



~ Agenda ~  
For a Regular Meeting of the  
**SOUTHWEST COLORADO COUNCIL OF GOVERNMENTS**

PO Box 963  
Durango, CO 81302  
<http://co.laplata.co.us>

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**Friday, August 7, 2015**

**1:30 PM**

**Carnegie Building**

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[The Board reserves the right to hold Executive Session per CRS 24-6-402(4)]  
[To participate via teleconference, please call 661-673-8600 and enter participant code 850589#]

**I. Introductions**

**II. Consent Agenda**

1. June 2015 Minutes
2. May 2015 Financials
3. June 2015 Financials

**III. Disussion Items**

1. Auditor Findings Suggestions and Implementation
2. 2016 Preliminary Budget

**IV. Decision Items**

1. AAA Bookkeeping Contract
2. Agenda Posting Locations
3. DOLA Broadband Planning Grant Contract
4. Dark Fiber Leasing

**V. Reports**

1. Director's Report
2. Telecom Report
3. Transportation Report
4. Western Lands and Communities Grant Update



ITEM NO. (ID # 2721)

DATE: 08/7/2015

## AGENDA REQUEST

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**MEETING GROUP:** Southwest Colorado Council of Governments

**STAFF RESOURCE:** Miriam Gillow-Wiles, Director

**REQUESTING DEPT:** Southwest Colorado Council of Governments

**TYPE:** SWCCOG Minutes

**SUBJECT:** June 2015 Minutes

**BACKGROUND:**

**FISCAL IMPACT:**

**RECOMMENDED ACTION:**

**ATTACHMENTS:**

- COG minutes June 5 (1) (DOCX)

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

Board in Attendance:

Dick White - City of Durango  
 William Tookey - San Juan County  
 Chris Tookey - Town of Silverton  
 Michelle Nelson - Town of Bayfield  
 Julie Westendorff - La Plata County  
 Shane Hale - City of Cortez  
 Andrea Phillips - Town of Mancos  
 Greg Schulte - Town of Pagosa Springs  
 John Egan - Town of Pagosa Springs  
 Dan Naiman - Town of Ignacio (by phone)  
 Ernie Williams - Dolores County (by phone)  
 Lana Hancock - Town of Dolores (by phone)

Staff in Attendance:

Miriam Gillow-Wiles - Executive Director  
 Jessica Laitsch - Assistant

Guests in Attendance:

Darlene Marcus - Southwest Colorado Field Representative, Congressman Scott Tipton  
 Chad Atkinson with HintonBudick CPAs & Advisors

**I. Call to Order/Introductions**

The meeting was called to order at 1:33 p.m.

**II. Consent Agenda**

1. May 2015 Minutes:

Shane Hale requested a correction to the May 2015 minutes noting that Ron LeBlanc is identified as being with La Plata County.

2. April 2015 Financials:

Shane Hale asked about a negative amount shown in accounts receivable. Miriam Gillow-Wiles replied that this is related to the All-Hazards Grant and is pending reimbursement. He asked about the \$1,958 salary identified in All-Hazards wages. Miriam Gillow-Wiles replied that she will have Sara Trujillo check on this.

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

**III. Audit Presentation**

The representative from the audit firm was delayed, this item was deferred to later in the meeting.

#### IV. Discussion Items

##### Informational Session on SB05-152 Ballot Measures:

Miriam Gillow-Wiles reported that when she had been in Denver in May, CCI and CML held a conference with the communities that had opted out of SB05-152 to discuss approaches to opting out. CCI and CML also offered assistance to communities that want to explore a ballot measure. There was general consensus that additional information would be valuable. Miriam Gillow-Wiles added that opting out could be beneficial for the local communities. She suggested an informational meeting at the end of June to allow time for submission of ballot measures. Julie Westendorff added that the County Clerk needs to be notified of ballot measures by July, with final language due by the end of August. Miriam Gillow-Wiles mentioned that these measures have been being passed by very high percentage rates. Julie Westendorff asked if this was the result of significant public education efforts. Miriam Gillow-Wiles replied the results indicate that citizens want increased access to broadband and understand this would help increase access. Greg Schulte asked if anyone is poised to move forward with this on the ballot. Andrea Phillips requested additional information prior to deciding whether to move forward with a ballot question. William Tookey stated that the Town of Silverton and San Juan County have discussed this and are planning to move forward with ballot measures. Julie Westendorff stated that this will be a timing question for La Plata County due to other possible ballot issues. Dick White added that City of Durango staff is generally comfortable with this, however there will be a number of questions to be addressed. He reiterated that the City of Durango and La Plata County are currently exploring other ballot issues that need to be factored in. Miriam Gillow-Wiles stated that the SWCCOG can help with public education. She added that the City of Montrose and San Miguel County have both successfully passed this ballot measure and may be willing to attend an informational workshop. She mentioned that the issue has been shown to cross political boundaries, having passed in both conservative and liberal regions. Julie Westendorff asked why the legislature hasn't passed this. Miriam Gillow-Wiles replied that there will be communities that this would not work in. There was discussion about setting up an informational worksession, the consensus was to schedule this on June 26 at 10:00 a.m. with representatives from CCI, CML and each entity to be invited.

#### V. Decision Items

##### 1. Update on grant matches:

Miriam Gillow-Wiles reported that she submitted the DOLA Broadband Planning Grant application. Shane Hale asked if this could be put in the 2016 budget. Miriam Gillow-Wiles replied that it could be included.

Miriam Gillow-Wiles reported that the SCAN overages and SCAN equipment support are presented following the same formula for 2016. She clarified that the SCAN equipment

support is for hub routers and recommended that it be included in the 2016 budget. There was general discussion on long term software and equipment needs and the consensus was to have each entity pay a small amount annually. Dan Naiman mentioned that pre-purchasing equipment would be unwise due to the rapid pace of technology changes. Miriam Gillow-Wiles clarified that this would be a reserve fund to have available as needed. There was general discussion regarding assurances that these funds would be restricted for SCAN purposes. Julie Westendorff asked how it would be memorialized that the Board wishes this to be a restricted fund. Miriam Gillow-Wiles asked how they would like to commemorate this. It was agreed that a resolution would be presented to the Board at the August meeting.

Dick White asked for clarification how the local matches for the Broadband Planning Grant were determined. Miriam Gillow-Wiles replied that the formula used is population plus base. She added that since the project is slightly overfunded she could request slightly less from the La Plata County Economic Development Alliance or apply the excess to the amount owed by La Plata County and the City of Durango. Julie Westendorff suggested that they request the full amount from the La Plata County Economic Development Alliance and apply the excess to the amount owed by La Plata County and the City of Durango.

**Julie Westendorff motioned to approve the allocation of financial responsibility as outlined in the DOLA Broadband Planning Grant Broadband Grant match document in the agenda, with the overage from the La Plata County Economic Development Alliance being apportioned between La Plata County and the City of Durango based on population, Michelle Nelson seconded, unanimously approved.**

There was discussion to include narratives on the SCAN Overages Financials and SCAN Equipment Support pages for information during the budget discussions.

2. CIRSA Insurance Renewal:

Miriam Gillow-Wiles requested approval to renew the workers compensation and liability insurance. She stated that the amount should not change.

**Shane Hale motioned to approve the CIRSA Insurance Renewal, William Tookey seconded, unanimously approved.**

3. July 2015 Meeting Date:

Dick White noted that the first Friday in July is the 3rd, which is the start of the holiday weekend. He asked whether the Board would prefer to move the date or skip the meeting in July. There was general discussion related to the pros and cons of rescheduling versus skipping the meeting.

**Julie Westendorff motioned to not have a meeting in July, Michelle Nelson seconded, unanimously approved.**

## VI. Reports

### 1. Director's Report, Miriam Gillow-Wiles:

- Phoenix Recycling sent a thank you letter for the letter of support and said that they received the grant for their materials recovery facility.
- The SWCCOG is working with Region 9, the Community Foundation and United Way to update the Southwest Colorado Index. The SWCCOG is not providing cash, but is providing in-kind support. Greg Schulte mentioned that they are also seeking sponsorships for this project. Miriam Gillow-Wiles stated that she is not seeking funding for this from the SWCCOG, but individual organizations may be contacted. She and Dick White described the value in updating this document. Julie Westendorff asked how much money they would be requesting. Miriam Gillow-Wiles replied they are seeking a total of approximately \$25,000. Michelle Nelson asked when the study would be completed. Miriam Gillow-Wiles replied that they plan to have the study done by the end of the year. Andrea Phillips added that the State provides community profiles that include useful demographic information.

### 2. Transportation Report, Miriam Gillow-Wiles:

- At the June 11 Southwest Transportation Coordinating Council meeting the SWCCOG Transit Intern will be presenting a summary of the transit plans and the findings and recommendations/best practices. She will send the final report to the Board.

### 3. Community Updates:

Julie Westendorff inquired how many people are expected to attend the worksession on SB152 to be held on June 26. The generally agreed upon estimate was 2-3 people from each organization.

Andrea Phillips mentioned a company called SAFEbuilt that provides building department and planning/zoning services that may be useful for smaller communities. She has a survey for anyone interested pertaining to needs that the local communities have and whether contracting these services would be worthwhile.

Greg Schulte:

- The Town of Pagosa Springs held the ribbon cutting for the 6th Street pedestrian bridge.
- The Town recently held the second meeting for the ordinance to permit retail marijuana.
- The Town is nearly complete with a sidewalk project along US 160.
- The Town recently began a one block resurfacing project that begins at 8th Street.
- The Town will be working jointly with Archuleta County to pave Trujillo Road from town limits south towards the transfer station.
- The Town is preparing for the 125th anniversary of incorporation.

Andrea Phillips:

- The Town of Mancos recently implemented credit card processing and decided not to pass the processing fee on to the customer.

- The Town is working with CDOT on a corridor plan to make the corridor more attractive and allow for future opportunities for access points.
- The Town is working on a water system improvement project which includes upgrades to water lines, a new water storage tank and meter replacements.
- The Town currently has a moratorium on marijuana while they look into various issues, they may end up scaling back the types of licenses available and increase fees for licenses.
- The Town is looking into what types of animals are appropriate within town limits.
- The Town is dealing with some nuisance issues related to Western Excelsior due to changing business practices and proximity to residential areas.

Shane Hale:

- The City of Cortez recently dedicated the George Raymond Geer Natural Area in memory of the only Montezuma County native to die in Iraq.
- The City built three miles of single track trail, increasing the total to nine miles of single track trail in city limits.
- The City is working on an automatic meter reading project.
- The City is working on replacing sewer, water, roads, sidewalks and gutters in Paradise Village.
- The Hampton Inn is expected to open soon.
- There are improvements being made at the Conquistador Golf Course.

Dick White:

- Reported that he was reelected to Durango City Council.
- The City passed an extension of the half cent sales tax, this includes funding for parks and recreation, an expansion for the trails system and an allowance for multimodal transportation projects.
- The City passed ordinances related to standing in medians and aggressive panhandling.
- The City is looking into upgrading or relocating the waste treatment plant, a consultant will be looking into this as the nearby alternatives will be challenging.
- The City and La Plata County will be meeting with the airport consultant to get a better cost estimate and looking at bringing the issue to the voters.
- The City hosted a memorial for all Peace Officers killed in Durango history.

Julie Westendorff:

- La Plata County is exploring increasing property taxes, primarily for roads and bridges needs resulting from reduced oil and gas production and cost. The County and the Airport recently surveyed the community with respect to a possible tax increase and the response for a Road and Bridge mill levy increase was very positive. The survey for the Airport did not demonstrate as positive a response for a property tax increase, so staff is looking at other possible funding options. The County anticipates bringing a property tax measure for roads and bridges to the voters this year.

Michelle Nelson:

- The Town of Bayfield is working on new bridges to be completed by fall.
- The Town will be seeking a sales tax increase for roads, transportation and the stormwater master plan.
- The La Plata-Archuleta Water District will be expanding the water treatment plant in town.
- The community garage sale will be held this weekend.

Andrea Phillips asked what the sales tax increase would be. Michelle Nelson replied at this point the increase would be 1%, to increase the total to 7.9%.

William Tookey:

- San Juan County will be undertaking renovations on the building that houses the health department and other non-profits.
- The County is in the process of opening the back-country roads.

Chris Tookey:

- The Town of Silverton has hired a Clerk/Treasurer and a part-time assistant and event-coordinator. They are narrowing down the pool for a Town Administrator and will be hosting a meet-and-greet.
- The Town opened Molas Lake.
- Al Harper bought the Grand Imperial Hotel and will be making major renovations.
- The Town is currently under a moratorium for marijuana due to concerns about the density of facilities.
- The Town had a failed recall election and a special election to place a seventh Town Council Member.

John Egan:

- Archuleta County is trying to determine what to do about the courthouse.
- Mountain Express Transit will be reintroducing fixed route service due to sufficient demand to support this type of system, although there have been some concerns expressed about the adjustment.

Lana Hancock:

- There will be a new business opening in the Town of Dolores.
- There was a ribbon-cutting for Doc's Outdoor Sports and Recreation, they are working to be awarded the McPhee marina contract which would allow the marina to be reopened.
- The Dolores River Festival will be held Saturday.

Dan Naiman:

- A new grocery store will be opening in the Town of Ignacio in July. Additionally, Family Dollar is working on a subdivision submittal.



- The Town issued an RFP for gas line replacement, since all the bids came in over budget they are reevaluating how to move forward.
- The Town received a grant to do a utility GIS with the Southern Ute Indian Tribe.
- The CDOT intersection project is scheduled to begin in the fall.
- A project to repurpose the elementary school is moving forward.
- The Town is conducting interviews for a Town Manager.
- The Town has a vacancy on the Town Board and three vacancies on the Planning Commission.
- The Town is in discussions regarding the bike rally.

Julie Westendorff asked whether Senator Gardner will open an office in this part of the state. Darlene Marcus replied that Tipton's Office has encouraged them to do so, but she does not know whether they will. Darlene Marcus reported that Congressman Tipton has been working with Senator Gardner on the sage grouse issue. They are also working on budgets for next year. Congressman Tipton was appointed to the Financial Services Committee. Julie Westendorff asked about the status of hemp cultivation. Darlene Marcus replied the Congress has started taking it up in committees, and Congressman Tipton is very open to changing the law as it is outdated. Congressman Tipton is also working on Good Samaritan Legislation, specifically looking into a limited pilot project in the San Juan Mountains to help it move forward.

### III. Audit Presentation

Chad Atkinson with HintonBudick CPAs & Advisors introduced himself. He stated that they issued an unmodified opinion. He added that the main deficiency is in the segregation of duties.

Julie Westendorff asked what distinct roles should be separated. Chad Atkinson replied the distinct roles should be authorization, record keeping, and custody of assets. Shane Hale asked what the recommendation is for moving forward. Chad Atkinson replied that the Board could determine that this is not a major concern at this time or could work on solutions. Shane Hale suggested that this be addressed if it will be a consistent issue every year. Miriam Gillow-Wiles stated that she will address this with the Executive Committee.

Chad Atkinson detailed the control deficiencies identified. He went over the fund balance and cash trends since 2010. He stated that the trends were normal and reasonable.

Dick White asked about the line for unearned revenue on the Statement of Net Position. Chad Atkinson replied that these were revenues received for a grant in advance, so in order to recognize the revenues the expenditures must be incurred, so they are shown as a deferred item.

**Andrea Phillips motioned to accept the audit as prepared by HintonBudick CPAs & Advisors for fiscal year 2014, William Tookey seconded, unanimously approved.**

**VII. Adjournment**

The meeting was adjourned at 3:31 p.m.



ITEM NO. (ID # 2722)

DATE: 08/7/2015

## AGENDA REQUEST

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**MEETING GROUP:** Southwest Colorado Council of Governments

**STAFF RESOURCE:** Miriam Gillow-Wiles, Director

**REQUESTING DEPT:** Southwest Colorado Council of Governments

**TYPE:** SWCCOG Item

**SUBJECT:** May 2015 Financials

**BACKGROUND:**

**FISCAL IMPACT:**

**RECOMMENDED ACTION:**

**ATTACHMENTS:**

- May 2015 Financials (PDF)

Southwest Colorado Council of Governments  
 Combined Balance Sheet by Class

May 2015

7:47 PM  
 06/06/15

Accrual Basis

	100-General	125-SWMT	200-All Hazards	300-Fort Lyons	350 - WLC	400 - LCC	500 - RREO	600-TPR	700 - DoLA 7645	830-Telecom	900-SCAN	TOTAL
<b>ASSETS</b>												
Current Assets												
Checking/Savings												
1001 - 1st Southwest Bank	25,293.23	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	25,293.23
1002 - Alpine Bank Unrestricted	146,359.57	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	146,359.57
1010 - Petty Cash	10.07	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	10.07
Total Checking/Savings	171,662.87	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	171,662.87
Accounts Receivable												
1200 - Accounts Receivable	-410,568.35	551.35	301,032.94	8,629.84	10,000.00	4,686.68	41,424.53	17,664.10	0.00	0.00	29,887.48	3,508.57
Total Accounts Receivable	-410,568.35	551.35	301,032.94	8,629.84	10,000.00	4,686.68	41,424.53	17,664.10	0.00	0.00	29,887.48	3,508.57
Other Current Assets												
1090 - Due To/ Due From	356,131.69	3,329.94	-271,135.32	-5,652.34	-2,303.02	-4,277.17	-32,454.85	-6,559.27	-3,274.03	0.00	-33,805.62	0.00
1550 - Prepaid expense	-29.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-29.00
Total Other Current Assets	356,102.68	3,329.94	-271,135.32	-5,652.34	-2,303.02	-4,277.17	-32,454.85	-6,559.27	-3,274.03	0.00	-33,805.62	-29.00
Total Current Assets	117,197.20	3,881.29	29,897.62	3,177.50	7,696.98	409.51	8,969.68	11,104.83	-3,274.03	0.00	-3,918.14	175,142.44
<b>TOTAL ASSETS</b>	<b>117,197.20</b>	<b>3,881.29</b>	<b>29,897.62</b>	<b>3,177.50</b>	<b>7,696.98</b>	<b>409.51</b>	<b>8,969.68</b>	<b>11,104.83</b>	<b>-3,274.03</b>	<b>0.00</b>	<b>-3,918.14</b>	<b>175,142.44</b>
<b>LIABILITIES &amp; EQUITY</b>												
Liabilities												
Current Liabilities												
Credit Cards												
1003 - Alpine Bank Credit Card-Miriam	-1,604.27	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-1,604.27
1004 - Alpine Bank Credit Card - Sara	-181.36	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-181.36
Total Credit Cards	-1,785.63	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-1,785.63
Other Current Liabilities												
1006 - Retirement Liabilities Due	779.94	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	779.94
Total Other Current Liabilities	779.94	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	779.94
Total Current Liabilities	-1,005.69	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-1,005.69
Total Liabilities	-1,005.69	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-1,005.69
Equity												
32000 - Retained Earnings	69,110.63	3,329.94	14,627.55	3,177.50	0.00	0.00	452.23	3,449.62	0.00	0.00	-9,416.31	84,731.16
Net Income	49,092.26	551.35	15,270.07	0.00	7,696.98	409.51	8,517.45	7,659.21	-3,274.03	0.00	5,498.17	91,416.97
Total Equity	118,202.89	3,881.29	29,897.62	3,177.50	7,696.98	409.51	8,969.68	11,104.83	-3,274.03	0.00	-3,918.14	176,148.13
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>117,197.20</b>	<b>3,881.29</b>	<b>29,897.62</b>	<b>3,177.50</b>	<b>7,696.98</b>	<b>409.51</b>	<b>8,969.68</b>	<b>11,104.83</b>	<b>-3,274.03</b>	<b>0.00</b>	<b>-3,918.14</b>	<b>175,142.44</b>

