



SOUTHWEST COLORADO COUNCIL OF GOVERNMENTS

Regular Meeting Agenda

Thursday, 4 January, 1:30pm-4:00pm

1188 E 2nd Ave., Durango CO

- I. Introductions
- II. Consent Agenda
 - a. 7 December 2017 SWCCOG Meeting Minutes
 - b. November 2017 Financials
- III. Reports (Staff will be available for questions on the written reports)
 - a. Director's Report
 - b. Broadband Report
 - c. Transportation Report
 - d. VISTA Report
- IV. Discussion Items
- V. Decision Items
 - a. Executive Committee Meeting Minutes from December 21, 2017
 - b. DoLA Technical Assistance Contract
 - c. DoLA Broadband Grant Application
- VI. Other Items
- VII. Community Updates

Consent Agenda

**Southwest Colorado Council of Governments
December Board Meeting
Thursday, 07 December 2017, 1:30pm
1188 E. 2nd Ave., Carnegie Bldg., Durango, CO 81301**

In Attendance:

John Egan – Town of Pagosa Springs
Michael Whiting – Archuleta County
Ron LeBlanc – City of Durango
Gwen Lachelt – La Plata County
Kari Distefano – Town of Rico
Mark Garcia – Town of Ignacio
Dick White – City of Durango
Chris La May – Town of Bayfield
Heather Alvarez – Town of Mancos (via phone)
William Tookey – San Juan County (via video)
Chris Tookey – Town of Silverton (via video)

Staff in Attendance:

Miriam Gillow-Wiles – Southwest Colorado Council of Governments
Jessica Laitsch – Southwest Colorado Council of Governments
Dylan Lucas – Southwest Colorado Council of Governments
Sara Trujillo – Southwest Colorado Council of Governments

Guests in Attendance:

Dr. Rick Smith – Data Safe Services
Patrick Rondinelli – Department of Local Affairs
Ann McCoy-Herald – Senator Gardner’s Office

I. Introductions

The meeting was called to order at 1:30 pm, everyone introduced themselves.

II. Consent Agenda

- a. 2 November, 2017 SWCCOG Meeting Minutes
- b. October 2017 Financials

Mark Garcia motioned to approve the consent agenda, Gwen Lachelt seconded, unanimously approved.

III. Reports

Director’s Report

Miriam reported that she is working on the forums requested by the board and will be sending a survey to gather what board members would like to discuss in 2018.

Miriam said the SWCCOG was awarded the DoLA 8011 grant in mid-2015 as a pass-through grant for the four communities of Bayfield, Ignacio, Pagosa Springs, and Silverton. The grant was closed out on October 31, 2017, however, there was approximately \$54,800 left in the grant with M&A of slightly over \$7,000. To prevent this type of loss in the future, the SWCCOG will include a clause in all contracts for pass-through grants that the member jurisdictions will be responsible for any loss of funds resulting from incompleteness of the grant.

Miriam reported that she will be scarce for the last two weeks of December while on PTO.

Miriam said the COG was awarded the DoLA 2018 Technical Assistance Grant. The request was for \$119,000 and the award for \$110,000, so Miriam is researching to find out why the full amount was not awarded and what parts of the application were denied.

Broadband Report

FCC Rural Healthcare Funding/Colorado Telehealth Network

Miriam reported that staff is working with NeoConnect and Colorado Telehealth Network to prepare the FCC broadband application for submission on January 1. She outlined various elements, including match that are being addressed. The funding currently identified would total \$26 million over three years of the needed \$40-55 million as estimated in the Regional Broadband Plan. There will be ongoing discussions regarding private equity to backfill funding for the project.

Net Neutrality

Miriam said the FCC is proposing to eliminate the Obama Era ruling requiring net neutrality. Net Neutrality is the principal that ISPs should allow access to all content and applications regardless of the source without favoring or disallowing specific information, products, and/or websites. This is important, as an ISP may be able to block a specific website, Netflix for example, unless that website pays a premium to the ISP or the consumer pays an additional cost to access specific content. Essentially, without net neutrality, the ISPs will be able to censor the content received by the end user. Miriam said staff has a draft letter to send to the FCC chair and a template for communities to use if desired.

