



# SOUTHWEST COLORADO COUNCIL OF GOVERNMENTS

## Executive Committee Meeting Agenda

Thursday, August 11, 2022  
2:30 – 4:00 pm

Remote Meeting Only  
<https://us06web.zoom.us/j/81231453520>

- I. Call meeting to Order
- II. Amendments to the Agenda
- III. July Meeting Minutes
- IV. Employee Transition Update
  1. Draft job description (FYI)
- V. Transition Discussion and possible action\*
  1. Partial audit- financial transition\*
  2. Summary of activities
- VI. Broadband: Shak Powers, Regional Project Manager
  1. Region 9 as grant applicant for NTIA
  2. Recommendation on 25/75 split (board agenda)
  3. Purpose of dark fiber to maintenance fund (board agenda)
- VII. September meeting draft agenda items
  - Board structure options
  - Bylaws
  - IGA
  - Dark fiber change to 50/50
  - Grant update
  - Draft budget
  - other

“\*” Action requested

## SWCCOG Executive Committee Agenda Notes August 11, 2022

- I. **July Meeting Minutes** - In your packet are the June Executive Committee meeting minutes. These minutes are provided for your information as they were approved at the July Board meeting.
  
- II. **Employee Transition Update** – Jessica’s last day was July 27<sup>th</sup> which came up very quickly and we are trying to stay ahead of all the transition details around accounting and grant reporting. She provided fact sheets with contact information on most of the different programs (RHA, TPR, Transit etc.) before she left, and provided training to Stephani regarding SJRC&D and Stephani will be taking on that role. A contract with SJRC&D will be drafted for their next meeting to reflect the staffing and organization change. Shirley, our Comptroller is taking on the SWIMT and All Hazards grant support. Jessica notified all groups the SWCCOG works of the transition, and we are fielding questions as they come up. Jessica met with Shak about transit, transportation and broadband and she plans to be available with questions for the next few months, and we are working to move all COG files to Region 9. A future sit-down regarding COG programs, financials and grants is planned. Management of the RHA is something that Shak is taking on with support from Region 9 staff. We are in the midst of a Financial Review for RHA, and Jessica will be involved in getting them needed information. We believe that the RHA needs a more permanent home and will do our best for them during this transition. Our biggest bottleneck is the transfer of financial duties, as the COG had its fingers in a lot of small grants and administration of small programs. Many involve grant requests for reimbursements. Our plan is that all current SWCCOG contracts, grants and DOLA activity will remain under the SWCCOG Tax id and SWCCOG financials until they end. Programs that can be moved will go under Region 9 as of the October 1<sup>st</sup> fiscal year start date. Until then, Region 9 staff is using the SWCCOG QuickBooks system but are building out the next year budget in our Fund accounting software. We are monitoring the bank account, bills and transitioning to Region 9’s mailing address. **This is for the Executive Committee’s information and questions welcome.**
  1. **Draft job description (FYI)** – In your packet is a draft job description for Jessica’s position. The opportunity from her resignation is that we are now able to create a position that supports and enhances current Region 9 staffing. At this point, we removed most of the fiscal duties except for grant reporting and expanded the grant compliance duties which will include SWCCOG, and Region 9 grants...in particular, the large and expected regional broadband funding. Also, a component of the job is to provide meeting support as Jessica did previously. Shak is currently managing the meeting logistics and minutes for most of the Broadband, transportation etc. We also know that the 14 Colorado regions will be receiving \$100K to provide a Grant Navigator position for one year, and we are allowed to share those funds among multiple positions to meet the State’s objectives which is to have regions help communities access Federal opportunities. As we have a grant writer and Projects Manager that will be working with area governments, we only need to have someone in grant compliance. Staff feels that this position will be sustainable once the funding ends. The proposed salary would be between \$25 to \$30 dollars and hour with full benefits. We have flexibility of this person working at office locations in Durango, Pagosa Springs and Cortez, depending on their county of residence. We would like to have someone in the office 2-3 days a week and remote work the other dates will be allowed. The position will be advertised starting next week and we expect interviews in September with an October 1<sup>st</sup> start date. **Feedback from the Executive Committee is welcome.**

**III. Transition Discussion and possible action\*** -- The SWCCOG Chair and vice Chair were able to attend a meeting with the SWCCOG attorney regarding our integration plan. David Liberman is working on the various documents to meet our September meeting deadline which are included later in the agenda. The updated timeline is also included.