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

7:48 PM  
 06/06/15  
 Accrual Basis

	100-General	125-SWIMT	200-All Hazards	350 - WLC	400 - LCC	500 - RREO	600-TPR	700 - DoLA 7645	900-SCAN	TOTAL
<b>Income</b>										
3000 · Match - IT DoLA 7645	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-1,684.15	0.00	-1,684.15
3500 · WLC Grant	0.00	0.00	0.00	10,000.00	0.00	0.00	0.00	0.00	0.00	10,000.00
4004 · SWIMT Rev	0.00	551.35	0.00	0.00	0.00	0.00	0.00	0.00	0.00	551.35
4005 · E-tics	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	8,400.00	8,400.00
4006 · Dues Revenue	114,712.00	0.00	0.00	0.00	0.00	0.00	7,679.00	0.00	0.00	122,391.00
4007 · TPR	0.00	0.00	0.00	0.00	0.00	0.00	9,732.68	0.00	0.00	9,732.68
4008 · Telecom Services Revenue	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,960.00	3,960.00
4009 · Fiber Lease Revenue	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	7,050.00	7,050.00
4040 · Grant-Transit	0.00	0.00	0.00	0.00	4,686.68	0.00	0.00	0.00	0.00	4,686.68
4041 · All Hazards Grant	0.00	0.00	160,958.57	0.00	0.00	0.00	0.00	0.00	0.00	160,958.57
4957 · RREO Grant	0.00	0.00	0.00	0.00	0.00	24,136.97	0.00	0.00	0.00	24,136.97
<b>Total Income</b>	114,712.00	551.35	160,958.57	10,000.00	4,686.68	24,136.97	17,411.68	-1,684.15	19,410.00	350,183.10
<b>Gross Profit</b>	114,712.00	551.35	160,958.57	10,000.00	4,686.68	24,136.97	17,411.68	-1,684.15	19,410.00	350,183.10
<b>Expense</b>										
5009 · Bookkeeper	80.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	80.00
5200 · All Hazard Project	0.00	0.00	142,129.67	0.00	0.00	0.00	0.00	0.00	0.00	142,129.67
5401 · Software Maintenance (E-Tic)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4,200.00	4,200.00
5403 · Fiber Leasing Expe.	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5,197.50	5,197.50
5410 · Rent	1.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00
5510 · Travel Exp	332.07	0.00	1,120.40	0.00	195.21	1,116.53	6,133.38	30.97	0.00	8,928.56
5512 · Meeting Exp	1,122.24	0.00	0.00	807.34	36.76	550.04	81.25	0.00	14.33	2,611.96
5514 · Professional Fees.	33.44	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	33.44
5515 · Legal Fees	1,474.69	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,474.69
5517 · Data Back Up Exp	750.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	750.00
5520 · Advertising	27.66	0.00	0.00	0.00	0.00	0.00	0.00	35.00	0.00	62.66
5521 · Telephone/Website/Internet	807.95	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	807.95
5523 · Payroll Processing Fees	650.75	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	650.75
5525 · Audit	5,250.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5,250.00
5526 · Internet Connectivity (100 Mb)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4,500.00	4,500.00
5527 · Internet & software	25.00	0.00	44.50	0.00	44.50	0.00	89.00	0.00	0.00	203.00
5532 · Postage	46.34	0.00	0.00	19.69	0.00	0.00	0.00	19.00	0.00	85.03
5540 · Membership/Sub	825.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	825.00
5545 · Equipment/Computers	227.40	0.00	209.06	0.00	790.66	464.27	790.66	679.08	0.00	3,161.13
5550 · Supplies	674.96	0.00	35.19	0.00	0.00	32.98	0.00	0.00	0.00	743.13
5555 · Liability Insurance	2,083.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,083.00
5588 · Insurance - Health	11,965.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	11,965.00
5570 · Car Allowance/Mileage	1,500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,500.00
5580 · Salary & Wages										
5586 · Retirement Exp	389.97	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	389.97
5580 · Salary & Wages - Other	35,759.27	0.00	2,149.68	1,475.99	3,210.04	1,701.23	2,662.18	825.83	0.00	47,784.22
<b>Total 5580 · Salary &amp; Wages</b>	36,149.24	0.00	2,149.68	1,475.99	3,210.04	1,701.23	2,662.18	825.83	0.00	48,174.19
5587 · Worker's Compensation	1,594.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,594.00
5640 · Consulting	0.00	0.00	0.00	0.00	0.00	11,754.47	0.00	0.00	0.00	11,754.47
<b>Total Expense</b>	65,619.74	0.00	145,688.50	2,303.02	4,277.17	15,619.52	9,756.47	1,589.68	13,911.83	258,766.13
<b>Net Income</b>	49,092.26	551.35	15,270.07	7,696.98	409.51	8,517.45	7,655.21	-3,274.03	5,498.17	91,416.97

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

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 Accrual Basis

	100-General			125-SWIMT				
	Jan - May 15	Budget	\$ Over Budget	% of Budget	Jan - May 15	Budget	\$ Over Budget	% of Budget
<b>Income</b>								
3000 · Match - IT DoLA 7645	0.00				0.00			
3500 · WLC Grant	0.00				0.00			
3700 · DoLA 7645	0.00				0.00			
4004 · SWIMT Rev	0.00				551.35		0.00	100.0%
4005 · E-tics	0.00				0.00			
4006 · Dues Revenue	114,712.00	114,712.00	0.00	100.0%	0.00			
4007 · TPR	0.00				0.00			
4008 · Telecom Services Revenue	0.00				0.00			
4009 · Fiber Lease Revenue	0.00				0.00			
4040 · Grant-Transit	0.00				0.00			
4041 · All Hazards Grant	0.00				0.00			
4957 · RREO Grant	0.00				0.00			
<b>Total Income</b>	<b>114,712.00</b>	<b>114,712.00</b>	<b>0.00</b>	<b>100.0%</b>	<b>551.35</b>	<b>0.00</b>	<b>551.35</b>	<b>100.0%</b>
<b>Gross Profit</b>	<b>114,712.00</b>	<b>114,712.00</b>	<b>0.00</b>	<b>100.0%</b>	<b>551.35</b>	<b>0.00</b>	<b>551.35</b>	<b>100.0%</b>
<b>Expense</b>								
5009 · Bookkeeper	80.00	80.00	0.00	100.0%	0.00			
5200 · All Hazard Project	0.00				0.00			
5401 · Software Maintenance (E-Tic)	0.00				0.00			
5403 · Fiber Leasing Expe.	0.00				0.00			
5410 · Rent	1.00	76.00	-75.00	1.3%	0.00			
5510 · Travel Exp	332.07	921.25	-589.18	36.0%	0.00			
5512 · Meeting Exp	1,122.24				0.00			
5514 · Professional Fees.	33.44	17.45	15.99	191.6%	0.00			
5515 · Legal Fees	1,474.69	2,500.00	-1,025.31	59.0%	0.00			
5520 · Data Back Up Exp	750.00	0.00	750.00	100.0%	0.00			
5521 · Advertising	27.66	35.00	-7.34	79.0%	0.00			
5521 · Telephone/Website/Internet	807.95	1,458.31	-650.36	55.4%	0.00			
5523 · Payroll Processing Fees	650.75	645.81	4.94	100.8%	0.00			
5525 · Audit	5,250.00	7,000.00	-1,750.00	75.0%	0.00			
5526 · Internet Connectivity (100 Mb)	0.00				0.00			
5527 · Internet & software	25.00				0.00			
5532 · Postage	46.34	65.43	-19.09	70.8%	0.00			
5540 · Membership/Sub	825.00	825.00	0.00	100.0%	0.00			
5545 · Equipment/Computers	227.40	0.00	227.40	100.0%	0.00			
5550 · Supplies	674.96	712.06	-37.10	94.8%	0.00			
5555 · Liability Insurance	2,083.00	2,083.00	0.00	100.0%	0.00			
5558 · Insurance- Health	11,965.00	11,790.00	175.00	101.5%	0.00			
5570 · Car Allowance/Mileage	1,500.00	1,500.00	0.00	100.0%	0.00			
5580 · Salary & Wages	0.00	4,322.94	-4,322.94	0.0%	0.00			
5585 · Payroll Tax Expense	389.97	1,354.19	-964.22	28.8%	0.00			
5586 · Retirement Exp	35,759.27	16,072.50	19,686.77	222.5%	0.00		0.00	0.0%
<b>Total 5580 · Salary &amp; Wages - Other</b>	<b>36,149.24</b>	<b>21,749.63</b>	<b>14,399.61</b>	<b>166.2%</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
5587 · Worker's Compensation	1,594.00	1,594.00	0.00	100.0%	0.00			
5640 · Consulting	0.00				0.00			
5644 · AmeriCorp Member	0.00				0.00			
5648 · Transit Study Expense	0.00				0.00			
5649 · IT Consultant Expense	0.00				0.00			
<b>Total Expense</b>	<b>65,619.74</b>	<b>53,052.94</b>	<b>12,566.80</b>	<b>123.7%</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>Income</b>	<b>49,092.26</b>	<b>61,659.06</b>	<b>-12,566.80</b>	<b>79.6%</b>	<b>551.35</b>	<b>0.00</b>	<b>551.35</b>	<b>100.0%</b>

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

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 Accrual Basis

	200-All Hazards			350 - WLC				
	Jan - May 15	Budget	\$ Over Budget	% of Budget	Jan - May 15	Budget	\$ Over Budget	% of Budget
<b>Income</b>								
3000 · Match - IT DoLA 7645	0.00				0.00			
3500 · WLC Grant	0.00				10,000.00	10,000.00	0.00	100.0%
3700 · DoLA 7645	0.00				0.00			
4004 · SWIMIT Rev	0.00				0.00			
4005 · E-tics	0.00				0.00			
4006 · Dues Revenue	0.00				0.00			
4007 · TPR	0.00				0.00			
4008 · Telecom Services Revenue	0.00				0.00			
4009 · Fiber Lease Revenue	0.00				0.00			
4040 · Grant-Transit	0.00				0.00			
4041 · All Hazards Grant	160,958.57	100,745.00	60,213.57	159.8%	0.00			
4957 · RREO Grant	0.00				0.00			
<b>Total Income</b>	<b>160,958.57</b>	<b>100,745.00</b>	<b>60,213.57</b>	<b>159.8%</b>	<b>10,000.00</b>	<b>10,000.00</b>	<b>0.00</b>	<b>100.0%</b>
<b>Gross Profit</b>	<b>160,958.57</b>	<b>100,745.00</b>	<b>60,213.57</b>	<b>159.8%</b>	<b>10,000.00</b>	<b>10,000.00</b>	<b>0.00</b>	<b>100.0%</b>
<b>Expense</b>								
5009 · Bookkeeper	0.00				0.00			
5200 · All Hazard Project	142,129.67	77,522.50	64,607.17	183.3%	0.00			
5401 · Software Maintenance (E-Tic)	0.00				0.00			
5403 · Fiber Leasing Expe.	0.00				0.00			
5410 · Rent	0.00				0.00			
5510 · Travel Exp	1,120.40	0.00	1,120.40	100.0%	0.00	240.00	-240.00	0.0%
5512 · Meeting Exp	0.00	0.00	0.00	0.0%	807.34	600.00	207.34	134.6%
5514 · Professional Fees.	0.00				0.00			
5515 · Legal Fees	0.00				0.00			
5517 · Data Back Up Exp	0.00				0.00			
5520 · Advertising	0.00				0.00			
5521 · Telephone/Website/Internet	0.00				0.00			
5523 · Payroll Processing Fees	0.00				0.00			
5525 · Audit	0.00				0.00			
5526 · Internet Connectivity (100 Mb)	0.00				0.00			
5527 · Internet & software	44.50				0.00			
5532 · Postage	0.00				19.69			
5540 · Membership/Sub	0.00				0.00			
5545 · Equipment/Computers	209.06				0.00			
5550 · Supplies	35.19				0.00			
5555 · Liability Insurance	0.00				0.00			
5558 · Insurance- Health	0.00				0.00			
5570 · Car Allowance/Mileage	0.00				0.00			
5580 · Salary & Wages	0.00				0.00			
5585 · Payroll Tax Expense	0.00				0.00			
5586 · Retirement Exp	0.00				0.00			
5580 · Salary & Wages - Other	2,149.68	5,298.31	-3,148.63	40.6%	1,475.99	2,160.00	-684.01	68.3%
<b>Total 5580 · Salary &amp; Wages</b>	<b>2,149.68</b>	<b>5,298.31</b>	<b>-3,148.63</b>	<b>40.6%</b>	<b>1,475.99</b>	<b>2,160.00</b>	<b>-684.01</b>	<b>68.3%</b>
5587 · Worker's Compensation	0.00				0.00			
5640 · Consulting	0.00	17,924.19	-17,924.19	0.0%	0.00			
5644 · AmeriCorp Member	0.00				0.00			
5648 · Transit Study Expense	0.00				0.00			
5649 · IT Consultant Expense	0.00				0.00			
<b>Total Expense</b>	<b>145,688.50</b>	<b>100,745.00</b>	<b>44,943.50</b>	<b>144.6%</b>	<b>2,303.02</b>	<b>3,000.00</b>	<b>-696.98</b>	<b>76.8%</b>
<b>Income</b>	<b>15,270.07</b>	<b>0.00</b>	<b>15,270.07</b>	<b>100.0%</b>	<b>7,696.98</b>	<b>7,000.00</b>	<b>696.98</b>	<b>110.0%</b>

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

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 Accrual Basis

	400 - LCC			500 - RREO		
	Jan - May 15	Budget	% of Budget	Jan - May 15	Budget	% of Budget
<b>Income</b>						
3000 · Match - IT DoLA 7645	0.00			0.00		
3500 · WLC Grant	0.00			0.00		
3700 · DoLA 7645	0.00			0.00		
4004 · SWIMT Rev	0.00			0.00		
4005 · E-tics	0.00			0.00		
4006 · Dues Revenue	0.00			0.00		
4007 · TPR	0.00			0.00		
4008 · Telecom Services Revenue	0.00			0.00		
4009 · Fiber Lease Revenue	0.00			0.00		
4040 · Grant-Transit	4,686.68	9,500.00	49.3%	0.00		
4041 · All Hazards Grant	0.00			0.00		
4957 · RREO Grant	0.00			24,136.97	27,779.00	86.9%
<b>Total Income</b>	<b>4,686.68</b>	<b>9,500.00</b>	<b>49.3%</b>	<b>24,136.97</b>	<b>27,779.00</b>	<b>86.9%</b>
<b>Gross Profit</b>	<b>4,686.68</b>	<b>9,500.00</b>	<b>49.3%</b>	<b>24,136.97</b>	<b>27,779.00</b>	<b>86.9%</b>
<b>Expense</b>						
5009 · Bookkeeper	0.00			0.00		
5200 · All Hazard Project	0.00			0.00		
5401 · Software Maintenance (E-Tic)	0.00			0.00		
5403 · Fiber Leasing Expe.	0.00			0.00		
5410 · Rent	0.00			0.00		
5510 · Travel Exp	195.21	0.00	100.0%	1,116.53	989.00	112.9%
5512 · Meeting Exp	36.76			550.04		
5514 · Professional Fees.	0.00			0.00		
5515 · Legal Fees	0.00			0.00		
5517 · Data Back Up Exp	0.00			0.00		
5520 · Advertising	0.00			0.00		
5521 · Telephone/Website/Internet	0.00			0.00		
5523 · Payroll Processing Fees	0.00			0.00		
5525 · Audit	0.00			0.00		
5526 · Internet Connectivity (100 Mb)	0.00			0.00		
5527 · Internet & software	44.50			0.00		
5532 · Postage	0.00			0.00		
5540 · Membership/Sub	0.00			0.00		
5545 · Equipment/Computers	790.66	0.00	100.0%	464.27	791.00	4.2%
5550 · Supplies	0.00			32.98		
5555 · Liability Insurance	0.00			0.00		
5558 · Insurance- Health	0.00			0.00		
5570 · Car Allowance/Mileage	0.00			0.00		
5580 · Salary & Wages	0.00			0.00		
5585 · Payroll Tax Expense	0.00			0.00		
5586 · Retirement Exp	0.00			0.00		
5580 · Salary & Wages - Other	3,210.04	7,083.31	45.3%	1,701.23	5,667.00	30.0%
<b>Total 5580 · Salary &amp; Wages</b>	<b>3,210.04</b>	<b>7,083.31</b>	<b>45.3%</b>	<b>1,701.23</b>	<b>5,667.00</b>	<b>30.0%</b>
5587 · Worker's Compensation	0.00			1,701.23	5,667.00	30.0%
5640 · Consulting	0.00			0.00		
5644 · AmeriCorp Member	0.00			11,754.47	12,802.00	91.8%
5648 · Transit Study Expense	0.00			0.00	7,530.00	0.0%
5649 · IT Consultant Expense	0.00			0.00		
<b>Total Expense</b>	<b>4,277.17</b>	<b>7,083.31</b>	<b>60.4%</b>	<b>15,619.52</b>	<b>27,779.00</b>	<b>56.2%</b>
<b>Income</b>	<b>409.51</b>	<b>2,416.69</b>	<b>16.9%</b>	<b>8,517.45</b>	<b>0.00</b>	<b>100.0%</b>



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

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 Accrual Basis

	600-TPR			700 - DoLA 7645				
	Jan - May 15	Budget	\$ Over Budget	% of Budget	Jan - May 15	Budget	\$ Over Budget	% of Budget
<b>Income</b>								
3000 · Match - IT DoLA 7645	0.00				-1,684.15			
3500 · WLC Grant	0.00				0.00			
3700 · DoLA 7645	0.00				0.00	19,777.77	-19,777.77	0.0%
4004 · SWIMT Rev	0.00				0.00			
4005 · E-tics	0.00				0.00			
4006 · Dues Revenue	7,679.00	7,693.00	-14.00	99.8%	0.00			
4007 · TPR	9,732.68	10,550.00	-817.32	92.3%	0.00			
4008 · Telecom Services Revenue	0.00				0.00			
4009 · Fiber Lease Revenue	0.00				0.00			
4040 · Grant-Transit	0.00				0.00			
4041 · All Hazards Grant	0.00				0.00			
4957 · RREO Grant	0.00				0.00			
<b>Total Income</b>	<b>17,411.68</b>	<b>18,243.00</b>	<b>-831.32</b>	<b>95.4%</b>	<b>-1,684.15</b>	<b>19,777.77</b>	<b>-21,461.92</b>	<b>-8.5%</b>
<b>Gross Profit</b>	<b>17,411.68</b>	<b>18,243.00</b>	<b>-831.32</b>	<b>95.4%</b>	<b>-1,684.15</b>	<b>19,777.77</b>	<b>-21,461.92</b>	<b>-8.5%</b>
<b>Expense</b>								
5009 · Bookkeeper	0.00				0.00			
5200 · All Hazard Project	0.00				0.00			
5401 · Software Maintenance (E-Tic)	0.00				0.00			
5403 · Fiber Leasing Expe.	0.00				0.00			
5410 · Rent	0.00				0.00			
5510 · Travel Exp	6,133.38	5,000.00	1,133.38	122.7%	30.97			
5512 · Meeting Exp	81.25				0.00			
5514 · Professional Fees.	0.00				0.00			
5515 · Legal Fees	0.00				0.00			
5517 · Data Back Up Exp	0.00				0.00			
5520 · Advertising	0.00				35.00			
5521 · Telephone/Website/Internet	0.00				0.00			
5523 · Payroll Processing Fees	0.00				0.00			
5525 · Audit	0.00				0.00			
5526 · Internet Connectivity (100 Mb)	0.00				0.00			
5527 · Internet & software	89.00				0.00			
5532 · Postage	0.00				19.00			
5540 · Membership/Sub	0.00				0.00			
5545 · Equipment/Computers	790.66				679.08			
5550 · Supplies	0.00				0.00			
5555 · Liability Insurance	0.00				0.00			
5558 · Insurance- Health	0.00				0.00			
5570 · Car Allowance/Mileage	0.00				0.00			
5580 · Salary & Wages	0.00				0.00			
5585 · Payroll Tax Expense	0.00				0.00			
5586 · Retirement Exp	0.00				0.00			
5580 · Salary & Wages - Other	2,662.18	7,125.00	-4,462.82	37.4%	825.83	1,888.92	-1,063.09	43.7%
<b>Total 5580 · Salary &amp; Wages</b>	<b>2,662.18</b>	<b>7,125.00</b>	<b>-4,462.82</b>	<b>37.4%</b>	<b>825.83</b>	<b>1,888.92</b>	<b>-1,063.09</b>	<b>43.7%</b>
5587 · Worker's Compensation	0.00				0.00			
5640 · Consulting	0.00				0.00			
5644 · AmeriCorp Member	0.00				0.00	0.00	0.00	0.0%
5648 · Transit Study Expense	0.00				0.00	1,666.69	-1,666.69	0.0%
5649 · IT Consultant Expense	0.00				0.00	2,222.23	-2,222.23	0.0%
<b>Total Expense</b>	<b>9,756.47</b>	<b>12,125.00</b>	<b>-2,368.53</b>	<b>80.5%</b>	<b>1,589.88</b>	<b>19,777.84</b>	<b>-18,187.96</b>	<b>8.0%</b>
<b>Income</b>	<b>7,655.21</b>	<b>6,118.00</b>	<b>1,537.21</b>	<b>125.1%</b>	<b>-3,274.03</b>	<b>-0.07</b>	<b>-3,273.96</b>	<b>4,677,185.7</b>

