



Regular Board Meeting Agenda

Thursday, 10 December 2020
1:30 – 4:00 pm

Remote Meeting Only
Zoom ID: 964 1237 6617

- I. Introductions
- II. Public Comment – 5 minutes per person
- III. Consent Agenda
 - a. October 2020 SWCCOG Meeting Minutes
 - b. September and October 2020 Financials
- IV. Executive Session - *For discussion of a personnel matter under CRS Section 24-6-402(2)(f)*
 - a. Executive Director Review
- V. Discussion Items
 - a. Draft Remote Work and Equipment Policies
 - b. Associate Member Policy Discussion
- VI. Decision Items
 - a. Approval of Discussion Items from Executive Session (if needed)
 - b. Grant Approvals
 - c. Title VI Policy Updates
 - d. Executive Committee Selection
 - e. 2020 Budget Amendment
 - f. 2021 Final Budget
 - g. 2021 Meeting Schedule
- VII. Reports (Staff will be available for questions on the written reports)
 - a. Attend Report
 - b. Director's Report
 - c. Broadband Report
 - d. Fiscal Administration Report
 - e. Grant Updates
 - f. Transportation/Transit Report
- VIII. Community Updates (time permitting)

Introductions

Public Comment

Please limit comments to 5 minutes per person

Consent Agenda

**Southwest Colorado Council of Governments
October Board Meeting
Thursday, 8 October, 2020, 1:30 p.m.
Video Conference**

In Attendance:

David Black – Town of Bayfield
Mike Lavey – City of Cortez
Willy Tookey – San Juan County
Alvin Schaaf – Archuleta County
Steve Garchar – Dolores County
Katie Sickles – Town of Bayfield
Gwen Lachelt – La Plata County
John Dougherty – City of Cortez
Andrea Phillips – Town of Pagosa Springs
Shari Pierce – Town of Pagosa Springs
Rachel Medina – City of Cortez

Staff in Attendance:

Miriam Gillow-Wiles – Southwest Colorado Council of Governments
Jessica Laitsch – Southwest Colorado Council of Governments

Guests in Attendance:

José Madrigal – City of Durango
John Whitney – Senator Bennet’s Office

Introductions

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

Public Comment

None.

Consent Agenda

- a. August 2020 SWCCOG Meeting Minutes
- b. August 2020 Financials

David Black motioned to approve the consent agenda, Willy Tookey seconded, unanimously approved.

Decision Items

- a. EDA STEM Grant

Miriam described the intent and the planned collaboration with Region 9 Economic Development District, Southwest Colorado Accelerator Program for Entrepreneurs (SCAPE), and the education providers.

Willy Tookey motioned to submit the EDA STEM Grant, Alvin Schaaf seconded, unanimously approved.

b. SWIMT Contract

Miriam summarized the purpose for the contract.

David Black motioned approve the Memorandum of Understanding for fiscal management for the Southwest Incident Management Team, Steve Garchar seconded, unanimously approved.

c. Martina LLC Scope of Work Addendum

Miriam described the proposed expanded scope of services.

Willy Tookey motioned to approve the amended contract agreement between the SWCCOG and Grantwriting by Martina LLC, Steve Garchar seconded, unanimously approved.

Reports

- a. 2020 Attendance Report
- b. Director's Report
- c. Broadband Report
- d. Fiscal Administration Report
- e. Grant Updates
- f. Transportation/Transit Report

Miriam mentioned that staff is preparing a template work from home policy for use by the SWCCOG and member jurisdictions. Miriam reported that the RCAC applied for additional funding to continue work on economic diversification and workforce development, some of those funds will be used in southwest Colorado. She added that she may need to take time off for a family issue. Miriam and David summarized the discussion at the SWTPR meeting related to the Federal Lands Access Plan. Miriam reported there are updates on the FCC rulings. John commended Miriam on her help with Cortez's broadband issues.

John Whitney described delays with getting Covid relief funding to move forward, it is uncertain when anything might happen. Gwen asked about the potential for an extension on existing funds. John responded that it is currently unknown if a deadline extension is possible, and recommend that agencies try to spend the funds as soon as possible.

Community updates

- a. Board Member update on Strategic Plan Initiatives

Mike reported that the City of Cortez will be appointing a council member to fill a recent vacancy. They will also be selecting an operator for the airport.

David reported that the Town of Bayfield also has a board vacancy, they will make an appointment at the next meeting. They are working on a water line. They need to replace an irrigation culvert that collapsed in the spring, the road has been closed since.

Steve reported that today irrigation will be ending in Dolores County. The social services building is nearly complete. He reported that Emery Communication will be building broadband to the home in Dove Creek and nearby communities and middle mile to Lewis, hopefully they will have service within a year.

Willy reported that tourism in San Juan County in the summer was busy, it is starting to slow down, but the impact to the backcountry was significant. There are two commissioner seats up for election.

José reported that the City of Durango is working on the budget, things are going well.

Alvin reported that Archuleta County spent their CARES funding. They are working on building the courthouse, the jail is finished, they are scheduled to move inmates back from La Plata in a few weeks.

Andrea reported that the Town of Pagosa Springs is working on the budget, sales tax collections have been higher than expected. They are working on a maintenance facility project, and some road projects before winter. They are working with the Archuleta Housing Authority to build workforce housing. They are working on policy issues. They have used CARES funds.

Gwen reported that La Plata County approved a new land use code. They are close to breaking ground on a housing development in Durango. They are working on the budget and are on track to spend CARES funds. The health department is facing significant financial challenges, the County anticipates funding increases into the future. Two commissioners are term limited.

The meeting was adjourned at 2:25 p.m.

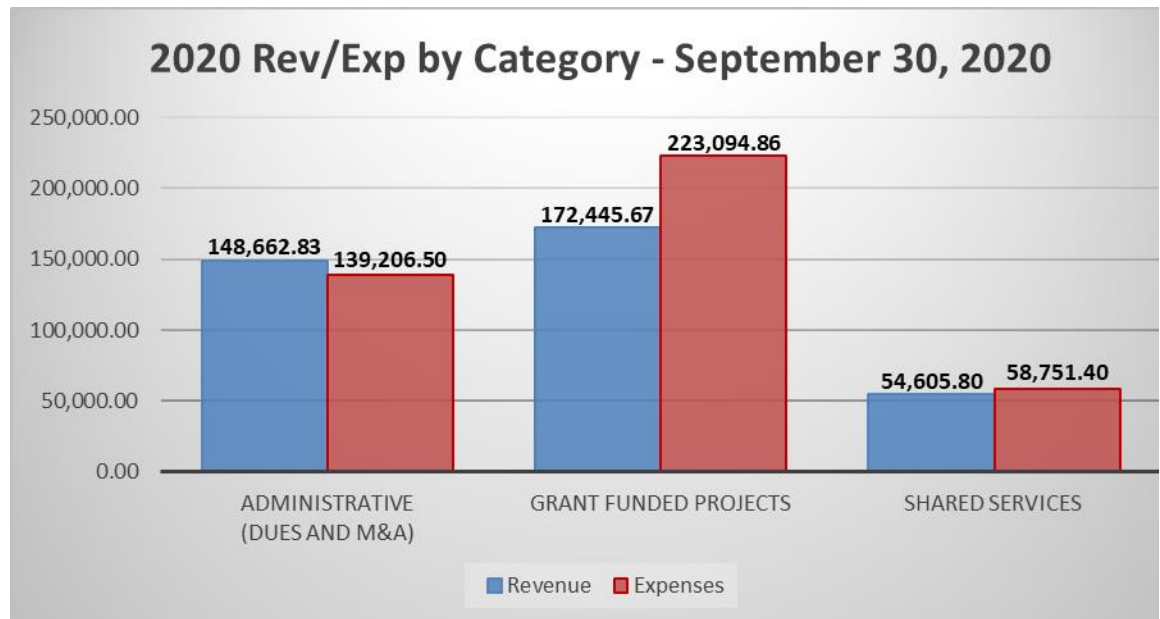
September 2020 Financials

To: SWCCOG Board of Directors
From: Jessica Laitsch
Date: 2 December, 2020

- Comments: The following reports are attached:
- Balance Sheet as of 30 September, 2020
 - Budget vs. Actuals as of 30 September, 2020

Items to note:

The net income in September 2020 is negative, this is due in part to outstanding reimbursements for Zoom licenses from a number of organizations, and due in part to pending reimbursements for expenditures through a number of grant programs. The agenda includes a budget amendment to increase revenues and expenditures for the Zoom licenses as well as for additional funds awarded to the Southwest Incident Management Team (SWIMT).



Fiscal Impact: High, overall financial status of the organization

Legal Review: Not applicable

Staff Recommendation: Approve the September 2020 Financials

Southwest Colorado Council of Governments

BALANCE SHEET

As of September 30, 2020

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
Alpine Bank	0.00
Alpine Bank Account (UR)	23,860.49
Fiber Equip Fund - Restricted	0.00
Total Alpine Bank	23,860.49
Petty Cash	22.97
AmeriCorps VISTA	110.54
Jessica Laitsch	0.00
Total Petty Cash	133.51
Total Bank Accounts	\$23,994.00
Accounts Receivable	
Accounts Receivable	93,380.00
Total Accounts Receivable	\$93,380.00
Other Current Assets	
Prepaid Expense	0.00
Undeposited Funds	412.87
Total Other Current Assets	\$412.87
Total Current Assets	\$117,786.87
TOTAL ASSETS	\$117,786.87

Southwest Colorado Council of Governments

BALANCE SHEET

As of September 30, 2020

	TOTAL
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	10,039.18
Total Accounts Payable	\$10,039.18
Credit Cards	
Credit Cards	0.00
Jessica	3,259.85
Miriam	561.38
Sara	0.00
Total Credit Cards	3,821.23
Total Credit Cards	\$3,821.23
Other Current Liabilities	
Accrued Wages	0.00
Deferred Revenue	0.00
Payroll Liabilities	1,347.21
457 Retirement Due	2,525.89
CEBT Health Insurance Due	-248.38
Total Payroll Liabilities	3,624.72
Total Other Current Liabilities	\$3,624.72
Total Current Liabilities	\$17,485.13
Total Liabilities	\$17,485.13
Equity	
Opening Balance Equity	0.00
Retained Earnings	57,948.65
Net Income	42,353.09
Total Equity	\$100,301.74
TOTAL LIABILITIES AND EQUITY	\$117,786.87

Southwest Colorado Council of Governments
Budget vs. Actuals: 2020 Budget - FY20 P&L
September 2020

	Total			
	Actual	Budget	Remaining	% Received
Income				
Dues Revenue				
COG Dues	91,998.00	121,547.00	29,549.00	75.69%
SWTPR Contributions	4,675.00	6,842.00	2,167.00	68.33%
Total Dues Revenue	\$ 96,673.00	\$ 128,389.00	\$ 31,716.00	75.30%
Grant Match				
COG Member Match		25,000.00	25,000.00	0.00%
Non-COG Member Match	0.00	15,000.00	15,000.00	0.00%
Total Grant Match	\$ 0.00	\$ 40,000.00	\$ 40,000.00	0.00%
Grant Project Income				
All Hazards	9,509.25	157,500.00	147,990.75	6.04%
CDOT Grants				
SWTPR Grant	0.00	21,050.00	21,050.00	0.00%
Total CDOT Grants	\$ 0.00	\$ 21,050.00	\$ 21,050.00	0.00%
Colorado Health Foundation	76,777.00	0.00	-76,777.00	
DoLA Grants				
Census 19-079	56,089.00		-56,089.00	
DOLA 19-189	29,111.42	48,000.00	18,888.58	60.65%
DOLA 8573	5.85	0.00	-5.85	
DOLA 9149 - 2020 TA		125,000.00	125,000.00	0.00%
Total DoLA Grants	\$ 85,206.27	\$ 173,000.00	\$ 87,793.73	49.25%
RREO Grant		19,878.00	19,878.00	0.00%
SWIMT	953.15	9,000.00	8,046.85	10.59%
Total Grant Project Income	\$ 172,445.67	\$ 380,428.00	\$ 207,982.33	45.33%
Misc Income	7,528.12		-37,748.45	
Project Administration				
All Hazards M&A	1,877.54	2,500.00	622.46	75.10%
DOLA Other	6,692.00		-6,692.00	
Local Foods	3,825.00		-3,825.00	
Recycling		22,717.00	22,717.00	0.00%
RHA	10,000.00	10,000.00	0.00	100.00%
SJRC&D	6,854.25	10,000.00	3,145.75	68.54%
SWIMT		1,000.00	1,000.00	0.00%
SWTPR	10,132.75	11,050.00	917.25	91.70%
Transit Coordination Grant	4,505.00	28,832.00	24,327.00	15.63%
USDA REDI	575.17		-575.17	
Total Project Administration	\$ 44,461.71	\$ 86,099.00	\$ 41,637.29	51.64%
SCAN Services				
Aggregation of Connectivity	8,232.00	15,084.00	6,852.00	54.57%
Contract Sharing	14,645.80	1,500.00	-13,145.80	976.39%
Dark Fiber Leasing	31,728.00	46,902.00	15,174.00	67.65%
Telecom Services		1,200.00	1,200.00	0.00%
Total SCAN Services	\$ 54,605.80	\$ 64,686.00	\$ 10,080.20	84.42%
Total Income	\$ 375,714.30	\$ 699,602.00	\$ 323,887.70	53.70%

	Actual	Budget	Remaining	% Spent
Expenses				
Administrative Costs				
Operating Expenses				
Advertising and Promotion	10.92	240.00	229.08	4.55%
Bank Service Charge	96.31	200.00	103.69	48.16%
Conference Fee	250.00	1,500.00	1,250.00	16.67%
Consulting	318.75	7,500.00	7,181.25	4.25%
Employee/Board Appreciation		100.00	100.00	0.00%
Information Technology (IT)				
Hardware	1,200.90	1,400.00	199.10	85.78%
Software	1,264.33	1,804.00	539.67	70.08%
Total Information Technology (IT)	\$ 2,465.23	\$ 3,204.00	\$ 738.77	76.94%
Internet Connectivity	68.74	0.00	-68.74	
Meetings	731.32	1,000.00	268.68	73.13%
Memberships	4,348.00	5,698.00	1,350.00	76.31%
Office Supplies	131.14	850.00	718.86	15.43%
Office Telephone		564.00	564.00	0.00%
Postage and Delivery		80.00	80.00	0.00%
Professional Development		2,000.00	2,000.00	0.00%
Professional Fees				
Audit	6,300.00	6,100.00	-200.00	103.28%
Legal	522.00	7,000.00	6,478.00	7.46%
Misc.		250.00	250.00	0.00%
Total Professional Fees	\$ 6,822.00	\$ 13,350.00	\$ 6,528.00	51.10%
Rent	6,300.00	8,400.00	2,100.00	75.00%
Travel	1,177.92	12,500.00	11,322.08	9.42%
Total Operating Expenses	\$ 22,720.33	\$ 57,186.00	\$ 34,465.67	39.73%
Personnel Expense				
Insurance Expense				
General Liability	1,863.67	1,873.67	10.00	99.47%
Health	11,355.66	15,141.00	3,785.34	75.00%
Worker's Compensation	1,345.00	1,355.00	10.00	99.26%
Total Insurance Expense	\$ 14,564.33	\$ 18,369.67	\$ 3,805.34	79.28%
Salary and Wages	88,950.52	135,262.40	46,311.88	65.76%
457 Retirement	3,562.27	5,077.70	1,515.43	70.16%
Car Allowance	2,400.00	3,600.00	1,200.00	66.67%
Payroll Processing Fee	1,222.11	1,850.00	627.89	66.06%
Payroll Tax	5,786.94	11,564.94	5,778.00	50.04%
Total Salary and Wages	\$ 101,921.84	\$ 157,355.04	\$ 55,433.20	64.77%
Total Personnel Expense	\$ 116,486.17	\$ 175,724.71	\$ 59,238.54	66.29%
Total Administrative Costs	\$ 139,206.50	\$ 232,910.71	\$ 93,704.21	59.77%
Project Costs				
All Hazards Projects	47,853.40	156,000.00	108,146.60	30.68%
Census Project	62,806.29	66,915.00	4,108.71	93.86%
Grant Funded Consulting	64,015.71	187,878.00	123,862.29	34.07%
Local Foods	39,620.87	80,602.00	40,981.13	49.16%

	Actual	Budget	Remaining	% Spent
Shared Services Expenses				
Fast Track	4,950.00	3,900.00	-1,050.00	126.92%
Forethought.	9,315.00	12,300.00	2,985.00	75.73%
SCAN Dark Fiber Lease	990.00	8,456.00	7,466.00	11.71%
Software Maintenance	43,496.40	8,550.00	-34,946.40	508.73%
Total Shared Services Expenses	\$ 58,751.40	\$ 33,206.00	-\$ 25,545.40	176.93%
SWIMT				
SWIMT 2019-2020	8,798.59	9,000.00	201.41	97.76%
Total SWIMT	\$ 8,798.59	\$ 9,000.00	\$ 201.41	97.76%
SWTPR Travel		22,500.00	22,500.00	0.00%
Total Project Costs	\$ 281,846.26	\$ 556,101.00	\$ 274,254.74	50.68%
Total Expenses	\$ 421,052.76	\$ 789,011.71	\$ 367,958.95	53.36%
Net Income	-\$ 45,338.46	-\$ 89,409.71		