Mark Garcia motioned to have staff send the letter to the FCC chair supporting the continued use of net neutrality and for staff to send out the template to all members, Gwen Lachelt seconded, unanimously approved.

Broadband High Cost Fund – Grant Application Updates

Miriam reported that of the two Broadband High Cost Fund requests from local ISPs in the SWCCOG area, one was funded. Forethought/Brainstorm's proposed project for Cascade Village in San Juan County was selected for funding. AlignTec's application for fiber to the premise (FTTP) in the eastern La Plata County subdivision, Deer Valley, was not approved. CenturyLink has until Wednesday, December 6, 5pm, to protest these awards and provide a plan to provide the same, or better, services as the awarded application. Miriam said Forethought/Brainstorm thanked the SWCCOG for their support of the Cascade Village project.

Broadband Coordinator

Miriam said that as part of the FCC/CDOT/DOLA funding, staff recommends hiring a contracted Broadband Coordinator. The Northwest Colorado COG has a Broadband Coordinator and has approached the SWCCOG about potentially sharing this position. This arrangement would be exceptionally beneficial for the region both in the cost savings for the position and the expertise that local communities would have access to. John requested that this contractor from NWCCOG be invited to the next COG meeting.

Transportation Report

Jessica reported that the TPR met this morning. There is a possibility of a ballot initiative for funding transportation, possibly a sales tax.

Based on references and clarification received regarding the proposals from potential transportation consultants, staff is negotiating a contract with Nelson\Nygaard Consulting Associates for the 5304 Four Corners Coordinated Transit Plan.

VISTA Report

Dylan summarized potential impacts resulting from China's new recycling policies going into effect January 1.

Dylan said he recently began a 10-week intensive online Data Analysis course that will teach intermediate data analysis skills. This course will be beneficial to Dylan's work for the COG.

IV. Discussion Items

John asked the new representative from DoLA, Patrick Rondinelli, to please introduce himself. Patrick introduced himself and said he has been with DoLA for almost 3 months. He came from the City of Ouray after 13 years and is familiar with the region. Patrick said that DoLA funding will not see much change as grant funding for tier 1 and 2 will remain the same throughout 2018.

V. Decision Items

a. Executive Committee Meeting Minutes from October 19, 2017

Chris La May motioned to approved the Executive Committee meeting minutes from October 19, 2017, Gwen Lachelt seconded, unanimously approved.

b. Adoption of 2018 Budget

Miriam said the 2018 budget is the best prediction staff can provide in light of the anticipated mid-year broadband development funds. The budget does have a positive net income that will help offset the 2017 budget deficit. The budget includes two additional staff in quarter three when the broadband funding should start and includes the purchase of additional office equipment. Some items are still in fluctuation, which is inevitable for a heavily grant funded organization. Dick asked if there are issues around office space with additional staff. Miriam said yes, but she will work with the city to find additional space or consider creating shared space for staff. Mark asked if the entire \$5 million in consultant costs is directly related to broadband. Miriam confirmed yes, that most of the consulting cost is for broadband. Dick said with a much larger budget comes a much larger fund balance requirement, which will not be met. Miriam confirmed this is correct, when more solid numbers are known staff will begin working on the fund balance issue.

Chris La May motioned to adopt the 2018 final budget presented by staff, Michael Whiting seconded, unanimously approved.

c. Selection of 2018 Executive Committee (Treasurer)

As part of the selection committee, Ron LeBlanc recommended Karen Sheek as the 2018 Treasurer. Miriam has asked Karen about her interest serving in this position and Karen said yes.