1. **Partial audit- financial transition\*** -- In your packet is a bid from Region 9's current auditor to conduct a partial year audit of the SWCCOG through September 2022 so that one audit joint can occur as of our next fiscal year. The SWCCOG auditor engagement has ended, and we felt using Region 9's auditor would create familiarity before the two organizations have a joint audit. We believe this audit amount will be under the SWCCOG financials and, yet, not sure if payment will occur in the current or next financial budget year. It is our recommendation not to take this out to formal bid and procurement policies will be checked. **The recommended action is for the Executive Committee to approve the partial year audit.**

2. **Summary of activities** -- We have added SWCCOG board members to the monthly Region 9 Report of activities and the most recent is copied here. Does this provide enough information of activities for the Board?

**IV. Broadband:**

Shak Powers, Regional Project Manager will provide an update on the letter of intent submitted and progress towards the regional NTIA application and updated Broadband Plan. Since the SWCCOG board meeting, regional partners also participated in a meeting regarding broadband with CDOT. The 14 regions discussed at a recent CARO meeting that they are interested in meeting with the Colorado Broadband Office to see if they might fund regional broadband coordinators so that there is collaboration and support statewide for broadband coverage.

1. Region 9 as grant applicant for NTIA- Update provided at the meeting.

2. Recommendation on 25/75 split (board agenda) -- Staff would like this item put on the September Board agenda for action. Currently dark fiber income/use is split 75% COG and 25% paid to the applicable partner. The proposal would be to change to 50/50.

3. Purpose of dark fiber to maintenance fund (board agenda) -- Staff would like to put this item on the September agenda as Jessica explained that dedicated funds for maintenance for scan was collected from governments around 2018. This is in a separate and restricted bank account and totals \$19K. We are still determining how much the SWCCOG receives in dark fiber leases quarterly, but that money goes into the operating account and has been used for operating. There is previous SWCCOG board action approving that, and my belief is that was meant to be temporary. Moving forward, Staff would like to deposit the dark fiber leases directly into the restricted broadband fund with the uses to be identified (maintenance, grant match or other broadband needs to be defined). **Executive Committee feedback welcome.**

**V. September meeting draft agenda items** -- Below are proposed agenda items for the September SWCCOG meeting. **Drafts of the following items can be provided prior for feedback and your thoughts are welcome.**

- Board structure options – allow Region 9 government representatives to serve as the Official SWCCOG Board allowing for the eventual plan for one board meeting to cover both organizations. A SWCCOG Executive Committee could also be appointed from the Region 9 government members to take care of annual SWCCOG business. Region 9 allows for a government member from each jurisdiction and an alternate like the SWCCOG which will allow for a staff and/or elected representative.
- Bylaws – Attorney David Liberman will be drafting revised bylaws to reflect only the required and needed activity to keep the government organization in compliance, eligible for DOLA grants and responsive to future changes.
- IGA—Attorney David Liberman will work on a new agreement between the member jurisdictions on how the SWCCOG will move forward.
- Region 9 contract – A new expanded contract outlining Region 9’s responsibilities in regards to the SWCCOG will be drafted, and direction is sought on giving Region 9 powers over the SWCCOG. Staff is assuming it would be like the SWCCOG RHA contract when they went dormant.
- Dark fiber change to 50/50 when contracts are renewed- action to make this change with the understanding that as of today.... we are not sure how much work will be needed to revise contracts and the timing.
- Updates on grants and what organization they will be under will be outlined at the September meeting.
- We will be bringing Region 9’s budget which will include SWCCOG’s from Oct. 1-Sept 30<sup>th</sup> to the September meeting. For the transition year, we will also do a calendar year COG budget.
- Other items: Do a name change with the COG tax id to create a DBA Region 9.
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**Southwest Colorado Council of Governments  
Executive Committee Meeting  
Thursday, June 9, 2022, 2:30 p.m.**

In attendance:

Andrea Philips – Town of Pagosa Springs  
Willy Tookey – San Juan County  
Mark Garcia – Town of Ignacio  
Laura Lewis Marchino – Region 9 EDD  
Jessica Laitsch – Southwest Colorado Council of Governments

The meeting began at 2:32 p.m.

I. Employee Transition Update and Decision

Laura described the status of the new project manager staff. She described the request related to transferring existing staff to Region 9.

**Mark Garcia motioned to authorize staff to proceed with the staff transition to Region 9 including payout of 168 hours of PTO and 60 days of benefits coverage after the transition, Willy Tookey seconded, unanimously approved.**

II. Region 9 Transition and Timeline

Laura described the status of various transition steps. She mentioned the current status of discussions with DOLA regarding Regions 9's eligibility for grants.

1. Board Membership

Laura suggested, when possible, having the same members on both boards; ultimately she hopes to have a single board. Andrea mentioned they may need to align in the new year. There was discussion about aligning via the regular and alternate members. There was discussion about the composition of the Region 9 board.

Mark asked about the proposed composition of the executive committee. Laura suggested it may depend upon how integrated the organizations become.