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

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 Accrual Basis

900-SCAN  
 TOTAL

	Jan - May 15	Budget	\$ Over Budget	% of Budget	Jan - May 15	Budget	\$ Over Budget	% of Budget
<b>Income</b>								
3000 · Match - IT DoLA 7645	0.00			0.00	-1,684.15	0.00	-1,684.15	100.0%
3500 · WLC Grant	0.00			0.00	10,000.00	10,000.00	0.00	100.0%
3700 · DoLA 7645	0.00			0.00	19,777.77	19,777.77	-19,777.77	0.0%
4004 · SWIMT Rev	0.00			0.00	551.35	0.00	551.35	100.0%
4005 · E-tics	8,400.00	8,400.00	0.00	100.0%	8,400.00	8,400.00	0.00	100.0%
4006 · Dues Revenue	0.00			0.00	122,391.00	122,405.00	-14.00	100.0%
4007 · TPR	0.00			0.00	9,732.68	10,550.00	-817.32	92.3%
4008 · Telecom Services Revenue	3,960.00	3,000.00	960.00	132.0%	3,960.00	3,000.00	960.00	132.0%
4009 · Fiber Lease Revenue	7,050.00	1,635.00	5,415.00	431.2%	7,050.00	1,635.00	5,415.00	431.2%
4040 · Grant-Transit	0.00			0.00	4,686.68	9,500.00	-4,813.32	49.3%
4041 · All Hazards Grant	0.00			0.00	160,958.57	100,745.00	60,213.57	159.8%
4957 · RREO Grant	0.00			0.00	24,136.97	27,779.00	-3,642.03	86.9%
<b>Total Income</b>	<b>19,410.00</b>	<b>13,035.00</b>	<b>6,375.00</b>	<b>148.9%</b>	<b>350,183.10</b>	<b>313,791.77</b>	<b>36,391.33</b>	<b>111.6%</b>
<b>Gross Profit</b>	<b>19,410.00</b>	<b>13,035.00</b>	<b>6,375.00</b>	<b>148.9%</b>	<b>350,183.10</b>	<b>313,791.77</b>	<b>36,391.33</b>	<b>111.6%</b>
<b>Expense</b>								
5009 · Bookkeeper	0.00			0.00	80.00	80.00	0.00	100.0%
5200 · All Hazard Project	0.00			0.00	142,129.67	77,522.50	64,607.17	183.3%
5401 · Software Maintenance (E-Tic)	4,200.00	8,400.00	-4,200.00	50.0%	4,200.00	4,200.00	0.00	50.0%
5403 · Fiber Leasing Expe.	5,197.50			0.00	5,197.50	0.00	5,197.50	100.0%
5410 · Rent	0.00			0.00	1.00	76.00	-75.00	1.3%
5510 · Travel Exp	0.00			0.00	8,928.56	7,150.25	1,778.31	124.9%
5512 · Meeting Exp	14.33			0.00	2,611.96	600.00	2,011.96	435.3%
5514 · Professional Fees.	0.00			0.00	33.44	17.45	15.99	191.6%
5515 · Legal Fees	0.00			0.00	1,474.69	2,500.00	-1,025.31	59.0%
5517 · Data Back Up Exp	0.00			0.00	750.00	0.00	750.00	100.0%
5520 · Advertising	0.00			0.00	62.66	35.00	27.66	179.0%
5521 · Telephone/Website/Internet	0.00			0.00	807.95	1,458.31	-650.36	55.4%
5523 · Payroll Processing Fees	0.00			0.00	650.75	645.81	4.94	100.8%
5525 · Audit	0.00			0.00	5,250.00	7,000.00	-1,750.00	75.0%
5526 · Internet Connectivity (100 Mb)	4,500.00	5,000.00	-500.00	90.0%	4,500.00	5,000.00	-500.00	90.0%
5527 · Internet & software	0.00			0.00	203.00	0.00	203.00	100.0%
5532 · Postage	0.00			0.00	85.03	65.43	19.60	130.0%
5540 · Membership/Sub	0.00			0.00	825.00	825.00	0.00	100.0%
5545 · Equipment/Computers	0.00			0.00	3,161.13	0.00	3,161.13	100.0%
5550 · Supplies	0.00			0.00	743.13	1,503.06	-759.93	49.4%
5555 · Liability Insurance	0.00			0.00	2,083.00	2,083.00	0.00	100.0%
5558 · Insurance- Health	0.00			0.00	11,965.00	11,790.00	175.00	101.5%
5570 · Car Allowance/Mileage	0.00			0.00	1,500.00	1,500.00	0.00	100.0%
5580 · Salary & Wages	0.00			0.00	0.00	4,322.94	-4,322.94	0.0%
5585 · Payroll Tax Expense	0.00			0.00	389.97	1,354.19	-964.22	28.8%
5586 · Retirement Exp	0.00			0.00	47,784.22	46,657.54	1,126.68	102.4%
5580 · Salary & Wages - Other	0.00			0.00	48,174.19	52,334.67	-4,160.48	92.1%
<b>Total 5580 · Salary &amp; Wages</b>	<b>0.00</b>	<b>1,362.50</b>	<b>-1,362.50</b>	<b>0.0%</b>	<b>48,174.19</b>	<b>52,334.67</b>	<b>-4,160.48</b>	<b>92.1%</b>
5587 · Worker's Compensation	0.00			0.00	1,594.00	1,594.00	0.00	100.0%
5640 · Consulting	0.00			0.00	11,754.47	30,726.19	-18,971.72	38.3%
5644 · AmeriCorp Member	0.00			0.00	0.00	9,196.69	-9,196.69	0.0%
5648 · Transit Study Expense	0.00			0.00	0.00	2,222.23	-2,222.23	0.0%
5649 · IT Consultant Expense	0.00			0.00	0.00	14,000.00	-14,000.00	0.0%
<b>Total Expense</b>	<b>13,911.83</b>	<b>14,762.50</b>	<b>-850.67</b>	<b>94.2%</b>	<b>258,766.13</b>	<b>238,325.59</b>	<b>20,440.54</b>	<b>108.6%</b>
<b>Income</b>	<b>5,498.17</b>	<b>-1,727.50</b>	<b>7,225.67</b>	<b>-318.3%</b>	<b>91,416.97</b>	<b>75,466.18</b>	<b>15,950.79</b>	<b>121.1%</b>



ITEM NO. (ID # 2723)

DATE: 08/7/2015

## AGENDA REQUEST

\*

**MEETING GROUP:** Southwest Colorado Council of Governments

**STAFF RESOURCE:** Miriam Gillow-Wiles, Director

**REQUESTING DEPT:** Southwest Colorado Council of Governments

**TYPE:** SWCCOG Item

**SUBJECT:** June 2015 Financials

**BACKGROUND:**

**FISCAL IMPACT:**

**RECOMMENDED ACTION:**

**ATTACHMENTS:**

- June 2015 Financials (PDF)

**Profit & Loss by Class**  
January 1 through July 30, 2016

	100-General	126-SWMT	176 - AAA	200-All Hazards	350 - WLC	400 - LCC	500 - RREC	600-TFR	700 - DOLA 7645	900-SCAN	TOTAL
<b>Income</b>											
3800 - Match - IT DOLA 7645	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-1,684.15	0.00	-1,684.15
3900 - WLC Grant	0.00	0.00	0.00	0.00	10,000.00	0.00	0.00	0.00	0.00	0.00	10,000.00
4004 - SWMT Rev	0.00	591.35	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	591.35
4006 - E-lics	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4007 - Dues Revenue	114,712.00	0.00	0.00	0.00	0.00	0.00	0.00	7,679.00	0.00	0.00	122,391.00
4007 - TFR	0.00	0.00	0.00	0.00	0.00	0.00	0.00	15,690.85	0.00	0.00	15,690.85
4008 - Felicom Services Revenue	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4009 - Fiber Lease Revenue	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	6,430.00	6,430.00
4040 - Grant-Transit	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	12,715.00	12,715.00
4041 - All Hazards Grant	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4957 - RREC Grant	0.00	0.00	0.00	187,856.71	0.00	0.00	31,924.35	0.00	0.00	0.00	187,856.71
<b>Total Income</b>	<b>114,712.00</b>	<b>591.35</b>	<b>0.00</b>	<b>187,856.71</b>	<b>10,000.00</b>	<b>6,327.98</b>	<b>31,924.35</b>	<b>23,359.85</b>	<b>-1,684.15</b>	<b>27,145.00</b>	<b>400,193.09</b>
<b>Gross Profit</b>	<b>114,712.00</b>	<b>591.35</b>	<b>0.00</b>	<b>187,856.71</b>	<b>10,000.00</b>	<b>6,327.98</b>	<b>31,924.35</b>	<b>23,359.85</b>	<b>-1,684.15</b>	<b>27,145.00</b>	<b>400,193.09</b>
<b>Expense</b>											
5009 - Bookkeeper	80.00	0.00	0.00	56.65	0.00	56.65	0.00	56.65	0.00	0.00	249.95
5200 - All Hazard Project	0.00	0.00	0.00	184,044.04	0.00	0.00	0.00	0.00	0.00	0.00	184,044.04
5401 - Software Maintenance (E-ITC)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5,800.00	5,800.00
5403 - Fiber Leasing Expe.	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5,197.50	5,197.50
5410 - Rent	1.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00
5510 - Travel Exp	2,563.69	0.00	0.00	1,120.40	0.00	869.41	0.00	7,434.17	38.77	0.00	13,193.97
5512 - Meeting Exp	1,521.29	0.00	0.00	0.00	0.00	36.76	590.04	1,116.53	0.00	0.00	3,274.62
5513 - Professional Fees.	33.44	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	14.33	47.77
5515 - Legal Fees	1,861.89	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,861.89
5517 - Data Back Up Exp	790.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	790.00
5520 - Advertising	27.66	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	27.66
5521 - Telephone/Webster/Internet	1,131.93	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,131.93
5523 - Payroll Processing Fees	906.60	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	906.60
5525 - Audit	6,250.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	6,250.00
5526 - Internet Connectivity (100 Mb)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5527 - Internet & Software	134.90	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	134.90
5532 - Postage	46.34	0.00	0.00	44.50	0.00	0.00	0.00	0.00	0.00	0.00	90.84
5540 - Membership/Sub	825.00	0.00	0.00	0.00	19.69	0.00	0.00	0.00	19.00	0.00	844.69
5545 - Office Equipment/Computers	227.40	0.00	0.00	0.00	0.00	0.00	0.00	750.66	0.00	0.00	978.06
5546 - Equipment Expense	0.00	0.00	0.00	209.06	0.00	790.66	0.00	0.00	679.08	0.00	1,678.74
5550 - Supplies	674.96	0.00	0.00	91.82	0.00	0.00	0.00	16.11	0.00	0.00	782.89
5555 - Liability Insurance	2,083.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,083.00
5558 - Insurance-Health	11,985.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	11,985.00
5570 - Car Allowance/Mileage	2,100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,100.00
5580 - Salary & Wages	5,291.33	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5,291.33
5585 - Payroll Tax Expense	1,819.86	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,819.86
5586 - Retirement Exp	49,313.00	0.00	0.00	2,768.87	1,965.41	3,912.13	1,701.23	3,987.60	1,781.20	0.00	65,430.15
5589 - Salary & Wages - Other	0.00	0.00	19.71	0.00	0.00	0.00	0.00	0.00	0.00	0.00	19.71
<b>Total 6580 - Salary &amp; Wages</b>	<b>57,024.19</b>	<b>0.00</b>	<b>19.71</b>	<b>2,768.87</b>	<b>1,965.41</b>	<b>3,912.13</b>	<b>1,701.23</b>	<b>3,987.60</b>	<b>1,781.20</b>	<b>0.00</b>	<b>72,511.34</b>
5587 - Worker's Compensation	1,594.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2.75	0.00	1,596.75
5540 - Consulting	0.00	0.00	0.00	0.00	0.00	0.00	12,364.47	0.00	0.00	0.00	12,364.47
5543 - Transit	0.00	0.00	0.00	0.00	0.00	170.50	0.00	0.00	0.00	0.00	170.50
5544 - AmeriCorp Member	0.00	0.00	0.00	0.00	0.00	0.00	7,550.00	0.00	470.00	0.00	8,000.00
<b>Total Expense</b>	<b>91,822.29</b>	<b>0.00</b>	<b>19.71</b>	<b>188,336.34</b>	<b>2,962.39</b>	<b>5,926.73</b>	<b>23,798.52</b>	<b>11,889.46</b>	<b>3,098.60</b>	<b>17,111.83</b>	<b>344,912.07</b>
<b>Net Income</b>	<b>22,889.71</b>	<b>591.35</b>	<b>-19.71</b>	<b>-479.63</b>	<b>7,047.61</b>	<b>401.25</b>	<b>8,134.83</b>	<b>11,473.39</b>	<b>-4,780.95</b>	<b>10,033.17</b>	<b>65,281.02</b>

	100-General	125-SWIMT	200-All Hazards	300-Fort Lyons	350 - WLC	400 - LCC	500 - RREO	600-TPR	700 - DOLA 7645	900-SCAN	TOTAL
<b>ASSETS</b>											
Current Assets											
Checking/Savings											
1001 - 1st Southwest Bank	25,293.23	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	25,293.23
1002 - Alpine Bank Unrestricted	113,989.81	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	113,989.81
1010 - Petty Cash	-0.07	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	10.07
Total Checking/Savings	139,293.11	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	139,293.11
Accounts Receivable											
1200 - Accounts Receivable	-172,789.48	0.00	140,074.37	8,829.84	0.00	2,240.97	18,343.78	-5,166.73	1,684.15	10,291.67	3,508.57
Total Accounts Receivable	-172,789.48	0.00	140,074.37	8,829.84	0.00	2,240.97	18,343.78	-5,166.73	1,684.15	10,291.67	3,508.57
Other Current Assets											
1090 - Due To/ Due From	139,916.62	3,881.29	-124,411.71	-5,652.34	7,576.82	-3,068.48	-17,544.10	20,436.67	-6,024.96	-15,109.81	0.00
1550 - Prepaid expense	-29.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-29.00
Total Other Current Assets	139,887.62	3,881.29	-124,411.71	-5,652.34	7,576.82	-3,068.48	-17,544.10	20,436.67	-6,024.96	-15,109.81	-29.00
Total Current Assets	106,391.25	3,881.29	15,662.66	3,177.50	7,576.82	-827.51	799.68	15,269.94	-4,340.81	-4,818.14	142,772.68
<b>TOTAL ASSETS</b>	<b>106,391.25</b>	<b>3,881.29</b>	<b>15,662.66</b>	<b>3,177.50</b>	<b>7,576.82</b>	<b>-827.51</b>	<b>799.68</b>	<b>15,269.94</b>	<b>-4,340.81</b>	<b>-4,818.14</b>	<b>142,772.68</b>
<b>LIABILITIES &amp; EQUITY</b>											
Liabilities											
Current Liabilities											
Credit Cards											
1003 - Alpine Bank Credit Card-Miriam	3,768.51	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,768.51
1004 - Alpine Bank Credit Card - Sara	-181.36	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-181.36
Total Credit Cards	3,587.15	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,587.15
Total Current Liabilities	3,587.15	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,587.15
Total Liabilities	3,587.15	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,587.15
Equity											
32000 - Retained Earnings	69,110.63	3,329.94	14,627.55	3,177.50	0.00	0.00	452.23	3,449.62	0.00	-9,416.31	84,731.16
Net Income	33,653.47	551.35	1,035.11	0.00	7,576.82	-827.51	347.45	11,820.32	-4,340.81	4,598.17	54,454.37
Total Equity	102,894.10	3,881.29	15,662.66	3,177.50	7,576.82	-827.51	799.68	15,269.94	-4,340.81	-4,818.14	139,185.53
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>106,391.25</b>	<b>3,881.29</b>	<b>15,662.66</b>	<b>3,177.50</b>	<b>7,576.82</b>	<b>-827.51</b>	<b>799.68</b>	<b>15,269.94</b>	<b>-4,340.81</b>	<b>-4,818.14</b>	<b>142,772.68</b>

(Financials 5102) Budget vs. Actual  
 FROTH & LOSS Budget vs. Actual  
 January through June 2015

	100-General				125-SWINT			
	Jan - Jun 15	Budget	\$ Over Budget	% of Budget	Jan - Jun 15	Budget	\$ Over Budget	% of Budget
<b>Income</b>								
3000 · Match - IT DOLA 7645	0.00				0.00			
3500 · WILC Grant	0.00				0.00			
3700 · DOLA 7645	0.00				0.00			
4004 · SWINT Rev	0.00				551.35	0.00	551.35	100.0%
4005 · E-tics	0.00				0.00			
4006 · Dues Revenue	114,712.00	114,712.00	0.00	100.0%	0.00			
4007 · TPR	0.00				0.00			
4008 · Telecom Services Revenue	0.00				0.00			
4009 · Fiber Lease Revenue	0.00				0.00			
4040 · Grant-Transit	0.00				0.00			
4041 · All Hazards Grant	0.00				0.00			
4957 · RREO Grant	0.00				0.00			
<b>Total Income</b>	<b>114,712.00</b>	<b>114,712.00</b>	<b>0.00</b>	<b>100.0%</b>	<b>551.35</b>	<b>0.00</b>	<b>551.35</b>	<b>100.0%</b>
<b>Gross Profit</b>	<b>114,712.00</b>	<b>114,712.00</b>	<b>0.00</b>	<b>100.0%</b>	<b>551.35</b>	<b>0.00</b>	<b>551.35</b>	<b>100.0%</b>
<b>Expense</b>								
5009 · Bookkeeper	80.00	80.00	0.00	100.0%	0.00			
5200 · All Hazard Project	0.00				0.00			
5401 · Software Maintenance (E-Tic)	0.00				0.00			
5403 · Fiber Leasing Expe.	0.00				0.00			
5410 · Rent	1.00	76.00	-75.00	1.3%	0.00			
5510 · Travel Exp	1,021.04	1,105.50	-84.46	92.4%	0.00			
5512 · Meeting Exp	1,512.12				0.00			
5514 · Professional Fees.	33.44	17.45	15.99	191.6%	0.00			
5515 · Legal Fees	1,474.99	3,000.00	-1,525.31	49.2%	0.00			
5517 · Data Back Up Exp	750.00	0.00	750.00	100.0%	0.00			
5520 · Advertising	27.86	35.00	-7.34	79.0%	0.00			
5521 · Telephone/Website/Internet	969.94	1,749.98	-780.04	55.4%	0.00			
5523 · Payroll Processing Fees	795.91	774.98	20.93	102.7%	0.00			
5525 · Audit	6,250.00	7,000.00	-750.00	89.3%	0.00			
5526 · Internet Connectivity (100 Mlb)	0.00				0.00			
5527 · Internet & software	129.90				0.00			
5532 · Postage	46.34	85.43	-19.09	70.8%	0.00			
5540 · Memberships/Sub	825.00	825.00	0.00	100.0%	0.00			
5545 · Office Equipment/Computers	227.40	0.00	227.40	100.0%	0.00			
5550 · Supplies	674.96	854.48	-179.52	79.0%	0.00			
5555 · Liability Insurance	2,083.00	2,083.00	0.00	100.0%	0.00			
5558 · Insurance-Health	11,965.00	14,148.00	-2,183.00	84.6%	0.00			
5570 · Car Allowance/Mileage	1,800.00	1,800.00	0.00	100.0%	0.00			
5580 · Salary & Wages								
5585 · Payroll Tax Expense	4,584.02	5,187.52	-603.50	88.4%	0.00			
5586 · Retirement Exp	1,559.88	1,625.02	-65.14	96.0%	0.00			
5580 · Salary & Wages - Other	42,613.23	19,287.00	23,326.23	220.9%	0.00			
<b>Total 5580 · Salary &amp; Wages</b>	<b>48,757.13</b>	<b>26,099.54</b>	<b>22,657.59</b>	<b>186.8%</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
5587 · Worker's Compensation	1,594.00	1,594.00	0.00	100.0%	0.00			
5640 · Consulting	0.00				0.00			
5644 · AmeriCorp Member	0.00				0.00			
5648 · Transit Study Expense	0.00				0.00			
5649 · IT Consultant Expense	0.00				0.00			
<b>Total Expense</b>	<b>81,018.53</b>	<b>61,308.36</b>	<b>19,710.17</b>	<b>132.1%</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>Net Income</b>	<b>33,693.47</b>	<b>53,403.64</b>	<b>-19,710.17</b>	<b>63.1%</b>	<b>551.35</b>	<b>0.00</b>	<b>551.35</b>	<b>100.0%</b>