Dick White motioned to elect Chris La May as 2018 Board Chair, Gwen Lachelt as 2018 Vice Chair, and Karen Sheek as 2018 Treasurer, Mark Garcia seconded, unanimously approved.

d. Approval of 2018 Meeting Schedule

Miriam said the July meetings tend to be difficult each year due to the holiday. The same happens in October due to budget season. Miriam said the board can merge the June and July meetings for a June 28th meeting date and the October and November meetings for an October 25th meeting date to avoid loss of quorum. Dick said the February meeting conflicts with the climate conference in Denver. Miriam said the February meeting could be pushed to the 8th. In summary, the 2018 meeting calendar would be:

January 4
February 8
March 1
April 5
May 3
June 28 (Combined June and July)
August 2
September 6
October 25 (Combined Oct and Nov)
December 6

Michael Whiting motioned to approve the updated 2018 meeting schedule as summarized by staff, Dick White seconded, unanimously approved.

e. RREO Regional Studies Grant Application

Miriam said at the November meeting the board had elected to not apply for a Recycling Resource Economic Opportunity (RREO) grant to avoid the COG being in competition with the City of Cortez for those funds. COG staff has since found another RREO grant through CDPHE that is due December 13th and allows requests of up to \$50,000 with no matching funds required. The grant is for regional studies to identify existing diversion activities and establish goals that will guide future efforts to minimize waste sent to landfills.

Dick White motioned to approve the grant application for up to \$50,000 with staff providing an update in January of the exact request, Chris La May seconded, unanimously approved.

f. Executive Session: Executive Director Evaluation Overview and Merit Raise

Miriam asked if the board would like to allow participants on the video/phone conference to participate in the Executive Session. She added that there is no policy for this situation at this time.

Mark Garcia motioned to allow folks utilizing the conference system to remain active for Executive Session, Dick White seconded, unanimously approved.

John asked if the board would like to make this a regular policy. Miriam said she would like to do some research to see what other COGs do in this type of situation. John said allowing conference attendees will be exclusively for this session only.

Gwen Lachelt motioned to move into Executive Session at 2:40pm, Mark Garcia seconded. Unanimously approved.

The Executive Session was concluded and the board returned to the regular board meeting at 3:19pm.

Michael Whiting motioned to award a salary increase to the Executive Director of 3.5% effective January 1, 2018, and in addition, should the COG receive the FCC Broadband Grant mid-year or during the fiscal year, that the COG will increase compensation for the Executive Director in an amount not to exceed \$100,000 for increased work load that might be encountered in receiving grant and project funding, Gwen Lachelt seconded, unanimously approved.

VI. Other Items

None

VII. Community Updates

Mark Garcia, Town of Ignacio:

- The town put a sales tax increase on the April ballot for 1% that will go towards a capital improvement fund.
- The town is talking about a new town hall.

William Tookey, San Juan County:

- The voters approved a 1.5% increase in sales tax for emergency services.

Heather Alvarez, Town of Mancos:

- The town has hired a contractor to update the land use code.
- The design phase has begun to replace the main street bridge.

John Egan, Town of Pagosa Springs:

- The transaction to acquire additional land to complete the trails program has been finalized.
- The Town Council had an extensive discussion of improvements they would like to see in the 160 corridor that will be forwarded to CDOT.

Chris La May, Town of Bayfield:

- The bridges project is complete.
- The town has adopted a 2018 budget.

Gwen Lachelt, La Plata County:

- The county will be adopting a 2018 budget on Tuesday.
- A "We are La Plata County" project will launch next month to address the declining revenues due to low prices of natural gas. The county will be seeking input from the community about how to address the issue since voters have declined a mill levy increase for the last 2 years.

Michael Whiting, Archuleta County:

- The county brought roads back into width compliance using recycled ditch gravel that saved approximately \$600,000.
- The county will be putting \$400,000 into their 3 strategic priorities of housing, broadband, and early childhood education.

Dick White, City of Durango:

- The city has an unsustainable funding gap in the transit system. There is talk about keeping the same routes and increasing intervals or doing a smaller number of routes and improving cycle time. In addition, there is talk about going to 7 days a week, 365 days per year.
- There was a joint meeting with county commissioners regarding the homelessness and panhandling issues. Money has been pledged to support a homelessness services coordinator. In addition, a temporary camp site is being looked into.
- The waste water plant construction continues.