2. 2023 Office Space

Laura stated the project manager would be working in Cortez and existing staff works remotely. She asked about ending the existing office lease at the end of the year. Andrea and Willy expressed support for ending the lease. Mark asked if the lease could be ended sooner. Laura replied that staff has already reduced the space to one office, so she would not recommend further changes at this time.

3. Budget Update

Jessica presented the current year end budget estimate. Andrea asked if all members have paid dues. Jessica and Laura replied that they are waiting for dues from some members and are following up. Andrea asked about the CDOT other line. Jessica replied this was support from CDOT for the CDL program, she added that the estimate should be closer to \$5,000. Andrea asked for clarification that some of the revenue estimates are lower than budgeted due to ending a number of projects. Laura replied this is correct. Mark asked about revenue for grant administration. Jessica described the revenue for fiscal administration of various projects.

Jessica described various areas where there will be reduced expenses. There was discussion about the cost for staff included in the budget. Mark asked about the 4-month reserve. Jessica replied the Board had established a reserve policy.

### III. 2023 Proposed Dues

Laura described the calculation for the proposed dues structure. Andrea asked for clarification that the proposed dues include both Region 9 and the SWCCOG. Laura replied yes. Andrea asked how the reduction of Region 9's existing dues would impact Region 9. Laura replied that she believes all expenses can be covered at this level. Laura mentioned that she would present this to the Region 9 Executive Committee, then bring to both Boards in July.

### IV. CARO Update

Laura described the history of CARO's non-profit status. She provided an update that the group has decided to dissolve the formal status and continue as an informal group.

### V. Grant Updates

Jessica and Laura described the status of various grants. Mark asked about the strategy for pursuing grants moving forward. Laura replied it will be important to be involved in the discussions, however individual grants may be more appropriate to be through individual organizations rather than the regional organization. Laura described the prioritization that Region 9 developed and expected it to be similar for the SWCCOG projects.

### VI. July meeting logistics

Laura mentioned that the July Region 9 meeting has been offered to be held in Cortez, she asked about holding the SWCCOG Board meeting there as well. Everyone agreed that Cortez was fine. Laura suggested looking to have a more combined meeting. Andrea mentioned ensuring there is a quorum for business.

The meeting ended at 3:42 p.m.

**REGION 9 ECONOMIC DEVELOPMENT DISTRICT  
OF SOUTHWEST COLORADO, INC.**

**POSITION DESCRIPTION**

Position Title: **Grant Compliance Specialist**

Reports To: Executive Director

FLSA Classification: Non-exempt

Salary range; \$52K to \$62K

**Summary of Position 2022-2023**

This full-time position is responsible for a wide range of compliance and reporting tasks for Region 9 (or District) including support for a variety of organization meetings. This position is responsible for contracts oversight and all grant financial and progress reporting on programs across the organization. This position also provides reporting technical assistance for regional partners.

**Skill/Knowledge Requirements**

This individual must have a high school diploma and five (5) years of progressively responsible and/or related experience. Post-secondary education including any coursework in office or public administration, government, accounting or a related field may substitute for other experience. A working knowledge of Region 9 programs will be required. This person should also have the ability to read, analyze, and interpret technical procedures and governmental regulations relating to grants and grant compliance. Effective and friendly communication, accuracy, motivation, and time management skills are essential. This position will require strong computer, Word, Excel, PowerPoint, and a basic understanding of financial statements. Confidentiality is required.

**Reporting and Grant Compliance Responsibilities**

- Ensure timely and accurate narrative and financial reports for all open grant contracts and work with staff and partners to compile needed information.
- Oversee the preparation of all quarterly, semi-annual, and/or year-end grant reports including, but not limited to loan programs, broadband, transportation, planning, and economic development projects.
- Work with Region 9 staff to ensure financials actually reflect requests for reimbursement and payments as needed.
- Review all grant contracts and expenses for compliance with grant guidelines.
- Track that expenditures, including payroll are on schedule and within budget.
- Follow all financial and procurement policies.
- Attend trainings and webinars as applicable to meet specific grant and reporting requirements.
- Provide support to organization and partner governments by providing reminders of grant and report deadlines, reviewing reports, and providing technical assistance on submission and compliance.
- Serve as the point of contact for report questions, requests for information on regulations, procedures, systems, and precedents.



- Develop positive relationships with all agencies and funders with whom the District works.
- Communicate project status activity on each grant scope of work to all participants as applicable.
- Create and maintain grant calendar of all due dates for Region 9 organization and partners.
- As time allows, help with preparation and submission of grants.