**PROFIT & LOSS BUDGET VS. ACTUAL**  
January through June 2015

**(In \$) Financial 5102 sumf : (3272) Financial 5102 sumf : Attachment**

	200-All Hazards				350 - WLC			
	Jan - Jun 15	Budget	\$ Over Budget	% of Budget	Jan - Jun 15	Budget	\$ Over Budget	% of Budget
<b>Income</b>								
3000 · Match - IT DOLA 7645	0.00				0.00			
3500 · WLC Grant	0.00				10,000.00			100.0%
3700 · DOLA 7645	0.00				0.00	10,000.00	0.00	
4004 · SWIMT Rev	0.00				0.00			
4005 · E-tics	0.00				0.00			
4006 · Dues Revenue	0.00				0.00			
4007 · TPR	0.00				0.00			
4008 · Telecom Services Revenue	0.00				0.00			
4009 · Fiber Lease Revenue	0.00				0.00			
4040 · Grant-Transit	0.00				0.00			
4041 · All Hazards Grant	160,958.57	120,894.00	40,064.57	133.1%	0.00			
4957 · RREO Grant	0.00				0.00			
<b>Total Income</b>	<b>160,958.57</b>	<b>120,894.00</b>	<b>40,064.57</b>	<b>133.1%</b>	<b>10,000.00</b>	<b>10,000.00</b>	<b>0.00</b>	<b>100.0%</b>
<b>Gross Profit</b>	<b>160,958.57</b>	<b>120,894.00</b>	<b>40,064.57</b>	<b>133.1%</b>	<b>10,000.00</b>	<b>10,000.00</b>	<b>0.00</b>	<b>100.0%</b>
<b>Expense</b>								
5009 · Bookkeeper	0.00				0.00			
5200 · All Hazard Project	156,066.06	93,027.00	63,038.06	167.8%	0.00			
5401 · Software Maintenance (E-Tic)	0.00				0.00			
5403 · Fiber Leasing Expe.	0.00				0.00			
5410 · Rent	0.00				0.00			
5510 · Travel Exp	1,120.40	0.00	1,120.40	100.0%	0.00	320.00	-320.00	0.0%
5512 · Meeting Exp	0.00	0.00	0.00	0.0%	807.34	800.00	7.34	100.9%
5514 · Professional Fees.	0.00				0.00			
5515 · Legal Fees	0.00				0.00			
5517 · Data Back Up Exp	0.00				0.00			
5520 · Advertising	0.00				0.00			
5521 · Telephone/Website/Internet	0.00				0.00			
5523 · Payroll Processing Fees	0.00				0.00			
5525 · Audit	0.00				0.00			
5526 · Internet Connectivity (100 MB)	0.00				0.00			
5527 · Internet & software	44.50				0.00			
5532 · Postage	0.00				19.69			
5540 · Membership/Sub	209.06	0.00	209.06	0.00	0.00			
5545 · Office Equipment/Computers	35.19				0.00			
5550 · Supplies	0.00				0.00			
5555 · Liability Insurance	0.00				0.00			
5558 · Insurance- Health	0.00				0.00			
5570 · Car Allowance/Mileage	0.00				0.00			
5580 · Salary & Wages	0.00				0.00			
5585 · Payroll Tax Expense	0.00				0.00			
5586 · Retirement Exp	0.00				0.00			
5580 · Salary & Wages - Other	2,449.25	6,357.98	-3,908.73	38.5%	1,596.15	2,880.00	-1,283.85	55.4%
<b>Total 5580 · Salary &amp; Wages</b>	<b>2,449.25</b>	<b>6,357.98</b>	<b>-3,908.73</b>	<b>38.5%</b>	<b>1,596.15</b>	<b>2,880.00</b>	<b>-1,283.85</b>	<b>55.4%</b>
5587 · Worker's Compensation	0.00				0.00			
5640 · Consulting	0.00	21,509.02	-21,509.02	0.0%	0.00			
5644 · AmeriCorp Member	0.00				0.00			
5648 · Transit Study Expense	0.00				0.00			
5649 · IT Consultant Expense	0.00				0.00			
<b>Total Expense</b>	<b>159,923.46</b>	<b>120,894.00</b>	<b>39,029.46</b>	<b>132.3%</b>	<b>2,423.18</b>	<b>4,000.00</b>	<b>-1,576.82</b>	<b>60.6%</b>
<b>Net Income</b>	<b>1,035.11</b>	<b>0.00</b>	<b>1,035.11</b>	<b>100.0%</b>	<b>7,576.82</b>	<b>6,000.00</b>	<b>1,576.82</b>	<b>126.3%</b>

(S) Financials  
TRUHL & LOSS Budget vs. Actual  
January through June 2015

	Jan - Jun 15	Budget	\$ Over Budget	% of Budget	Jan - Jun 15	Budget	\$ Over Budget	% of Budget
400 - LCC								
Income								
3000 · Match - IT DOLA 7645	0.00				0.00			
3500 · WLC Grant	0.00				0.00			
3700 · DOLA 7645	0.00				0.00			
4004 · SWIMT Rev	0.00				0.00			
4005 · E-tics	0.00				0.00			
4006 · Dues Revenue	0.00				0.00			
4007 · TPR	0.00				0.00			
4008 · Telecom Services Revenue	0.00				0.00			
4009 · Fiber Lease Revenue	0.00				0.00			
4040 · Grant-Transit	4,686.68	9,500.00	-4,813.32	49.3%	0.00			
4041 · All Hazards Grant	0.00				0.00			
4957 · RREO Grant	0.00				0.00			
<b>Total Income</b>	<b>4,686.68</b>	<b>9,500.00</b>	<b>-4,813.32</b>	<b>49.3%</b>	<b>24,136.97</b>	<b>27,779.00</b>	<b>-3,642.03</b>	<b>86.9%</b>
500 - RREO								
Gross Profit	4,686.68	9,500.00	-4,813.32	49.3%	24,136.97	27,779.00	-3,642.03	86.9%
Expense								
5009 · Bookkeeper	0.00				0.00			
5200 · All Hazard Project	0.00				0.00			
5401 · Software Maintenance (E-Tic)	0.00				0.00			
5403 · Fiber Leasing Expe.	0.00				0.00			
5410 · Rent	0.00				0.00			
5510 · Travel Exp	899.41	0.00	899.41	100.0%	1,116.53	989.00	127.53	112.9%
5512 · Meeting Exp	36.76				550.04			
5514 · Professional Fees.	0.00				0.00			
5515 · Legal Fees	0.00				0.00			
5517 · Data Back Up Exp	0.00				0.00			
5520 · Advertising	0.00				0.00			
5521 · Telephone/Website/Internet	0.00				0.00			
5523 · Payroll Processing Fees	0.00				0.00			
5525 · Audit	0.00				0.00			
5526 · Internet Connectivity (100 Mb)	0.00				0.00			
5527 · Internet & software	44.50				0.00			
5532 · Postage	0.00				0.00			
5540 · Membership/Sub	0.00				0.00			
5545 · Office Equipment/Computers	790.66	0.00	790.66	100.0%	464.27	791.00	-758.02	4.2%
5550 · Supplies	0.00				32.98			
5555 · Liability Insurance	0.00				0.00			
5558 · Insurance- Health	0.00				0.00			
5570 · Car Allowance/Mileage	0.00				0.00			
5580 · Salary & Wages	0.00				0.00			
5585 · Payroll Tax Expense	0.00				0.00			
5586 · Retirement Exp	0.00				0.00			
5580 · Salary & Wages - Other	3,742.86	8,499.98	-4,757.12	44.0%	1,701.23	5,667.00	-3,965.77	30.0%
<b>Total 5580 · Salary &amp; Wages</b>	<b>3,742.86</b>	<b>8,499.98</b>	<b>-4,757.12</b>	<b>44.0%</b>	<b>1,701.23</b>	<b>5,667.00</b>	<b>-3,965.77</b>	<b>30.0%</b>
5587 · Worker's Compensation	0.00				0.00			
5640 · Consulting	0.00				12,394.47	12,802.00	-407.53	96.8%
5644 · AmeriCorp Member	0.00				7,530.00	7,530.00	0.00	100.0%
5648 · Transit Study Expense	0.00				0.00			
5649 · IT Consultant Expense	0.00				0.00			
<b>Total Expense</b>	<b>5,514.19</b>	<b>8,499.98</b>	<b>-2,985.79</b>	<b>64.9%</b>	<b>23,789.52</b>	<b>27,779.00</b>	<b>-3,989.48</b>	<b>86.6%</b>
<b>Net Income</b>	<b>-827.51</b>	<b>1,000.02</b>	<b>-1,827.53</b>	<b>-82.7%</b>	<b>347.45</b>	<b>0.00</b>	<b>347.45</b>	<b>100.0%</b>



(S) Financials 5102 sunr : (E2T2) Financials 5102 sunr : Attachment:  
 Budget vs. Actual  
 January through June 2015

	600-TPR					700 - DOLA 7645				
	Jan - Jun 15	Budget	\$ Over Budget	% of Budget	Jan - Jun 15	Budget	\$ Over Budget	% of Budget		
<b>Income</b>										
3000 · Match - IT DOLA 7645	0.00				-1,684.15					
3500 · WLC Grant	0.00				0.00					
3700 · DOLA 7645	0.00				0.00	29,666.66	-29,666.66	0.0%		
4004 · SWIMT Rev	0.00				0.00					
4005 · E-fics	0.00				0.00					
4006 · Dues Revenue	7,679.00	7,693.00	-14.00	99.8%	0.00					
4007 · TPR	15,680.85	10,550.00	5,130.85	148.6%	0.00					
4008 · Telecom Services Revenue	0.00				0.00					
4009 · Fiber Lease Revenue	0.00				0.00					
4040 · Grant-Transit	0.00				0.00					
4041 · All Hazards Grant	0.00				0.00					
4957 · RREO Grant	0.00				0.00					
<b>Total Income</b>	<b>23,359.85</b>	<b>18,243.00</b>	<b>5,116.85</b>	<b>128.0%</b>	<b>-1,684.15</b>	<b>29,666.66</b>	<b>-31,350.81</b>	<b>-5.7%</b>		
<b>Gross Profit</b>	<b>23,359.85</b>	<b>18,243.00</b>	<b>5,116.85</b>	<b>128.0%</b>	<b>-1,684.15</b>	<b>29,666.66</b>	<b>-31,350.81</b>	<b>-5.7%</b>		
<b>Expense</b>										
5009 · Bookkeeper	0.00				0.00					
5200 · All Hazard Project	0.00				0.00					
5401 · Software Maintenance (E-Tic)	0.00				0.00					
5403 · Fiber Leasing Expe.	0.00				0.00					
5410 · Rent	0.00				0.00					
5510 · Travel Exp	7,434.17	6,000.00	1,434.17	123.9%	39.77					
5512 · Meeting Exp	123.10				0.00					
5514 · Professional Fees.	0.00				0.00					
5515 · Legal Fees	0.00				0.00					
5517 · Data Back Up Exp	0.00				0.00					
5520 · Advertising	0.00				105.00					
5521 · Telephone/Website/Internet	0.00				0.00					
5523 · Payroll Processing Fees	0.00				0.00					
5525 · Audit	0.00				0.00					
5526 · Internet Connectivity (100 Mb)	0.00				0.00					
5527 · Internet & software	89.00				0.00					
5532 · Postage	0.00				19.00					
5540 · Membership/Sub	0.00				0.00					
5545 · Office Equipment/Computers	790.66				679.08					
5550 · Supplies	0.00				0.00					
5555 · Liability Insurance	0.00				0.00					
5558 · Insurance-Health	0.00				0.00					
5570 · Car Allowance/Mileage	0.00				0.00					
5580 · Salary & Wages	0.00				0.00					
5585 · Payroll Tax Expense	0.00				0.00					
5586 · Retirement Exp	0.00				0.00					
5580 · Salary & Wages · Other	3,102.60	8,550.00	-5,447.40	36.3%	1,343.81	2,833.36	-1,489.55	47.4%		
<b>Total 5580 · Salary &amp; Wages</b>	<b>3,102.60</b>	<b>8,550.00</b>	<b>-5,447.40</b>	<b>36.3%</b>	<b>1,343.81</b>	<b>2,833.36</b>	<b>-1,489.55</b>	<b>47.4%</b>		
5587 · Worker's Compensation	0.00				0.00					
5640 · Consulting	0.00				0.00					
5644 · AmeriCorp Member	0.00				470.00	0.00	0.00	0.0%		
5648 · Transit Study Expense	0.00				0.00	2,500.02	-2,030.02	18.8%		
5649 · IT Consultant Expense	0.00				0.00	3,333.34	-3,333.34	0.0%		
<b>Total Expense</b>	<b>11,539.53</b>	<b>14,550.00</b>	<b>-3,010.47</b>	<b>79.3%</b>	<b>2,656.66</b>	<b>29,666.72</b>	<b>-27,010.06</b>	<b>9.0%</b>		
<b>Net Income</b>	<b>11,820.32</b>	<b>3,693.00</b>	<b>8,127.32</b>	<b>320.1%</b>	<b>-4,340.81</b>	<b>-0.06</b>	<b>-4,340.75</b>	<b>7,234,683.3%</b>		

(Financials 5102 sunr : 6272) Financials 5102 sunr : Attachment  
 Profit & Loss Budget vs. Actual  
 January through June 2015

	900-SCAN				TOTAL			
	Jan - Jun 15	Budget	\$ Over Budget	% of Budget	Jan - Jun 15	Budget	\$ Over Budget	% of Budget
<b>Income</b>								
3000 · Match - IT DOLA 7645	0.00				-1,684.15	0.00	-1,684.15	100.0%
3500 · WLC Grant	0.00				10,000.00	10,000.00	0.00	100.0%
3700 · DOLA 7645	0.00				0.00	29,666.66	-29,666.66	0.0%
4004 · SWIMT Rev	0.00				551.35	0.00	551.35	100.0%
4005 · E-tics	8,400.00	8,400.00	0.00	100.0%	8,400.00	8,400.00	0.00	100.0%
4006 · Dues Revenue	0.00				122,391.00	122,405.00	-14.00	100.0%
4007 · TPR	0.00				15,680.85	10,550.00	5,130.85	148.6%
4008 · Telecom Services Revenue	3,960.00	3,000.00	960.00	132.0%	3,960.00	3,000.00	960.00	132.0%
4009 · Fiber Lease Revenue	7,050.00	1,635.00	5,415.00	431.2%	7,050.00	1,635.00	5,415.00	431.2%
4040 · Grant-Transit	0.00				4,686.68	9,500.00	-4,813.32	49.3%
4041 · All Hazards Grant	0.00				160,958.57	120,694.00	40,064.57	133.1%
4957 · RREO Grant	0.00				24,136.97	27,779.00	-3,642.03	86.9%
<b>Total Income</b>	<b>19,410.00</b>	<b>13,035.00</b>	<b>6,375.00</b>	<b>148.9%</b>	<b>356,131.27</b>	<b>343,829.66</b>	<b>12,301.61</b>	<b>103.6%</b>
<b>Gross Profit</b>	<b>19,410.00</b>	<b>13,035.00</b>	<b>6,375.00</b>	<b>148.9%</b>	<b>356,131.27</b>	<b>343,829.66</b>	<b>12,301.61</b>	<b>103.6%</b>
<b>Expense</b>								
5009 · Bookkeeper	0.00				80.00	80.00	0.00	100.0%
5200 · All Hazard Project	0.00				156,065.06	93,027.00	63,038.06	167.8%
5401 · Software Maintenance (E-Tic)	4,200.00	8,400.00	-4,200.00	50.0%	4,200.00	8,400.00	-4,200.00	50.0%
5403 · Fiber Leasing Expe.	5,197.50				5,197.50	0.00	5,197.50	100.0%
5410 · Rent	0.00				1.00	76.00	-75.00	1.3%
5510 · Travel Exp	0.00				11,631.32	8,414.50	3,216.82	138.2%
5512 · Meeting Exp	14.33				3,043.69	800.00	2,243.69	380.5%
5514 · Professional Fees.	0.00				33.44	17.45	15.99	191.6%
5515 · Legal Fees	0.00				1,474.69	3,000.00	-1,525.31	49.2%
5517 · Data Back Up Exp	0.00				750.00	0.00	750.00	100.0%
5520 · Advertising	0.00				132.66	35.00	97.66	379.0%
5521 · Telephone/Website/Internet	0.00				968.94	1,749.98	-780.04	55.4%
5523 · Payroll Processing Fees	0.00				795.91	774.98	20.93	102.7%
5525 · Audit	0.00				6,250.00	7,000.00	-750.00	89.3%
5526 · Internet Connectivity (100 Mb)	5,400.00	6,000.00	-600.00	90.0%	5,400.00	6,000.00	-600.00	90.0%
5527 · Internet & software	0.00				307.90	0.00	307.90	100.0%
5532 · Postage	0.00				85.03	65.43	19.60	130.0%
5540 · Membership/Sub	0.00				825.00	825.00	0.00	100.0%
5545 · Office Equipment/Computers	0.00				3,161.13	0.00	3,161.13	100.0%
5550 · Supplies	0.00				743.13	1,645.48	-902.35	45.2%
5555 · Liability Insurance	0.00				2,083.00	2,083.00	0.00	100.0%
5558 · Insurance-Health	0.00				11,965.00	14,148.00	-2,183.00	84.6%
5570 · Car Allowance/Mileage	0.00				1,800.00	1,800.00	0.00	100.0%
5580 · Salary & Wages	0.00				4,584.02	5,187.52	-603.50	88.4%
5585 · Payroll Tax Expense	0.00				1,559.88	1,625.02	-65.14	96.0%
5588 · Retirement Exp	0.00				56,549.13	55,710.32	838.81	101.5%
5580 · Salary & Wages - Other	0.00	1,635.00	-1,635.00	0.0%	62,693.03	62,522.86	170.17	100.3%
<b>Total 5580 · Salary &amp; Wages</b>	<b>0.00</b>	<b>1,635.00</b>	<b>-1,635.00</b>	<b>0.0%</b>	<b>62,693.03</b>	<b>62,522.86</b>	<b>170.17</b>	<b>100.3%</b>
5587 · Worker's Compensation	0.00				1,594.00	1,594.00	0.00	100.0%
5640 · Consulting	0.00				12,394.47	34,311.02	-21,916.55	36.1%
5644 · AmeriCorp Member	0.00				8,000.00	10,030.02	-2,030.02	79.8%
5648 · Transit Study Expense	0.00				0.00	3,333.34	-3,333.34	0.0%
5649 · IT Consultant Expense	0.00				0.00	21,000.00	-21,000.00	0.0%
<b>Total Expense</b>	<b>14,811.83</b>	<b>16,035.00</b>	<b>-1,223.17</b>	<b>92.4%</b>	<b>301,676.90</b>	<b>282,733.06</b>	<b>18,943.84</b>	<b>106.7%</b>
<b>Net Income</b>	<b>4,598.17</b>	<b>-3,000.00</b>	<b>7,598.17</b>	<b>-153.3%</b>	<b>54,454.37</b>	<b>61,096.60</b>	<b>-6,642.23</b>	<b>89.1%</b>



ITEM NO. (ID # 2725)

DATE: 08/7/2015

## AGENDA REQUEST

\*

**MEETING GROUP:** Southwest Colorado Council of Governments

**STAFF RESOURCE:** Miriam Gillow-Wiles, Director

**REQUESTING DEPT:** Southwest Colorado Council of Governments

**TYPE:** SWCCOG Item

**SUBJECT:** Auditor Findings Suggestions and Implementation

**BACKGROUND:**

**FISCAL IMPACT:**

**RECOMMENDED ACTION:**

**ATTACHMENTS:**

- Segregation of Duties Memo (DOCX)

# Auditor Suggestions for Segregation of Duties

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As per the auditor's *Communication of Significant Deficiency* presented at the June 5, 2015 board meeting, the following deficiency was noted:

“The Council’s internal control processes lack a complete segregation of duties. The same individual receives payments, prepares and makes the deposit, and records transactions in the accounting system. We realize that with limited staff it is difficult to properly separate all duties. Proper segregation of duties provides important safeguards and controls to ensure the proper accounting, deposit and disposition of the Council's funds.”