October 2020 Financials

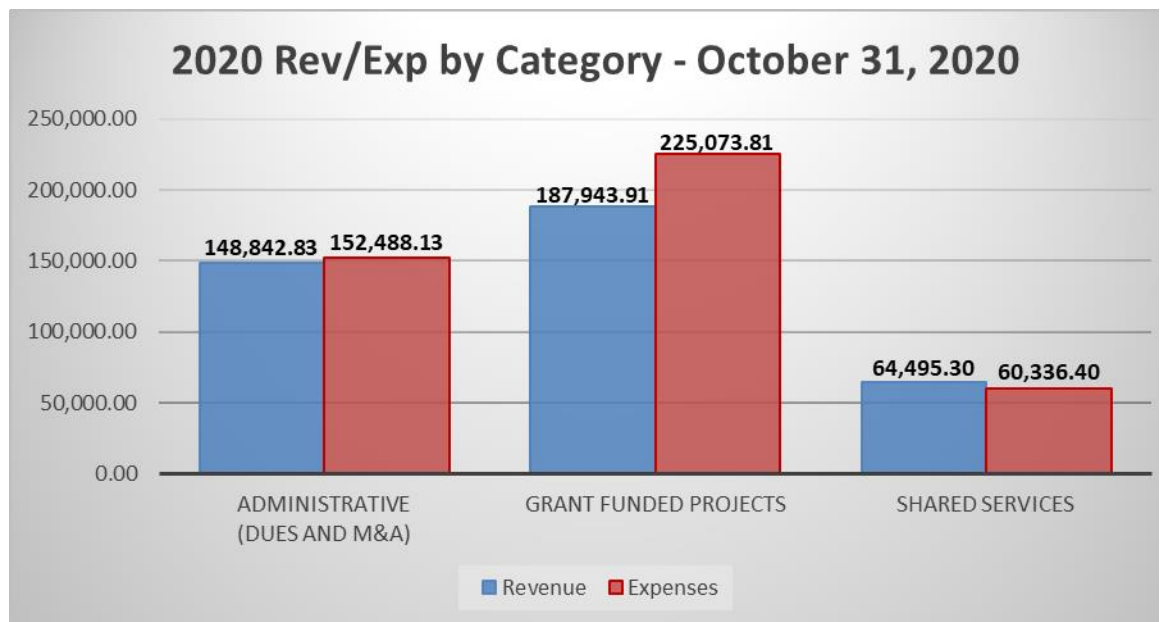
To: SWCCOG Board of Directors
From: Jessica Laitsch
Date: 2 December, 2020

Comments: The following reports are attached:

- Balance Sheet as of 31 October, 2020
- Budget vs. Actuals as of 31 October, 2020

Items to note:

The net income in October 2020 is negative, this is due in part to outstanding reimbursements for Zoom licenses from a number of organizations, and due in part to pending reimbursements for expenditures through a number of grant programs. The agenda includes a budget amendment to increase revenues and expenditures for the Zoom licenses as well as for additional funds awarded to the Southwest Incident Management Team (SWIMT).



Fiscal Impact: High, overall financial status of the organization

Legal Review: Not applicable

Staff Recommendation: Approve the October 2020 Financials

Southwest Colorado Council of Governments

BALANCE SHEET As of October 31, 2020

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
Alpine Bank	0.00
Alpine Bank Account (UR)	26,712.86
Fiber Equip Fund - Restricted	0.00
Total Alpine Bank	26,712.86
Petty Cash	22.97
AmeriCorps VISTA	110.54
Jessica Laitsch	0.00
Total Petty Cash	133.51
Total Bank Accounts	\$26,846.37
Accounts Receivable	
Accounts Receivable	69,083.88
Total Accounts Receivable	\$69,083.88
Other Current Assets	
Prepaid Expense	0.00
Undeposited Funds	2,512.87
Total Other Current Assets	\$2,512.87
Total Current Assets	\$98,443.12
TOTAL ASSETS	\$98,443.12

Southwest Colorado Council of Governments

BALANCE SHEET As of October 31, 2020

	TOTAL
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	6,889.18
Total Accounts Payable	\$6,889.18
Credit Cards	
Credit Cards	0.00
Jessica	2,932.04
Miriam	265.40
Sara	0.00
Total Credit Cards	3,197.44
Total Credit Cards	\$3,197.44
Other Current Liabilities	
Accrued Wages	0.00
Deferred Revenue	0.00
Payroll Liabilities	1,347.21
457 Retirement Due	2,529.89
CEBT Health Insurance Due	-248.38
Total Payroll Liabilities	3,628.72
Total Other Current Liabilities	\$3,628.72
Total Current Liabilities	\$13,715.34
Total Liabilities	\$13,715.34
Equity	
Opening Balance Equity	0.00
Retained Earnings	57,948.65
Net Income	26,779.13
Total Equity	\$84,727.78
TOTAL LIABILITIES AND EQUITY	\$98,443.12

Southwest Colorado Council of Governments
Budget vs. Actuals: 2020 Budget - FY20 P&L
October 2020

	Total			
	Actual	Budget	Remaining	% Received
Income				
Dues Revenue				
COG Dues	91,998.00	121,547.00	29,549.00	75.69%
SWTPR Contributions	4,675.00	6,842.00	2,167.00	68.33%
Total Dues Revenue	\$ 96,673.00	\$ 128,389.00	\$ 31,716.00	75.30%
Grant Match				
COG Member Match		25,000.00	25,000.00	0.00%
Non-COG Member Match	0.00	15,000.00	15,000.00	0.00%
Total Grant Match	\$ 0.00	\$ 40,000.00	\$ 40,000.00	0.00%
Grant Project Income				
All Hazards	25,007.49	157,500.00	132,492.51	15.88%
CDOT Grants				
SWTPR Grant	0.00	21,050.00	21,050.00	0.00%
Total CDOT Grants	\$ 0.00	\$ 21,050.00	\$ 21,050.00	0.00%
Colorado Health Foundation	76,777.00	0.00	-76,777.00	
DoLA Grants				
Census 19-079	56,089.00		-56,089.00	
DOLA 19-189	29,111.42	48,000.00	18,888.58	60.65%
DOLA 8573	5.85	0.00	-5.85	
DOLA 9149 - 2020 TA		125,000.00	125,000.00	0.00%
Total DoLA Grants	\$ 85,206.27	\$ 173,000.00	\$ 87,793.73	49.25%
RREO Grant		19,878.00	19,878.00	0.00%
SWIMT	953.15	9,000.00	8,046.85	10.59%
Total Grant Project Income	\$ 187,943.91	\$ 380,428.00	\$ 192,484.09	49.40%
Misc Income	7,708.12		-37,748.45	
Project Administration				
All Hazards M&A	1,877.54	2,500.00	622.46	75.10%
DOLA Other	6,692.00		-6,692.00	
Local Foods	3,825.00		-3,825.00	
Recycling		22,717.00	22,717.00	0.00%
RHA	10,000.00	10,000.00	0.00	100.00%
SJRC&D	6,854.25	10,000.00	3,145.75	68.54%
SWIMT		1,000.00	1,000.00	0.00%
SWTPR	10,132.75	11,050.00	917.25	91.70%
Transit Coordination Grant	4,505.00	28,832.00	24,327.00	15.63%
USDA REDI	575.17		-575.17	
Total Project Administration	\$ 44,461.71	\$ 86,099.00	\$ 41,637.29	51.64%
SCAN Services				
Aggregation of Connectivity	12,183.00	15,084.00	2,901.00	80.77%
Contract Sharing	16,745.80	1,500.00	-15,245.80	1116.39%
Dark Fiber Leasing	35,476.50	46,902.00	11,425.50	75.64%
Telecom Services	90.00	1,200.00	1,110.00	7.50%
Total SCAN Services	\$ 64,495.30	\$ 64,686.00	\$ 190.70	99.71%
Total Income	\$ 401,282.04	\$ 699,602.00	\$ 298,319.96	57.36%

	Actual	Budget	Remaining	% Spent
Expenses				
Administrative Costs				
Operating Expenses				
Advertising and Promotion	10.92	240.00	229.08	4.55%
Bank Service Charge	96.31	200.00	103.69	48.16%
Conference Fee	250.00	1,500.00	1,250.00	16.67%
Consulting	318.75	7,500.00	7,181.25	4.25%
Employee/Board Appreciation		100.00	100.00	0.00%
Information Technology (IT)				
Hardware	1,200.90	1,400.00	199.10	85.78%
Software	1,269.33	1,804.00	534.67	70.36%
Total Information Technology (IT)	\$ 2,470.23	\$ 3,204.00	\$ 733.77	77.10%
Internet Connectivity	68.74			
Meetings	731.32	1,000.00	268.68	73.13%
Memberships	4,348.00	5,698.00	1,350.00	76.31%
Office Supplies	131.14	850.00	718.86	15.43%
Office Telephone		564.00	564.00	0.00%
Postage and Delivery		80.00	80.00	0.00%
Professional Development		2,000.00	2,000.00	0.00%
Professional Fees				
Audit	6,300.00	6,100.00	-200.00	103.28%
Legal	522.00	7,000.00	6,478.00	7.46%
Misc.		250.00	250.00	0.00%
Total Professional Fees	\$ 6,822.00	\$ 13,350.00	\$ 6,528.00	51.10%
Rent	7,000.00	8,400.00	1,400.00	83.33%
Travel	1,177.92	12,500.00	11,322.08	9.42%
Total Operating Expenses	\$ 23,425.33	\$ 57,186.00	\$ 33,760.67	40.96%
Personnel Expense				
Insurance Expense				
General Liability	1,863.67	1,873.67	10.00	99.47%
Health	12,617.40	15,141.00	2,523.60	83.33%
Worker's Compensation	1,345.00	1,355.00	10.00	99.26%
Total Insurance Expense	\$ 15,826.07	\$ 18,369.67	\$ 2,543.60	86.15%
Salary and Wages				
457 Retirement	3,952.85	5,077.70	1,124.85	77.85%
Car Allowance	2,700.00	3,600.00	900.00	75.00%
Payroll Processing Fee	1,358.26	1,850.00	491.74	73.42%
Payroll Tax	6,510.44	11,564.94	5,054.50	56.29%
Total Salary and Wages	\$ 113,236.73	\$ 157,355.04	\$ 44,118.31	71.96%
Total Personnel Expense	\$ 129,062.80	\$ 175,724.71	\$ 46,661.91	73.45%
Total Administrative Costs	\$ 152,488.13	\$ 232,910.71	\$ 80,422.58	65.47%
Project Costs				
All Hazards Projects	49,113.40	156,000.00	106,886.60	31.48%
Census Project	62,806.29	66,915.00	4,108.71	93.86%
Grant Funded Consulting	64,015.71	187,878.00	123,862.29	34.07%
Local Foods	40,170.87	80,602.00	40,431.13	49.84%

	Actual	Budget	Remaining	% Spent
Shared Services Expenses				
Fast Track	5,500.00	3,900.00	-1,600.00	141.03%
Forethought.	10,350.00	12,300.00	1,950.00	84.15%
SCAN Dark Fiber Lease	990.00	8,456.00	7,466.00	11.71%
Software Maintenance	43,496.40	8,550.00	-34,946.40	508.73%
Total Shared Services Expenses	\$ 60,336.40	\$ 33,206.00	-\$ 27,130.40	181.70%
SWIMT				
SWIMT 2019-2020	8,967.54	9,000.00	32.46	99.64%
Total SWIMT	\$ 8,967.54	\$ 9,000.00	\$ 32.46	99.64%
SWTPR Travel		22,500.00	22,500.00	0.00%
Total Project Costs	\$ 285,410.21	\$ 556,101.00	\$ 270,690.79	51.32%
Total Expenses	\$ 437,898.34	\$ 789,011.71	\$ 351,113.37	55.50%
Net Income	-\$ 36,616.30	-\$ 89,409.71		

Executive Session

For discussion of a personnel matter under CRS Section 24-6-402(2)(f) and NOT involving: any specific employees who have requested discussion of the matter in open session; any member of this body or any elected official; the appointment of any person to fill an office of this body or of an elected official; or personnel policies that do not require the discussion of matters personal to particular employees.

No decisions will be made in Executive Session

Discussion Items

Remote Work Policy Template

To: SWCCOG Board of Directors
From: Miriam Gillow-Wiles
Date: 3 December 2020

Attached is a Remote Work Policy Template. This was requested at the October Board Meeting. Jessica put in significant time researching policies, as there are very few in the government sector. We also engaged with CML, CCI, and CIRSA for any information/best practices they have.

In addition to the Remote Work Policy Template Jessica also created an Equipment Use policy to compliment the remote work policy that specifically outlines the equipment, use, and expectations with using organization equipment outside the normal work environment.

Legal Review: Under review by CIRSA.

Fiscal Impact: None

Staff Recommendation: Approve the attached updated Title VI Policy

ENTITY

Flexible and Teleworking Policy and Agreement TEMPLATE

POLICY STATEMENT –

ENTITY encourages flexible work arrangements when appropriate to meet the needs of the organization and its employees. Telecommuting, or telework, is a work arrangement by which an employee performs job duties from an alternate location that is outside the traditional workplace.

Telecommuting can benefit employees in a number of ways:

- Greater balance between work/family/personal issues.
- Greater personal flexibility.
- Freedom from the stress of traffic.
- More personal time due to decreased commuting time.
- Reduced personal expenses (e.g., fuel and work attire).
- Reduced risk of exposure from potential illness.

Likewise, telecommuting can benefit employers in a number of ways:

- Improved job performance.
- Greater job satisfaction and morale
- Equal or greater productivity of employees.
- Ability to seek employees from a larger pool of talent.
- Improved ability to attract and retain workers.
- Ability to adapt quickly for alternative work methods due to pandemic or other catastrophic issue.
- Contribution to environmental conservation.
- Reduced office space and overhead costs.
- Possible state tax incentives.
- Innovation

ENTITY will establish a fair and objective process for deciding which jobs and which employees will be considered for a telecommuting arrangement, while taking into account the full spectrum of the organization's operational needs. A restructured work arrangement should focus on results, including but not limited to employee retention, high work productivity, maximum organizational efficiency, and reduced costs.

Arrangements –

Telecommuting arrangements will be considered on a case-by-case basis. Factors of consideration may include: the nature of the employee's duties; the needs and work habits of the employee, including traits customarily recognized as appropriate for successful telecommuters (for example, demonstrated self-motivation, organizational skills, and dependability); the availability of any necessary equipment (desk, chair, etc.); and communication connectivity. Teleworking arrangements may be appropriate in temporary or emergency situations or on a part time basis with some hours worked on site and the remaining at a remote work location.

Salary, Job Responsibilities, Benefits –

An employee's compensation, benefits, work status and work responsibilities will not change because of telecommuting, except as they might have changed had the employee stayed on site to work, e.g., regular salary reviews will occur as scheduled, telecommuting employees will be

entitled to any company-wide benefits changes that may be implemented, and telecommuting employees will comply with all job requirements as would be in effect if they were working in the office. Teleworking employees must comply with all organizational rules, policies and procedures while working off-site.

Work hours, Overtime, Vacation –

Unless otherwise arranged, an employee's work hours will not change because of telecommuting, except as they might have changed had the employee stayed on site to work. Telecommuting employees who are not exempt from the overtime requirements of the Fair Labor Standards Act will be required to accurately record all hours worked using the organization's designated time-keeping system. In the event that overtime is anticipated, expected hours must be approved in alignment with existing policies. Any paid or unpaid time off must be approved in the same manner as time off would normally be approved. If a teleworking employee becomes sick, the employee must report the hours actually worked and use leave time as appropriate for the remainder of the hours.

Work Schedule –

The daily work schedule for the days when working at a remote work location is subject to negotiation with and approval by the employee's supervisor. Flexibility with respect to special, non-standard work hours may be requested to accommodate business needs, educational needs, dependent care, commuting, or other personal needs or responsibilities. In implementing flexible schedules, employees and supervisors should ensure that service to constituents, clients and co-workers is not adversely affected, that work can be adequately supervised, that productivity and performance can be effectively measured, and that the schedule does not create inequity in work distribution or limit time off for other employees. ENTITY or the employee's supervisor may allow flexible work hours in general while requiring that the employee work certain "core hours" and be accessible by email and/or telephone during those hours.

Ad Hoc, Emergency Situations –

Informal, short-term telecommuting arrangements may be approved for circumstances such as family or medical leave, inclement weather, public health emergencies, special projects, or work-related travel. Informal telecommuting arrangements are made on a case-by-case basis and may take into account the suitability of job duties to be completed from a remote work location, the ability of an employee to work from a remote work location, and, if appropriate, the consent of the employee's health care provider.