### **General Administrative Duties**

- Maintain electronic and paper filing systems for all grant records per Region 9 filing system.
- Provide customer service while in the office such as answering the telephone and greeting the walk-in public.
- Work with Executive Director and Regional Projects Manager to notify all applicable board /committee members of scheduled meetings, prepare and send meeting materials as requested.
- Work with Office Manager to identify monthly meeting schedule and take minutes at a variety of program meetings and provide final drafts for review and distribution.
- Assist with assigned meeting logistics (food, travel and rooms) for committees as directed.
- Respond to written and verbal requests for information.
- Attend Board of Directors and other committees when necessary.
- Provide other duties as assigned.

### **GENERAL PERFORMANCE STANDARDS**

1. Dependability - Can be relied on to carry out both regular and extraordinary work assignments.
2. Cooperation - Willingness and ability to work with others.
3. Organization - Ability to manage time effectively and arrange work materials for most efficient use.
4. Observation of working hours - Works within proper time frames.
5. Flexibility - Ability to meet changing or new situations and needs, and able to adapt to new job assignments.
6. Adherence to policies - Follows organization and departmental policies and procedures.
7. Safety - Understanding and implementation of safe work habits.
8. Appearance - Maintains appearance and personal hygiene appropriate for the job.
9. Loyalty - Maintains allegiance to the work group, and represents employer in a positive, constructive manner.
10. Communication - Expresses thoughts clearly and concisely in writing and orally.

### **Essential Mental & Physical Demands:**

Extensive computer work and sitting, fast pace, multi-tasking, shared office in Durango, Cortez or Pagosa Springs with some telecommuting expected, ability to compute numbers, read, and have a normal range of vision and hearing. Some travel may be required.

### SWCCOG Transition Timeline Estimates 2022

| January   | February   | March  | April  | May  | June   |
|---|--|--|--|--|--|
| <ul style="list-style-type: none"> <li>• Bank account change over</li> <li>• Grant updating/information</li> <li>• Retreat/ board direction</li> <li>• Accounting approval to transition to Abila</li> <li>• Laura education on Broadband/RHA</li> <li>• TPR education</li> <li>• End RCAC grant</li> </ul> | <ul style="list-style-type: none"> <li>• Lease for HSolutions adjusted</li> <li>• Social media/website review</li> <li>• DOLA grants reviewed</li> <li>• Organizational info gathering on other COGS/EDDs</li> </ul> | <ul style="list-style-type: none"> <li>• Diane contract extended for support</li> <li>• Project Manager job advertised</li> <li>• RHA shred project completed</li> <li>• REDI grant exploration</li> </ul> | <ul style="list-style-type: none"> <li>• Director email access and review</li> <li>• Transition of 365 microsoft files</li> <li>• SWCCOG scanning</li> <li>• Reduce footprint/office</li> <li>• Finish Strategic plan and get continued board buy in.</li> <li>• Mailchimp newsletter list combined</li> </ul> | <ul style="list-style-type: none"> <li>• Transition software/email etc/file system explored and underway</li> <li>• Hire Project Manager</li> <li>• Work to transition SWCCOG employee</li> <li>• Create MOUs regarding reimbursement of employees</li> <li>• Combine board meeting dates</li> <li>• Ongoing- seek joint board members for SWCCOG and Region 9</li> <li>• Ongoing-combine memberships/ subscriptions</li> <li>• Update Broadband plan</li> </ul> | <ul style="list-style-type: none"> <li>• Draft new dues formula for implementation</li> <li>• Aligned job descriptions</li> <li>• Reviewing policies and procedures (pending legal recommendations)</li> <li>• Transitioned website job duties from Jessica to Stephani</li> <li>• Met with auditors on alignment of fiscal year/future audits</li> <li>• Reviewed insurance policies</li> <li>• Begin to update emails/address/ phone of SWCCOG to r9</li> <li>• Train Project Mgr</li> <li>• Outreach DOLA about name and other r9/SWCCOG details to be eligible for DOLA funding</li> </ul> |

|   |   |   |  |                        |   |
|---|---|---|--|------------------------|---|
| <p><b>July</b></p> <ul style="list-style-type: none"> <li>• Work with auditors on financial transition and timelines.</li> <li>• Ended contract with payroll department</li> <li>• Work on SWCCOG budget estimates</li> <li>• Combine insurance policies as they expire</li> <li>• Approve dues for 2023</li> <li>• Integrate SWCCOG into ABILA fund software by start of fiscal year.</li> </ul> | <p><b>August</b></p> <ul style="list-style-type: none"> <li>• 75/25 fiber recommendation</li> <li>• Meet with lawyers on name change, board powers/responsibilities bylaws etc.</li> <li>• Draft job description to replace Jessica and align duties.</li> <li>• Jessica to provide training for SWCCOG admin programs</li> <li>• Explore partial year audit bid</li> </ul> | <p><b>September</b></p> <p>Review Strategic Plan and update for SWCCOG</p> <p>Develop joint organization chart for board approval.</p> <p>Draft SWCCOG budget for Region 9 fiscal year.</p> <p>Approve revised bylaws, IGA and other SWCCOG guiding documents.</p> <p>Region 9 to transfer contracts from COG to Region 9 as applicable. - SJRC&amp;D etc.</p> <p>Explore SWCCOG name change to DBA Region 9.</p> | <p><b>October -New Fiscal year R9</b></p> <ul style="list-style-type: none"> <li>• Schedule partial year audit for SWCCOG</li> </ul> | <p><b>November</b></p> | <p><b>December -end SWCCOG Fiscal year</b></p> <ul style="list-style-type: none"> <li>• Meet goal of integration of R9 staff and budget</li> <li>• Work to combine or assimilate boards</li> <li>• Work to find permanent home for RHA</li> </ul> |
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# PROFESSIONAL AUDITING SERVICES PROPOSAL