The auditor’s recommendation was that “the board and management should consider ways that segregation of duties can be improved within the accounting and administrative functions as the Council continues to grow and additional staff are considered necessary.”

After the board meeting, Miriam and Sara received an email from Kelli Jones dated June 23, 2015 with an action recommendation stating, “with only the two of you, we believe the easiest way to separate these duties is by Miriam opening the mail/receiving payments and creating a daily check log of payments received. This can be done in Excel. Once this is complete, Miriam can print the log, initial it, and give the log with the checks to Sara for deposit and recording.”

Miriam and Sara began immediate compliance with this recommendation. With the hiring of an Administrative Assistant in 2016, the Administrative Assistant can complete some of these duties.



ITEM NO. (ID # 2724)

DATE: 08/7/2015

## AGENDA REQUEST \*

**MEETING GROUP:** Southwest Colorado Council of Governments**STAFF RESOURCE:** Miriam Gillow-Wiles, Director**REQUESTING DEPT:** Southwest Colorado Council of Governments**TYPE:** SWCCOG Item**SUBJECT:** 2016 Budget Discussions**BACKGROUND:****FISCAL IMPACT:****RECOMMENDED ACTION:****ATTACHMENTS:**

- 0 Budget Memo 7 August 2015 (DOCX)
- 1 Dues Worksheet 30 July 2015 (PDF)
- 2 Admin Worksheet 25% 30 July 2015 (PDF)
- 3 Grant Match Worksheet 25% 30 July 2015 (PDF)
- 4 Fiber Fund Worksheet 25% 30 July 2015 (PDF)
- 5 Totals Worksheet 25% 30 July 2015 (PDF)
- 6 2016 Budget Explanations for Board (DOCX)
- Preliminary 2016 Budget for Board Packet (PDF)

# Preliminary 2016 Budget

To: SWCCOG Board of Directors  
 From: Miriam Gillow-Wiles  
 Date: 7 August 2015

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Comments: At the close of 2015 we will have completed the two year experiment to develop the SWCCOG into an established organization with a defined mission, funding, and regional leadership. I am pleased to be at the helm, and to have worked with all of your organizations to get the boat moving in the right direction. In 2014 the Board was presented with the following list of goals for 2015, I have added the blue writing to each goal.

- 1) Forge closer ties with the Area Agency on Ageing (AAA) and contract their fiscal management  
 The first attempt at contract bookkeeping services in January was not well received. However, the AAA voted unanimously in July to enter into a contract with the SWCCOG for bookkeeping services.
- 2) Hire a part time administrative assistant IF the SWCCOG takes on the AAA fiscal management  
 The contract did not go through earlier in the year, but we have a part time administrative assistant in the 2016 budget.
- 3) Bring on an AmeriCorps VISTA to help with project management and grant writing/management.  
 Our AmeriCorps VISTA, Shannon Cramer, will start August 14<sup>th</sup>.
- 4) Continue to build ties with Montezuma County  
 Montezuma County voted yes at the AAA meeting to contract with the COG for bookkeeping services. We have been working successfully with Montezuma with the TPR and the AAA. They are also interested in and participated willingly in the Recycling study. Though they are not dues paying members at this time.
- 5) Roll out a share services IT program  
 We are in the middle of this process.
- 6) Develop a catalogue of shared services (non IT)  
 Shared Services is on Shannon's work plan for the next calendar year.
- 7) Maintain our position as a state leader in Broadband  
 Miriam has worked with Colorado Counties Inc. and Colorado Municipal League to help alter Senate Bill 05-152. As well as help bring information to the local jurisdictions about opt out elections. I have also discussed with multiple agencies across the state regarding broadband issues. We have also partnered with the La Plata Economic Development Alliance and CDOT to obtain a DOLA grant for broadband planning.

# Preliminary 2016 Budget

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## 8) Continue clear and logical growth

We have increased our budget annually, established a strategic plan and Board retreat, targeted specific grants to develop established goals, and continue to seek out ways to benefit the SWCCOG members.

The attachments for the preliminary budget discussion are as all broken down into the established 25% + amount based on population. The worksheets are as follows: Dues, Administrative Assistant Position, Grant Match, Fiber Equipment Repair Fund, a worksheet with totals, a description of the funds, and the overall budget worksheet (very large, will have them printed at the COG meeting).

### Dues Worksheet:

- Previously the dues were based solely on population plus \$2000. This created about \$114,000 in dues. But there was no rhyme or reason behind the previous formula. For 2016 we used the established formula and increased dues to \$120,000, or about a 5% increase.

### Administrative Assistant Position Worksheet:

- This is to establish an Administrative Assistant position at the SWCCOG. This position will help with day to day tasks and specific projects. Calculated in the cost of this position is salary, payroll taxes, equipment, and office supplies. This position is not eligible for benefits at this time.

### Grant Match Worksheet:

- Instead of asking for additional funding mid-year, and causing stress on twelve budgets, we are asking for grant match during the budget process. This funding will not be due at the beginning of the year, but as necessary. This is essentially a place holder within your budget for funding that may be needed in 2016.

### Fiber Equipment Repair Fund:

- This was established in previous meetings to create a restricted account to support the SCAN Equipment.

### Totals Worksheet:

- This is the sum of the previous worksheets along with a percentage increase over the previous year. The increase may seem like a significant amount, but in previous years we have only ever assessed dues. While for the first time, we are looking at supporting the SCAN infrastructure, creating another position, and developing a grant match funding pool. All

# Preliminary 2016 Budget

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of which will help the fiscal solvency, as well as the longevity of the organization.

Overall, 2016 is looking very positive. We are aligning our staff work plans with the strategic plan from the Board Retreat, we are delving deeper in several projects, namely Transit and Recycling, and we are adding staff. Further we have established ties with the AAA in 2015 and will continue to strengthen them in 2016. Lastly, we have moved our budget cycle up as we recognize the need to have costs established for the members as you work through your organization's budget. I am excited about this new year of growth while developing previous projects.



**2016 COG Dues      \$ 120,000.00**

<b>25% of Dues \$30,000</b>	<b>2013 Population</b>	<b>% Population</b>	<b>Base (25% Dues)</b>	<b>Amount based on % Pop</b>	<b>Amount Per Community</b>
Archuleta	10436	13.3%	\$ 2,500.00	\$ 12,012	\$ 14,512
Bayfield	2493	3.2%	\$ 2,500.00	\$ 2,870	\$ 5,370
Cortez	8551	10.9%	\$ 2,500.00	\$ 9,843	\$ 12,343
Dolores County	1037	1.3%	\$ 2,500.00	\$ 1,194	\$ 3,694
Dolores (Town)	939	1.2%	\$ 2,500.00	\$ 1,081	\$ 3,581
Durango	17689	22.6%	\$ 2,500.00	\$ 20,361	\$ 22,861
Ignacio	711	0.9%	\$ 2,500.00	\$ 818	\$ 3,318
La Plata	32553	41.6%	\$ 2,500.00	\$ 37,470	\$ 39,970
Mancos	1361	1.7%	\$ 2,500.00	\$ 1,567	\$ 4,067
Pagosa	1732	2.2%	\$ 2,500.00	\$ 1,994	\$ 4,494
San Juan	61	0.1%	\$ 2,500.00	\$ 70	\$ 2,570
Silverton	626	0.8%	\$ 2,500.00	\$ 721	\$ 3,221
<b>Totals</b>	<b>78189</b>		<b>\$ 30,000.00</b>	<b>\$ 90,000.00</b>	<b>\$ 120,000.00</b>

**Administrative Position, 15hr/week \$13/hr**  
**Total Salary and Equipment \$ 12,200.00**

<b>25% of Total \$3,050</b>	<b>Population</b>	<b>% Population</b>	<b>Base</b>	<b>Amount based on % Pop</b>	<b>Amount Per Community</b>
Archuleta	10436	13.3%	\$ 254.17	\$ 1,221	\$ 1,475
Bayfield	2493	3.2%	\$ 254.17	\$ 292	\$ 546
Cortez	8551	10.9%	\$ 254.17	\$ 1,001	\$ 1,255
Dolores County	1037	1.3%	\$ 254.17	\$ 121	\$ 376
Dolores (Town)	939	1.2%	\$ 254.17	\$ 110	\$ 364
Durango	17689	22.6%	\$ 254.17	\$ 2,070	\$ 2,324
Ignacio	711	0.9%	\$ 254.17	\$ 83	\$ 337
La Plata	32553	41.6%	\$ 254.17	\$ 3,809	\$ 4,064
Mancos	1361	1.7%	\$ 254.17	\$ 159	\$ 413
Pagosa	1732	2.2%	\$ 254.17	\$ 203	\$ 457
San Juan	61	0.1%	\$ 254.17	\$ 7	\$ 261
Silverton	626	0.8%	\$ 254.17	\$ 73	\$ 327
Total population	78189		\$ 3,050.00	\$ 9,150.00	\$ 12,200.00

Attachment: 2 Admin Worksheet 25% 30 July 2015 (2724 : 2016 Budget Discussions)

**Total Grant Match \$ 25,000.00**

<b>25% of Grant Match \$6,250</b>	<b>Population</b>	<b>% Population</b>	<b>Base</b>	<b>Amount based on % Pop</b>	<b>Amount Per Community</b>
Archuleta	10436	13.3%	\$ 520.83	\$ 2,503	\$ <b>3,023</b>
Bayfield	2493	3.2%	\$ 520.83	\$ 598	\$ <b>1,119</b>
Cortez	8551	10.9%	\$ 520.83	\$ 2,051	\$ <b>2,571</b>
Dolores County	1037	1.3%	\$ 520.83	\$ 249	\$ <b>770</b>
Dolores (Town)	939	1.2%	\$ 520.83	\$ 225	\$ <b>746</b>
Durango	17689	22.6%	\$ 520.83	\$ 4,242	\$ <b>4,763</b>
Ignacio	711	0.9%	\$ 520.83	\$ 171	\$ <b>691</b>
La Plata	32553	41.6%	\$ 520.83	\$ 7,806	\$ <b>8,327</b>
Mancos	1361	1.7%	\$ 520.83	\$ 326	\$ <b>847</b>
Pagosa	1732	2.2%	\$ 520.83	\$ 415	\$ <b>936</b>
San Juan	61	0.1%	\$ 520.83	\$ 15	\$ <b>535</b>
Silverton	626	0.8%	\$ 520.83	\$ 150	\$ <b>671</b>
<b>Total population</b>	<b>78189</b>		<b>\$ 6,250.00</b>	<b>\$ 18,750.00</b>	<b>\$ 25,000.00</b>

Attachment: 3 Grant Match Worksheet 25% 30 July 2015 (2724 : 2016 Budget Discussions)

**Fiber Equipment Repair Fund      \$ 15,000.00**

<b>25% of Grant Match \$3,750</b>	<b>Population</b>	<b>% Population</b>	<b>Base</b>	<b>Amount based on % Pop</b>	<b>Amount Per Community</b>
Archuleta	10436	13.3%	\$ 312.50	\$ 1,501.55	\$ <b>1,814</b>
Bayfield	2493	3.2%	\$ 312.50	\$ 358.70	\$ <b>671</b>
Cortez	8551	10.9%	\$ 312.50	\$ 1,230.34	\$ <b>1,543</b>
Dolores County	1037	1.3%	\$ 312.50	\$ 149.21	\$ <b>462</b>
Dolores (Town)	939	1.2%	\$ 312.50	\$ 135.11	\$ <b>448</b>
Durango	17689	22.6%	\$ 312.50	\$ 2,545.13	\$ <b>2,858</b>
Ignacio	711	0.9%	\$ 312.50	\$ 102.30	\$ <b>415</b>
La Plata	32553	41.6%	\$ 312.50	\$ 4,683.80	\$ <b>4,996</b>
Mancos	1361	1.7%	\$ 312.50	\$ 195.82	\$ <b>508</b>
Pagosa	1732	2.2%	\$ 312.50	\$ 249.20	\$ <b>562</b>
San Juan	61	0.1%	\$ 312.50	\$ 8.78	\$ <b>321</b>
Silverton	626	0.8%	\$ 312.50	\$ 90.07	\$ <b>403</b>
Total population	78189		\$ 3,750.00	\$ 11,250.00	\$ 15,000.00

Totals and Change over 2015 Dues

	2016					2015 Dues Only	Difference 2015 and 2016	Percentage Difference
	Dues	Admin Staff	Grant Match	Fiber Equip Fund	2016 Total			
Archuleta	\$ 14,512	\$ 1,475	\$ 3,023	\$ 1,814	\$ 20,825	\$ 14,512	\$ 6,313	44%
Bayfield	\$ 5,370	\$ 546	\$ 1,119	\$ 671	\$ 7,705	\$ 4,852	\$ 2,853	59%
Cortez	\$ 12,343	\$ 1,255	\$ 2,571	\$ 1,543	\$ 17,712	\$ 12,304	\$ 5,408	44%
Dolores County	\$ 3,694	\$ 376	\$ 770	\$ 462	\$ 5,300	\$ 3,288	\$ 2,012	61%
Dolores (Town)	\$ 3,581	\$ 364	\$ 746	\$ 448	\$ 5,139	\$ 3,104	\$ 2,035	66%
Durango	\$ 22,861	\$ 2,324	\$ 4,763	\$ 2,858	\$ 32,806	\$ 22,424	\$ 10,382	46%
Ignacio	\$ 3,318	\$ 337	\$ 691	\$ 415	\$ 4,762	\$ 2,828	\$ 1,934	68%
La Plata	\$ 39,970	\$ 4,064	\$ 8,327	\$ 4,996	\$ 57,357	\$ 38,800	\$ 18,557	48%
Mancos	\$ 4,067	\$ 413	\$ 847	\$ 508	\$ 5,836	\$ 3,656	\$ 2,180	60%
Pagosa	\$ 4,494	\$ 457	\$ 936	\$ 562	\$ 6,448	\$ 4,116	\$ 2,332	57%
San Juan	\$ 2,570	\$ 261	\$ 535	\$ 321	\$ 3,688	\$ 2,092	\$ 1,596	76%
Silverton	\$ 3,221	\$ 327	\$ 671	\$ 403	\$ 4,622	\$ 2,736	\$ 1,886	69%
Total	\$ 120,000	\$ 12,200	\$ 25,000	\$ 15,000	\$ 172,200	\$ 114,712.00	\$ 57,488	50%

Attachment: 5 Totals Worksheet 25% 30 July 2015 (2724 : 2016 Budget Discussions)

# 2016 Budget Explanations

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## Revenues

### SWCCOG Dues, General Class 100

Currently dues are \$114,712, increasing to **\$120,000** for 2016

### Admin Position, General Class 100

This position will be paid by communities and total **\$10,951**

### SWIMT, Class 125

This is per need. Currently, there is no expected revenue.

### AAA, Class 175

Per contract, AAA bookkeeping services are not to exceed \$6,000 \*\*\*State fiscal year cycle\*\*\*

**\$3,000**

### AH 14SHS15SWR, Class 200

This grant runs to August 2016. Currently, the M&A salary expenses are 44% complete and supplies 75% complete. I anticipate the supplies funds to be exhausted by end of year 2015. Guesstimating COG salary revenue to be **\$2,247**, remaining revenue of \$6024 is allocated towards Lori Johnson, AH consultant, for a total of **\$8,271**

### AH15SHS16SWR, Class 200

This grant starts October 2015 and ends October 2018 (36 month grant). Allocations for this grant are as follows:

M&A salary – \$6,696, travel - \$2,000, supplies \$500

To calculate the revenue for 2016, I have divided all allocations by the 36 month terms and multiplied by 12 months for 2016.

Total COG revenue estimated for 2016 = **\$3,066**

Remaining revenue of \$46,724 is allocated for AH projects and \$11,517 is allocated for Lori Johnson, for a total of **\$61,307**

### Local Transit:

#### LCC Transit Grant, Class 400

\$24,800 was granted in 2015; however, this amount was higher than should have been, and CDOT chose not to make the correction to \$19,000. I anticipate for 2016, this amount will be granted at the usual **\$19,000**.

#### CDOT Transit Coordinator, Class 600

Per Miriam, these funds will total **\$48,568**. Allocation of funds as follows:

### Transportation:

#### SWTPR Dues, Class 600

There will be no change in SWTPR dues for 2016. However, per Mike England, the Town Of Rico no longer wishes to participate in the SWTPR; therefore, dues will be reduced to \$7,679 for 2016 with Rico’s portion removed.

**CDOT TPR Funds, Class 600**

Per Mike King, CDOT representative, the SWTPR will receive the usual \$21,100 annual amount. \*\*\*State fiscal year cycle\*\*\*

**DoLA:**

**DoLA Tech Assistance 2016, Class 700**

Per Miriam, \$75,000 total. Allocation of funds as follows:

Salary/Wages - \$10,000

Consulting - \$65,000

**DoLA Downtown, Class 700**

Per Miriam, \$100,000 total. Allocation of funds as follows:

Salary/Wages - \$10,000

Consulting - \$90,000

**DoLA 7645 Tech Assistance, Class 700**

Per Miriam, \$6,000 total. Allocation of funds as follows:

Transit Study Expense - \$6,000

\*\*\*\*Please note: These funds will be used as match for another grant\*\*\*\*

**DoLA Broadband, Class 700**

Per Miriam, \$73,500 total. Allocation of funds as follows:

Salary/Wages - \$3,500

Consulting - \$70,000

**RREO Equipment Grant, Class 500**

Per Miriam, \$525,000 total. Allocation of funds as follows:

Salary/Wages - \$3,000

Equipment Expense - \$522,000

**SCAN:**

**Telecom Income from e-TICS, Class 900**

I do not anticipate changes to this class. Invoices have been and will be for 2016 as follows:

City of Durango \$2,100

La Plata County \$2,100

City of Cortez \$4,200

Total revenue for 2016 = \$8,400

\*\*\*These revenues pay for software maintenance (e-TICS), MidState Consulting (\$700/month, \$8400/year).

**Fiber Equipment Replacement Fund (previously RAMP), Class 900**

Per the board, these funds will be billed to communities annually totaling \$15,000 for 2016.

**Community Revenue (Telecom Services), Class 900**

These funds currently come from the following:

Town of Bayfield - \$5520

City of Cortez - \$120

Town of Dolores - \$720

La Plata County - \$1200

Town of Mancos - \$720

Total annual revenue **\$8,280**

**Dark Fiber Leasing, Class 900**

\*\*\*\*25% is retained by the COG and 75% given to the City of Durango\*\*\*\*

Brainstorm - \$960

CEDAR networks - \$1,635

Skywerx - \$680

FastTrack - \$1,159

Total projected revenue for the COG = **\$4,434**

**Expenses**

**5009 – Bookkeeper:** Guesstimate. Quick books training \$200 and the cost of the Quick Books upgrade \$300. **TOTAL = \$500**

**5200 – All Hazards Project:** Project portion of AH grants only (excludes consulting and COG M&A expenses)

**5401 – Software Maintenance (e-Tics):** This account includes all MidState billing (**\$8,400**) for the year and is completely paid for by the telecom income from e-Tics.