Equipment –

ENTITY may provide computer, modem, phone, hardware, software, data lines, and other office equipment for a teleworking employee as the organization determines to be appropriate. All items remain property of ENTITY and must be returned to ENTITY upon request. Office equipment and software owned by organization may not be used for personal or other than work-related use and no one other than the employee is permitted to use the organization's equipment or software. Software owned by the organization may not be duplicated except as formally authorized. ENTITY will be responsible for maintenance and insurance of all company-provided equipment and software. The telecommuting employee must take appropriate action to protect the organization's equipment and software from damage, misuse, or theft. ENTITY may require a signed acknowledgement of receipt of equipment and software, including fair market value of any items and a payroll deduction authorization, to deduct the value of any unreturned items from the employee's final check. In the event that legal action is required to regain possession of equipment

or software owned by the organization, the employee will pay all costs incurred by ENTITY, including attorney's fees, should ENTITY prevail.

If a telecommuting employee uses personal equipment for teleworking purposes, the employee will be responsible for all maintenance, insurance, repair, and replacement costs required for the equipment.

Office Supplies –

ENTITY will provide office supplies to teleworking employees as needed. Teleworking employees are responsible for all supplies, equipment, materials, and furniture provided by the organization. All items remain property of ENTITY and may not be used for personal or other than work-related use. An employee's out of pocket expenses for other supplies or business-related expenses, such as long-distance phone calls, shipping costs, etc., that are reasonably incurred in accordance with job responsibilities, will be reimbursed only with prior approval of the employee's supervisor or as otherwise authorized by the organization's policies. Appropriate documentation is required if such expenses are submitted for reimbursement.

Workspace –

Prior to telecommuting, an employee will designate a workspace within the employee's remote work location which addresses the following items: ergonomics, placement and installation of equipment, adequate workspace, mitigation of noise and interruption factors, mitigation of safety hazards; sufficient lighting and electricity, reliable connectivity including phone and internet service, and adequate ventilation and temperature control. The employee will maintain this workspace in a safe condition, free from hazards and other dangers to the employee and the organization's equipment. The employee will be responsible for all costs associated with setup of the remote work location including any rent, insurance, utilities, remodeling, repairs, or modifications required. ENTITY may require: pre-approval of the site chosen as the employee's remote workspace; photos of the workspace prior to implementation; and on-site visits during prearranged times to the remote work location for the purpose of determining that the site is safe and free from hazards, and to maintain, repair, inspect, or retrieve equipment, software, data, supplies, or furniture owned by the organization. Any equipment, supplies, or materials belonging to the organization should be kept in the designated work area and not be made accessible to others.

Security –

When telecommuting, it is the responsibility of the employee to take all precautions necessary to ensure the integrity and confidentiality of proprietary information accessible at a remote work location and to prevent unauthorized or accidental access. No one other than the employee is permitted to access the organization's information or use the organization's equipment. Security practices include the use of locked file cabinets and desks, regular password maintenance, and any other measures appropriate for the job and the environment. Telecommuting employees must follow ENTITY'S policies and procedures related to computer use, network access, information security and storage of documents. ENTITY may require: use of remote desktop; use of VPN connectivity; on-site visits during prearranged times to the remote work location for the purpose of evaluating safety precautions in place to secure equipment, software, or data owned by the organization. Any suspected information security incident must be reported immediately upon discovery to the employee's supervisor and/or the organization's Information Technology staff, as appropriate.

Safety –

Telecommuting employees are expected to maintain their remote work location in a safe manner, free from potential hazards. The employee is strongly encouraged to work with the employee's supervisor and/or the organization's Human Resources staff to minimize potential safety hazards and improve ergonomics at the remote work location. A telecommuting employee is responsible for notifying ENTITY of job-related injuries sustained at a remote work location as soon as practicable. ENTITY may require: completion of a safety checklist on a periodic basis to be returned to the employee's supervisor and/or the organization's Human Resources staff; and verification, as appropriate, that the remote work location is safe and ergonomically suitable. ENTITY is not responsible for injuries or property damage unrelated to work activities or sustained by visitors, members of the employee's family, animals, or any of the employee's personal and/or real property at a remote work location.

Worker's Compensation –

During work hours, while performing work functions, and while at the designated workspace, employees are covered by ENTITY'S workers' compensation insurance. Teleworking employees must report any work-related injury to the employee's supervisor and/or the organization's Human Resources staff as soon as practicable. Any claims will be handled according to the normal procedure for Worker's Compensation claims.

Liability for Injury or Loss –

Telecommuting employees remain liable for loss, destruction, or injury to visitors, members of the employee's family, animals, or any of the employee's personal and/or real property at a remote work location. ENTITY assumes no liability for a teleworking employee outside of agreed-upon work hours or while not performing work-related functions.

Dependent Care –

Teleworking is not an alternative to child care or eldercare and, when applicable, the teleworker must make appropriate arrangements for dependent care. In specific situations when an employee must care for a family member including a spouse (including civil union, common law, and domestic partnership), son, daughter, grandchild, sibling, parent, grandparent, or in-law, the employee must report those as hours away from work and arrange alternate work hours, take paid time off, take leave without pay, or request emergency or family medical leave, as appropriate.

Tax and Legal Implications –

A teleworking employee will be responsible for determining any income tax or legal implications of maintaining a remote work location. Teleworking employees are encouraged to consult with qualified tax and legal professionals to discuss potential income tax or legal implications. ENTITY will not provide tax guidance nor will ENTITY assume any additional tax liabilities.

Adjustment or Termination of Teleworking Arrangement –

Telecommuting arrangements are voluntary and no employee is entitled to, guaranteed the opportunity to, or required to work from a remote work location. Teleworking arrangements may be altered by mutual agreement of both parties or terminated with two-weeks written notice by either party at any time.

Acknowledgement:

I have read and agree to the ENTITY's Flexible and Teleworking Policy. I agree to each of the provisions detailed above as acknowledged below:

Initial	
	Salary, Job Responsibilities, Benefits
	Work hours, Overtime, Vacation
	Work Schedule
	Ad Hoc, Emergency Situations
	Equipment
	Office Supplies
	Workspace
	Security
	Safety
	Worker's Compensation
	Liability for Injury or Loss
	Dependent Care
	Tax and Legal Implications
	Adjustment or Termination of Teleworking Arrangement

Equipment Use and Replacement:

I have received the equipment detailed below which is owned by ENTITY for use while working at a remote work location. Upon termination of the teleworking arrangement, termination of employment, or at the request of ENTITY, I will return these items to ENTITY. If I fail to return any items in a timely fashion or not in good working condition, I authorize ENTITY to deduct the applicable replacement cost from my final paycheck.

Signature: _____ Date: _____

Teleworking Equipment List and Replacement Estimate			
Qty	Description	Asset Inventory Number	Replacement Amount
1			\$
1			\$

1			\$
1			\$
1			\$
1			\$
1			\$
1			\$
1			\$
Total			\$

Work schedule:

The following is the agreed upon standard weekly work schedule. The teleworking employee will generally be available by telephone or electronic communication during these times.

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Standard work location							
Remote work location							
Additional details							

Additional Expectations:

Use the space provided below to detail additional information specific to this teleworking arrangement, such as: modified job duties; work schedule expectations; applicable timeframe or emergency situation(s) for which the arrangement is in effect; additional equipment or supplies to be supplied by ENTITY or the employee and arrangements for reimbursable costs; workspace details or requirements; safety, security or liability issues; considerations related to dependent care; or any other accommodations, details, or requirements as necessary.

Department: _____

Remote work location: _____

Telecommuting start date: _____

Signature: _____ Title: _____

Printed Name: _____ Date: _____

Authorized by:

Supervisor Signature: _____ Title: _____

Printed Name: _____ Date: _____

Human Resources Signature: _____ Title: _____

Printed Name: _____ Date: _____

ENTITY

Safety Checklist for Teleworking Employees SAMPLE

GENERAL WORKSPACE SAFETY	Yes	No	N/A
Workspace is away from noise, distractions, and is devoted to work needs			
Workspace is kept neat, clean, and free of combustibles or other hazards			
Floors are clear of obstacles with walkways to avoid tripping hazards			
Carpets are well secured to the floor and free of frayed edges or loose seams			
Phone lines and electrical cords are secured under a desk or along wall and away from walkways			
Chair casters (wheels) are secure and the rungs and legs of any chairs are sturdy			
Workspace is well ventilated with adequate temperature control and lighting			
The computer screen is free from noticeable glare from windows and lighting			
All stairs with four or more steps are equipped with handrails			
All supplies and equipment are in good working condition			
Heavy items are securely placed on sturdy, level, well maintained furniture close to walls			
Employee is familiar with and uses proper lifting techniques when moving or lifting heavy equipment or furniture			
Emergency phone numbers (hospital, fire department, police department) are posted at the remote work location			
A first aid kit is easily accessible and replenished as needed			
FIRE SAFETY	Yes	No	N/A
A working smoke detector is in the workspace area and batteries replaced as needed			
A working, portable fire extinguisher is easily accessible from the workspace area			
Workspace is kept free of trash, clutter, and flammable liquids			
All radiators and portable heaters are located away from flammable items			
Walkways, aisles, doorways, corners and exits are free of obstruction			
All file/storage cabinets are arranged so that open doors/drawers do not create obstacles or block walkways			
Employee has an evacuation plan in the event of a fire			
ELECTRICAL SAFETY	Yes	No	N/A
The electrical system is adequate for office equipment			
Sufficient electrical outlets are accessible for office equipment			
Office equipment is located near electrical outlets. Permanent extension cords or daisy chained power strips are not in use			
Office equipment is connected to grounded outlets			
Office equipment including computers, printers, and monitors are connected to surge protectors			
All electrical plugs, cords, outlets, and panels are in good condition with no exposed, loose, frayed, damaged, or exposed wiring or cords			
Equipment is turned off when not in use			

ERGONOMICS	Yes	No	N/A
Office chair provides good supporting backrest and allows comfort adjustments			
Feet able to rest on the floor or adequately supported by a footrest			
Adequate leg room is available when sitting at the desk			
Computer monitor at a height which is comfortable and does not produce neck or back strain, such as positioning the top of the computer screen at eye level			
Computer keyboard placed at a height which does not cause wrist strain, or if possible, placed on an adjustable surface			
Arms able to rest comfortably while not keyboarding			
Desk, chair, computer, and other equipment are of appropriate design and arranged to eliminate strain on all parts of the body			
SECURITY	Yes	No	N/A
Materials and equipment are in a secure location that can be protected from damage, theft, and misuse			
There is an inventory of all equipment at the remote work location including serial numbers			
Anti-virus software is up-to-date and scans run on a regular basis			
Electronic files are password protected			

If any of the above applicable questions were answered in the negative, the teleworking employee must take corrective actions to eliminate any hazard as soon as practicable. Please contact a supervisor, Human Resources staff and/or Information Technology staff if assistance is required addressing any potential hazards.

LOGO HERE

ELECTRONIC EQUIPMENT USE AGREEMENT AND RELEASE FORM

Staff Member:			
Qty	Description	Asset Inventory Number	Replacement Amount
			\$
			\$
			\$
Total			\$

The responsible party identified on the acknowledgement page below agrees to maintain the above detailed equipment according to the following guidelines. The ENTITY retains all rights of ownership associated with any electronic and portable internet access equipment issued per this agreement.

RECEIPT OF ELECTRONIC AND PORTABLE INTERNET ACCESS EQUIPMENT:

ENTITY staff will issue to each responsible party equipment that includes appropriate applications for use relating to Project business. The ENTITY and the responsible party shall each have one designee who will assist in disseminating the equipment to the appropriate User and collecting the equipment for the ENTITY to conduct updates when necessary or for return of equipment.

ACCEPTABLE USAGE:

ENTITY electronic and portable internet access equipment is to be used primarily for conducting Project business and is not intended to be used for conducting personal business, for the operation of a business for personal gain, sending chain letters, or any other purpose that interferes with normal ENTITY business activities. Users shall not use ENTITY-issued tablets for any illegal activity.

Users of ENTITY electronic and portable internet access equipment have no reasonable expectation of privacy on ENTITY computers, other electronic devices, internet, or email. All software and data (including, and without limitation, email, calendars, downloaded files, and web browsing history) stored on ENTITY-issued devices are subject to disclosure under State and ENTITY public records laws or for litigation purposes, unless a privilege or exception exists that justifies withholding the information. By using such systems, users expressly waive any right of privacy in anything they create, store, send, or receive using the ENTITY's electronic equipment. All written and/or electronic records created, received, stored in, or sent from any ENTITY electronic equipment are public records, and are subject to disclosure to the public under the Colorado Open Records Act.

The software and applications installed by the ENTITY must remain on the equipment, in usable condition and be readily accessible at all times. The ENTITY is the sole licensee of the software included with a tablet. Any copying, modification, or distribution of any software, including written documentation, by the User is prohibited. The User is responsible for complying with any and all hardware, software, service provider licensing agreements, terms of use, and applicable state and federal copyright and other intellectual property protections. From time-to-time, the ENTITY may require Users to check in their equipment with ENTITY staff to add or upgrade software applications or for periodic updates and syncing. Any applications not provided by ENTITY that the user desires should be approved by the user's supervisor and any other appropriate staff/departments. The ENTITY's staff shall not install, work on, or support an application that is not issued by the ENTITY. All applications may only be used in ways that are consistent with applicable licenses, trademarks or copyrights. Users are prohibited from purchasing and downloading music, movies, social media, and games on ENTITY electronic equipment.

Downloaded files and attachments may contain viruses or hostile applications that could damage the ENTITY's information systems. Files from sources that members may have reason to believe may be untrustworthy shall not be downloaded, nor shall files attached to e-mail transmissions be opened and read unless the document is from a reliable source and related to Project business. Members will be held accountable for any breaches of security caused by files obtained for non-Project business purposes. The ENTITY provides antivirus software for electronic equipment. Users are required to scan attachments before opening, and to download all antivirus software updates as directed. If technical difficulties occur or illegal software is discovered, the equipment will be restored to a backup point. The ENTITY does not accept responsibility for the loss of any software or documents deleted due to the repair of a damaged / infected equipment.

Users of ENTITY electronic and portable internet access equipment are acting as representatives of the ENTITY. Users must act in such a way not to damage or harm the organization, staff, or constituents by creating, reviewing, storing, transmitting, or intentionally receiving communications, files, or documents that are or could be interpreted as being intimidating, harassing, or containing hostile, degrading, sexually explicit, pornographic, discriminatory, or otherwise unlawful or offensive. Please see the relevant personnel or HR policies regarding acceptable use of ENTITY equipment.

SECURITY OF THE EQUIPMENT:

Users are responsible for the security of all data stored on the equipment, whether related to Project business or otherwise. The User will maintain appropriate password protection for data on the equipment and will not delete or modify any security features that the ENTITY loads on the equipment. The responsible agency shall notify ENTITY staff as soon as possible if electronic equipment is lost or stolen.

USERS:

ENTITY electronic equipment is not to be used by anyone other than an employee or authorized representative of the responsible agency identified within this Equipment Use Agreement. The ENTITY must be notified immediately of any change to the contact information detailed below. Any serviceable equipment that is unused or no longer needed will be returned to the ENTITY for redistribution to other agencies.

CARE, REPAIR AND REPLACEMENT OF EQUIPMENT:

Users are responsible for the general care of all equipment including peripherals and the like issued by the ENTITY. All equipment must remain free of any writing, drawing, stickers, or labels that are not the property of the ENTITY. Only a clean, soft cloth should be used to clean the screen. Equipment that breaks or fails to work properly must be returned to ENTITY for an evaluation.

It is the responsibility of the User to ensure the ENTITY-provided equipment is kept in a reasonable and safe condition. Should equipment be accidentally lost, damaged, or stolen, responsibility for replacement shall be as follows:

- a. First time: The ENTITY shall pay half the cost of repair or replacement and the User shall pay half the cost.
- b. Second and subsequent times: The User shall be entirely responsible for repair or replacement costs and shall replace or repair the unit within two weeks of the equipment damage or loss. Tablets that are damaged or destroyed through intentional, reckless or negligent misuse must be repaired or replaced at the User's expense

RETURN OF EQUIPMENT:

At any point the responsible staff member no longer requires the ENTITY's equipment for off-site work, employee's supervisor must be notified, and equipment returned when onsite work is resumed. If the employee leaves ENTITY employment for whatever reason, all equipment must be returned immediately. Please see Remote Work Policies for more detail regarding ending employment and equipment return.

CANDIDATE OR ISSUE CAMPAIGNS:

The use of ENTITY electronic equipment for the purpose of promoting any local, state, and/or federal candidate nomination, retention, recall, or election, or for the purpose of promoting or discouraging any local, state, and/or federal ballot issue is prohibited.

ACKNOWLEDGEMENT:

I have read and agree to the above ENTITY Electronic Equipment Policy. I understand that misuse could result in revocation of the use of the electronic equipment and/or internet access.