Kari Distefano, Town of Rico:

- The town has started conversations with the community regarding a ballot initiative around infrastructure.

- A shuttle service will begin shortly to transport folks to and from Telluride. This is a pilot program funded by the San Miguel Authority for Regional Transportation with a small fee to riders.

The next meeting is January 4, 2018.

End 3:42 pm

November 2017 Financials

To: SWCCOG Board of Directors
From: Sara Trujillo
Date: 4 January 2018

Comments: The following attachments include:

- Balance Sheet as of November 30, 2017
- January – November 2017 Profit & Loss

Items to Note:

Balance Sheet: The bank account balance is getting low, which was expected at year's end with the 2017 budget deficit. The Town of Bayfield did give the COG 75% of the dark fiber lease revenue share as agreed upon, which will help the budget deficit by over \$2,000. Thank you Town of Bayfield!!

Sara's credit card balance is high in November due to an All-Hazard grant purchase that will be fully reimbursed by that grant.

P&L: I typically provide a P&L versus Budget but with the approved 2017 budget having changed significantly, I am providing a P&L without a budget comparison.

The P&L shows a -\$30,000 net income, greater than the budget deficit prediction, simply because final reimbursement requests for grants will not be complete until after December 31, 2018.

Fiscal Impact: High, Budget changes throughout the year

Staff Recommendation: Approve the November 2017 Financials allowing staff to move forward with the 2017 budget.

Legal Review: Not Applicable

Southwest Colorado Council of Governments

Balance Sheet

As of November 30, 2017

	Nov 30, 17
ASSETS	
Current Assets	
Checking/Savings	
Alpine Bank	
Alpine Bank Account (UR)	28,529.92
Total Alpine Bank	28,529.92
Petty Cash	
AmeriCorps VISTA	348.58
Jessica Laitsch	29.10
Petty Cash - Other	28.07
Total Petty Cash	405.75
Total Checking/Savings	28,935.67
Accounts Receivable	
Accounts Receivable	11,550.00
Total Accounts Receivable	11,550.00
Other Current Assets	
Prepaid Expense	11,994.00
Total Other Current Assets	11,994.00
Total Current Assets	52,479.67
TOTAL ASSETS	52,479.67
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	-3,441.74
Total Accounts Payable	-3,441.74
Credit Cards	
Credit Cards	
Sara	920.02
Total Credit Cards	920.02
Total Credit Cards	920.02
Total Current Liabilities	-2,521.72
Total Liabilities	-2,521.72
Equity	
Retained Earnings	85,735.42
Net Income	-30,734.03

Southwest Colorado Council of Governments

Balance Sheet

As of November 30, 2017

	Nov 30, 17
Total Equity	55,001.39
TOTAL LIABILITIES & EQUITY	52,479.67

Southwest Colorado Council of Governments

Profit & Loss

January through November 2017

	Jan - Nov 17
Ordinary Income/Expense	
Income	
All Hazards	
2015 SHSP	65,499.11
2016 SHSP	116,553.27
	182,052.38
Total All Hazards	182,052.38
CDOT Grants	
SWTPR Grant	18,006.12
	18,006.12
Total CDOT Grants	18,006.12
DoLA Grants	
DoLA 8010	0.00
DoLA 8011	41,320.97
DoLA 8330	23,768.80
DoLA 9038	44,954.54
	110,044.31
Total DoLA Grants	110,044.31
Dues Revenue	
Admin Position	12,200.00
COG Dues	114,000.00
SWTPR Contributions	7,607.00
	133,807.00
Total Dues Revenue	133,807.00
Grant Match	
COG Member Match	15,000.00
	15,000.00
Total Grant Match	15,000.00
Misc. Income	9,480.46
RREO Grant	
RREO 2016-2017	28,161.60
	28,161.60
Total RREO Grant	28,161.60
SCAN Services	
Dark Fiber Leasing	21,286.50
Fiber Equipment Repair Fund	0.00
Internet & Transport	8,280.00
	29,566.50
Total SCAN Services	29,566.50
Total Income	526,118.37
Gross Profit	526,118.37
Expense	
Advertising and Promotion	86.91
All Hazards Projects	
All Hazards 2015 SHSP	
Grant 2015 Project 1	1,253.51