**5410 – Rent:** Office space rent is \$1 annually, and the post office box annual renewal is \$80. **TOTAL = \$81**

**5505 – Bank Fees:** Guesstimate. To date, no bank fees have been incurred; therefore, I guesstimate the cost of two boxes of checks.

**5510 – Travel Expense:** *General fund:* 2013 = \$630.73, 2014 = \$4800, 2015 (Jan 1–July 1) = \$528. I guesstimate \$4000 in the general travel expense.

*TPR fund:* 2014 = \$6200 (6 months), 2015 (Jan 1–Jul 1) = \$7400. I guesstimate \$14,000 in TPR travel expenses using past funds spent.

**5512 – Meeting Expenses:** Guesstimate. Meeting expenses include space rentals and food and beverage.

**5514 – Professional Fees:** Guesstimate. The one and only time this expense account has been used was for a locksmith. I do not anticipate much activity in this account.



**5515 – Legal Fees:** Guesstimate

**5517 – Data Back-Up Expense:** Dropbox annual fee **\$750**.

**5520 – Advertising:** Guesstimate

**5521 – Telephone/Website/Internet:** Cell phone reimbursement annually for both Miriam and Sara @ \$65/mo = \$1560. AT&T annually @\$32/mo = \$384

**GRAND TOTAL = \$1,944**

**5523 – Payroll Processing Fee:** The processing fee is a set amount of \$46.97/pay period. 26 periods per year = \$1221.22 annually. With an additional employee, the processing fee would be \$49.43/pay period. 26 periods per year = \$1,285.18 annually. There is a quarterly fee of \$12.95. 4 quarters x \$12.95 = \$51.80. Year-end fees are approximately \$200. With an additional employee, approximately \$210.

GRAND TOTAL = \$1473.02

**GRAND TOTAL with add employee = \$1546.78**

**5525 – Audit:** Per Hinton & Burdick’s proposal, “Assuming there are not any significant changes in the scope of the audit we anticipate that our not-to-exceed fees for the 2015 and 2016 will be increased by approximately 3%”. The not-to-exceed fee is \$6250. 3% \* \$6250 = \$6438.

**5526 – Internet Connectivity:** This account includes all Fast Track expenses, currently at \$900/mo and **\$10,800** annually.

**5527 – Internet & Software:** Guesstimate

**5530 – Fiber Equipment Replacement Fund:** Previously RAMP. Set at **\$15,000** for 2016 per board.

**5532 – Postage:** Guesstimate

**5535 – Printing/Reproduction:** Guesstimate. The only expense I anticipate for this account would be business cards.

**5540 – Membership/Sub:** Current memberships:

CML 2014 = \$275

CCCMA = \$125

CARO = \$750

CAFR = \$150

**GRAND TOTAL = \$1300**

**5545 – Office Equipment/Computers:** Guesstimate

**5546 – Equipment Expense:** Anticipated RREO equipment grant.

**5550 – Supplies:** Guesstimate

**5555 – Liability Insurance:** Assuming rates do not change, CIRSA liability cost = **\$2083**

**5558 – Insurance-Health:** Assuming rates do not change:

Miriam's 2016 premiums: **TOTAL** \$8,346 annually

Sara's 2016 premium: **TOTAL** \$20,370 annually

CDOT Transit Coordinator: Assuming single plan (family plan to play safe?) **TOTAL** \$8,346

**GRAND TOTAL = \$37,062**

**CDOT Transit Grant employee? Single plan? Family plan? Employees pay portion of rate?**

**5570 – Car Allowance/Mileage:** Miriam's annual car allowance at \$300/mo = **\$3600**

**5580 – Salary & Wages:** Miriam is currently at \$67,053 annually. Assuming the full 6% pay increase, 2016 annual salary = \$71,076.18.

Sara is currently at \$44,928 annually (32 hours per week). Assuming the full 6% pay increase, 2016 salary = \$47,623.68. However, Sara plans a move to 40 hours per week versus 32 in January 2016, which would increase her annual salary to \$59,529.60.

Admin Position is currently allotted \$10,015.

CDOT Transit Coordinator currently allotted \$31,945

**GRAND TOTAL = \$172,566**

**5585 – Payroll Tax Expense:** The Payroll Department does not anticipate an increase; therefore, the current percent of 8.55 is used.

Miriam, \$71,076\*.0855 = \$6,077

Sara, \$59,529.60\*.0855 = \$5,090

Admin, \$10,015\*.0855 = \$856

CDOT, \$31,945\*.0855 = \$2,731

**GRAND TOTAL = \$14,754**

**5586 – Retirement Expense:** Currently Miriam contributes 5% of her pay that the COG matches. 5% of her anticipated 2016 salary = **\$3,554** that the COG would be matching.

**CDOT Transit Grant Employee?**

**5587 – Worker's Compensation:** Assuming rates do not change, CIRSA cost = **\$1594**

**5640 – Consulting:** Guesstimate includes Lori Johnson with AH, DoLA It, DoLA Downtown, and DoLA Broadband.

**5644 – AmeriCorp Member:** Per funds received from RREO grant and DoLA grant contracts.

5648 – Transit Study Expense: Guesstimate

	Total Budget	General		SWIMT	AAA	All Hazards		Local Transit		Transpc
Revenue Source	Acct # Name	SWCCOG Dues	Admin Position	SWIMT	AAA	14SHS14SWR	15SHS16SWR	LCC Grant	CDOT Transit Coordinator Grant	SWTPR Dues
Revenue		120,000.00	12,200.00		3,000.00	8,271.00	61,307.00	19,000.00	48,569.00	7,679.00
		100	100	125	175	200	200	400	400	600
<b>Expense</b>										
5009 - Bookkeeper (QB training)	\$ 500.00	500.00								
5200 - All Hazard Project	\$ 46,724.00						46,724.00			
5401 - Software Maintenance (E-Tics)	\$ 8,400.00									
5410 - Rent	\$ 81.00	81.00								
5505 - Bank Fees	\$ 54.00	54.00								
5510 - Travel Expense	\$ 22,376.00	2,333.00					667.00	2,000.00	2,376.00	
5512 - Meeting Expense	\$ 1,700.00							1,500.00		200.00
5514 - Professional Fees	\$ 100.00	100.00								
5515 - Legal Fees	\$ 5,000.00	5,000.00								
5517 - Data Back Up Expense	\$ 750.00	750.00								
5520 - Advertising	\$ 250.00	250.00								
5521 - Telephone/Website/Internet	\$ 2,000.00	2,000.00								
5523 - Payroll Processing Fees	\$ 1,550.00	1,550.00								
5525 - Audit	\$ 6,438.00	6,438.00								
5526 - Internet Connectivity	\$ 10,800.00	2,520.00								
5527 - Interent & Software	\$ 200.00	200.00								
5530 - Fiber Equipment Replacement Fund	\$ 15,000.00									
5532 - Postage	\$ 125.00	125.00								
5535 - Printing/Reproduction	\$ 200.00	200.00								
5540 - Membership/Sub	\$ 1,300.00	1,300.00								
5545 - Office Equipment/Computers	\$ 3,303.00		893.00					500.00	910.00	
5546 - Equipment Expense	\$ 20,000.00									
5550 - Supplies	\$ 1,680.00	413.00	300.00				167.00		300.00	
5555 - Liability Insurance	\$ 2,083.00	2,083.00								
5558 - Insurance - Health	\$ 28,629.00	18,905.00							7,724.00	
5570 - Car Allowance/Mileage	\$ 3,600.00	3,600.00								
5580 - Salary & Wages	\$ 172,691.00	47,814.00	10,140.00		3,000.00	2,247.00	2,232.00	15,000.00	31,945.00	7,479.00
5585 - Payroll Tax Expense	\$ 14,764.00	11,167.00	867.00						2,731.00	
5586 - Retirement Expense	\$ 5,151.00	3,554.00							1,597.00	
5587 - Worker's Compensation	\$ 1,594.00	1,594.00								
5640 - Consulting	\$ 247,741.00					6,024.00	11,517.00			
5644 - AmeriCorps Member	\$ 20,730.00	7,530.00								
5648 - Transit Match Expense	\$ 6,000.00									
<b>Total Expenses</b>	<b>\$ 651,514.00</b>	<b>\$ 120,061.00</b>	<b>\$ 12,200.00</b>	<b>\$ -</b>	<b>\$ 3,000.00</b>	<b>\$ 8,271.00</b>	<b>\$ 61,307.00</b>	<b>\$ 19,000.00</b>	<b>\$ 47,583.00</b>	<b>\$ 7,679.00</b>
<b>Profit/(Loss)</b>	<b>925.00</b>	<b>-61.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>986.00</b>	<b>0.00</b>

\*\*Dark Fiber Leasing Revenue 25% to COG, 75% to City of Durango

Attachment: Preliminary 2016 Budget for Board Packet (2724 : 2016 Budget Discussions)



Leasing		
Skywerx	FastTrack	Total
680.00	1,159.00	\$ 653,440.00
900	900	
		\$ 500.00
		\$ 46,724.00
		\$ 8,400.00
		\$ 81.00
		\$ 54.00
		\$ 23,376.00
		\$ 1,700.00
		\$ 100.00
		\$ 5,000.00
		\$ 750.00
		\$ 250.00
		\$ 2,000.00
		\$ 1,550.00
		\$ 6,438.00
		\$ 10,800.00
		\$ 200.00
		\$ 15,000.00
		\$ 125.00
		\$ 200.00
		\$ 1,300.00
		\$ 3,303.00
		\$ 20,000.00
		\$ 1,680.00
		\$ 2,083.00
		\$ 28,629.00
		\$ 3,600.00
680.00	1,159.00	\$ 172,691.00
		\$ 14,765.00
		\$ 5,151.00
		\$ 1,594.00
		\$ 247,741.00
		\$ 20,730.00
		\$ 6,000.00
\$ 680.00	\$ 1,159.00	\$ 652,515.00
0.00	0.00	



ITEM NO. (ID # 2727)

DATE: 08/7/2015

## AGENDA REQUEST

\*

**MEETING GROUP:** Southwest Colorado Council of Governments

**STAFF RESOURCE:** Miriam Gillow-Wiles, Director

**REQUESTING DEPT:** Southwest Colorado Council of Governments

**TYPE:** SWCCOG Item

**SUBJECT:** AAA Bookkeeping Contract

**BACKGROUND:**

**FISCAL IMPACT:**

**RECOMMENDED ACTION:**

**ATTACHMENTS:**

- AAA-SWCCOG MOU Memo 7 August 2015 (DOC)
- SJAAA-SWCCOG Contract for Financial Services July 2015 (DOCX)

# AAA-SWCCOG MOU Bookkeeping

To: SWCCOG Board of Directors  
From: Miriam Gillow-Wiles  
Date: 7 August 2015

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Comments: In January the local Area Agency on Aging (AAA) and the SWCCOG presented the attached contract to our respective Boards. Due to some misinformation and lack of education at the AAA Board the idea, let alone the contract, was poorly received. At that time the SWCCOG Board directed staff to pull back efforts and let the AAA decide when it wanted to work with the SWCCOG. Staff maintained some communication with the Executive Director of the AAA, Christina Knoell. This spring Christina asked SWCCOG Staff to put together a proposal for the AAA bookkeeping so her Board could choose a bookkeeping contract.

In July, the AAA Board voted unanimously to enter into a contract with the SWCCOG for bookkeeping for the fiscal year 2015-2016 (July to June). Attached is the contract with updated dates and dollar amounts. Forging ties with the AAA has been one of the goals of the Board for many years, this is the first step in doing so.



**Memorandum of Understanding  
Between the San Juan Basin Area Agency on Aging  
And Southwest Colorado Council of Governments for Bookkeeping Services**

This agreement provides for services by the Southwest Colorado Council of Governments, ("SWCCOG"), a political subdivision of the State of Colorado, as an independent contractor, to the San Juan Basin Area Agency on Aging, ("SJAAA"), a Colorado non-profit corporation.

**General Scope of Work**

SWCCOG, as an independent contractor, shall provide certain bookkeeping work to SJBAAA as set forth below during the contract term:

- Provide SJAAA with electronic files it makes or receives concerning the scope of work and any documentation it generates or receives in performing the scope of work on a timely basis.
- Assist with the core services of bookkeeping and related electronic and hard copy file maintenance and report generation.
- Assist in preparation of and presentation to auditors of audit documentation at the direction of the SJAAA's executive director.
- Provide book-keeping related business documentation services which might include assistance with development of budgets, or other such financial documents reasonably required to support the SJBAAA, including financial reports for the SJAAA meetings
- Assist with entering deposits and reconciliation into books
- Payroll for the SJAAA

Notwithstanding, work provided herein will be an average of 10-15 hours per month during the term of this contract. Further no grant management is to be provided, for the initial scope of the MOU from July, 7 2015 through June 30, 2016.

SJAAA shall provide SWCCOG with information and documents necessary for SWCCOG to do the book-keeping.

Work may be completed remotely by SWCCOG. The SJAAA agrees to provide reasonable access for offsite use of electronic and hard copy files. This includes allowing the SWCCOG to save and transmit to/from the executive director electronic versions of bookkeeping files and records, as needed to complete the duties and responsibilities of this contract, through a flash drive, email, or drop box. At all times, all SJAAA records and materials, both electronic and hard copy, used offsite by the SWCCOG will be reasonably safeguarded or effectively destroyed under HIPAA standards and regulations to the extent authorized by law. The obligations of this requirement

shall not apply to information that is in or that enters the public domain through no fault of the SWCCOG.

SWCCOG is an independent contractor, not an employee of the SJAAA, and is not within the SWCCOG personnel system. SWCCOG is engaged in an independent trade, occupation, profession or business and is qualified to perform the services pursuant to this agreement. SJAAA shall rely upon the SWCCOG's expertise, and SWCCOG is free from control and direction by the SJAAA in performance of said services. SJAAA shall not provide any training to the SWCCOG, oversee the actual work, or instruct SWCCOG as to how the work will be performed. SWCCOG is free to provide services to others and is not required to work exclusively for SJAAA. Compensation provided under this agreement is set at a contract rate for the work and is not set as a salary or hourly-employment rate. SJAAA is and shall remain a separate and distinct entity from the SWCCOG. The business operations of SJAAA shall in no way combine with the business operations of the SWCCOG.

### **Term**

The term of this contract is for the period July 7, 2015 to June 30, 2016. This contract is renewable by mutual agreement and at the discretion of the SJAAA Board of Directors and the SWCCOG's Board of Directors. The SWCCOG shall set the schedule for performing the work, taking into due consideration the schedules and needs of the of the SJAAA.

### **Compensation**

The SJAAA, upon execution of this agreement, shall pay the SWCCOG at the rate of \$40.00 an hour not to exceed \$10,500 to do the bookkeeping at for the term of January 1, 2015 through June 30, 2015 for the work provided herein. Payments made pursuant to this agreement shall be made by checks payable to the SWCCOG and not to any individual.

The SWCCOG is responsible for the payment of all taxes and other federal, state and local obligations imposed with respect to payments received from the SJAAA. The parties agree that the SWCCOG's relationship is that of an independent contractor and not that of any employee or agent. The SWCCOG shall not be entitled to coverage for life insurance, death benefits, accident and health insurance, qualified retirement plans or similar benefits as a result of services rendered hereunder.

### **Confidentiality**

Confidentiality for any proprietary or otherwise sensitive information provided by SJAAA to SWCCOG will be maintained by SWCCOG to the extent authorized by law. The SWCCOG recognizes the service nature of the SJAAA's work and the need to comply with HIPAA. SJAAA government and funding reports, including financial or program reporting information that is public record will be treated as not confidential.

### **Modification of This Agreement**

The parties to this agreement may propose changes, and such changes may be made only upon mutual written agreement of the SJAAA and SWCCOG.

**Termination**

This agreement may be terminated by either the SJAAA or SWCCOG, without cause by providing four weeks written notice. This agreement may be terminated with cause (negligence or misconduct) by either party at any time.

**Enforcement**

Any dispute concerning the performance or interpretation of the agreement which cannot be resolved by the designated points of contact or their immediate superiors shall be referred to the party's chief administrative officer. If the matter is not resolved within 45 days after referral, either party may file legal action. Any litigation will be filed in District Court of La Plata County or if federal law applies, in the applicable Colorado Federal District Court. In the event that legal action must be taken by either party to enforce this agreement, the prevailing party shall be entitled to recover reasonable court costs and attorney's fees.

**No Special Damages**

Notwithstanding any other provision hereof, neither party shall be liable for any damages for loss of profits, loss of revenues, loss of goodwill, loss of anticipated savings, loss of data or cost of purchasing, replacement services, or any indirect, incidental, special, consequential, exemplary or punitive damages arising out of its performance or failure to perform under this agreement.

**No Third Party Beneficiaries**

It is expressly understood and agreed that the enforcement of the terms and conditions of this agreement and all rights of action relating to such enforcement, shall be strictly reserved to the parties. Nothing contained in this agreement shall give or allow any claim or right of action whatsoever by any other third person. It is the express intention of the parties that any other person or entity, receiving services or benefits under this agreement shall be deemed an incidental beneficiary only.

**No Waiver of Governmental Immunity**

No term or condition of this agreement shall be construed or interpreted as a waiver, express or implied, of any of the immunities, rights, benefits, protection, or other provisions of the Colorado Governmental Immunity Act, Section 24-10-101, et.seq., CRS, as now or hereafter amended, or any other applicable sovereign or governmental immunity. The parties understand and agree that liability for claims for injuries to persons or property arising out of negligence of the State of Colorado, its departments, institutions, agencies, boards, officials and employees is controlled and limited by the provisions of Section 24-10-101, et. seq., CRS, as now or hereafter amended and the risk management statues, Section 24-30-1501, et. seq., CRS, as now or hereafter amended.

**Annual Appropriation**

It is understood and agreed that SWCCOG's performance shall be subject to appropriation of funds by its governing body, and payment of such funds into the treasury of such party.

**Governing Law**

The agreement shall be governed, interpreted, and applied in accordance with the laws of the State of Colorado.

**Severability**

If any portion of this agreement is found to be unenforceable, the remaining provisions will stay in force.

**Contact Information****SJAAA:**

San Juan Basin Area Agency on Aging  
Christina Knoell  
Executive Director  
451 Hot Springs Blvd.  
P.O. Box 5456  
Pagosa Springs, CO 81147  
970.264.0501 - telephone  
888.290.3566 - fax  
[christinaknoell@sjbaaa.org](mailto:christinaknoell@sjbaaa.org)

**SWCCOG:**

Southwest Colorado Council of Governments  
Miriam C. Gillow-Wiles  
Executive Director  
P.O. Box 963  
Durango, CO 81302  
Phone: 970-779-4592  
[director@swccog.org](mailto:director@swccog.org)

**Signatory Authority**

Each person signing this agreement in a representative capacity, expressly represents the signatory has the subject party's authority to so sign and that the subject party will be bound by the signatory's execution of this MOU. Each party expressly represents that except as to the approval specifically required by this agreement, such party does not require any third party's consent to enter into this agreement.

IN WITNESS OF OUR AGREEMENT, the SJAAA and the SWCCOG have executed this Contract on the date(s) indicated below.

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San Juan Basin Area Agency on Aging

Date

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Board Chair, Richard White  
Southwest Colorado Council of Governments

August 7, 2015

Attachment: SJAAA-SWCCOG Contract for Financial Services July 2015 (2727 : AAA Bookkeeping Contract)



ITEM NO. (ID # 2726)

DATE: 08/7/2015

## AGENDA REQUEST

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**MEETING GROUP:** Southwest Colorado Council of Governments

**STAFF RESOURCE:** Miriam Gillow-Wiles, Director

**REQUESTING DEPT:** Southwest Colorado Council of Governments

**TYPE:** SWCCOG Item

**SUBJECT:** Agenda Posting Locations

**BACKGROUND:**

**FISCAL IMPACT:**

**RECOMMENDED ACTION:**

**ATTACHMENTS:**

- Agenda Posting Memo 7 August 2015 (DOC)

# Agenda Posting Locations

To: SWCCOG Board of Directors  
From: Miriam Gillow-Wiles  
Date: 7 August 2015

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Comments: It has been over two years since the SWCCOG chose locations to post agendas and other public notices. This should be renewed every year. The locations selected will also be the locations for the Transportation Planning Region, the Transit Council, and any other organization we manage. Staff realizes that having the existing location only is not enough.