Signature: _____ Title: _____

Printed Name: _____ Date: _____

The responsible agency is: _____

The equipment will be located at: _____

The contact person for this equipment is: _____

The contact phone number is: _____

The contact email address is: _____

Released by:

Signature: _____

Title: _____

Printed Name: _____

Date: _____

EQUIPMENT RETURN CHECK LIST

Date Equipment Returned: _____

Checked in By: _____

Staff Member:				
Qty	Description	Asset Inventory Number	State of Equipment: List any damages or issues	Replacement Amount
				\$
				\$
				\$
Total				\$

Associate Membership Discussion

To: SWCCOG Board of Directors
From: Miriam Gillow-Wiles
Date: 10 December 2020

Comments: At the Strategic Planning sessions from 2019, there was a lot of discussion about associate membership, in light of San Juan County and the City of Farmington engagement on broadband. Some of the discussion was centered around not wanting to dilute the COG through an a la carte program, but that the organization was stronger with all entities participating.

The SWCCOG has been working on broadband for a decade, which includes development, policy, legislation, and education for local and state elected officials, and the public. Over the last few years, the number of organizations wanting support and engagement with broadband specifically has increased, and drastically so since the onset of the pandemic.

After discussion with the Executive Committee, it was clear the need for some sort of financial compensation for the hours and hours of SWCCOG time supporting broadband for organizations outside of the SWCCOG. This is important as broadband is a network and must work across the region, not just for one municipality or pocket of a county, but needs to be a holistic system to really solve the regional issues surrounding the

Non-COG Member organizations that have sought or are currently engaged in broadband support since March 2020:

- Ute Mountain Ute Tribe
 - Southern Ute Indian Tribe
 - San Juan BOCES
 - San Juan County, NM
 - City of Bloomfield, NM
 - Office of Information Technology
 - Montezuma County
 - Town of Dolores
 - Town of Mancos
 - Ignacio School District
 - Mancos School District
 - Silverton School District
 - Archuleta/Pagosa Springs School District
-

Associate Membership Discussion

I have a couple of thoughts of how to do this, but would like Board input, as it is not clear cut or simple.

Option 1)

- Retainer plus per hour costs
 - o Much like an attorney with a retainer for a set amount
 - o Hourly fee for services there after
 - o Benefits: Captures true cost of services, increased revenue flow
 - o Challenges: hard to budget, potential challenges of getting paid from organizations

Option 2)

- Hourly Costs only
- Bill for actual use
 - o Benefits: Easy to control costs for other entities, cover the costs of services.
 - o Challenges: Impossible to budget for, ED only has so much time, and does this turn the COG into a consulting firm?

Option 3)

- Flat rate for X hours
- Calculate how many hours the ED has spent with each entity, and request payment for similar hours for the following year.
- Or work with non-Member organizations to identify the number of hours needed and bill those hours in advance.
- Benefits: staffing and budget is easier due to known time/funding.
- Challenges: Additional internal responsibilities to track (a potential of) 13 organizations and time spent with/on their broadband needs.

This last year has been challenging to know how or when to say no regarding broadband support for non-COG Members as the challenges are so great, and the local, on-the-ground, support for rural broadband from the state or feds is minimal at best while the needs are significant.

Additional things to consider:

- Different rate for schools or education organizations?
- The Tribes are not listed as member organizations in the founding documents, do we need to address the bylaws and IGA?
- OIT has been asking me to present/engage to a wide variety of organizations including private companies and local governments. DOLA pays for broadband coordinators in NWCCOG and Region 10, who also

Associate Membership Discussion

participate on these calls, however DOLA does not pay for my time to support the state, but some staff at OIT engage the Broadband Coordinators at the other two COGs in the same way they engage me. In addition, OIT has asked for documentation and presentations I have created for the SWCCOG.

Staff requests some direction by the Board to create a broadband associate membership policy.

Decision Items

Executive Session Decisions

To: SWCCOG Board of Directors

From: Miriam Gillow-Wiles

Date: 7 December 2020

Comments: This is a place holder for any discussion items from the Executive Session that need to be voted upon.

Legal Review:

Fiscal Impact:

Staff Recommendation:

Approval and Ratification of Grants

To: SWCCOG Board of Directors
From: Miriam Gillow-Wiles
Date: 7 December 2020

Comments: Welcome to grant writing season! We have been busy with a few larger grants with several partners, and have identified two more grants, one due December, and one in January.

Of Note, we did not apply for the EDA STEM grant with Region 9, because the grant amount was low compared the time investment, and the match was higher than the EDA SPRINT grant.

RATIFY

- *EDA SPRINT Grant with Region 9*
 - o Due 12/7/2020
 - o There are three components to this grant, two of which are outcomes from the USDA Technical Assistance grant.
 - 1) Upskilling/reskilling to retain local workforce already invested in the community through online certifications (such as remote work certificates through USU and CSU or IT certifications through San Juan College).
 - 2) Campaign targeted at individuals who grew up here, but left for employment or education, to move back with their newly remote jobs.
 - 3) Support small business development through the SCAPE, specifically targeting those communities and areas outside of the Durango area.
 - o Total request: \$370,424
 - o SWCCOG Portion: \$139,721, \$49,911 for staff costs
 - o SWCCOG Match: \$39,902
 - Funding from DOLA TA Grant: \$30,000
 - SWCCOG Staff time & benefits: \$8,939 (difference is match from Region 9 marketing staff)
 - o 18 month time frame

 - *Colorado COVID Relief Fund*
 - o Due 12/7/2020
 - o Funding Request: 93,000
 - o Partners: Adult Education and Region 9
-

Approval and Ratification of Grants

- This grant was suggested by United Way to help reduce barriers to individuals interested in reskilling but lack computer skills and equipment.
- Ties into the DOLA TA grant for tuition support, EDA SPRINT Grant, and is an outcome from the USDA TA Grant
- Funding will help support
 - Adult Education to provide basic computer skills
 - Purchase of refurbished computers for individuals through PCs for People (mirroring United Way's project to get computers to children who lack equipment in the home).
 - Funding for outreach, coordination, and nominal amount for M&A

APPROVE

- *SIPA Professional Services*
 - Due 12/30/2020
 - Website Support and redevelopment
 - Migrate to secure, ADA compliant website
 - Development of Online forms, such as CORA requests
 - \$6,500

- *SIPA Digitization*
 - Due 12/30/2020
 - Digitizing historic COG Documents
 - Help reduce the historic paper files
 - \$3,000

- *USDA RBDG Grant*
 - Due early 2021
 - Program is designed for technical assistance and training for small rural businesses, to be used on projects to benefit small and emerging businesses in rural areas. See attached flyer for more specifics
 - Grants range from \$10,000 to \$500,000
 - No match requirement
 - SWCCOG will work with Region 9 to identify projects
 - Encouraged to apply by USDA, it is expected the SWCCOG will apply to USDA funding regarding outcomes of USDA TA grant

Approval and Ratification of Grants

Legal Review: Not applicable at this time, if/when grants are awarded contracts between consultants and partners will be created and reviewed.

Fiscal Impact: High, major impact on SWCCOG projects

Staff Recommendation:

- Ratify applications for: EDA SPRINT and COVID Relief Fund
 - Approve Applications to SIPA and USDA
-

Rural Business Development Grants (RBDG)

What does this program do?

RBDG is a competitive grant designed to support targeted technical assistance, training, and other activities leading to the development or expansion of small and emerging private businesses in rural areas that have fewer than 50 employees and less than \$1 million in gross revenues. Programmatic activities are separated into enterprise or opportunity type grant activities.

Who may apply for this program?

Rural public entities including, but not limited to:

- **Towns**
- **Communities**
- **State agencies**
- **Authorities**
- **Nonprofit Corporations**
- **Institutions of Higher Education**
- **Federally recognized Tribes**
- **Rural Cooperatives**

What is an eligible area?

RBDG funds must be directed for projects benefitting rural areas or towns outside the urbanized periphery of any city with a population of 50,000 or more. Check eligible areas.

How much funding is available?

There is no maximum grant amount for enterprise or opportunity type grants; however, smaller requests are given higher priority. Generally, grants range from \$10,000 up to \$500,000. There is no cost sharing requirement. Total opportunity type grant funding is limited statutorily to up to 10% of the total RBDG annual funding.

How may funds be used?

Enterprise type grant funds must be used on projects to benefit small and emerging businesses in rural areas as specified in the grant application. Uses may include:

- Training and technical assistance, such as project planning, business counseling/training, market research, feasibility studies, professional/technical reports, or product/service improvements
- Acquisition or development of land, easements, or rights of way; construction, conversion, renovation, of buildings, plants, machinery, equipment, access streets and roads, parking areas, utilities

- Pollution control and abatement
- Capitalization of revolving loan funds including funds that will make loans for start-ups and working capital
- Distance adult learning for job training and advancement
- Rural transportation improvement
- Community economic development
- Technology-based economic development
- Feasibility studies and business plans
- Leadership and entrepreneur training
- Rural business incubators
- Long-term business strategic planning

Opportunity type grant funding must be used for projects in rural areas and they can be used for:

- Community economic development
- Technology-based economic development
- Feasibility studies and business plans
- Leadership and entrepreneur training
- Rural business incubators
- Long-term business strategic planning

How are applications evaluated for competitive funding?

RBDG applications compete at the state office level, which are dependent on appropriations.

All applications are evaluated based on:

- Evidence showing job creation to occur with local businesses;
- Percent of nonfederal funding committed to the project;
- Economic need in the area to be served;
- Consistency with local economic development priorities;
- Experience of the grantee with similar efforts; and
- Other factors described in the current Notice of Solicitation of Applications (NOSA), if one is published.

How do we get started?

Applications are accepted through USDA Rural Development's local or State offices once per year. Applicants are advised to view program information specific to your local or State office to learn about local application timelines, concept paper requirements, etc.

Grant awardees will need to complete required paperwork and comply with the terms and conditions of the award. Contact your local or State office for details.

Who can answer questions?

Contact your local RD office.

What governs this program?

- Basic Program – 7 CFR Part 4280 Subpart E
- This program is authorized by the Consolidated Farm and Rural Development Act (ConAct).

What governed the predecessor programs of RBEG and RBOG, as well as all awards given before FY 2015?

- RBEG Basic Program RD Instruction 1942-G
- RBOG Basic Program 7 CFR Part 4284
- This program was authorized by the Consolidated Farm and Rural Development Act (ConAct).

Why does USDA Rural Development do this?

This program provides grants for rural projects that finance and facilitate development of small and emerging rural businesses, help fund distance learning networks, and help fund employment related adult education programs. To assist with business development, RBDGs may fund a broad array of activities.

NOTE: Because citations and other information may be subject to change, please always consult the program instructions listed in the section above titled “What Governs This Program?” You may also contact your local office for assistance. You will find additional forms, resources, and program information at rd.usda.gov. USDA is an equal opportunity provider, employer, and lender.

2020-12-08

45/95

Last Updated December 2019

Updated Title VI Policy

To: SWCCOG Board of Directors

From: Jessica Laitsch

Date: 3 December, 2020

Title VI of the Civil Rights Act of 1964 protects people from discrimination based on race, color, and national origin in programs and activities receiving federal financial assistance. The CDOT Division of Transit and Rail requires subrecipients of federal funds to submit an updated Title VI Plan every three years that documents procedures used for complying with FTA's Title VI requirements to ensure non-discrimination in the recipient's services, programs, and activities.

The SWCCOG currently receives funding for management of the Regional Transit Coordinating Council (RTCC) from the CDOT Division of Transit and Rail. The Board approved a Title VI policy in February 2020, however CDOT has requested a few modifications to the policy, specifically to address additional factors related to limited English proficiency. The updated Title VI plan is attached and CDOT has indicated that the proposed changes meet the requirements.

Fiscal Impact: None

Staff Recommendation: Approve the attached updated Title VI Policy

Southwest Colorado Council of Governments

Title VI Program



Draft December 10, 2020

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TITLE VI PROGRAM

PART I.

General Title VI Requirements for All Grant Partners

BACKGROUND

The Southwest Colorado Council of Governments is responsible for the oversight of the Regional Transit Coordinating Council, which encompasses the Southwest Colorado region that includes Archuleta, Dolores, La Plata, Montezuma and San Juan Counties. The Regional Transit Coordinating Council works with regional transit and human services providers to guarantee that each organization has the resources and information needed to operate efficiently and effectively, this includes coordination for regional transportation planning and policy development.

NOTICE TO THE PUBLIC

SWCCOG's notice to the public is attached as Appendix A.

COMPLAINT INSTRUCTIONS AND FORM

SWCCOG's complaint procedures are attached as Appendix C. A copy of SWCCOG's complaint form is attached as Appendix D. The complaint procedures and form are available at www.swccog.org.

TITLE VI COMPLAINTS, INVESTIGATIONS AND LAWSUITS

Not applicable.

PUBLIC PARTICIPATION ELEMENT

The SWCCOG encourages public input and involvement from all residents or their representatives. The SWCCOG posts agendas for all meetings, which are open to the public, at the SWCCOG offices and on the SWCCOG website at www.swccog.org. Generally, SWCCOG meetings are held in downtown Durango, Colorado, which is centrally located in the SWCCOG's region. Occasionally meetings will be held in other locations throughout the region. Care is taken to ensure all meeting locations are accessible. Video and/or phone conferencing is also available for all SWCCOG meetings.

The SWCCOG, through the Regional Transit Coordinating Council, has actively sought to coordinate with health and human service providers, and educational and community organizations to maximize diversity of representation. SWCCOG staff is available to address community organizations as requested. SWCCOG staff fields inquiries from the public regarding transportation projects and other planning activities. SWCCOG frequently updates its website to allow residents to learn about and follow SWCCOG activities. While LEP persons are encouraged to participate directly in SWCCOG's regional activities, they are often more engaged at the local level with SWCCOG member governments or in association with local projects. This type of engagement is critical, as the feedback received at the local level can then be communicated to SWCCOG's regional programs.

LIMITED ENGLISH PROFICIENCY (LEP) ELEMENT

It is and shall be the policy of the Southwest Colorado Council of Governments to provide timely meaningful access for limited English Proficiency persons to SWCCOG programs and activities. The SWCCOG will take reasonable steps to ensure that persons with limited English Proficiency (LEP) have meaningful access and opportunity to participate in our services, activities, and programs.

Factor 1 - Number or proportion of LEP individuals eligible to be served: A summary of the number and percentage of population that “speaks English less than very well” in the Southwest Colorado 5-County region is outlined below:

Data Category	Archuleta			Dolores			La Plata			Montezuma			San Juan			5-County Region		
	Total #	% of Population	% of LEP Population	Total #	% of Population	% of LEP Population	Total #	% of Population	% of LEP Population	Total #	% of Population	% of LEP Population	Total #	% of Population	% of LEP population			
Total Population (5 years old & older)	11,972	100.0%		1,673	100.0%		51,684	100.0%		24,200	10000.0%		539	100.0%		90,068		
Population Speaking English "Well" "Not Well" or "Not at All"	289	2.4%		8	0.0%		786	1.5%		491	2.1%		9	1.7%		1583		
Population Speaking English "Well" "Not Well" or "Not at All"																		
Spanish	254	2.1%	88%	0	0.0%	0%	648	1.3%	82%	288	1.2%	59%	9	1.7%	100%	1199	1.3%	76%
Other Indo-European	19	0.2%	7%	8	0.5%	100%	34	0.1%	4%	48	0.2%	10%	0	0.0%	0%	109	0.1%	7%
Asian and Pacific Islander	16	0.1%	6%	0	0.0%	0%	17	0.0%	2%	59	0.2%	12%	0	0.0%	0%	92	0.1%	6%
Other	0	0.0%	0%	0	0.0%	0%	87	0.2%	11%	96	0.4%	20%	0	0.0%	0%	183	0.2%	12%
Total	289	2.4%	100%	8	0.5%	100%	786	1.5%	100%	491	2.0%	100%	9	1.7%	100%	1583	1.8%	100%

Source: U.S. Census American Community Survey 2013-2017 estimates, population 5 years old and older, speaking another language in the home, who speak English "Well" "Not well" or "Not at All."

Factor 2 - Frequency with which LEP persons come into contact with the program: LEP persons are most likely to reference materials published by the program. LEP persons may also wish to attend meetings or reference meeting materials.

Factor 3 - Nature and importance of LEP contact, program, information, or service provided: Information about public services provided in the region as well as strategies to improve delivery of and access to public services throughout the region.

Factor 4 - Resources available to the subrecipient for LEP outreach and cost of associated with providing that outreach: The SWCCOG’s annual budget includes a line for general contracted services, which could be used for translation of publications or online materials or interpretation services as needed.

Language assistance services provided: All staff have ready access to language identification flashcards to assist with identification of an LEP person’s primary language. The SWCCOG will maintain a list of bilingual staff who are able to serve as translators. The SWCCOG may also coordinate with partner agencies who have bilingual staff, or use internet- or telephone-based translation and interpretation services as appropriate.