Southwest Colorado Council of Governments

Profit & Loss

January through November 2017

	<u>Jan - Nov 17</u>
Grant 2015 Project 2	24,042.97
Grant 2015 Project 3	66,959.88
Grant 2015 Project 4	8,692.28
Grant 2015 Project 5	7,840.83
Total All Hazards 2015 SHSP	108,789.47
All Hazards 2016 SHSP	
Grant 2016 Project 1	11,394.12
Grant 2016 Project 2	19,942.50
Grant 2016 Project 3	8,994.34
Grant 2016 Project 4	23,661.83
Grant 2016 Project 5	6,079.08
Grant 2016 Project 6	23,879.11
Grant 2016 Project 7	46,440.30
All Hazards 2016 SHSP - Other	-36,535.11
Total All Hazards 2016 SHSP	103,856.17
Total All Hazards Projects	212,645.64
AmeriCorp VISTA	8,000.00
Conference Fee	199.00
Consulting	89,230.20
Employee/Board Appreciation	78.88
Information Technology (IT)	
Internal IT Consulting	50.00
Software	1,028.99
Total Information Technology (IT)	1,078.99
Insurance Expense	
General Liability	2,234.75
Health	24,029.50
Worker's Compensation	1,668.00
Total Insurance Expense	27,932.25
Internet Connectivity	
Fast Track	10,800.00
Internet Connection (AT&T)	355.69
Total Internet Connectivity	11,155.69
Meetings	1,311.94
Memberships	5,673.00
Misc. Expense	3,502.60
Office Equipment	293.46
Office Supplies	465.85
Postage and Delivery	67.15
Professional Development	2,569.31
Professional Fees	
Accounting Software	219.95
Audit	6,750.00

Southwest Colorado Council of Governments

Profit & Loss

January through November 2017

	Jan - Nov 17
Legal	3,331.36
Misc.	331.41
Total Professional Fees	10,632.72
Rent	91.00
Salary and Wages	
457 Retirement	6,024.34
Car Allowance	3,300.00
Cell Phone Allowance	2,600.00
Payroll Processing Fee	1,449.04
Payroll Tax	10,300.63
Salary and Wages - Other	124,924.27
Total Salary and Wages	148,598.28
Software Maintenance e-TICS	15,162.00
Travel	18,077.53
Total Expense	556,852.40
Net Ordinary Income	-30,734.03
Other Income/Expense	
Other Income	
Interest Earned	0.00
Total Other Income	0.00
Net Other Income	0.00
Net Income	-30,734.03

Reports

Director Report

To: SWCCOG Board of Directors
From: Miriam Gillow-Wiles
Date: 4 January 2018

Comments: Happy New Year! How is it already 2018?!?!

Due to the holidays and my PTO, there is not a lot to report on for the month of December. Things are moving along with the Broadband Funding, and we should have contracts for approval at the February meeting, including Colorado Telehealth Network and CDOT.

I have asked Nate Walowitz to join us for the SWCCOG Board Meeting, he is the Regional Broadband Program Director at Northwest Colorado Council of Governments and whom we are planning on contracting with for help with our Broadband Coordinator position.

I am looking forward to getting everything rolling again in the new year and making this one the best year yet for the SWCCOG.

Broadband Report

To: SWCCOG Board of Directors
From: Miriam Gillow-Wiles
Date: 4 January 2018

Comments: As with most things, the holidays slowed down some aspects of the Broadband development. We are currently working on a number of things, including bringing on a Broadband Coordinator and contracting with Colorado Telehealth Networks to apply and manage the FCC Rural Healthcare funding.