Current Location:

- La Plata County Courthouse

Staff Recommendation:

- Add at least the other COG member County Courthouses.



ITEM NO. (ID # 2728)

DATE: 08/7/2015

## AGENDA REQUEST

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**MEETING GROUP:** Southwest Colorado Council of Governments

**STAFF RESOURCE:** Miriam Gillow-Wiles, Director

**REQUESTING DEPT:** Southwest Colorado Council of Governments

**TYPE:** SWCCOG Item

**SUBJECT:** DOLA Broadband Planning Grant Contract

**BACKGROUND:**

**FISCAL IMPACT:**

**RECOMMENDED ACTION:**

**ATTACHMENTS:**

- DOLA Broadband Planning Grant Memo 7 August 2015(DOC)
- Executive Summary DOLA BB Planning Grant 17 March 2015 Final (PDF)



# DOLA Broadband Planning Grant Contract

To: SWCCOG Board of Directors  
From: Miriam Gillow-Wiles  
Date: 7 August 2015

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Comments: The Contract will be here by Board meeting day, but is not available at the time of publication. Staff will send it out for review as soon as it arrives. Attached is the original Executive Summary.

## DOLA Broadband Planning Grant Executive Summary

To: Board of Directors  
 From: Miriam Gillow-Wiles  
 Date: 17 March 2015

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### Executive Summary

One of the goals of the Southwest Colorado Council of Governments is to help drive abundant, redundant and affordable Internet throughout the region. Many communities, counties, and other regional organizations are working on residential, business, and educational connectivity. The DOLA Broadband Planning Grant will address the need to coordinate private and public efforts towards a common goal of improving broadband capability within the region. Specifically, the plan will call for:

- An assessment of needs, both infrastructure and services, through surveys, public meetings, and asset mapping.
- Continuing education and/or workshops to ensure that the participants have the information needed on regulations, economics, and technology to develop a realistic plan.
- Identification of public and private projects and existing assets, including the SCAN, which can be leveraged.
- A plan, which will include identification of gaps in the region and connections outside of the region, a blueprint to fill these gaps, cost estimates, financial models, operating expenses, and identification public and private funding resources.
- Address sustainability and maintenance of SCAN through an updated Business Plan and creation of Operations Plan.

These steps will ensure that the region continues to build on local, regional, and statewide efforts already underway in a coordinated approach to improving broadband for the citizens, businesses, and educational institutions within the SWCCOG region.

### Pros:

- Regional planning grant will give us a roadmap for costs and strategies to meet regional goals
- Better broadband means better support for home based workers (key portion of our local economies), rural businesses, health care, education, technology, financial services
- Helps distinguish our region in the Rocky Mountains
- Increases available funding for broadband expansion
- La Plata County Economic Development Alliance willing to fund a significant portion of local match which lowers costs for the rest of Southwest Colorado.

### Cons:

- Lots of changes going on in broadband at state and federal level, will plan be relevant in a year?
- If this plan is not pursued internet will likely develop unevenly across the region, hurting many of our residents, businesses, and educational institutions.



ITEM NO. (ID # 2729)

DATE: 08/7/2015

## AGENDA REQUEST

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**MEETING GROUP:** Southwest Colorado Council of Governments**STAFF RESOURCE:** Miriam Gillow-Wiles, Director**REQUESTING DEPT:** Southwest Colorado Council of Governments**TYPE:** SWCCOG Item**SUBJECT:** Dark Fiber Leasing**BACKGROUND:****FISCAL IMPACT:****RECOMMENDED ACTION:****ATTACHMENTS:**

- 0 Dark Fiber MOU Discussion 7 August 2015 (DOC)
- 1 Dark Fiber MOU Memo 9 January 2014 (DOC)
- 2 MOU Dark Fiber Leasing Jan 2015 (PDF)
- 4 Final - Advanced Telecommunications Systems Network Policy March 2013 (DOC)
- 4.5 Final Resolution March 2013 (DOC)
- 5 SCAN Policies FINAL 12 Dec 2014 (DOC)
- 6 SCAN Income-Expenses Projected 2016 (PDF)

# MOU Dark Fiber Leasing

To: SWCCOG Board of Directors  
 From: Miriam Gillow-Wiles  
 Date: 7 August 2015

Comments: The Dark Fiber Leasing MOU was initially brought to the Board in January 2015 (see attached memo). During that discussion there was a significant amount of discussion about what this meant for the communities and the COG. At the time it was tabled for the members to take back to their respective Boards/Councils and to come back for a decision. I am not sure if it went before the elected bodies, or if it was just dropped by members. This item was not put back on the agenda, and has had no further discussion since January.

There are only bits and pieces to glean historical information as to the beginnings of the dark fiber revenue sharing split, even though revenue sharing for dark fiber leases has been a discussion for many years. In 2013 the final Resolution and Policy was put forth and passed. These documents both discuss the dark fiber leasing, with the Policy stating the COG would get 5% of the revenues. However, in October of 2013, there was a check to the City of Durango for \$7470 with the reference line of "2013 Agreement" and a memo line of "Dark Fiiber Billing for FY 2013 75%/25% split- Based on COG agreement", although Staff has been unsuccessful in locating the actual agreement. In light of this, when updating the SCAN Policies in 2014, staff changed the former 5-95 revenue split to match existing operations of the 75-25 split for SCAN installed fiber.

Staff is bringing this forward again as it was previously tabled. Further this need to be rectified for communities who are currently or are intending to lease Dark Fiber. Compounding the need to address this issue, is the expected increase in dark fiber leases post SB05-152 opt out elections.

The following documents are attached:

- 1) Dark Fiber MOU Memo 9 January 2015
  - Previous discussion about the Dark Fiber MOU
- 2) Dark Fiber MOU
  - Presented in January 2015
  - Is still a draft form, as it has not been adopted by the SWCCOG
- 3) Telecommunications Policy March 2013
  - The oldest Telecom Policy available
  - Discusses shared revenue for Dark Fiber Leasing

# MOU Dark Fiber Leasing

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- 4) Final Resolution for Telecom March 2013
  - More detailed than the Telecommunications Policy from March 2013
  - Includes Dark Fiber Leasing shared revenue at 5%
  
- 5) SCAN Policies December 2014
  - Adopted in December 2014
  - Was reviewed by Cortez, Durango, and La Plata IT Departments and deemed acceptable at that point in time
  - Changed Dark Fiber Leasing shared revenue to 25-75 split to fit with actual practice – it has never been invoiced at 5-95 split in QuickBooks.
  
- 6) Expenditures of Dark Fiber Leasing Spreadsheet
  - Explanation and tracking of income

# MOU Dark Fiber Leasing

To: SWCCOG Board of Directors  
From: Miriam Gillow-Wiles  
Date: 9 January 2015

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Comments: Several years ago the SWCCOG and the City of Durango started having the COG manage and bill for the dark fiber leases (for fiber only installed from the SCAN grant). This has worked out well, as a revenue source for both the COG and the City. Even though this was started several years ago, there has been no contract between the two entities. As this is a template, other communities wanting to lease the dark fiber can do so with little to no contract management or billing for the communities.

**MEMORANDUM OF AGREEMENT  
BETWEEN  
SOUTHWEST COLORADO COUNCIL OF GOVERNMENTS  
AND \_\_\_\_\_ ( A LOCAL GOVERNMENT) FOR EXCESS CAPACITY CONTRACT  
INVOICING OF PRIVATE PARTIES, COLLECTION OF PAYMENTS AND DISBURSEMENT  
OF FUNDS**

THIS AGREEMENT made and entered into this \_\_\_\_ day of \_\_\_\_\_, 2015, by and between the SOUTHWEST COLORADO COUNCIL OF GOVERNMENTS (hereinafter referred to as “SWCCOG”), whose address is PO Box 963, Durango, CO 81302, and its member local government, the \_\_\_\_\_ (hereinafter referred to as the “LOCAL GOVERNMENT”), whose address is \_\_\_\_\_, concerning Dark Fiber Lease Agreements As To Excess Capacity, with regard to invoicing private parties, collection of payments, and disbursement of funds, who do hereby state and agrees as follows:

**PREMISES:**

The SWCCOG recognized a need to improve telecommunication capabilities, capacity, reliability, and availability in the five county region in order to affect economic development, improve community anchor institutions efficiency and accessibility, and reduce telecommunication costs for community anchor institutions; and

The SWCCOG was the recipient of a Colorado Division of Local Affairs (hereinafter referred to as “DOLA”) grant for telecommunication infrastructure improvements; and

The SWCCOG initiated and recently completed the Southwest Colorado Access Network (SCAN) project to provide telecommunication connection in participating communities to a regional network through a variety of economically viable and sustainable models; and

The LOCAL GOVERNMENT is a SWCCOG member; and

A portion of the DOLA grant resulted in excess capacity that the LOCAL GOVERNMENT has determined is insubstantial relative to the capacity utilized by the LOCAL GOVERNMENT for its own purposes, and which the LOCAL GOVERNMENT has decided to lease to private parties in a non-discriminatory non-exclusive and competitively neutral manner; and

The LOCAL GOVERNMENT wishes to have SWCOGG assist the LOCAL GOVERNMENT in implementing the LOCAL GOVERNMENT’s Dark Fiber Lease Agreements As to Excess Capacity (“EXCESS CAPACITY CONTRACTS”) with regard to invoicing private parties, collection of payments, and disbursement of funds; and

It is desirable to describe in greater detail and to further specify invoicing, collection of payment, and disbursement of funds procedures between the SWCCOG and the LOCAL GOVERNMENT concerning EXCESS CAPACITY CONTRACTS.

NOW, THEREFORE in accordance with the above recitals, the SWCCOG and the LOCAL GOVERNMENT do hereby agree:

1. Policy.  
The attached policy, Exhibit A, concerning invoicing, collection of payment, and disbursement of funds concerning EXCESS CAPACITY CONTRACTS shall be followed by the parties hereto. Under no circumstance is the SWCCOG required to incur cost or legal fees in pursuit of or collection of delinquent accounts.
2. Subject Contracts.  
The Local Governments EXCESS CAPACITY CONTRACTS that are the subject of this MOU are attached hereto as Exhibit B. They shall specifically provide for SWCCOG invoicing and collection of payment.
3. Effective Date, Term and Termination.  
This agreement shall become effective upon the date of the last signature by the authorized representative of both parties. Subject to annual appropriations, this MOU shall automatically renew unless either party opts out of the renewal at least 30 days prior to the anniversary date of this agreement. Additionally, either party may terminate this memorandum of understanding at any time by providing the other party written notice 90 days prior to termination, with or without cause. .
4. Payment and Disbursal of Funds  
The SWCCOG will disburse 75% of the funds received from the private parties (gross revenues) to the LOCAL GOVERNMENT, and the SWCCOG will retain 25% of the funds collected (gross revenues) as its payment for services provided hereunder. Payment by the SWCCOG to the LOCAL GOVERNMENT shall be quarterly and in arrears of the receipt of funds.
5. Indemnification  
The LOCAL GOVERNMENT shall indemnify, save, hold harmless, and defend the SWCCOG and all its officials and employees from any and all liability, claims, demands, actions, and attorney fees arising out of, claimed on account of, or in any manner predicted upon loss or damage to the property of, injuries to, or death of all persons whatsoever or which may occur or be sustained in connection with performance or non- performance of this contract to the extent permitted by law. Notwithstanding, each party is responsible for any damage caused as a result of the acts or omissions of that party's employees, agents, or representatives.
6. Governmental Immunity  
The party's hereto do not waive their governmental immunity.
7. Breach  
Any failure of either party to perform in accordance with the terms of this agreement shall constitute a breach. Failure to cure the breach within thirty business days after written notice to the address contained herein shall be grounds for the non-breaching party to terminate this agreement and exercise all legal remedies available. All obligations to pay damage or loss, and to indemnify shall survive termination. Any dispute concerning the performance or interpretation of the MOU which cannot be resolved by the designated points of contact or their immediate superiors shall be referred to the party's chief



administrative officer (Town/City/County Manager or SWCCOG Executive Director). If the matter is not resolved within 45 days after referral, either party may file legal action. Any litigation will be filed in District Court of La Plata County or if federal law applies, in the applicable Colorado Federal District Court.

8. No Special Damages.  
Notwithstanding any other provision hereof, neither party shall be liable for any damages for loss of profits, loss of revenues, loss of goodwill, loss of anticipated savings, loss of data or cost of purchasing, replacement services, or any indirect, incidental, special, consequential, exemplary or punitive damages arising out of its performance or failure to perform under this Agreement.
9. It is understood and agreed that this Agreement does not establish a separate legal entity, nor does it make any party as an agent of any other party for any purpose whatsoever. The LOCAL GOVERNMENT shall be responsible for all installation, maintenance and operation costs related to its own dark fiber equipment, property, infrastructure, and for negotiating the terms of its own EXCESS CAPACITY CONTRACTS. No representation is made by the SWCCOG as to the enforceability of any term of the EXCESS CAPACITY CONTRACTS.
10. Annual Appropriation  
It is understood and agreed that each party's performance shall be subject to appropriation of funds by governing body, and payment of such funds into the treasury of such party.
11. Costs of Performance.  
Each party shall, at all times, and subject to annual appropriation, be responsible for its own costs incurred in the performance of this Agreement, and shall not receive any reimbursement from any other party, except for third party reimbursements.
12. Severability  
It is understood and agreed by the parties hereto that if any part, term or provision of this Agreement is by the courts held to be illegal or in conflict with any law of the State of Colorado, the validity of the remaining portions or provisions shall not be affected, and the rights and obligations of the parties shall be construed and enforced as if the Agreement did not contain the particular part, term, or provision held to be invalid.
13. Construction  
Each and every term, provision, or condition herein is subject to and shall be construed in accordance with the provisions of Colorado law, the Charters of the various parties, and the ordinances and regulations enacted pursuant thereto.
14. Assignment  
This Agreement may only be assigned with the express written consent of the parties, and will thereafter be binding upon the successors and assigns.
15. Third party beneficiaries

It is expressly understood and agreed that enforcement of the terms and conditions of this Agreement, and all rights of action relating to such enforcement, shall be strictly reserved to the named parties hereto, and nothing contained in this Agreement shall give or allow any such claim or right of action by any other or third person on such Agreement. It is the express intention of the named parties that any person other than the named parties receiving services or benefits under this Agreement shall be deemed to be an incidental beneficiary only.

IN WITNESS WHEREOF, the Parties hereto have executed this Agreement the day and year first above written.

AGREED:

LOCAL GOVERNMENT

\_\_\_\_\_  
Name, Title

\_\_\_\_\_  
Date

SOUTHWEST COLORADO COUNCIL OF GOVERNMENTS

\_\_\_\_\_  
Miriam Gillow-Wiles, Executive Director

\_\_\_\_\_  
Date

Attachment: 2 MOU Dark Fiber Leasing Jan 2015 (2729 : Dark Fiber Leasing)

**EXHIBIT A**

- Local Agency shall be responsible for:
  - Installation, maintenance, and operation costs related to its own equipment
  - Providing copies of the Dark Fiber Leases as Exhibit B to this MOU
  
- The SWCCOG shall be responsible for:
  - Quarterly billing in advance of usage
  - Quarterly remittance to Local Government in arrears
  - Manage and maintain Dark Fiber Leases
  
- Cost of Dark Fiber Leases shall be \$60/mile



## Advanced Telecommunications Systems Network Policy

### 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 advanced telecommunications systems 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 system that allows for secure traffic to flow from all areas of the region, utilizing the applications and systems necessary, without the issues of degrading the signal. 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 SWCOG 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 advanced telecommunications systems. Not having access to advanced telecommunications systems service or adequate advanced telecommunications systems 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 advanced telecommunications systems development may be used to compensate for the lack of private advanced telecommunications systems 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 advanced telecommunications systems, rather than rebuilding or overbuilding existing networks.
- Oversight, transparency, accountability, and public access information are important components of all advanced telecommunications systems development projects funded by tax payer's money.

**Un-Served or Underserved**

Un-served or Underserved can be defined by the following:

1. No service is currently available.
2. Cost of advanced telecommunications systems service currently available is 10% or higher than that of comparable service in a similar service area.
3. Current speeds available fail to allow organizations to utilize the applications necessary to conduct business.
4. Organization has no access to advanced telecommunications systems services due to hardware limitations.

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

1. Partner with private or non-profit service provider where possible and assist that provider in extending infrastructure to the organization to achieve optimal advanced telecommunications systems services;
2. Work with the service provider to ensure advanced telecommunications systems are available at an affordable rate for the target organization;
3. Work with service provider to ensure advanced telecommunications systems are available at optimal speeds for the targeted organization.

**SCAN Access and Users**

**First Tier:**

The first priority of the SCAN project is the advanced telecommunications systems connectivity of the SWCCOG membership.

First Tier users include all member entities in good standing at the time of the grant project agreement.

Town of Bayfield	Archuleta County
City of Cortez	Dolores County
Town of Dolores	La Plata County
Town of Dove Creek	San Juan County
City of Durango	
Town of Ignacio	
Town of Mancos	
Town of Pagosa Springs	
Town of Rico	
Town of Silverton	

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

**Second Tier:**

Second Tier users include all other governmental organizations such as special districts, and “other political sub-divisions under the State” to include public school districts.

- 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 all other users including Non-Profit Organizations and Private Enterprise. The SCAN network may deliver dark fiber for third tier connection to the network infrastructure only through a separate service provider.

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

*In the case where no private or non-profit service provider can or will offer advanced telecommunications systems service within a acceptable time frame to un-served or underserved organizations or populations, the SCAN reserves the right to extend advanced telecommunications systems access directly as allowable by state law.*

**General Operations**

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

*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. 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 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. Any funds released will be reallocated in accordance with the SWCCOG Reallocation Policy. For funds from the 2010 DoLA grant, communities must agree to utilize funds or request return for reallocation by March 31, 2013.*

## SCAN Operation Fees

*To operate and maintain the SCAN, a system of fees will be negotiated on a bi-annual basis. This negotiation will take place in September finalized in October in odd number years to reflect the actual cost of operating and maintaining the system.*

### *Fees will be based on:*

#### Ramp Fee (Connectivity Fee)

- Fee covers Network maintenance (staff hours and fiber).
- Ramp Fee is to be paid by all “original SCAN participants” , consisting of member organizations or other entities who use(d) the DoLA funds to build or connect to the SCAN who connect to the SCAN Network.
- This fee will be re-evaluated bi-annually to determine what is necessary for maintenance. At such a time that this fee is no longer needed to maintain the system, the fee will be reduced or eliminated.

#### 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. If the member organizations wish that agreements be *developed, and services researched or developed or administered by SCAN staff, an administrative fee will be required. Fees paid for SCAN administration will be based on a 5% of gross revenue, with additional fees negotiated as needed on the bi-yearly fees resolution schedule.*

#### 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.



## Resolution 13-03

**Resolution to Adopt the SWCCOG SCAN Fee Schedule for 2013-2014**

**WHEREAS**, the Southwest Colorado Council of Governments (SWCCOG) received a 3 million dollar grant to connect all municipalities and counties in the region with a fiber network (SCAN); and

**WHEREAS**, the member entities of the SWCCOG agreed to a 25% match of grant funds to complete the network; and

**WHEREAS**, the \$4 million dollar investment will facilitate the connectivity with a series of fiber loops that will be owned by the member jurisdiction where the fiber is located; and

**WHEREAS**, the fiber connection will allow member jurisdictions to collaborate, share services and products, and to aggregate services and products; and

**WHEREAS**, the fiber connection will be utilized jointly, with shared equipment and with the potential of shared services; and

**WHEREAS**, some accumulated maintenance and repair of common elements such as switches and other devices will need to be coordinated and completed; and

**WHEREAS**, some services and products will need to be developed, coordinated, and otherwise facilitated; and

**WHEREAS**, a cost sharing model to operate and maintain the network will be utilized, and a system of fees will be negotiated on a bi-annual basis. This negotiation will take place in September, and will be finalized in October in odd number years to reflect the actual cost of operating and maintaining the system.