## HINTONBURDICK CPAS & ADVISORS

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### Cost Proposal

Our combined not-to-exceed fee for the financial audit of Southwest Colorado Council of Governments (SWCCOG) for the short-year from January 1, 2022 to September 30, 2022 will be \$6,000. If the work can be completed for less, we will bill you less. Billings for these services will occur on a monthly basis as the work progresses.

We anticipate the scope of the work to include an examination of the same accounts and activities included in the 2021 audit. The above fees are based upon the assumption that SWCCOG's records are in good, auditable condition and that SWCCOG's personnel will be available to assist on a timely basis.

The fee shown above includes a limited amount of assistance with year-end closing entries, if necessary. Other non-audit services, if necessary, such as assistance with bookkeeping or other accounting services necessary to bring the records and accounts into auditable condition will be billed at the standard billing rates of those completing the work and will be approved by you before they are provided. We do not bill for casual phone calls and consultations and we encourage you to call on us throughout the year.

Jennifer E. Frank, CPA is entitled to represent the firm, empowered to submit the bid, and is authorized to sign a contract with Southwest Colorado Council of Governments.

We appreciate your consideration of HintonBurdick CPAs & Advisors for this engagement and look forward to a pleasant and mutually beneficial relationship. If these arrangements meet with your approval, please notify me.

Sincerely,

Jennifer Frank  
Audit Partner  
888-566-1277 x424  
[jfrank@hintonburdick.com](mailto:jfrank@hintonburdick.com)

# July 2022 Monthly Report to the Region 9 EDD Board of Directors

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## Sustain & Enhance Region 9 as an Organization

- 5<sup>th</sup> – Laura met with Board member, Dewayne Findley.
- 6<sup>th</sup> – Laura, Shirley and Jessica met regarding blending of SWCCOG as a component unit in the Region 9 financials.
- 8<sup>th</sup> – Terry’s annual evaluation conducted.
- 13<sup>th</sup> – Laura met with Board member, Dan Fernandez.
- 14<sup>th</sup> – Laura met with new Board appointee, Colton Black in his position with S. Ute Indian Tribe.
- 21<sup>st</sup> - Region 9 Board of Directors meeting held.

## Business Development & Finance

- **Received 15 business inquiries about loan funding** (3-LP, 1-M, 1 Ute Mt, 10 state).
- Loan Committee meeting held July 27<sup>th</sup> and approved 4 loans for \$512,000.
- Closed 8 Loans for \$759,298: Western Equipment (\$139k), The Hogan/Baumgartner (\$45,298), Geysler Technologies, LLC (\$150k), MCK Corp (\$20k), Bookkeeping Services of Durango (\$100k), KIX Broadcasting (\$40k), Battle Borne BBQ (\$15k), Bykota Love, LLC (\$250k).
- Site visits – Bangers.
- Loans paid off: Fabulous Fabrication, Whistler’s Walk, Animas High School.
- Brian, Jenny, and Stephani reviewed the SBA TA reporting requirements.
- 6<sup>th</sup> – Quarterly Loan Compliance Audit.
- 12<sup>th</sup>- Brian attended Colorado Start Up Loan Fund lender meeting with OEDIT.
- 13<sup>th</sup>- Fun Loan Meeting held.
- 14<sup>th</sup>- Brian attended West Slope Start Up Week Networking event (Grand Junction).
- 15<sup>th</sup>- Brian presented at West Slope Start Up Week Reverse Pitch event.
- 20<sup>th</sup> - Had exit discussion with SBA on their file audit (no issues).
- 28<sup>th</sup>- Brian attended zoom with Statewide EDA Partners.