Broadband Coordinator

If you remember from the December 2017 Board Meeting, we discussed the need to bring on a Broadband Coordinator as it has become untenable for the Executive Director to fulfill both roles. Northwest Colorado Council of Governments (Mountain 170 corridor area) has asked if we can share this position, and the Board was agreeable to this in December. I have attached the requested job description for the position. Some of the projects this position will help support are:

- Help communities develop their SCAN infrastructure
- Help expand community based infrastructure
- Negotiate with the ISPs
- Develop aggregation of services (connectivity, VOIP, etc).
- Potentially provide broadband technical support

Colorado Telehealth Network

We are working with the various Health Departments and one Hospital District to provide Letters of Authorization and gather the important documents for Colorado Telehealth Network to apply for funding on behalf of the SWCCOG Region. San Miguel County is also planning on participating in this project, as our Regional Broadband Plan includes connecting to San Miguel County for a redundant path out of the SWCCOG region. Additionally, the CTN contract will be on the February agenda for approval. They have revised their M&A rates to tier for the larger grants. The SWCCOG is seeking \$17,000,000. The CTN M&A rates for 10-17M is 1.5% of the grant, or up to \$255,000. This cost is not covered by the FCC Rural Healthcare funding, but fits within DOLA or CDOT funding.



**Southwest Colorado Council of Governments
Regional Broadband Coordinator
Job Description**

Summary:

The Regional Broadband Coordinator is responsible for the development and coordination of broadband projects across the SWCCOG five county region.

Reporting Relationship:

Reports to the Executive Director.

Duties and Responsibilities:

Duties include but are not limited to:

- Serve as support staff to, and take direction from, the Regional Broadband Steering Committee. This includes arranging and facilitating committee meetings as needed.
- Work with each of the participating jurisdictions to:
 - Identify priority projects
 - Serve as the liaison between member jurisdictions, State agencies, and private service providers.
 - Attend Local Technology Planning Team meetings in person and via various telecom systems.
 - Meet with local service providers, local government IT professionals, and other broadband stakeholders
- Utilizing existing information and data, develop a working list of unserved and underserved communities and identify the issues for each of these communities that cause deficiencies of capacity, redundancy, and affordability.
- Identify options for solving capacity/redundancy/cost issues in each of these communities.
 - Work with existing asset holders (public and private infrastructure) to develop solutions.
 - Where existing assets are unavailable, develop proposals for establishing new assets.

- Assist in developing aggregation of service model across the region following the regional strategic plan as a framework for model.
- Work with local stakeholders and service providers to expand networks and services.
- Assist SWCCOG to identify funding opportunities and submit proposals
- Provide technical support to participating jurisdictions on grant applications, requests for proposals, reviewing proposals, etc.
- Other related duties as assigned.

Work Environment:

General Work Environment:

Travel within the SWCCOG region will be required and is expected to be a significant amount of time for this position. Other work is generally performed in a typical office environment.

Material and Equipment Used:

Proficiency with computers, including competency in standard spreadsheet, database, presentation, video conferencing and word processing software. Use of general office equipment including phone, photocopier, and scanner.

Physical Demands:

This position is generally performed in an office environment with occasional travel necessary within throughout the 5-county region via automobile or other mode of transportation. Work hours will generally be performed during business hours. While performing the duties of this job, the employee is frequently required to stand, walk, sit, talk, hear and drive. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Criteria For Evaluation:

Evaluated on thoroughness, initiative, motivation, independence, attitude, mature judgment, flexibility, ability to perform effectively under pressure and meet deadlines, coordination with supervisor and others, growth in capabilities, skills and technical abilities. Evaluated by the Executive Director annually and more often if needed.

Qualifications:

Knowledge of:

- Principles, procedures, and strategies of project management and group coordination/facilitation;

- The telecom or broadband industry preferred;
- Preparing grant proposals and grant administration a plus.