**NOW, THEREFORE, BE IT RESOLVED BY** the Board of Directors of the SWCCOG, Colorado:

That the SWCCOG's SCAN fee schedule in Exhibit A be adopted.

ADOPTED, this 1st day of February, 2013

Attest: \_\_\_\_\_

Bryce Capron, Chairman of SWCCOG

**Exhibit A – 2013 – 2014 SWCCOC SCAN Fee Schedule:**

**Ramp Fee (Connectivity Fee) \$75.00 per month or \$900.00 per year**

- *Fee covers Network maintenance (staff hours and fiber).*
- *Ramp Fee is to be paid by all “original SCAN participants,” consisting of member organizations or other entities who use(d) the DoLA funds to build or connect to the SCAN.*
- *Ramp Fees will be paid by any original SCAN participants that connect to the SCAN Network.*
- *This fee will be re-evaluated bi-annually to determine what is necessary for maintenance. At such a time that this fee is no longer needed to maintain the system, the fee will be reduced or eliminated.*

**Internet Bandwidth Usage - \$2.50 dollars per Mg.**

- *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 - \$1.50 Dollars per Mg.**

- *Fee covers cost of routers & equipment.*

**Leased Assets**

Revenue from fiber IRU's with vendors. If the member organizations wish that agreements be *developed, and services researched or developed or administered by SCAN staff, an administrative fee will be required. Fees paid for SCAN administration will be based on 5% of revenue, with additional fees negotiated as needed on the bi-annual fees resolution schedule.*

**E-Tics Software \$8400.00 to be shared by the City of Cortez and Durango/La Plata County**

- Direct payment for service from SWCCOG Members.

Southwest Colorado Council of Governments

# SCAN Policies and Procedures

Attachment: 5 SCAN Policies FINAL 12 Dec 2014 (2729 : Dark Fiber Leasing)

Adopted: 12 December 2014

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Attachment: 5 SCAN Policies FINAL 12 Dec 2014 (2729 : Dark Fiber Leasing)

## PURPOSE

The purpose of this document is to create a set of policies and procedures that will govern the chain of command, the operations, billing, and the use of the Southwest Colorado Access Network (SCAN). As the network is flexible to change with the changing needs of the participating communities, this document shall be revised to reflect any changes.

## BRIEF HISTORY

The SWCCOG was formed in December 2009 to apply for funding to create the SCAN. The Department of Local Affairs awarded a three million dollar grant, which was matched with a little over one million dollars locally to develop and build fiber loops in Archuleta County, Town of Bayfield, City of Cortez, Dolores County, Town of Dolores, City of Durango, Town of Ignacio, La Plata County, Town of Mancos, Town of Pagosa Springs, San Juan County, and the Town of Silverton.

## SCAN EXPENSES AND REVEUES

In 2013 the SWCCOG signed a contract with FastTrack to provide connectivity (internet service) and transportation across the SCAN network to the local governments who wished to purchase it through the SWCCOG.

## COSTS OF SERVICE

Service	FastTrack Cost	SWCCOG Revenue	Total Cost to Local Governments
Internet Connectivity	\$8.00/Mbps	\$2.00/Mbps	\$10.00/Mbps
Transport Fee	\$50.00/Month per 10Mbps	\$0.00	\$50.00/Month per 10Mbps
IP Addressing	\$10.00/Month for any number of IP addresses	\$0.00	\$10.00/Month for any number of IP addresses
Network Redundancy	\$3.85/Month	\$0.00	\$3.85/Month

The IP addresses are currently leased from FastTrack, after the SWCCOG has used them for enough time the SWCCOG will be able to purchase the IP addressing blocks and the local governments will own their IP addresses outright.

Communities on the west side of the region started purchasing their connectivity through the City of Cortez, though the transport fees and IP addressing fees are through the SWCCOG. To maintain equity, the City of Cortez charges the same rates as FastTrack, with the same \$2.00/Mbps due to the SWCCOG.

**CONNECTION TO THE SCAN**

As the SCAN does not have a dedicated administrator at this time, the Executive Director acts as the administration, with Technical Support Team, comprised from the Cities of Cortez and Durango, as well as La Plata County IT departments. Outlined below are the steps to take in order to connect to the SCAN.

- 1) The MOU between the SWCCOG and the local government is signed by both parties.
- 2) Contact the SWCCOG Executive Director at [director@swccog.org](mailto:director@swccog.org), the Executive Director will send over the Service Order Summary for the requestor to fill in the amount of connectivity, IP addresses are needed, location of connection, and desired date of connection.
- 3) The Executive Director will identify IP address blocks, and ensure the Service Order Summary is fill out correctly. The Executive Director will pass the Service Order Summary along to the original requestor and the Technical Support Team.
- 4) The Technical Support Team will then work with the local community (and their IT staff/contractor, if available) to configure and implement the internet and/or transportation connection. They will notify the Executive Director when the local government is connected and can start being billed.
- 5) Any connections to the SCAN must be included on an up to date network map, which will also include, community names, IP addresses, physical location of equipment, and any other necessary information.
- 6) Any changes to service should be sent to the Executive Director, these will be reflected at the next billing cycle.

**EXAMPLE OF SERVICE ORDER**

This is the basic information required to create, update, and bill for the SCAN connectivity and transport. IP address blocks will be listed to help track IP address use. All figures below are per month.

Description	Quantity (Mbps)	Amount per Mb	Monthly Charge per Mb	Transport Fee	Number of IP Addresses	IP Addressing Fee
Example Community	20	\$10.00	\$200.00	\$100.00	10	\$10.00
IP Addresses:						
			\$200.00	\$100.00		\$10.00

**Monthly Total \$310.00**

**SCAN BILLING**

Although the Service Order is in monthly increments, The SWCCOG will bill based on a quarterly basis, due at the beginning of the quarter. Payment can be remitted via check or EFT. Please contact [sara@swccog.org](mailto:sara@swccog.org) for more

Attachment: 5 SCAN Policies FINAL 12 Dec 2014 (2729 : Dark Fiber Leasing)

information on either payment via EFT or checks. The invoices will be emailed out to the designated person(s) on the Service Order.

### DARK FIBER LEASES

The entities with leases for dark fiber that participated in the DOLA telecom grant can opt to have the SWCCOG maintain the billing for the leases. However, all dark fiber leases on fiber installed with the telecom grant will be split 75-25, with 75% going to the community that owns the fiber and 25% to the SWCCOG. This was established with the SWCCOG and the City of Durango, and the 75-25 split was decided upon in 2013.

The SWCCOG invoice the ISPs and will remit any payments on a quarterly basis. The community owning the fiber is responsible to administer a Dark Fiber Lease and/or Master Service Agreement of some sort with the ISP(s) leasing dark fiber. The local government with the Dark Fiber Leases must provide a copy and update any changes in a timely manner to the SWCCOG Executive Director.

### REDUNDANCY AND THE SCAN

There are two hub routers in Cortez and Durango which comprise the backbone of the SCAN network. These routers are how the local routers connect to the internet and to other communities to share applications and software. They are configured to automatically pick up the traffic if one of them fails, and are vital to the operation of the network. For this reason, there is an XXMbps link between the two routers. At 10Mbps each of the 13 entities pays \$3.85/month for this regional redundancy. As bandwidth is increased above 10Mbps, the communities utilizing the larger bandwidth will pay the additional charge at the standard \$50 per 10Mbps established by the SWCCOG and FastTrack contract.

These routers are the property of the City of Durango and La Plata County (jointly) and the City of Cortez. They were paid for out of the DOLA telecom grant. The City of Cortez router was installed in 2012, while Durango's was installed in 2013. Three years after the respective installation dates, the router maintenance contracts with Cisco must be renewed at about \$27,000. The SWCCOG should consider options for replacement of the hub routers no later than 2022.

Cortez – 2012, 2015, 2018, 2021, 2024

La Plata/Durango – 2013, 2016, 2019, 2022, 2025



## Document Control

Issue Control			
<b>Issue</b>	1.1	<b>Date</b>	22 Nov 2014
<b>Classification</b>	Confidential	<b>Author</b>	MGW
<b>Document Title</b>	SCAN Policies		
<b>Approved by</b>			
<b>Released by</b>			

Issue Control			
<b>Issue</b>	1.2	<b>Date</b>	12 Dec 2014
<b>Classification</b>	Public	<b>Author</b>	MGW
<b>Document Title</b>	SCAN Policies		
<b>Approved by</b>			
<b>Released by</b>			

Owner Details	
<b>Name/Title</b>	Miriam Gillow-Wiles, Executive Director
<b>Contact Number</b>	970-779-4592
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Revision History			
Issue/Section	Date	Author	Comments
1.0	11/18/14	MGW	Initial Draft
1.1	11/23/14	MGW	Updates from Eric Pierson
1.2	12/12/14	MGW	Board Approval

# SCAN Income and Expenses

2016 (Projected)

**Income**

<b>Dark Fiber Leasing</b>		
Fast Track	\$	1,159.00
Brainstorm	\$	960.00
Cedar Networks	\$	1,635.00
Skywerx	\$	680.00
<i>Subtotal</i>	\$	<i>4,434.00</i>

<b>Telecom Services</b>		
Town of Bayfield	\$	5,520.00
La Plata County	\$	1,200.00
Town of Mancos	\$	720.00
Town of Dolores	\$	720.00
City of Cortez	\$	432.00
City of Durango	\$	120.00
<i>Subtotal</i>	\$	<i>8,712.00</i>
<b>Income Total</b>	<b>\$</b>	<b>13,146.00</b>

**Expenses**

Fast Track	\$	10,800.00
Miriam's Time	\$	12,567.50
Sara's Time	\$	320.00
<b>Expense Total</b>	<b>\$</b>	<b>23,687.50</b>

**Net Income/Loss**                    \$                    **(10,541.50)**

<i>Miriam's Time (2015)</i>
Average of 19 hrs/month
Does not include travel expenses
Supports:
State Legislation and Policy
Statewide Advocacy
Regional Advocacy
Media Interaction
Local Technology Planning Team
SB05-152 Opt Out Election
Developing and Research of Policies



Attachment: 6 SCAN Income-Expenses Projected 2016 (2729 : Dark Fiber Leasing)



ITEM NO. (ID # 2730)

DATE: 08/7/2015

## AGENDA REQUEST

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**MEETING GROUP:** Southwest Colorado Council of Governments

**STAFF RESOURCE:** Miriam Gillow-Wiles, Director

**REQUESTING DEPT:** Southwest Colorado Council of Governments

**TYPE:** SWCCOG Item

**SUBJECT:** Director's Report

**BACKGROUND:**

**FISCAL IMPACT:**

**RECOMMENDED ACTION:**

**ATTACHMENTS:**

- Director Report 7 August 2015 (DOCX)

# Director's Report

To: SWCCOG Board of Directors  
From: Miriam Gillow-Wiles  
Date: 7 August 2015

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Comments: As you can tell, we have been busy with Budgets (as we all are)! I am happy with this budget. We have increased our budget by about \$15,000, planned for two new staff positions, planned for the Fiber Equipment Repair Fund, created a grant match fund so staff does not have to ask the Board for funding mid-year, and work on developing transit across the region.

Shannon Cramer, AmeriCorps VISTA, starts next week. She will be working on a variety of things, including maintaining and supporting the Recycling Task Force meetings, helping write grants, and developing a shared services catalogue. I will introduce her to everybody via email as soon as she starts. She will be on site for one year from her start date, we will then recruit and bring on the 2<sup>nd</sup> year VISTA in 2016.

I will be attending the National Association of Development Organizations (NADO) Leadership Conference in Austin on August 8<sup>th</sup>. This is a leadership conference for executive directors of regional organizations. I am looking forward to meeting other EDs and learning about how to lead the SWCCOG as we grow. Shannon and I will also be attending the Colorado Association of Regional Organizations (CARO) meeting in Canon City at the end of August. I have become the 'expert' in Broadband for the other regional orgs in the state.

As part of the VISTA Leadership Award, I am expected to attend functions and help speak about VISTA and my current position. On the 31<sup>st</sup> there was a webinar about community development and engagement. I was one of three presenters, and was able to speak about both community development and engagement from both the SWCCOG perspective and from working as a Town Planner.

Also in July I had a week (mostly) off for vacation. It was nice to have some time off, visit family and friends, and celebrate my grandfather. However, Oregon is a VERY long drive from SW Colorado and the dog doesn't like road trips.

Sara is back to working full time, although because Lance is still an infant, she is working from home mostly. I cannot express how happy I am to have her back. But not to diminish the support that Jessica was provided and the great work she did to fill in the gaps. Much thanks to Jessica for her work.



ITEM NO. (ID # 2732)

DATE: 08/7/2015

## AGENDA REQUEST

\*

**MEETING GROUP:** Southwest Colorado Council of Governments

**STAFF RESOURCE:** Miriam Gillow-Wiles, Director

**REQUESTING DEPT:** Southwest Colorado Council of Governments

**TYPE:** SWCCOG Item

**SUBJECT:** Telecom Report

**BACKGROUND:**

**FISCAL IMPACT:**

**RECOMMENDED ACTION:**

**ATTACHMENTS:**

- Telecom Memo 7 August 2015 (DOC)

# Telecom Report

To: SWCCOG Board of Directors  
From: Miriam Gillow-Wiles  
Date: 7 August 2015

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Comments: Telecom has been busy this last couple of months with many communities and counties looking at opting out of SB05-152 in November or during spring elections along with the SWCCOG being awarded the Broadband Planning Grant.

## Opt Out Elections

A couple of communities have provided me with the ballot language, but the majority of the jurisdictions running opt out elections this fall have not. I would very much like to have copies of that, so I can keep track of who has what language. It would also be beneficial to everybody to have language similar enough so educational materials are easily adapted to county or community.

Roger Z of the La Plata County Economic Alliance is helping with some of the education. We will be meeting with the internet service providers (ISPs) to discuss the elections so we can partner and not alienate them during this process. This will happen in August when ballot language has been determined.

## Broadband Planning Grant

The RFP for the Broadband Planning Grant is on the street and is due September 4<sup>th</sup>. The Board will make a decision at the September SWCCOG Board Meeting, September 11<sup>th</sup>.

I attended the Region 9 Board Meeting in July to request funding from Region 9 as grant match. The Region 9 staff recommendation was to deny the COG request of funding in light of other projects needing funding (such as SCAPE and the Four Corners Film Office). However, the Board moved to have the Executive Committee take up the request during budget discussions. This will take place on August 25<sup>th</sup>, with a recommendation going to the full Board for their September meeting.

The CDOT contract should be available at the September meeting, giving us some cash to get the project rolling.

# Telecom Report

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ITEM NO. (ID # 2731)

DATE: 08/7/2015

## AGENDA REQUEST

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**MEETING GROUP:** Southwest Colorado Council of Governments

**STAFF RESOURCE:** Miriam Gillow-Wiles, Director

**REQUESTING DEPT:** Southwest Colorado Council of Governments

**TYPE:** SWCCOG Item

**SUBJECT:** Transportation Report

**BACKGROUND:**

**FISCAL IMPACT:**

**RECOMMENDED ACTION:**

**ATTACHMENTS:**

- TPR-Transit Council Update (DOCX)



# TPR/Transit Council Update

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## TPR

Tony Vicari, Airport Operations Specialist, presented an overview of the needs for the Durango La Plata County Airport facility and the options identified to meet the facility needs.

Tony Vicari mentioned the monthly airport tours available and invited the members of the TPR to contact him to schedule a tour at their convenience.

There was discussion at the STAC conference in Denver about setting up more active conversations among the rural TPRs to coordinate on issues of mutual interest.

Sidny Zink was unable to attend the April meeting, however the primary issue discussed relative to this area had been support for a Tracks Across Borders scenic byway. Edward Box III mentioned that the next meeting of the Byway Commission would be July 26 in Ignacio.

The next meeting date is scheduled for August 7, 2015, 9:00 a.m. to 12:00 p.m. at the Carnegie Building.

## Transit Council

Sam Starr, SWCCOG Intern, presented an overview of the 2015 Regional Public Transit Feasibility Report.

Key needs identified by Human Services at the April 13 meeting were reviewed followed by a continuation of transportation needs assessment to include needs encompassing critical medical services, life maintenance business, and activities of daily living. Some areas of concern included lack of transportation to affordable housing areas outside city limits and night worker commutes.

Miriam Gillow-Wiles reported that the SWCCOG submitted grant for a three-quarter time transportation coordinator who would work to coordinate transit between the various transit agencies and government entities. She added that this was a 5310 grant.

Amber Blake reported that the City of Durango also submitted a 5310 grant for their mobility management program to coordinate with existing service providers to reduce duplication and provide better service. She added that the City also submitted a 5311 grant application for their fixed route transit and paratransit. She reported that the City also submitted a 5304 planning grant for an ADA transition plan. She reported that the City is also nearing completion on a construction project for Brookside Park and the intersection of 2nd and 15th. She reported that the City will be putting on Clean Commute Week and described the planned events.

The next meeting will be held August 13, 2015, 1:30 p.m. to 3:00 p.m. at the Carnegie Building.



ITEM NO. (ID # 2733)

DATE: 08/7/2015

## AGENDA REQUEST

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**MEETING GROUP:** Southwest Colorado Council of Governments

**STAFF RESOURCE:** Miriam Gillow-Wiles, Director

**REQUESTING DEPT:** Southwest Colorado Council of Governments

**TYPE:** SWCCOG Item

**SUBJECT:** Western Lands and Communities Grant Update

**BACKGROUND:**

**FISCAL IMPACT:**

**RECOMMENDED ACTION:**

**ATTACHMENTS:**

- WLC Grant Update 7 August 2015 (DOC)

# Western Lands and Communities

## Grant Update

To: SWCCOG Board of Directors  
From: Miriam Gillow-Wiles  
Date: 7 August 2015

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Comments: The Western Lands and Communities (WLC) Grant was awarded in spring of 2014 to look at the region's economic resiliency, and how to become more resilient in the face of an uncertain future. The grant was initially supposed to be closed out in early 2015. It was extended into 2015 due to some unforeseen circumstances last year, such as a contractor's heart attack and work on the recycling grant.

The first step to this process was to put together a comprehensive list of any stakeholders in the region. The three economic drivers were, oil/gas industry, agriculture, and tourism. The list of people identified as potential interviewees was initially well over 150. After much discussion and deliberation, the list was paired down to 37 individuals to interview. These individuals spanned both the region and economic interests. After interviews were conducted, there were two all day workshops followed by half day working groups to help distill the information from the previous day.

The interviews were conducted in early 2015 by Sonoran Institute staff. The interviews were confidential and have not been shared with COG staff, even. From these interviews, a few themes rose to the surface: 1) Loss of oil/gas industry and 2) drought.

Based on the two themes of loss of oil/gas industry and a drought the COG hosted the first of two workshops on April 30<sup>th</sup>. The interviewees were invited to attend, and about 8 attended the full day workshop. The State Demography Office presented information on the population trends in the region. The focus of this workshop was to discuss the various scenarios of increased or decreased oil and gas industry development, and increased or decreased length of drought. The following day the working group of 4-5 people from the previous day helped work through the different scenarios and helped sort through the large amount of information.

The second and final workshop was held at the end of July. This workshop had about the same number of attendees. This workshop the attendees worked through possible solutions to the scenarios laid out in the first workshop. The working group also met the following day and went through the different solutions to the scenarios.

The final report will be available in a month to two months. This report will lay out

# Western Lands and Communities

## Grant Update

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the different scenarios and different solutions to overcoming the economic hurdles. There was much discussion just prior to the second workshop as to the methodology of this process, and the fact that it wasn't a purely scientific process. Thankfully, staff, Sonoran Institute staff, and a few Board members were able to talk about this, and work on alleviating those concerns to create an inclusive process. However we do understand and recognize that this is can be an emotional discussion, and will elicit emotional responses from time to time.