Notice to LEP persons about the availability of language assistance: The following language will be included on printed and online publications as well as on the SWCCOG website:

If information is needed in another language, contact info@swccog.org

Si se necesita información en otro idioma, contacto info@swccog.org

Monitor, evaluation, and updates to language access plan: At a minimum of every three years, or more often as necessary, staff will review and update this LEP policy and written LEP reference materials.

Train employees to provide timely and reasonable language assistance to LEP populations: All staff have ready access to a copy of this policy, language identification flashcards, and other written reference materials to assist with providing language access for LEP persons.

PLANNING AND ADVISORY BOARDS

The SWCCOG is responsible for the oversight of the Regional Transit Coordinating Council. Membership on the Regional Transit Coordinating Council is voluntary and not specifically designated. Information relative to racial makeup of the Transit Council will be updated if/when the membership of the committee is formalized. The SWCCOG, through the Regional Transit Coordinating Council, has actively sought to coordinate with health and human service providers, and educational and community organizations to maximize diversity of representation.

FACILITY LOCATION EQUITY ANALYSIS

The SWCCOG has not constructed any facilities in the past three years.

PART II.

REQUIREMENTS FOR FIXED ROUTE TRANSIT PROVIDERS ONLY

Not applicable.

PART III.

METROPOLITAN PLANNING ORGANIZATIONS (MPOs) ONLY

Not applicable.

APPENDICES

Appendix A: Notice to The Public (English and Spanish versions)

Appendix B: Complaint/Investigations Table

Appendix C: Americans with Disabilities Act (ADA) and Title VI Complaint Procedure

Appendix D: ADA and Title VI Complaint Form

Appendix E: Sample Service Standards for Fixed Route Provider

Appendix F: Sample Policies for Fixed Route Provider

Appendix G: Staff LEP survey

APPENDIX A

Notice to Beneficiaries (English)

Notifying the Public of Rights under Title VI

Southwest Colorado Council of Governments

The Southwest Colorado Council of Governments operates its programs and services without regard to race, color, and national origin in accordance with Title VI of the Civil Rights Act. Any person who believes she or he has been aggrieved by any unlawful discriminatory practice under Title VI may file a complaint with the Southwest Colorado Council of Governments.

For more information on the Southwest Colorado Council of Government's civil rights program and the procedures to file a complaint, contact 970-779-4592; email info@swccog.org; or visit www.swccog.org.

A complainant may file a complaint directly with the Federal Transit Administration by filing a complaint with the Office of Civil Rights, Attention: Title VI Program Coordinator, East Building, 5th Floor-TCR, 1200 New Jersey Ave., SE Washington, DC 20590

If information is needed in another language, contact info@swccog.org
Si se necesita información en otro idioma, contacto info@swccog.org

APPENDIX B

INVESTIGATIONS/COMPLAINTS CHART

Type	Date	Summary (basis)	Status	Action(s) taken
Complaints and Investigations Naming the recipient				
Lawsuits				

APPENDIX C

AMERICANS WITH DISABILITIES ACT (ADA) AND TITLE VI COMPLAINT PROCEDURE

In accordance with the American Disabilities Act of 1990 and the Civil Rights Act of 1964, any person who believes she or he has been discriminated against on the basis of disability, race, color, or national origin by the Southwest Colorado Council of Governments (hereinafter referred to as "SWCCOG") may file an ADA or a Title VI complaint by completing and submitting the SWCCOG's ADA and Title VI Complaint Form. The SWCCOG investigates complaints received no more than 180 days after the alleged incident. The SWCCOG will process complaints that are complete.

Once the complaint is received, the SWCCOG will review it to determine if our office has jurisdiction. The complainant will receive an acknowledgement letter informing her/him whether the complaint will be investigated by our office.

Most complaints will be investigated within 60 days. Investigating a complaint includes interviewing all parties involved and key witnesses. The investigator may also request relevant information such as books, records, electronic information, and other sources of information from all involved parties.

After the investigator reviews the complaint, she/he will issue one of two letters to the complainant: a closure letter or a letter of finding (LOF). A closure letter summarizes the allegations and states that there was not an ADA or Title VI violation and that the case will be closed. An LOF summarizes the allegations and the interviews regarding the alleged incident, and explains whether any disciplinary action, additional training of the staff member, or other action will occur. If the complainant wishes to appeal the decision, she/he has 30 days after the date of the letter or the LOF to do so.

A person may also file a complaint directly with the Federal Transit Administration, at FTA Office of Civil Rights, 1200 New Jersey Avenue SE, Washington, DC 2059

If information is needed in another language, contact info@swccog.org
Si se necesita información en otro idioma, contacto info@swccog.org

APPENDIX D

ADA AND TITLE VI COMPLAINT FORM

Section I:				
Name:				
Address:				
Telephone (Home):			Telephone (Work):	
Electronic Mail Address:				
Accessible Format Requirements?	Large Print		Audio Tape	
	TDD		Other	
Section II:				
Are you filing this complaint on your own behalf?			Yes*	No
*If you answered "yes" to this question, go to Section III.				
If not, please supply the name and relationship of the person for whom you are complaining:				
Please explain why you have filed for a third party: _____				
Please confirm that you have obtained the permission of the aggrieved party if you are filing on behalf of a third party.			Yes	No
Section III:				
Name of agency complaint is against:				
Contact person:				
Title:				
Telephone number:				
I believe the discrimination I experienced was based on (check all that apply): <input type="checkbox"/> Disability <input type="checkbox"/> Race <input type="checkbox"/> Color <input type="checkbox"/> National Origin				
Date of Alleged Discrimination (Month, Day, Year): _____				
Explain as clearly as possible what happened and why you believe you were discriminated against. Describe all persons who were involved. Include the name and contact information of the person(s) who discriminated against you (if known) as well as names and contact information of any witnesses. If more space is needed, please use the back of this form. _____ _____				

Section IV		
Have you previously filed an ADA or Title VI complaint with SWCCOG?	Yes	No
Section V		
Have you filed this complaint with any other Federal, State, or local agency, or with any Federal or State court?		
<input type="checkbox"/> Yes <input type="checkbox"/> No		
If yes, check all that apply:		
<input type="checkbox"/> Federal Agency: _____		
<input type="checkbox"/> Federal Court _____		<input type="checkbox"/> State Agency _____
<input type="checkbox"/> State Court _____		<input type="checkbox"/> Local Agency _____
Please provide information about a contact person at the agency/court where the complaint was filed.		
Name:		
Title:		
Agency:		
Address:		
Telephone:		

You may attach any written materials or other information that you think is relevant to your complaint.

Signature and date required below

Signature

Date

Please submit this form by mail to the address below:

Southwest Colorado Council of Governments
295 Girard Street, Ste B
Durango, CO 81303

APPENDIX E

SERVICE STANDARDS (REQUIREMENT FOR ALL FIXED ROUTE TRANSIT PROVIDERS)

Not applicable

APPENDIX F

SERVICE POLICIES (REQUIREMENT FOR ALL FIXED ROUTE TRANSIT PROVIDERS)

Not applicable

APPENDIX G
STAFF LEP SURVEY

The Southwest Colorado Council of Governments is studying the language assistance needs of its clients so that we can better serve, communicate, and increase access with Limited English Proficient persons. Please complete the following survey and return it to Miriam Gillow-Wiles, Executive Director by _____, 2020.

How often do you come into contact with persons who do not speak English or have trouble understanding you when you speak English to them? (Circle one)

Daily

Weekly

Monthly

Less frequently than monthly

What languages are spoken? Please list.

What languages other than English do you understand or speak?

Would you be willing to serve as a translator when needed?

Executive Committee Selection

To: SWCCOG Board of Directors

From: Miriam Gillow-Wiles

Date: 3 December, 2020

The Board Chair, Gwen Lachelt will lead a discussion on the 2021 Executive Committee.

Current Members are:

Chair: Gwen Lachelt, Commissioner, La Plata County

Vice Chair: Willy Tookey, Administrator, San Juan CO County

Treasurer/Secretary: John Dougherty, Manager, City of Cortez

Historically, the Chair position cycles off, and the Board moves the existing Executive Committee members into the ascending positions and select another Treasurer/Secretary. However, there is no requirement to do so in the bylaws. Additionally, the Board tries to maintain regional representation in the Executive Committee.

Legal Review: Not applicable at this time

Fiscal Impact: None

Staff Recommendation: Approve 2021 Executive Committee

Amendment to 2020 Budget

To: SWCCOG Board of Directors
From: Jessica Laitsch
Date: 7 December, 2020

Comments: We experienced a number of unexpected events in 2020, below are a number of changes that impacted the 2020 Budget:

- 1) Due to the significantly increased need for teleconference software, combined with the fact that the SWCCOG's existing Zoom licenses expired in June 2020, the Board authorized purchase of a large number of Zoom licenses for three-year terms and agreed to reimburse those costs based on each agency's usage. The bulk purchase and extended term allowed the SWCCOG to secure reduced costs for all participating agencies. The unanticipated revenue and expense are reflected in the attached budget amendment.
- 2) The Southwest Incident Management Team (SWIMT) received a smaller than expected grant award from the State for FY 2019-20. The SWIMT coordinator and the State were able to identify supplemental funds, increasing the total award amount. These additional funds and related expenses are reflected in the attached budget amendment.
- 3) The revenues for the DOLA Census Grant and the Local Food Planning Grant were received in 2019, however most of the expenses occurred in 2020. The auditors recommended applying the revenues into the year the expenses were paid. The attached budget amendment increases the revenue that was applied to 2020.
- 4) San Juan County, New Mexico contributed \$15,000 to the Broadband Middle Mile Phase II Project. These funds were received in 2020, but due to the start date of the project, they were applied to 2019 during the audit. The attached budget amendment adjusts the revenue out of the 2020 budget.
- 5) There were various revenues that were included in the budget, but were not received for various reasons, such as:
 - Staff anticipated applying for a Recycling Resources Economic Opportunity (RREO) Grant, however did not due to the pandemic.
 - A potential grant match from SWCCOG members was included in the budget, but was not required in 2020.These reductions are included in the attached budget amendment.

Fiscal Impact: High, overall financial status of the organization

Legal Review: Not applicable

Staff Recommendation: Approve the amendment to the 2020 budget

GENERAL FUND

	2020 (BUDGET)	2020 (AMENDMENT CHANGES)	2020 (AMENDED BUDGET)	NOTES
Beginning Fund Balance	175,275.75		175,275.75	
Revenue				
Dues				
COG Dues	121,547.00		121,547.00	
SWTPR Contributions	6,842.00		6,842.00	
Total Dues Revenue	128,389.00		128,389.00	
Grant/Project Administration				
All Hazards	2,500.00		2,500.00	
DoLA Impact Assistance Program	0.00		0.00	
DOLA Other	0.00	6,692.00	6,692.00	Census Grant - Accrue revenues from 2019 for expenditures in 2020
Local Food Planning		3,825.00	3,825.00	Accrue revenues from 2019 for expenditures in 2020
Recycling	22,717.00	-22,717.00	0.00	Recycling grant not received
Regional Housing Alliance	10,000.00		10,000.00	
SJRC&D	10,000.00		10,000.00	
SWIMT	1,000.00	1,730.00	2,730.00	SWIMT Grant Increase
SWTPR	11,050.00		11,050.00	
Transit Coordination	28,832.00		28,832.00	
Total Grant/Project Administration	86,099.00		75,629.00	
Grant Funded Projects				
All Hazards	157,500.00		157,500.00	
Broadband	0.00		0.00	
CDOT Grants				
SWTPR Rural Assistance	21,050.00		21,050.00	
FTA 5304 Transit Planning	0.00		0.00	
Total CDOT Grants	21,050.00		21,050.00	
CDPHE Grant	0.00		0.00	
DoLA Grants				
DoLA Impact Assistance Program	125,000.00		125,000.00	
DoLA Other	48,000.00	56,089.00	104,089.00	Census Grant - Accrue revenues from 2019 for expenditures in 2020
Total DoLA Grants	173,000.00		229,089.00	
Local Food Planning	0.00	76,777.00	76,777.00	Accrue revenues from 2019 for expenditures in 2020
Recycling (RREO) Grant	19,878.00	-19,878.00	0.00	Recycling grant not received
SWIMT	9,000.00	16,311.66	25,311.66	SWIMT Grant increase
Total Grant Funded Projects	380,428.00		509,727.66	
Grant Match				
COG Member Match	25,000.00	-25,000.00	0.00	Not needed in 2020
Non-COG Member Match	15,000.00	-15,000.00	0.00	Accrued to 2019 during audit
Total Grant Match	40,000.00		0.00	

GENERAL FUND

	2020 (BUDGET)	2020 (AMENDMENT CHANGES)	2020 (AMENDED BUDGET)	NOTES
Revenue				
Miscellaneous Revenue				
Miscellaneous Revenue	0.00		0.00	
Total Miscellaneous Revenue	0.00		0.00	
Shared Services Revenue				
Dark Fiber Leasing	46,902.00		46,902.00	
Telecom Services (IP addresses)	1,200.00		1,200.00	
Aggregation of Connectivity	15,084.00		15,084.00	
Contract Sharing	1,500.00	39,126.68	40,626.68	Zoom Licenses Reimbursement
Total Shared Service Revenue	64,686.00		103,812.68	
Total Revenue	699,602.00	117,956.34	817,558.34	

GENERAL FUND

	2020 (BUDGET)	2020 (AMENDMENT CHANGES)	2020 (AMENDED BUDGET)	NOTES
Expenses				
Administrative Costs				
Personnel Expenses				
Payroll Expense				
Salary and Wages	135,262.40		135,262.40	
Payroll Tax	11,564.94		11,564.94	
Payroll Processing Fee	1,850.00		1,850.00	
458 Retirement	5,077.70		5,077.70	
Car Allowance	3,600.00		3,600.00	
Cell Phone Allowance	0.00		0.00	
Total Payroll Expense	157,355.04		157,355.04	
Insurance Expense				
General Liability	1,873.67		1,873.67	
Health	15,141.00		15,141.00	
Worker's Compensation	1,355.00		1,355.00	
Total Insurance Expense	18,369.67		18,369.67	
AmeriCorp VISTA				
AmeriCorp VISTA	0.00		0.00	
Housing Allowance	0.00		0.00	
Total AmeriCorp VISTA	0.00		0.00	
Total Personnel Expenses	175,724.71		175,724.71	
Operating Expenses				
Advertising and Promotion	240.00		240.00	
Bank Service Charge	200.00		200.00	
Conference Fee	1,500.00		1,500.00	
Employee/Board Appreciation	100.00		100.00	
Information Technology				
Hardware	1,400.00		1,400.00	
Software	1,804.00		1,804.00	
Total Information Technology	3,204.00		3,204.00	
Internet Connection	0.00		0.00	
Meetings	1,000.00		1,000.00	
Memberships	5,698.00		5,698.00	
Office Equipment	0.00		0.00	
Office Supplies	850.00		850.00	
Office Telephone	564.00		564.00	
Postage and Delivery	80.00		80.00	
Professional Development	2,000.00		2,000.00	
Professional Fees				
Audit	6,100.00		6,100.00	
Legal	7,000.00		7,000.00	
Misc.	250.00		250.00	
Total Professional Fees	13,350.00		13,350.00	

GENERAL FUND

	2020 (BUDGET)	2020 (AMENDMENT CHANGES)	2020 (AMENDED BUDGET)	NOTES
Expenses				
Administrative Costs				
Operating Expenses				
Rent	8,400.00		8,400.00	
Travel	12,500.00		12,500.00	
Total Operating Expenses	49,686.00		49,686.00	
Contractual Expenses				
Consulting	7,500.00		7,500.00	
Total Contractual Expenses	7,500.00		7,500.00	
Miscellaneous Expenses				
Miscellaneous Expense	0.00		0.00	
Total Miscellaneous Expenses	0.00		0.00	
Total Administrative Costs	232,910.71		232,910.71	
Project Costs				
Operating Expenses				
SWTPR Travel	22,500.00		22,500.00	
Operating Expenses	22,500.00		22,500.00	
Grant Funded Contractual Expenses				
Grant Funded Consulting	187,878.00	-19,878.00	168,000.00	Recycling grant not received
Total Contractual Expenses	187,878.00		168,000.00	
Grant Funded Projects				
All Hazards Projects	156,000.00		156,000.00	
Census	66,915.00		66,915.00	
Local Food Planning	80,602.00		80,602.00	
SWIMT	9,000.00	16,311.66	25,311.66	SWIMT Additional Expenses
Total Grant Funded Projects	312,517.00		328,828.66	
Shared Services Expenses				
Dark Fiber Revenue Share	8,456.00		8,456.00	
Aggregation of Connectivity	12,300.00		12,300.00	
Telecom Services (IP addresses)	3,900.00		3,900.00	
Shared Software Maintenance	8,550.00	39,126.68	47,676.68	Zoom Licenses
Total Shared Services Expenses	33,206.00		72,332.68	
Total Project Costs	556,101.00		591,661.34	
Total Expenses	789,011.71	35,560.34	824,572.05	
Net Profit/-Loss	-89,409.71	82,396.00	-7,013.71	
Ending Fund Balance	85,866.04		168,262.04	

2021 Final Budget

To: SWCCOG Board of Directors
From: Miriam Gillow-Wiles and Jessica Laitsch
Date: 8 December, 2020

Comments: Attached is the Final Budget for FY2021. The attachments include an overview of the General Fund, the General Fund revenues and expenditures with three years comparison, and the Fiber Fund revenues and expenditures with three years comparison.