Ability to:

- Follow written and oral instructions;
- Read and interpret statistical and analytical documents, reports, research material and information, and maps;
- Prepare oral, written, and graphic reports, documents, maps, and related documentation;
- Operate standard office equipment including a personal computer using program applications appropriate to assigned duties;
- Communicate effectively, and establish and maintain effective working relationships with internet service providers, the public, local government representatives, citizen groups, and other employees.

Minimum Qualifications:

Bachelor's Degree in Information Technology, Planning, Business or a related field; and Two (2) or more years' experience in telecommunications, broadband, or a related field; or any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work. Must have own vehicle and ability to drive across SWCCOG region on a regular basis.

Transportation Report

To: SWCCOG Board of Directors
From: Jessica Laitsch
Date: 27 December, 2017

Comments: Transportation:

The SWTPR met on 7 December, 2017. The topics included:

- Election of officers for 2018. Bentley Henderson and Keenan Ertel were selected to serve another year as Chair and Vice-chair, respectively.
- CDOT staff presented proposed changes to the regional development list. These changes are the result of a possible ballot question for funding transportation, in which case CDOT may be asked for a list of priority projects from each region. CDOT staff will update the TPR as additional information becomes available.

The next SWTPR meeting will be held at 9:00 a.m. Thursday, 1 February, 2018 at the Carnegie Building, 1188 E 2nd Ave., Durango.

Transit:

5304 Four Corners Coordinated Transit Plan - Staff is negotiating a contract with the selected contractor.

The next Regional Transit Council meeting will be held at 9:00 a.m. Friday, 19 January, 2018 at the Carnegie Building, 1188 E 2nd Ave., Durango.

VISTA's Report

To: SWCCOG Board of Directors
From: Dylan Lucas
Date: 28 December 2017

Comments: **Goals for the New Year**

It is incredible how quickly four months has flown by, and while I consider all of it a success in terms of learnings new things there are places that I would like to focus on more in the coming year. For our organization it seems that a stronger social media presence is needed, and I am reading and attending workshops on how to best use the resource for expansion. I am also looking forward to finishing the education project with Kemper elementary in Cortez early this year.

Professional Development

The course is about four weeks in and I have learned more than I thought I could on the subject over this time period. The code writing portion has just finished up and we are getting ready to start our first project which is using data based on customer retainment for restaurants.

Discussion Items

Decision Items

SWCCOG Executive Committee Minutes

To: SWCCOG Board of Directors

From: Sara Trujillo

Date: 4 January 2017

Comments: Executive Committee Minutes from December 21, 2017 for approval.

Legal Review: None

Fiscal Impact: None

Staff Recommendation: Executive Committee approve the attached minutes from December 21, 2017

**Southwest Colorado Council of Governments
Executive Committee Meeting
Thursday, December 21 2017, 1:30 p.m.**

In attendance:

Gwen Lachelt – La Plata County

Chris La May – Town of Bayfield (via phone)

Miriam Gillow-Wiles – Southwest Colorado Council of Governments (via phone)

Sara Trujillo – Southwest Colorado Council of Governments

The meeting began at 1:44 p.m.

Gwen said she will not be able to attend the January board meeting.

Sara said the January agenda includes the usual items of minutes and financials. There are quite a few decision items. Miriam said a contract for Colorado Telehealth Network (CTN) will be in the packet for review and approval. The DoLA 2018 TA grant was awarded for less than requested. Miriam said she will contact Patrick with DoLA to find out why. Chris asked if this grant includes money for the DoLA 8011 downtown grant. Miriam said yes. Once the board approves the contract, an official contract will go out for signature.

Miriam said staff will be applying for \$1-2 million from the DoLA broadband fund. This will help to cover costs from CTN and for staff management of the grant. Chris asked how much is left in the DoLA broadband fund. Miriam said \$2.5 million. The COG has never requested funds from this pot, so Miriam is confident that the COG has a chance to receive some funds.

Gwen asked if the board should discuss legislative priorities. Miriam said that is a good idea and this will be added to the discussion items.

