	28,000	match 10000
4952 - Region 9-Matching Funds				
4955 - In Kind Project Match			10,000	match 10000
4956 - Matching Funds Other				
2 United Way 2-1-1 Housing Solutions Region 9 Ballentine Family Fund	7,000			match 5000
	2,000			match 2000
<b>Total Income</b>	<b>31,000</b>	<b>176,222</b>		total 30000 Needed 0
<b>Cost of Goods Sold</b>				
5000 - Cost of Goods Sold		2,014		
<b>Gross Profit</b>	<b>31,000</b>	<b>174,208</b>		
<b>Expense</b>				
5009 . Bookkeeper	2,000			
5200 . All Hazard Equipment				
5401 Software Maintenance (E-Tic)		8,400		
5402 - Hardware Maintenance (smart net)		36,200		
5410 . Rent				
5510 - Travel & Ent	1,000	1,000		
5512 - Meeting Exp	600	200		
5515 - Legal Fees				
5520 - Advertising	300			
5521- Website				
5525 - Audit				
5526 - Internet Connectivity (100 Mb)		15,000		
5527 - Internet & sofware				
5528 - Fiber Locates		15,000		
5529 - Inter-Regional Fiber Routes (leases)		46,500		
5532 - Postage	200			
5535 - Printing/Reproduction	400	200		
5540 - Membership/Sub				
5555 - Liability Insurance				
5637 - SCAN GM		50,000		
5638 - Region 9 EDD				
5639 - Infor Services-Project Mgmt				
5640 . Consulting / Facilitation	19,000	2,000		
5641 - MSC-Regional Project Mgmt				
5642 - MSC-Project Engineering & Mgmt				
5643 - Transit	6,000			
5644 - AmeriCorp Member	1,500			
5645 - Project Construction				
5955 - In Kind Project expense				
<b>Total Expense</b>	<b>31,000</b>	<b>174,500</b>	<b>0</b>	
<b>Net Income</b>	<b>0</b>	<b>-292</b>	<b>-292</b>	
Beginning Fund Balance			0	
Ending Fund Balance		-292	-292	

**Memorandum of Understanding Between  
The Southwest Colorado Council of Governments and Durango Adult Education  
Center**

This MOU is entered into on October 7, 2012 between the Southwest Colorado Council of Governments and the Durango Adult Education Center (hereinafter referred to as the SWCCOG and DAEC).

**Purpose**

The purpose of this MOU is to describe the relationship between the SWCCOG and DAEC regarding services DAEC will perform for the SWCCOG.

**Terms and Conditions**

The term for this MOU will be from October 15, 2012 through October 15, 2013. The terms and conditions can be extended by mutual written agreement of both parties.

**Consideration**

The total amount of funds that will be paid under this MOU will not exceed \$6,000.

**Description of Work**

See Attachment A for a detailed description of work.

**Not An Employee**

It is understood that the SWCCOG is working with the DAEC to provide specific services for the SWCCOG.

**Acknowledgment**

All parties hereby acknowledge and accept the terms and conditions of the above contract by evidence of their signatures found below.

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Tom Yennerell, Chair. Southwest Colorado Council of Governments Date

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Paulette Church, Executive Director, Durango Adult Education Center Date

## **Attachment A: Scope of Work**

- Produce meeting minutes for monthly SWCCOG Board meetings and Transit Coordinating Committee meetings.
- Maintenance of SWCCOG web site and content.
- Assist the SWCCOG with regional SWConnect Web Portal Data pertaining to meeting the priorities of the SWCCOG.
- Work closely with SWCCOG staff to prepare for monthly Board meetings and conduct administrative follow-up.
- Coordination to help the Regional Transit Coordinating Council to organize its planning and preliminary work on a regional mapping project of transit and other human services and building a content staging area and web access entry pages to link people needing these services more easily with the right solution (laying the groundwork for the beginning of a one click service)
- Coordination to help the Transit Coordinating Council appropriately assess issues related to specific inter-city connections by bus and / or vanpool and ridesharing by car and plan strategic and operational answers to the issues.
- Assistance to help the Transit Coordinating Council to seek funding to continue its efforts and meet goals as defined, move forward Regional Transit Feasibility Study recommendations and the Coordinating Council Action Plan.
- Maintain accurate database on names, addresses, telephone numbers, etc. on all SWCCOG members and Transit Council members in five counties.
- Strengthen working relationships, communication and coordination between Transit Council members and transit providers on regional and individual county-based efforts.

- Announcement/Proclamation
- Special Presentation
- Report

- Consent
- Decision

**AGENDA SUBMISSION FORM**  
**Southwest Colorado Council of Governments**

Date of Board Meeting: October 5, 2012		<input type="checkbox"/>
Staff: Susan Hakanson	Presentation Time: 2 minutes	<input type="checkbox"/>
Subject: MOU Between Durango Adult Education and the SWCCOG to secure an AmeriCorp staff person.	Discussion Time: 5 minutes	
<p>Reviewed by Attorney?   <input type="checkbox"/> Yes   Attorney: _____   <input checked="" type="checkbox"/> N/A   <input type="checkbox"/> No fiscal impact</p> <p>Committee Approval _____   <input type="checkbox"/> Yes   <input checked="" type="checkbox"/> N/A</p>		

**Background:**

Durango Adult Education currently employs an AmeriCorps staff person who is tasked with data collection and partnership development for the SWConnect project. SWCCOG staff feels that this person is a great fit for the SWCCOG for the coordination and administrative help necessary to conduct the business of the COG, the Transit Council and the development of the projects of the SWCCOG Board priorities. This person could also play a key role in the completion of the tasks and priorities as developed in the DoLA Energy Impact Grant – as well as several other regional grants that are in progress with regional partners to address the SWCCOG priorities.

**AmeriCorps Staff person (in second year):**

- 1. Is available, highly skilled, competent, and trained. This staff person can assist with the general COG administration and Transit Council coordination & project completion related to the Transit Council.**
- 2. Can assist in meeting coordination and facilitation in developing partnerships and planning in all SWCCOG priority areas.**
- 3. Is trained and currently working on all aspects of SWConnect – including collecting all data required to complete data mapping of regional assets and partnering with all aspects of the 211 system.**
- 4. Is currently working on the completion of tasks related to AAA, ARCH, Transit Council, and Regional Housing Alliance – that are directly related and applicable to development of the SWCCOG priorities.**
- 5. The cost of this staff person is affordable for the remainder of 2012, and 2013, and will be almost entirely paid through the Transit Council Grant.**

**Fiscal Impact:**

The \$7500 annual cost of the AmeriCorps staff person is a very cost effective way to offer administrative assistance to the SWCCOG. \$6000 toward the AmeriCorp staff person will come from the Transit Council Grant for meeting coordination and also project completion. Currently, I am writing other related projects to forward the SWCCOG Board priorities into the DoLA Energy



Impact Grant, and those projects would also fall under this AmeriCorps staff person.

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**Recommended Action:**

The recommended action is to direct staff to complete the MOU between Durango Adult Education and the SWCCOG to utilize the AmeriCorps staff person from October 2012 to Oct of 2013.

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**Accompanying Documents:**

Draft MOU between Durango Adult Education and the SWCCOG.

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ADDITIONAL INSTRUCTIONS

None