Some notes and assumptions:

- The column for the 2020 Budget includes the original approved 2020 budget without any amendments. If the amendment to the 2020 Budget is approved, future publications will include those figures.
 - The 2020 Estimate reflects a net negative for the year, this is due to the Broadband Middle Mile Phase II Project. The City of Farmington and San Juan County, New Mexico each contributed \$15,000 to the project; however due to the start date of the project these funds were applied to 2019 while a majority of the expenses were paid in 2020.
 - At the recommendation of the auditors, staff developed a chart of account numbers to better track individual account lines. It is possible there may be small changes to the numbering system as issues are identified, however staff anticipates the account numbers to be well established by the time the 2022 budget is presented for consideration.
 - The dues revenue has been calculated based on Board direction at the June 2020 meeting, and does not include anticipated dues from the Dolores County, the Towns of Dolores, Mancos and Rico and the City of Durango.
 - To the extent possible, we avoided including grants that have not yet been awarded, this is to avoid artificially inflating the numbers and ensure a clear picture of the organization's finances.
 - Salaries:
 - The attached budget includes an increase to the Executive Director's salary of 3% over 2020. This is in recognition that the ED's salary has remained flat since 2018. Staff will have calculations available during the meeting in the event the Board decides to adjust this figure.
 - The Accountant/Coordinator's salary remains flat with 2020.
-

2021 Final Budget

- Employee Benefits:
As in 2020, the cost of health insurance is split as follows:
 - 25% cost of employee paid by employee, 75% paid by COG
 - 50% cost of dependents paid by employee, 50% paid by COG
- The retirement match remains at 4%.
- The cell phone allowance was removed in 2020 in favor of an office phone. Considering that work is primarily being done remotely, and we expect this to continue for at least a portion of 2021, the cell phone allowance is again included. The office phone was not connected in 2020.



SWCCOG 2021 FINAL BUDGET

The SWCCOG was formed in December 2009 to promote regional cooperation and coordination among local governments and between levels of government for the geographic area comprising the Counties of Archuleta, Dolores, La Plata, Montezuma, and San Juan. The need for the SWCCOG is based on the recognition that the people of the Region form a single community and are bound together not only physically, but economically and socially. It is the purpose of the SWCCOG through its participating membership, staff and programs, to provide local public officials with the means of responding more effectively to the local and regional problems of this regional community.

The SWCCOG is tasked with addressing issues relevant to the well-being of Southwest Colorado, specifically related to the broad, overlapping and interconnected issues of:

- Aging
- Environment
- Housing
- Telecom
- Transportation
- Tourism

Each of these issues have significant impacts for the entire region, overlap political boundaries, and are intertwined as to each influence the others in countless ways. The SWCCOG strives to maximize regional progress across these complex issues while ensuring a judicious use of resources.

BUDGET SUMMARY

The majority of the SWCCOG's revenues and expenses are grant funded projects, either:

- Directly awarded funds for the purpose of directly or contractually working on identified goals, or
- Pass-through for projects for which we the fiscal manager, but do not directly work on the projects.

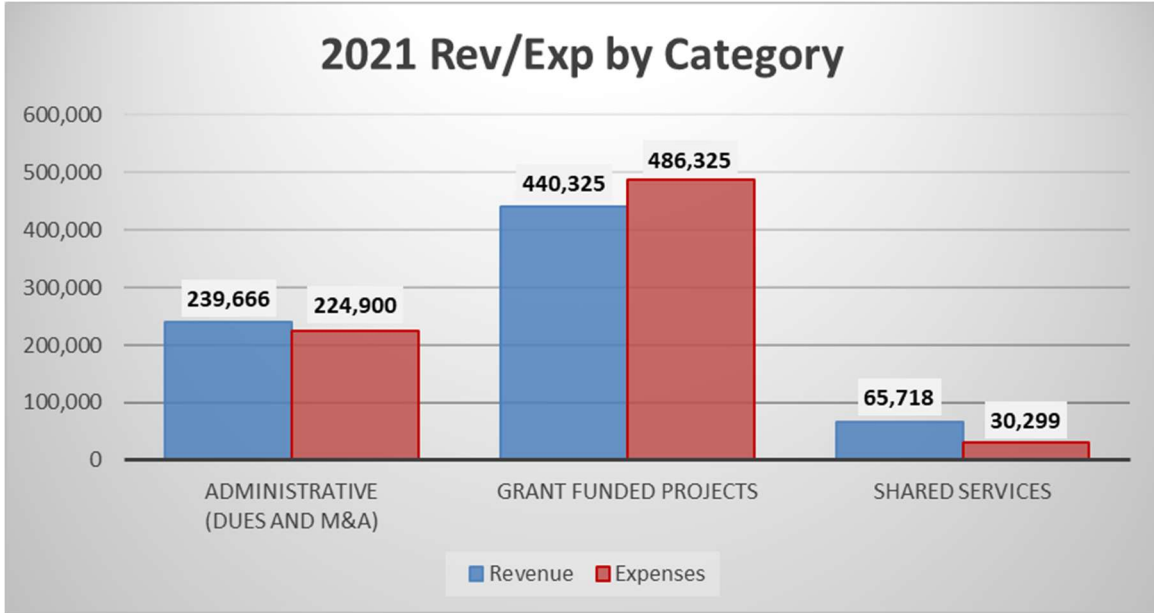
This creates budget volatility and difficulty ensuring adequate funding for operations into the future. In the interest of minimizing the uncertainty of annual fluctuations as well as to ensure we budget within our means; we generally avoid including estimated revenue and expenses for grants which have not been officially awarded. If the SWCCOG is successful in securing additional funding, we anticipate making budget adjustments as necessary.

Stability for the organization results from membership dues, providing a majority of the support for general staffing and overhead costs. For the 2021 budget, the Board agreed to a modest increase in the amount of dues to be collected, the first such increase since 2018. One high priority goal for 2021 is to regain former member jurisdictions as well as to identify opportunities for enhanced collaboration with jurisdictions outside the 5-county region.

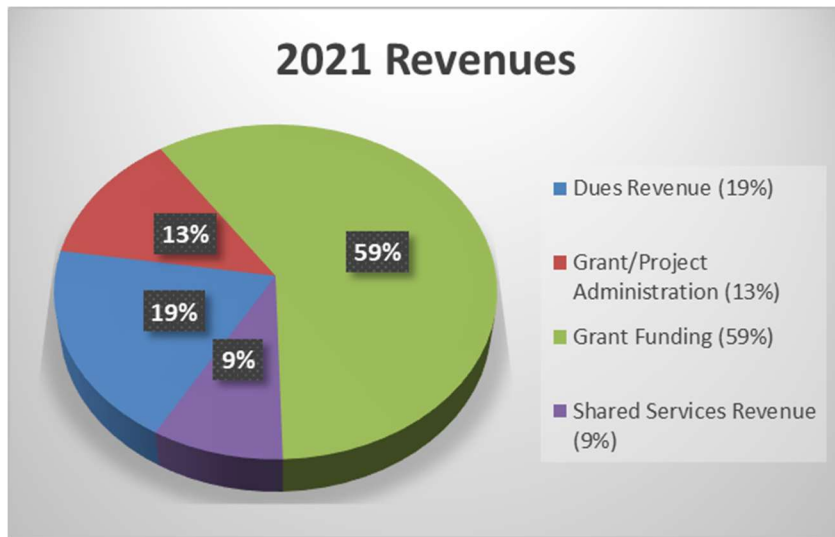
This draft budget is a balanced budget with anticipated revenue of \$745,709 and anticipated expenses of \$741,524.

CATEGORIES IN THE 2021 BUDGET

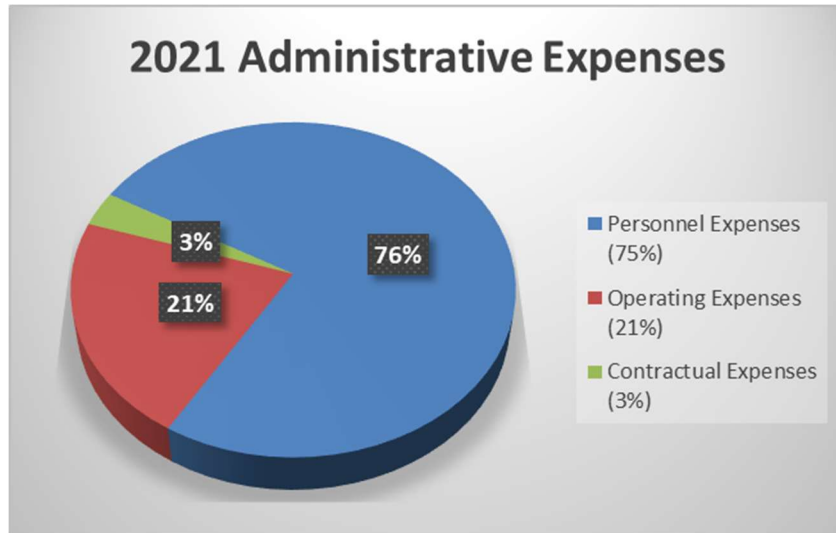
The SWCCOG's 2021 budget can be understood in three general categories: general administrative costs, grant funded project costs, and shared services projects.



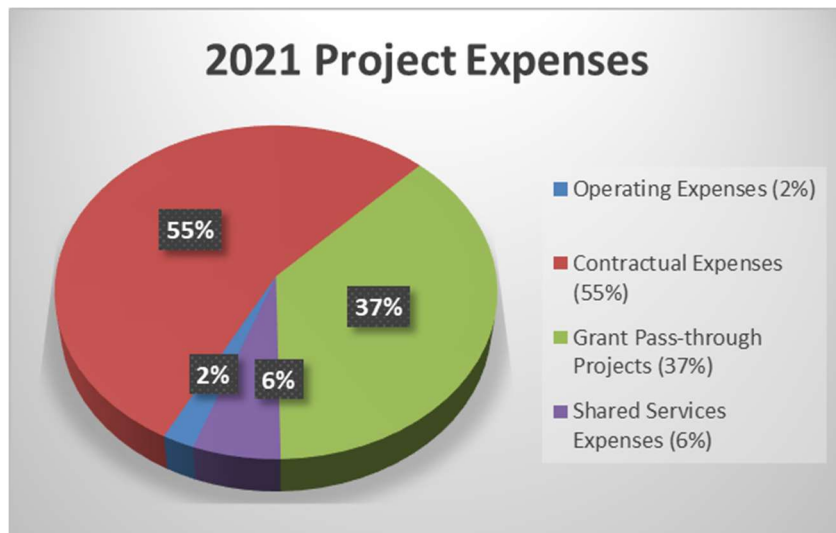
The following is a visual breakdown of the types of revenue anticipated in 2021.



The following is a visual breakdown of the types of general administrative expenses anticipated in 2021.



The following is a visual breakdown of the types of expenses related to specific projects anticipated in 2021.



ADMINISTRATIVE

The revenue related to the administrative category includes membership dues and contributions, project administration fees, and direct grant funding.

- Membership dues from SWCCOG member jurisdictions and contributions from SWTPR member jurisdictions help cover general overhead as well as meeting related costs that are not reimbursable by State grant funding.

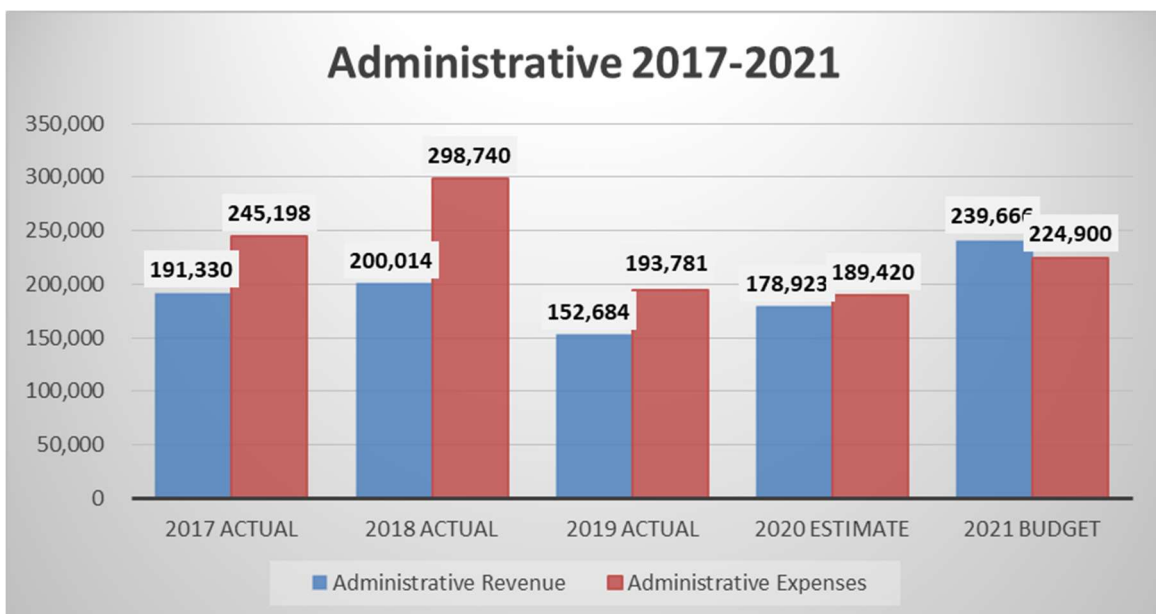
- Project administration fees include M&A fees for large grant-funded projects such as the Southwest All Hazards Advisory Council and the Southwest Incident Management Team (SWIMT). Additionally, this includes negotiated administrative fees for managing smaller organizations such as the Regional Housing Alliance of La Plata County and the San Juan Resource Conservation and Development Council.
- A small number of grants provide direct funding that is eligible to cover staffing and other operating costs.

The administrative category includes standard operating costs such as personnel, operating, and non-project related contractual expenses.

- Personnel costs include salary, benefits, insurance and taxes.
- Operating costs are the general office rent, internet and software, hardware, supplies and other overhead associated with running an organization.
- Contractual expenses consist of any consulting or other professional services that are not directly related to a specific grant or other program.

Specific changes within the administrative category in 2021 include:

- Salaries: The Executive Director’s salary includes a 3% increase over 2020. This is in recognition that the ED’s salary has remained flat since 2018. The Accountant/Coordinator’s salary remains flat.
- Employee Benefits: The cost of health insurance is split as follows:
 - 25% cost of employee paid by employee, 75% paid by COG
 - 50% cost of dependents paid by employee, 50% paid by COG
- Retirement: The retirement match remains at 4%.
- Cell phone allowance: The cell phone allowance was removed in 2020 in favor of an office phone. Considering that work is primarily being done remotely, and we expect this to continue for at least a portion of 2021, the cell phone allowance is again included. The office phone was not connected in 2020.

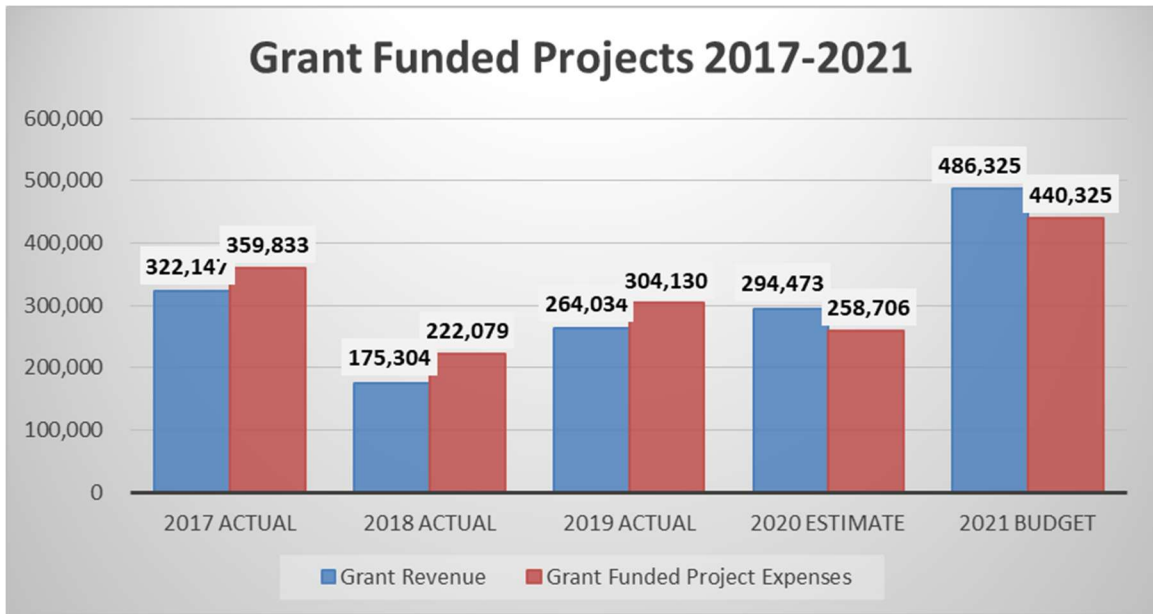


GRANT FUNDED PROJECTS

The grant funded projects category includes revenues and expenses related to:

- The projects for which the SWCCOG has secured outside funding for the purpose of furthering the organizations identified goals. Some of the specific projects in the 2021 budget include:
 - A grant match for a housing study headed by Housing Solutions for the Southwest.
 - Development of local end markets for recyclables to help drive diversion from landfills and create local employment.
 - Development of a local commercial driver’s license training program to help support local businesses and potential employees.
 - Environmental assessment of the impact of placing fiber for the Towaoc Broadband Project.
 - A workforce development program to train residents for remote work and to support business development and entrepreneurship.