Chris asked if there needs to be any formal turnover of the executive committee. Miriam said the December vote established the members of the executive committee, but the board can do something more formal if they want at the January meeting. Miriam will ask the current Chair whether there should be an additional item added to the agenda.

The meeting ended at 1:52 p.m.

DOLA 2018 Technical Assistance

To: SWCCOG Board of Directors
 From: Miriam Gillow-Wiles
 Date: 4 January 2017

Comments: The SWCCOG applied for the DOLA Technical Assistance funding in October 2017. We were awarded funding, but not 100% of the request. Difference is about \$8600, which removed \$3200 for the AmeriCorps VISTA (Dylan) housing support and about \$5500 in Personnel Costs. We will be able to work on all the projects, but will have to find the additional funding in our budget for the staff costs.

Original Request:

SWCCOG DoLA TA 2018 Grant Budget - Request					
Budget Line Item(s)	Grant Funds	Grantee Cash	In-Kind	Total Cost	Matching Funds
Consultant Services Costs					
Region 9 - SWCCOG	\$ 35,000	\$ 8,000	\$ 8,000	\$ 51,000	Cash and In-Kind
Shared Services - Local	\$ 15,000	\$ 16,650		\$ 31,650	La Plata County
VISTA	\$ 3,200	\$ 22,200		\$ 25,400	Grantee Cash
Downtown - Planning	\$ 6,390	\$ 41,583		\$ 6,390	Towns of Bayfield and Ignacio
Downtown - Construction	\$ 47,899		\$ 95,872		
Personnel Costs - SWCCOG	\$ 6,000	\$ 6,000		\$ 12,000	Grantee Cash
Personnel Costs - Downtown	\$ 6,034	\$ 1,001		\$ 7,035	Bayfield and Ignacio
Total	\$ 119,523	\$ 95,434	\$ 8,000	\$ 229,347	
DOLA Funds	\$ 119,523				
SWCCOG Funds (In-Kind/Cash)	\$ 103,434				

DOLA Budget:

Budget Line Item Category	Total Cost	State Funds	Other Funds	Other Fund Source
Consultant Services	\$57,390	\$41,390	\$16,000	Grantee
Equipment, Vehicles, or Materials Acquisition	\$31,650	\$15,000	\$16,650	Grantee
Other – Downtown Capital Improvements	\$89,482	\$47,899	\$41,583	Grantee
Personnel Services Costs	\$20,085	\$6,542	\$13,543	Grantee
Total	\$198,607	\$110,831	\$87,776	

The only changes to the grant contract I requested are the completion dates, including the final date from 12/31/2018 to 3/31/2019. I have found over the years, with multijurisdictional grants it is better to have a longer time, as there are factors SWCCOG staff cannot control as easily. Staff will update the Executive Committee with any updates or changes to the DOLA contract and report back to the Board at the Feb 8th meeting.

Legal Review: Contract will be reviewed by legal when updated

Fiscal Impact: High, impacts the 2018 budget.

DOLA 2018 Technical Assistance

Staff Recommendation: Approve DOLA 2018 Technical Assistance grant with signature authority after review by staff and legal.

DOLA Broadband Grant

To: SWCCOG Board of Directors
From: Miriam Gillow-Wiles
Date: 4 January 2018

Comments: Staff would like Board approval to apply for Broadband Funds from DOLA for up to \$2,000,000 to provide funding for broadband development, potentially staffing, and contract work with Northwest Colorado Council of Governments and NeoConnect.

There is currently a little over \$2,000,000 in the DOLA Broadband Fund. The SWCCOG will have plenty of match for this project from FCC Rural Healthcare and CDOT funds.

Staff will work with our DOLA Rep, and the Executive Committee to craft the application and will report back to the Board about how much was requested and for any contract approval.

Legal Review: Not applicable at this time.

Fiscal Impact: In 2018 Budget

Staff Recommendation: Approve a DOLA Broadband Fund grant application for up to \$2,000,000.

Other Items

Community Updates