## Planning & Technical Assistance

- **There were 44 inquiries for resources and referrals** (3-A, 5-D, 4- LP, 6-M, 5- Ute Mt, 6-Regional, 12-State).
- Staff received **12 data inquiries** this month including (4-D, 2-LP, 1-SJ, 2-Regional, 3-State).
- 2<sup>nd</sup>- Laura and Shak attended visit by Colorado Attorney General Phil Weiser to Cortez.
- 5<sup>th</sup> – Laura met with Mancos Administrator, Heather Alvarez.
- 6<sup>th</sup>, 8<sup>th</sup> – Laura participated in High Alpine Roadmap check in.
- 6<sup>th</sup> Shak met with Andrea Phillips and Derek in Pagosa discussed broadband, housing, transit, landfills and recycling.
- 8<sup>th</sup> – Heather co-facilitated the Eco Devo Collaborative Exchange for Cortez/Montezuma.
- 11<sup>th</sup> – Laura and Shak attended State Infrastructure Summit in Glenwood Springs. (Laura was also on a panel.)
- 11<sup>th</sup> – Laura and Shak met with Denver Region EDA staff (Angie Martinez, Trent Thompson and Daniel Kojetin).
- 13<sup>th</sup> – Laura met with Dove Creek Mayor, Brett Martin and Region 9 Board member, Dan Fernandez regarding needed infrastructure projects.
- 13<sup>th</sup> – Laura met with Dolores County Commissioners on state grant funding match for infrastructure projects.

- 13<sup>th</sup> – Laura attended DCDC meeting in person.
- 13<sup>th</sup> – Heather facilitated SWORD meeting.
- 14<sup>th</sup> – Heather participated in the Montezuma County Stakeholders Meeting. (PIO, hospital, public health, fire, police).
- Provided close out report for COVID EDA Planning.
- 15<sup>th</sup> – Laura attended SJDA Board meeting.
- 18<sup>th</sup> – Laura and Trish with Region 10 met with Southeast Utah Association of Governments regarding regional clusters and possible collaboration.
- 18<sup>th</sup> – Heather worked with Community Builders on Silverton Compass Plan.
- 18<sup>th</sup> – Shak attended Montezuma County BOCC meeting with La Plata County to discuss Solid Waste regulations from CDPHE related to closed landfills and discussed relevant actions that may be supported by Colorado Counties Incorporated.
- 18<sup>th</sup>- Brian attended zoom with Ute Mountain Ute Tribe and CHFA to assist in identifying builders or manufactured home builders to help with a grant application.
- 19<sup>th</sup> – Laura attended EDCC meetings with both EMSI and Implan.
- SCAPE sponsored West Slope Startup Week in Grand Junction which had 530 attendees.
- SCAPE responded to an RFP put out by the OEDIT Venture Capital Authority.
- SCAPE hosted Hubspot.
- Heather and Tiffany had bi-weekly check ins.
- Heather participated in EDA Roadmap Montezuma weekly check ins and planning calls.
- Heather and Beth Kremer had monthly check in.
- Heather coordinated work on CDL – commercial driver license funding and training.
- Heather and Donna Graves working with Local First Thrive to provide an info session on Livable Wage for businesses in Durango & La Plata communities.

### Enterprise Zone

- Terry promoted to EZ Administrator.
- Had **61 EZ questions and inquires** this month (8-A, 1-D, 7-LP, 22-M, 6- Ute Mt, 6-SJ, 7-Regional, 4-State).
- 6<sup>th</sup> – Terry held EZ training with Director of new approved project Build Pagosa.
- 7<sup>th</sup> – Terry attended the statewide EZ peer review meeting.
- 11<sup>th</sup> – Terry met with Mancos Common Press to discuss project application.
- 14<sup>th</sup> – Terry attended the state EZ administrator meeting.
- 19<sup>th</sup> – Terry and Laura met with Durango Nordic Center to explore being a possible Enterprise Zone Contribution Project.
- 20<sup>th</sup> – Laura met with Mary with the SBDC regarding EZ application.
- 29<sup>th</sup> – Terry met with FLC regarding current application and the possibility of a new application for new capital projects.
- Silverton Skijoring and Mancos Common Press are being submitted to Peer Review after being approved by the Region 9 Board.

### Marketing

- Article in Pagosa Sun regarding Shak presenting to the Archuleta County Commissioners.
- Livable Wage article in Pagosa Sun.
- Press on Brad Fox joining the Loan Committee ran in the Journal.
- Press on Shak Powers joining the Region 9 team ran in the Journal
- Press on Build Pagosa being an Enterprise Zone ran in the Durango Herald.

- Region 9 mentioned in article finding Archuleta the most expensive place to live in the region.
- Continue to highlight clients and non-profits on social media.
- Stephani working to update the SWCCOG and CARO websites.
- Stephani met with Donna Graves regarding the Region 9 Snapshot final layout.
- SWCCOG mention in an editorial regarding the STR Moratorium at the BOCC meeting in the Pagosa Daily Post.
- Heather and Donna Graves interviewed on the Be Local Radio Show for the 2022 Livable Wage update.
- Heather interviewed by Denver & CO Springs Gazette regarding SWORD.
- Heather presented for the Mancos Wellness Series on workplace wellness/workforce development/livable wage.
- 28<sup>th</sup> – Shak checked in meeting with Mancos Economic Developer.