- The projects for which the SWCCOG is the fiscal manager. These are generally a straight pass-through of funds. Some of the specific projects in the 2021 budget include:
 - Southwest All Hazards Advisory Council.
 - Southwest Incident Management Team (SWIMT).
 - Offsetting the cost for representatives of the SWTPR to attend meetings of the Statewide Transportation Advisory Committee (STAC).



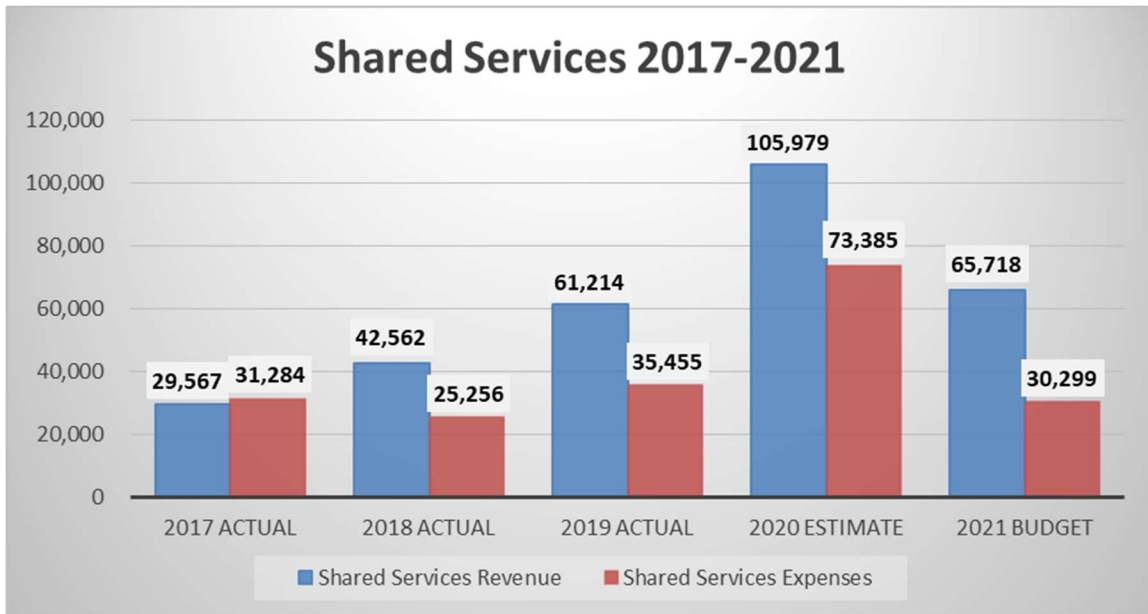
SHARED SERVICES PROJECTS

One of the primary benefits of the SWCCOG is the ability for the small communities throughout the region to band together to achieve a larger impact on important issues and to reduce costs for large-scale projects. One such project is regional internet connectivity. By scaling-up demand through joint

purchase agreements, the SWCCOG has been successful in reducing the individual costs to member jurisdictions for a number of connectivity and software purchases. These include:

- Aggregation of internet connectivity.
- Reduced cost of online webinar software.

In addition to reducing costs for member jurisdictions, these types of projects provide the SWCCOG with an additional revenue stream to help offset general organizational costs, therefore limiting the cost of membership dues.



NEXT STEPS

Staff is optimistic that this plan reflects a productive year filled with opportunities to improve the state of the region. While there will undoubtedly be changes, challenges, and unexpected events along the way, we are excited to work with each of our partner agencies on the initiatives reflected in this 2021 Budget.

GENERAL FUND

Account Number	Account Description	2018 (ACTUAL)	2019 (ACTUAL)	2020 (BUDGET)	2020 (ESTIMATE)	2021 (FINAL)
Beginning Fund Balance		67,836.60	33,191.49	175,275.75	57,949.67	44,280.23
Revenue						
Dues						
10.1000.4270	COG Dues	150,970.00	111,929.00	121,547.00	112,045.00	137,081.00
10.6200.4272	SWTPR Contributions	6,842.00	5,926.00	6,842.00	5,342.00	5,342.00
Total Dues Revenue		157,812.00	117,855.00	128,389.00	117,387.00	142,423.00
Grant/Project Administration						
10.5000.4212	All Hazards	2,021.27	3,652.27	2,500.00	4,134.00	3,100.00
10.1271.4310	CARO				440.00	880.00
10.6000.4241	CDOT Other					24,500.00
10.1100.4241	DoLA Impact Assistance Program	2,263.34	2,827.67	0.00	0.00	0.00
10.1000.4241	DOLA Other		0.00	0.00	6,692.00	0.00
10.4000.4241	Housing Project					5,000.00
10.1211.4610	Local Food Planning		0.00	0.00	3,825.00	0.00
10.3100.4241	Recycling			22,717.00	0.00	0.00
10.4110.4310	Regional Housing Alliance	10,000.00	10,024.00	10,000.00	10,000.00	10,000.00
10.7010.4212	RCAC					15,000.00
10.1212.4310	SJRC&D			10,000.00	10,000.00	10,000.00
10.5500.4241	SWIMT	1,751.31	3,361.47	1,000.00	1,640.00	3,625.00
10.6200.4212	SWTPR	16,667.44	12,797.03	11,050.00	14,730.00	11,050.00
10.6100.4212	Transit Coordination			28,832.00	5,500.00	14,088.00
10.6150.4610	Transit Coordination Other				4,000.00	0.00
Total Grant/Project Administration		32,703.36	32,662.44	86,099.00	60,961.00	97,243.00
Grant Funding						
10.5100.4212	All Hazards	86,501.39	114,780.51	157,500.00	55,800.00	156,900.00
CDOT Grants						
10.6220.4212	SWTPR Rural Assistance	4,722.18	0.00	21,050.00	0.00	11,050.00
10.6121.4212	FTA 5304 Transit Planning	39,981.00	0.00	0.00	0.00	0.00
10.6123.4212	Transit Coordination				9,000.00	16,000.00
Total CDOT Grants		44,703.18	0.00	21,050.00	9,000.00	27,050.00
DoLA Grants						
10.1100.4241	DoLA Impact Assistance Program	39,612.59	80,494.26	125,000.00	500.00	134,000.00
10.8100.4241	DoLA Other	0.00	28,826.00	48,000.00	104,089.00	86,000.00
Total DoLA Grants		39,612.59	109,320.26	173,000.00	104,589.00	220,000.00
10.1220.4610	Local Food Planning		3,825.00	0.00	76,777.00	0.00
10.3100.4241	Recycling (RREO) Grant	0.00	0.00	19,878.00	0.00	0.00
10.5501.4241	SWIMT	28,338.64	31,887.39	9,000.00	12,540.00	36,375.00
Total Grant Funding		199,155.80	259,813.16	380,428.00	258,706.00	440,325.00

GENERAL FUND

Account Number	Account Description	2018 (ACTUAL)	2019 (ACTUAL)	2020 (BUDGET)	2020 (ESTIMATE)	2021 (FINAL)
Revenue						
Grant Match						
10.1000.4281	COG Member Match	14,923.00	14,317.00	25,000.00	0.00	0.00
10.8100.4282	Non-COG Member Match	8,000.00	30,000.00	15,000.00	0.00	0.00
Total Grant Match		22,923.00	44,317.00	40,000.00	0.00	0.00
Miscellaneous Revenue						
10.1000.4700	Miscellaneous Revenue	9,498.80	2,166.11	0.00	575.17	0.00
Total Miscellaneous Revenue		9,498.80	2,166.11	0.00	575.17	0.00
Shared Services Revenue						
10.8300.4331	Dark Fiber Leasing	33,822.00	40,263.00	46,902.00	47,115.00	49,674.00
10.8500.4332	Telecom Services (IP addresses)	8,280.00	13,871.00	1,200.00	180.00	360.00
10.8500.4333	Aggregation of Connectivity		7,080.00	15,084.00	15,984.00	15,684.00
10.8500.4334	Contract Sharing	460.00		1,500.00	42,700.00	0.00
Total Shared Service Revenue		42,562.00	61,214.00	64,686.00	105,979.00	65,718.00
Total Revenue		464,654.96	518,027.71	699,602.00	543,608.17	745,709.00

GENERAL FUND

Account Number	Account Description	2018 (ACTUAL)	2019 (ACTUAL)	2020 (BUDGET)	2020 (ESTIMATE)	2021 (FINAL)
Expenses						
Administrative Costs						
Personnel Expenses						
Payroll Expense						
10.1000.5000	Salary and Wages	147,728.69	115,498.87	135,262.40	123,500.00	129,190.67
10.1000.5010	Payroll Tax	12,136.01	9,063.45	11,564.94	10,560.00	11,045.80
10.1000.5020	Payroll Processing Fee	1,772.41	1,748.23	1,850.00	1,850.00	1,925.00
10.1000.5141	457 Retirement	7,621.77	4,819.92	5,077.70	4,940.00	5,167.63
10.1000.5151	Car Allowance	3,300.00	3,600.00	3,600.00	3,600.00	3,600.00
10.1000.5152	Cell Phone Allowance	2,100.00	1,000.00	0.00	0.00	1,200.00
Total Payroll Expense		174,658.88	135,730.47	157,355.04	144,450.00	152,129.10
Insurance Expense						
10.1000.5131	Health	25,704.00	14,651.00	15,141.00	15,141.00	15,885.00
10.1000.5133	Worker's Compensation	0.00	-17.00	1,355.00	1,345.00	1,432.00
Total Insurance Expense		25,704.00	14,634.00	16,496.00	16,486.00	17,317.00
AmeriCorp VISTA						
10.1000.5200	AmeriCorp VISTA	3,250.00	0.00	0.00	0.00	0.00
10.1000.5153	Housing Allowance	0.00	0.00	0.00	0.00	0.00
Total AmeriCorp VISTA		3,250.00	0.00	0.00	0.00	0.00
Total Personnel Expenses		203,612.88	150,364.47	173,851.04	160,936.00	169,446.10
Operating Expenses						
10.1000.5720	Advertising and Promotion	3,201.84	10.53	240.00	33.00	200.00
10.1000.5751	Bank Service Charge	158.16	310.05	200.00	100.00	200.00
10.1000.5761	Conference Fee	1,550.40	527.70	1,500.00	250.00	1,500.00
10.1000.6002	Employee/Board Appreciation	195.85	0.00	100.00	0.00	100.00
Information Technology						
10.1000.6810	Hardware	0.00	0.00	1,400.00	1,201.00	1,400.00
10.1000.6003	Software	1,273.74	1,437.25	1,804.00	1,804.00	3,278.00
Total Information Technology		1,273.74	1,437.25	3,204.00	3,005.00	4,678.00
10.1000.5700	Insurance - General Liability	3,644.75	3,295.23	1,873.67	1,863.67	1,958.00
10.1000.5712	Internet Connection	364.60	303.90	0.00	100.00	2,340.00
10.1000.6401	Meetings	899.69	398.83	1,000.00	731.32	1,000.00
10.1000.5752	Memberships	6,423.00	5,098.00	5,698.00	4,348.00	4,848.00
10.1000.6810	Office Equipment	1,536.73	256.46	0.00	0.00	0.00
10.1000.6001	Office Supplies	880.34	336.64	850.00	300.00	850.00
10.1000.5711	Office Telephone	0.00	0.00	564.00	0.00	0.00
10.1000.5713	Postage and Delivery	57.87	39.06	80.00	55.00	80.00
10.1000.5762	Professional Development	0.00	500.40	2,000.00	500.00	2,000.00

GENERAL FUND

Account Number	Account Description	2018 (ACTUAL)	2019 (ACTUAL)	2020 (BUDGET)	2020 (ESTIMATE)	2021 (FINAL)
Expenses						
Administrative Costs						
Operating Expenses						
Professional Fees						
10.1000.5522	Audit	5,900.00	6,100.00	6,100.00	6,300.00	6,300.00
10.1000.5540	Legal	11,381.56	2,667.60	7,000.00	1,000.00	7,000.00
10.1000.5560	Misc.	24.43	68.08	250.00	0.00	250.00
Total Professional Fees		17,305.99	8,835.68	13,350.00	7,300.00	13,550.00
10.1000.5610	Rent	271.00	7,700.00	8,400.00	8,400.00	8,400.00
10.1000.5740	Travel	12,211.29	4,466.68	12,500.00	1,177.92	6,250.00
Total Operating Expenses		49,975.25	33,516.41	51,559.67	28,163.91	47,954.00
Contractual Expenses						
10.1000.5560	Consulting	44,630.00	9,899.87	7,500.00	320.00	7,500.00
Total Contractual Expenses		44,630.00	9,899.87	7,500.00	320.00	7,500.00
Miscellaneous Expenses						
10.1000.6099	Miscellaneous Expense	522.00	0.00	0.00	0.00	0.00
Total Miscellaneous Expenses		522.00	0.00	0.00	0.00	0.00
Total Administrative Costs		298,740.13	193,780.75	232,910.71	189,419.91	224,900.10
Project Costs						
Operating Expenses						
10.6220.5740	SWTPR Travel	4,722.18	0.00	22,500.00	0.00	9,130.00
10.6220.5712	SWTPR Internet Connection					1,920.00
Operating Expenses		4,722.18	0.00	22,500.00	0.00	11,050.00
Grant Funded Contractual Expenses						
10.xxxx.5551	Grant Funded Consulting	54,630.25	110,420.46	187,878.00	82,750.00	282,000.00
Total Contractual Expenses		54,630.25	110,420.46	187,878.00	82,750.00	282,000.00
Grant Pass-through Projects						
10.5000.5791	All Hazards Projects	88,648.15	118,541.81	156,000.00	55,800.00	156,900.00
10.1231.5791	Census	0.00	4,134.34	66,915.00	62,780.66	0.00
10.1211.5791	Local Food Planning	0.00	0.00	80,602.00	80,602.00	0.00
10.5500.5791	SWIMT	27,303.86	30,937.18	9,000.00	12,540.00	36,375.00
Total Grant Pass-through Projects		115,952.01	153,613.33	312,517.00	211,722.66	193,275.00

GENERAL FUND

Account Number	Account Description	2018 (ACTUAL)	2019 (ACTUAL)	2020 (BUDGET)	2020 (ESTIMATE)	2021 (FINAL)
Expenses						
Project Costs						
Shared Services Expenses						
10.8300.8101	Dark Fiber Revenue Share	8,455.50	10,708.50	8,456.00	10,728.67	11,698.50
10.8500.6601	Aggregation of Connectivity	2,000.00	12,100.00	12,300.00	12,000.00	12,000.00
10.8500.6603	Telecom Services (IP addresses)	10,800.00	8,648.49	3,900.00	6,600.00	6,600.00
10.8500.6602	Shared Software Maintenance	4,000.00	3,998.00	8,550.00	44,056.37	0.00
Total Shared Services Expenses		25,255.50	35,454.99	33,206.00	73,385.04	30,298.50
Total Project Costs		200,559.94	299,488.78	556,101.00	367,857.70	516,623.50
Total Expenses		499,300.07	493,269.53	789,011.71	557,277.61	741,523.60
Net Profit/-Loss		-34,645.11	24,758.18	-89,409.71	-13,669.44	4,185.40
Ending Fund Balance		33,191.49	57,949.67	85,866.04	44,280.23	48,465.63
Fund Balance Reserve (4 month operating expense)		99,580.04	64,593.58	77,636.90	63,139.97	74,966.70
Fund Balance Excess/-Deficit		-66,388.55	-6,643.91	8,229.14	-18,859.74	-26,501.07

FIBER FUND

Account Number	Account Description	2018 (ACTUAL)	2019 (ACTUAL)	2020 (BUDGET)	2020 (ESTIMATE)	2021 (FINAL)
Beginning Fund Balance		19,496.29	19,498.24	19,500.14	19,500.14	19,502.06
Revenue						
Fiber Income						
20.8000.4273	Fiber Income	0.00	0.00	0.00	0.00	0.00
Total Fiber Income		0.00	0.00	0.00	0.00	0.00
Other Income						
20.8000.4510	Interest Earned	1.95	1.90	0.00	1.92	1.90
Total Other Income		1.95	1.90	0.00	1.92	1.90
Total Revenue		1.95	1.90	0.00	1.92	1.90
Expenses						
Fiber Expenses						
20.8000.xxxx	Fiber Expenses	0.00	0.00	0.00	0.00	0.00
Total Fiber Expenses		0.00	0.00	0.00	0.00	0.00
Total Expenses		0.00	0.00	0.00	0.00	0.00
Net Profit/-Loss		1.95	1.90	0.00	1.92	1.90
Ending Fund Balance		19,498.24	19,500.14	19,500.14	19,502.06	19,503.96

2021 Meeting Schedule

To: SWCCOG Board of Directors

From: Miriam Gillow-Wiles

Date: 3 December 2020

Current Board Meetings are the second Thursday every other month, in 2020 we missed April but had a meeting in May and another in June to get back on schedule. The Executive Committee also meets in November for the Executive Director's review.