### Grant Programming

**There were 9 grant inquiries (1-A, 1-D, 1-LP, 3-M, 1-SJ, 1-R, 1-State).**

#### **Tiffany activities**

- 7<sup>th</sup> - Region 9 broadband meeting with Shak, Laura, and Jessica to discuss regional grant strategy and approach as well as organizational capacity and needs for such projects.
- 8<sup>th</sup> - Met with Rachel of the Good Food Collective and the La Plata County Food Equity Coalition 07/08 to discuss grant services related to the development of a messaging document.
- 12<sup>th</sup> - Met with representatives from the Town of Bayfield, including the Town Manager and Community Development Director. We discussed community projects, funding needs, grant strategy, and other potential services.
- 15<sup>th</sup> - Met with Four Corners Recycling Initiative Chairperson Marianne Mate, Shak, and Jessica to discuss the needs of the initiative and overall funding strategy.
- 15<sup>th</sup> - Sent monthly grants digest. Well received so far! Have 62 contacts on the list.
- 21<sup>st</sup> - Broadband/Middle Mile grant opp discussion with Shak
- 22<sup>nd</sup> - Attended weekly broadband meeting facilitated by Shak, discussed Middle Mile grant specifics and strategy
- Continued work and review of Middle Mile grant, outreach with questions to NTIA. Grant due September 30.
- 22<sup>nd</sup>- Monthly grant meeting with Beth from SJDA.
- 26<sup>th</sup> - Met with Gloria of Town of Silverton. Will edit DOT grant re: Blair Street. Grant due October 12.
- Durango was chosen to host June 2023 Rural Philanthropy Days Conference. Fort Lewis College will host the event. The Community Foundation Serving SW Colorado will provide operational and outreach support. I will be serving as the Co-Chair of the conference committee.
- 27<sup>th</sup> - Met with Katy of the Community Resource Center to discuss regional funding needs and how Region 9 supports nonprofits throughout the region. She is in a newly created position, GrantsCorps Director, seeking to provide rural nonprofits with access to technical grant assistance, training, and coaching.
- 29<sup>th</sup> -Attended weekly broadband meeting.
- Monthly community outreach —
  - La Plata County, nonprofit/coalition, food security, grant messaging, and narrative support;
  - Sam/Gail, Dove Creek/Dolores County, business, start-up funds, looking for grant opportunities and research;
  - Archuleta County, business, affordable housing, looking for grant opportunities and research;
  - Town of Silverton SC, Blair Street infrastructure improvements, federal grant editing assistance

## SWCCOG

- There were 4 specific SWCCOG inquiries.
- Jessica Laitsch will be leaving the organization at the end of July.
- 1<sup>st</sup>, 8<sup>th</sup> – Jessica, Shak and Laura weekly check-in.
- 5<sup>th</sup> – Laura had Calkin Housing tour with Shak.
- 7<sup>th</sup> – Shak hosted a capacity discussion regarding broadband grants with Jessica, Shirley, Laura and Tiffany.
- 8<sup>th</sup> – Shak met with Laura and Jessica for training regarding COG projects and transition.
- 11<sup>th</sup> – Laura attended and led Colorado Association of Regional Organizations meeting.
- 18<sup>th</sup> – Jessica, Laura and Stephani met with San Juan Resource Conservation District regarding taking on administrative duties for the organization moving forward.
- 18<sup>th</sup> – Laura, Shirley and Jessica met with the SWCCOG attorney regarding the SWCCOG and Region 9 legal integration.
- 22<sup>nd</sup> - SWCCOG mention in editorial in the Pagosa Daily Post regarding new STR moratorium.
- 26<sup>th</sup> – Jessica trained Stephani on the SJRCD transition.