With the same planned schedule of every other month meetings the 2021 Board Meeting schedule is as follows:

- Thursday, February 11th, 1:30-4pm
- Thursday, April 8th, 1:30-4pm
- Thursday, June 10th, 1:30-4pm
- Thursday, August 12th, 1:30-4pm
- Thursday, October 14th, 1:30-4pm
- Thursday, December 9th, 1:30-4pm

Legal Review: Not applicable at this time

Fiscal Impact: None

Staff Recommendation: Approve 2021 Meeting Dates

Reports

2020 SWCCOG Board Meeting Attendance

Jurisdiction		Member Name	Feb	May	June	Aug	Oct	Dec	Percent Attend
Archuleta County	Alvin Schaaf - Primary								75%
	Scott Wall - Alternate								
Town of Bayfield	David Black - Primary								100%
	Katie Sickles - Alternate								
City of Cortez	Mike Lavey - Primary								100%
	John Dougherty - Alternate								
Dolores County	Steve Garchar - Primary								100%
Town of Dolores	Ken Charles								
City of Durango	José Madrigal								
Town of Ignacio	Mark Garcia - Primary								100%
	Gwen Lachelt - Primary								
La Plata County	Chuck Stevens - Alternate								100%
Town of Mancos									
Town of Pagosa Springs	Andrea Phillips - Primary								100%
	Shari Pierce - Alternate								
Town of Rico	Kari Distefano - Primary								0%
San Juan County	Willy Tookey - Primary								100%
	John Reiter - Primary								
Town of Silverton									25%

Present
 Absent

*removed notation to indicate remote attendance

Director Report

To: SWCCOG Board of Directors
From: Miriam Gillow-Wiles
Date: 10 December 2020

Comments: Well, it is the end of 2020, somehow, and we can look forward to 2021 and what is hopefully a slightly less challenging year. I am still unsure how it is December, but here we are, and below is what I have been busy working on to solve all the regional challenges we face.

I will send out an update of the strategic plan and overview of 2020 in January. We were not ready for the December Board meeting

Recovery and Resiliency

The outcomes from the USDA REDI TA Grant set the COG up well to charge ahead with opportunities for funding to address the growing economic inequalities. As you will remember we focused on remote work readiness for under and unemployed individuals in Southwest Colorado. This outcome focuses on individuals and families already here, to keep them here, increase employment opportunities, and increase income. DOLA, The Colorado Department of Labor and Employment (CDLE) and Office of Economic Development and International Trade (OEDIT) has taken notice of this effort and are interested in the outcomes. According to DOLA, CDLE, and OEDIT, most local governments are engaged in recruitment of remote workers into communities, rather than growing from within. Given the challenges with housing and cost of living overall it makes sense to ensure we support all the residents. In addition, only importing remote workers does little to reduce the K shaped recovery from the pandemic, just exacerbates it, frankly.

CEDS

I have been working with Region 9 as part of the CEDS community groups for the updates to the CEDS across the five counties. There is a surprisingly large amount of technology and broadband related projects in the CEDS. La Plata has been updated, and Montezuma is currently under way.

2021

Below is a list of items we will be working on in 2021

- Hiring 3rd staff member, 10-20 hrs week depending on funding
 - Personnel Policy updates, including review of PTO accruals
 - Bylaw updates
 - Finalizing Broadband associate dues
 - Legislation – it is likely going to be a crazy session for 2021
 - Broadband funding
 - Implementation of grants
-

Director Report

Grant Writing

Obviously, we have been writing a number grants, and have been relatively successful this year. All of our grants have been focused on broadband or economic recovery. The economic recovery grants have been partnerships with Region 9, SCAPE, the local higher education organizations, including Adult Education. I expect the grant writing fury to continue into 2021, especially if there is additional pandemic related funding available.

Community Engagement

We are still 100% remote and have been engaging so very many video and phone calls, like we all have been.

- Arcadian Infracom
- Attorney General's Office
- DOLA
- Region 9 EDD
- USDA
- EDA
- CML
- CCI
- CDOT
- Region 10
- Town of Mancos
- Montezuma County
- City of Durango
- OIT
- NARC
- City of Cortez
- La Plata County Economic Development Alliance
- CIRSA
- FastTrack
- Forethought
- LPEA
- UMUT
- SUI
- City of Bloomfield
- Town of Dolores
- San Juan County, NM
- Town of Bayfield
- Montezuma County Recovery Taskforce
- Cortez/Durango Adult Education
- Senator Bennet's Office (on EagleNet issues)
- United Way of Southwest Colorado

Director Report

Upcoming Meeting Dates:

Thursday, February 11th, 130-4 (pending on Board approval of 2021 Meeting Schedule)

PTO

I will be taking time off around the winter holidays, to help alleviate the extra PTO I have which will not roll over in 2021

Broadband Report

To: SWCCOG Board of Directors
From: Miriam Gillow-Wiles
Date: 10 December 2020

Comments Below is likely the shortest broadband report in the history of the SWCCOG! The FCC has been pretty quiet with nothing of note, so that was removed. I have spent significant time with DOLA and OIT to help support the Governor's Broadband announcement along with a lot of engagement with organizations throughout the region (and state) on broadband and technology.

SWCCOG Community Support of Broadband

I have been working with the Town of Bayfield, LPEA, SUIT, an UMUT on broadband related projects this past month. I have provided Broadband 101 presentations to the Town of Bayfield, the Montezuma County Recovery Taskforce, San Juan County, NM, and Southern Ute Tribal Council. All of them have gone well and had lots of engagement. The Town of Bloomfield NM has requested a presentation based on the positive reception from the San Juan County presentation.

Arcadian Infracom

UPDATE ON DOLA GRANT: The SWCCOG Board approved the COG to apply for up to \$800,000 to help support the development of fiber across the state. This application has not yet been submitted as Arcadian and SWCCOG are still ironing out some details about how to report the grant match (all coming from Arcadian) and what the COG will have a result of the DOLA funding.

FCC Updates

The FCC and courts have been relatively quiet since the last Broadband Report, likely due to the election and change in administration as well as the holidays limiting court schedules. The existing FCC Chairman, Ajit Pai, has announced he will be stepping down with the incoming Biden administration. This will hopefully be beneficial to local governments with the cessation (or slowing down) of local control overreach pushed by the telecom industry.

Fiscal Administration Report

To: SWCCOG Board of Directors
From: Jessica Laitsch
Date: 3 December, 2020

Comments: The SWCCOG is contracted with a number of small agencies to assist with fiscal management. The intent is to help these small agencies comply with basic administrative requirements at minimal cost, as well as to provide a modest revenue stream for the SWCCOG. Below are brief summaries of the current activities of these various organizations:

Colorado Association of Regional Organizations (CARO):

Nothing new to report.

Regional Housing Alliance of La Plata County (RHA):

The RHA will hold a meeting on Wednesday, 9 December, 2020. Topics will include possible transfer of the revolving loan portfolio to the HomesFund and possible amendments to the 2021 budget, which was adopted in June.

San Juan Resource Conservation and Development Council (SJRC&D):

The SJRC&D met on 10 November, 2020. The discussion included a summary of the status of various ongoing projects and consideration of an application submitted by a new non-profit seeking a fiscal sponsor.

If any SWCCOG Board members are aware of any non-profits that could benefit from the assistance of a fiscal sponsor to help manage expenses and establish their organization, please contact Miriam or Jessica. The next meeting of the SJRC&D is scheduled for Tuesday, 12 January, 2020.

Southwest All Hazards Advisory Council:

The SWCCOG is eligible for reimbursement of certain management and administration costs for managing these grants. Nothing new to report.

Southwest Colorado Incident Management Team (SWIMT):

The SWCCOG is eligible for reimbursement of certain management and administration costs for managing this grant. Nothing new to report.

Southwestern Colorado Food Systems and Health Equity Planning Project:

The community food assessment and implementation planning grant through the Colorado Health Foundation ended on 31 October, 2020. Staff is working to forward the remaining funds from this grant to the Good Food Collective's fiscal sponsor, Onward!, as they will be administering the second phase of this project and the remaining funds will roll forward into that effort.

Grant Updates

To: SWCCOG Board of Directors
From: Miriam Gillow-Wiles
Date: 7 December 2020

Comments: Updates in [Pink](#).

[Open Grants](#): 8

[Existing Grant Funding](#): \$313,386 (\$284,886 will be spent in 2021)

[Grant Requests in 2020](#): 8 (including 3 yet to be decided).

[Funded Grant Requests in 2020](#): 3 awarded, 4 pending, 1 not awarded

Existing Grants:

DOLA REDI – NEPA Work for EDA Towaoc Broadband Project - [AWARDED](#)

- \$84,600
- Finalize NEPA work on US160/491 between Cortez and Old Pottery Barn north of Towaoc.
- NEPA work is required to be complete before EDA broadband grant is awarded

CDOT 5310 Funding - [AWARDED](#)

- \$30,088 for staff and consultant
- The Mobility Management team will manage and deliver coordinated transportation services to older adults and people with disabilities within the following described service area: The southwest Colorado five-county region consisting of Archuleta, Dolores, La Plata, Montezuma and San Juan Counties.
- The Mobility Management team shall only perform mobility management activities allowed under FTA Section 5310, such as:
 - a. Operating transportation brokerages to coordinate service providers;
 - b. Coordinating transportation services;
 - c. Supporting local partnerships that coordinate transportation services;
 - d. Staffing for the development and implementation of coordination plans;
 - e. Providing travel training and trip planning activities; and/or
 - f. Developing and operating traveler call centers.

DOLA Technical Assistance EIAF 7203 - [AWARDED](#)

- \$49,000
-

Grant Updates

- The request was for funding to help support remote work readiness for residents of the region, and support business growth in partnership with SCAPE for the areas outside of Durango.
- This will also provide match for the EDA SPRINT grant we just submitted with Region 9.
- As with any DOLA grant, none of this covers staff time, unfortunately. However, this does really help with economic diversification and resiliency, as well as creation of new employment opportunities for local individuals who are under or unemployed.

CDOT CDL Development Purchase Order – Will Start 2021

- The DOLA 8824 Grant (see below) was awarded to the SWCCOG to help create a CDL program in the region. Due to a variety of reasons, this has not moved in any consistent manner.
- CDOT has been awarded funding through the Federal On-the-Job Training Supportive Services to invest in statewide construction workforce.
- CDOT and SWCCOG have developed a Purchase Order outlining objectives and tasks. Objectives include:
 - o Lead the establishment of a CDL Class B training program in the Durango area
 - o Coordinate stakeholders to develop a short-term (6-12 months) approach to consolidating existing training and testing resources
 - o Communicate proactively and consistently with both internal and external program stakeholders, paying particular attention to CDOT and DOLA
 - o Identify opportunities to provide supportive services to trainees in the form of technology or transportation
- The Purchase Order will cover the cost of the SWCCOG time based on the staff performing the activities and number of hours via reimbursement.
- Estimated that the SWCCOG will invoice for \$20-24,000
- This will count towards match for the DOLA grant as well.

CDOT TPR FY20-21 Funding – Ends 6/30/2021

The TPR is funded through a Purchase Order, for \$22,100.

- This funding will cover staff time related to TPR goals and administration of the TPR
-

Grant Updates

- Also purchased hot spots for connectivity for Tribal representatives to attend STAC and Transportation Commission meetings since connectivity is highly limited on both reservations.

DOLA 8824 – 2019 Technical Assistance – Ends 8/31/2021 – EXTENSION GRANTED

- \$20,000 - CDL Program Development and Cost Reduction for COG Members (*Shared Services/Community Support*)
- \$30,000 - Development of end markets for hard to recycle items (*Environment*)
 - o Match from CDPHE Regional Waste Studies - CDPHE or USDA
- No funding for staff

CDOT Mobility Manager – Ends 12/31/2020

- Awarded \$28,500
- All funding towards staff
- Part time position to help coordinate transit agencies, health care providers, health and human service providers, and others
- Will begin January 2020

DOLA 9149 – Technical Assistance Grant 2020 – Ends 12/31/2022 – EXTENSION GRANTED

- \$35,000
- Match for Housing Solutions Regional Housing Data Collection
- Identify and better understand regional housing including quantity and quality of housing types across the 5 counties.

Grant Requests Pending:

EDA CARES Act Infrastructure Funding – NOT AWARDED

The SWCCOG is a co-applicant with the Ute Mountain Ute Tribe to apply for up to \$6 Million in funds to build fiber (including equipment needed) from Cortez into Towaoc and south of the Casino to at least Weeminuch Construction on US160. Each organization would own 144 count fiber, but the SWCCOG would not have any fiber into the Reservation. This was agreed upon due to concern about what happens when IRUs expire. Contracts will be developed if/when funding is awarded.

- We are working on revising the application to fit better the EDA parameters for broadband.

Grant Updates

DOLA Broadband

- Applied for ~ \$800,000 from DOLA Broadband
- Support Wolf Creek broadband development
- Will help with ROW, engineering, and similar preconstruction costs
- SWCCOG will have assets equal to the amount of funding awarded

Current Grants in Development

- SIPA Grant(s) – [See Decision Items, Section A for more details](#)
 - o Website Refresh and ADA Compliance – up to \$6500
 - o Digitization of documents – up to \$3000
- USDA RDBG - [See Decision Items, Section A for more details](#)
 - o This program is designed to provide technical assistance and training for small rural businesses. Small means that the business has fewer than 50 new workers and less than \$1 million in gross revenue
 - o Grants range from \$10,000-\$500,000
 - o Smaller grants given a higher priority
 - o No Match requirement

Future Grants

DOLA

Recycling Funding

USDA Funding

- Post USDA REDI Technical Assistance work
- Will focus on targeting outcomes and recommendations of USDA REDI TA
- Likely various co-working spaces, outdoor recreation economy development, programs with San Juan College and PCC

Broadband Funding

- USDA funding in 2021
- Public Private Partnerships

Completed Grants in 2020

DOLA REDI Grant 19-189

- \$48,000 for Broadband Engineering (*telecommunications*)
 - o Southern Loop through NM: Cortez-Shiprock-Kirtland-Farmington-Aztec-La Plata County
 - o FTTP support to help LPEA post SB19-107 through Eastern La Plata to Pagosa Springs
-

Grant Updates

- \$30,000 Match from Farmington and San Juan County
- Expected funding from ISPs
- Southern Loop Project started in January, and completed in May 2020
- Underbudget – will be using the additional funds to apply for EDA, FCC, USDA funding.

USDA REDI Technical Assistance – Ends 9/30/2020

- No funding attached with this, technical assistance only
- Support post extraction industry with new economic drivers
- Plan will create road map and additional funding, likely from USDA sources
- Expected completion late Q32020
- Draft Report Complete, next steps will seek funding to implement, and address needs based on current situation.

Transportation Report

To: SWCCOG Board of Directors
From: Jessica Laitsch
Date: 3 December, 2020

Comments: Transportation:

The last SWTPR meeting was held on 8 October, 2020. The meeting included adoption of the SWTPR Regional Transportation Plan and an update of the Federal Lands Planning pilot project.

The next meeting will be held at 9:00 a.m. Thursday, 10 December, 2020. The meeting will include election of officers for 2021 and an update on the CDOT statewide budget.

Transit:

The last Transit Council meeting was held on 19 November, 2020. Topics included updates from around the region about current services and challenges. Members of the Transit Council will hold a special meeting on 17 December, 2020 with representatives of the Colorado Department of Health Care Policy and Financing and the Colorado Association of Transit Agencies to discuss issues related to the roll-out of a new statewide non-emergency medical transportation brokerage arrangement. The next regular Transit Council meeting will be held at 9:00 a.m. Thursday, 21 January, 2021.

Staff is currently working with a contractor to develop an informational website to summarize the various public transportation services available in the 5-county region. This project is being funded through a grant from the CDOT Division of Transit and Rail.

Community Updates

If time allows