## Broadband

- 5<sup>th</sup> – Shak had Presentation to Archuleta County BOCC.
- 6<sup>th</sup> – Shak met with Emily Lashbrooke and Eric Hittle in Pagosa for Broadband.
- 7<sup>th</sup> – Shak met with Clearnetworkx, Deeply Digital and Empire Electric Association about what building in power space or pole attachment agreements could look like.
- 7<sup>th</sup> – Shak met with Region 9 staff to discuss capacity for pursuing regional grants for broadband.
- 8<sup>th</sup> – Shak presented to Empire Electric Association’s Board regarding regional broadband plan.
- 8<sup>th</sup> -- Shak and Laura attended Highway 151 broadband project discussion meeting in Ignacio.
- 11<sup>th</sup> – Shak attended Montezuma County BOCC meeting to present regional broadband plan.
- 11<sup>th</sup> – Shak attended Silverton Town Board meeting to present regional broadband intent.
- 12<sup>th</sup> – Shak met with VETRO to discuss broadband mapping software.
- 13<sup>th</sup> – Shak met with La Plata County BOCC to discuss broadband intent.
- 13<sup>th</sup> – Shak met with San Juan County BOCC to discuss broadband intent.
- 13<sup>th</sup> – Shak attended Broadband data and mapping webinar.
- 14<sup>th</sup> – Shak led Southwest Regional Broadband Coordination Meeting.
- 15<sup>th</sup> – Shak set with Eric Hittle to discuss budgetary data for Broadband Letter of Intent.
- 15<sup>th</sup> – Shak sent draft letter of intent to broadband core team stakeholders for review.
- 15<sup>th</sup> – Shak and Laura attended Shak hosted meeting on broadband project numbers for LOI.
- 18<sup>th</sup> – Shak submitted Letter of Intent to the Colorado Broadband Office.
- 20<sup>th</sup>- Shak met with Fast Track Internet to discuss regional broadband initiatives.
- 20<sup>th</sup> – Shak Mmt with Mancos town manager to discuss broadband and housing.
- 21<sup>st</sup> – Shak met with Region 9 staff to discuss pursuing federal Middle Mile Funding grants.
- 22<sup>nd</sup> – Shak Met with Regional Broadband leads and Region 9 staff to discuss Federal Middle Mile Funding grants.
- 26<sup>th</sup> – Shak Met with Southern Ute, Zito, Visionary and Echo Consulting.
- 27<sup>th</sup> – Shak Met with Cortez, Mancos, Montezuma County, Echo Consulting and Visionary.
- 29<sup>th</sup> – Shak Hosted Broadband Team Leads meeting.



### Transportation

- 7<sup>th</sup> – Shak attended the STAC meeting.
- 7<sup>th</sup> Shak met with Teague Kirkpatrick from [RideCo](#) about setting up interagency dispatch, site/app and one click for transit.
- 14<sup>th</sup> – Shak attended Regional Transit Council meeting.

### Housing

- 1<sup>st</sup> – Shak met with Montezuma Economic Development Coordinator re housing.
- 7<sup>th</sup> – Shak, Laura and Jessica attended Regional Housing Alliance meeting.
- 8<sup>th</sup> – Shak met with Beth Kremer re housing in San Juan County/Silverton.
- 12<sup>th</sup> – Shak met with Western Slope Tiny Homes in Montrose to discuss housing.
- 14<sup>th</sup> – Shak met with Butch Lewis from Colorado Addiction Recovery Residences to discuss housing – specifically sober living housing
- 20<sup>th</sup> – Shak met with Mancos town manager to discuss broadband and housing.
- 25<sup>th</sup> – Shak met with Ute Mountain Ute.
- 27<sup>th</sup> – Shak attended Mancos Board of Trustees meeting with Higher Purpose Homes.

### Other

- Provided letter of support for Local News Network application with the National Science Foundation.
- 7<sup>th</sup> – Stephani attended the San Juan Resource Conservation & Development (SJRC) Board meeting.
- 7<sup>th</sup> – Laura had lunch with Cassie Alexander with First National Bank of Cortez.
- 12<sup>th</sup>, 19<sup>th</sup>, 26<sup>th</sup>- Brian attended EDCC events committee meetings.
- 12<sup>th</sup> and 26<sup>th</sup>- Brian attended B Side Capital loan committee meetings.
- 13<sup>th</sup> – Laura attended United Way Board meeting.
- Provided letter of support along with Community Foundation Serving SW Colorado to host Rural Philanthropy Days in Durango in June 2023.
- 15<sup>th</sup> – Hosted Colorado Association of Recovery Residences meeting at R9 offices.
- 15<sup>th</sup> – Shak, Tiffany and Jessica met with Marianne Mate and Region 9 staff to discuss recycling initiatives and funding in Dolores.
- 16<sup>th</sup> - Stephani attended a special meeting for the Durango Film Institute.
- 19<sup>th</sup> – Stephani attended the Durango Film Institute’s Board meeting.
- 19<sup>th</sup>- Brian attended Empowering Coloradoans to Achieve Financial Well-being webinar.
- 21<sup>st</sup> – Shirley participated in Southwest Health Systems Finance Committee meeting.
- 27<sup>th</sup> – Shirley participated in Southwest Health Systems June board meeting.
- 29<sup>th</sup> – Shak attended 48 Hour Film Project at Zu Gallery.
- 30<sup>th</sup> – Stephani volunteered at the Ignacio Creative District’s first event at St. Ignatius Day.