

Southwest Colorado Council of Governments
April Board Meeting – No Quorum
Friday, 1 April 2016, 1:30pm
1188 E. 2nd Ave., Carnegie Building, Durango, CO 81301

In Attendance:

Andrea Phillips – Town of Mancos
Dick White – City of Durango
John Egan – Town of Pagosa Springs
Chris La May – Town of Bayfield
Michael Whiting – Archuleta County
Julie Westendorff – La Plata County

Staff in Attendance:

Miriam Gillow-Wiles – Southwest Colorado Council of Governments
Sara Trujillo – Southwest Colorado Council of Governments
Shannon Cramer – Southwest Colorado Council of Governments

I. Introductions

The meeting was called to order at 1:40pm. Quorum was not met; therefore, the following are notes and not official minutes.

II. Consent Agenda

- a. 4 March 2016 Broadband Meeting Minutes
- b. 4 March 2016 SWCCOG Meeting Minutes
- c. 24 March 2016 SWCCOG Executive Committee Meeting Minutes
- d. February 2016 Financials

Without quorum, all consent agenda items will be presented at the May 2016 COG Board Meeting for approval.

III. Reports

- a. Director's Report

Rico

Miriam Gillow-Wiles reported meeting with the Rico Town Board in March to discuss joining the SWCCOG. Rico was very interested in the Broadband Study as well as other projects the SWCCOG is working on. An official vote to join the COG will happen in April 2016. The Rico Center, a non-profit, is prepared to pay the Town's dues and Broadband Grant match.

Montezuma County Broadband

Miriam said Montezuma County, City of Cortez, Town of Dolores, and Town of Mancos are participating in a fiber to the premise (FTP) feasibility study. This is outside of the Regional Broadband Study. Miriam is waiting on more information and the scope of work. Montezuma is spending approximately \$55-60,000 on this project; if they had been members of the COG, Montezuma could have saved a significant amount of money. Miriam will be meeting with the Montezuma County Commissioners on April 18, 2016 to present the benefit of COG membership.

Archuleta and Pagosa Visit – April 8th

Miriam reminded members that the Executive Committee will be meeting jointly with the Archuleta County Commissioners and Pagosa Springs Town Board and visiting a geothermal greenhouse on April 8th.

Broadband Community Meetings Reminder

Miriam reported that the regional broadband planning effort will include community outreach meetings during the week of April 11th. There will be times for businesses, education, healthcare, and public input. Meeting details were emailed to all members.

b. Broadband Report

A report from NEO Fiber was included in the board meeting packet. A summarization of the report: NEO Fiber has a number of activities underway to pull together components of the strategic broadband plan for the region. Meetings are being conducted with local asset owners including internet service providers and local and state government officials to identify assets and opportunities for collaboration and to get feedback and input into various parts of the broadband plan. In addition to these meetings, the following activities are underway:

- Financial Modeling, Improvement of the SCAN Revenue Model and Operating Plan
- Asset Identification
- Shared Services
- Community Anchor Institutions
- Community Engagement Meetings
- Engineering and Design

c. Legislation Update

The below statuses were reported of the following bills as of March 24, 2016:

SB16-011 – Terminate the use FASTER fees for transit:

Postponed indefinitely in House committee

HB16-1018 – Statewide Transportation Advisory Committee Procedures:

Signed by Governor

HB16-1031 – Modify Transportation Commission Membership (authorization of a study):

Referred from House Committee on Transportation and Energy to House Committee on Appropriations

HB16-1169 – Allow Tribes to Vote at Statewide Transportation Advisory Committee:

Staff and Ute Mountain Ute Councilwoman Regina Lopez-Whiteskunk testified to the Senate Committee on Transportation on March 22. The bill passed out of committee unamended.

SB16-136 – Broadband Deployment:

Postponed indefinitely in Senate State, Veterans, & Military Affairs Committee

Julie Westendorff requested future meeting minutes indicate COG Board stance on legislation. In addition, Julie reported that there is current legislation underway to allow boarder counties to have inter-state and county agreements for emergency management.

d. Transportation Report

TPR:

The next TPR meeting will be held Friday, April 15, 2016 from 9 am -12 pm at the Carnegie Building. At this meeting there will be an update and request for feedback on the Colorado Rural Regional Bus Network Plan. In addition, CDOT requested a Letter of Support for a US 550 project that is within the COG Support Policy framework and is due April 8, 2016. Miriam will be

creating a draft letter for TPR Chairman Kevin Hall and COG Chairwoman Andrea Phillips for review and approval.

Transit:

The Transit Council met on Friday, March 18, 2016. The discussion included:

- Review of March 10, 2016 CDOT Town Hall meeting, which included updates from the Transit and Rail Division and an introduction to a proposal to modify the process for the distribution of Federal Transit Administration 5310 and 5311 funds. CDOT will be seeking feedback on these policy updates through the summer.
- DOLA grant funding for marketing transit services in the region. There will be continued discussion related to how the Council would like to move forward with marketing.
- Modifications to the draft by-laws which are being developed to create structure and unity to the council.

The next Transit Council meeting will be held Friday, May 20, 2016 at 9 a.m.

e. Visit to Dolores County Overview

Miriam Gillow-Wiles, Andrea Phillips, Julie Westendorff, and Jessica Laitsch met with Commissioner Ernie Williams March 7, 2016 in Dolores County to discuss broadband and issues in the County. Julie said after a visit to the Senior Center and discussion with Nita Purkat, it was great to see the opportunities provided to the community and learning of different ways to operate that are successful. Nita identified several obstacles the Senior Center faces; Julie said her staff can help with some of those obstacles.

f. VISTA's Report (Includes Shared Services)

Shared Services

Shannon Cramer reported that a date is set to meet the Operations Coordinator at the Southwest Colorado Community College to speak about next steps for getting the CDL training and certification moving. Shannon will be sending out emails to all members requesting the numbers of folks who would need CDL certification or recertification. In addition, Shannon has started to look into getting shared services information online and is in the beginning process of creating a google listserv that could serve as a starting point until a different platform is up and running. A listserv would allow forum posts from anyone who is invited that could be viewed and commented on.

Shannon reported that information and regulations that might be useful for local policies regarding the use of drones for local government use is available if any members would be interested.

Recycling

Shannon reported that the CDPHE RREO grant was successfully submitted; an answer about whether the project will be funded is expected on May 2nd.

Miriam stated that the SWCCOG was looking to apply for an EPA EE grant that would be a continuation of the CDPHE grant. However, with staff capacity concerns and grant application deadline quickly approaching, this application will be revisited in 2017.

g. Community Updates

Dick White, City of Durango: Dick reported that he recently attended a meeting in Tempe, AZ regarding opportunities and barriers for increasing water supply. He will share notes with COG members. Miriam added as a side note that the rain barrel collection law in Colorado has passed through the senate.

IV. Discussion Items

a. SWCCOG Membership Policy (new and returning members)

Miriam reported that during the March 2016 Board Meeting there was discussion about jurisdictions joining the SWCCOG outside of the calendar year billing cycle, and a few comments about what to do if a member left and then wanted to join again.

Some of the ideas were to:

- Prorate dues, but for no less than six months. If a jurisdiction joined in October, their dues would be the same if they joined in June.
- Match for any grant or project is not prorated.
- Members who leave the SWCCOG must have a six month waiting period to rejoin.

Additional elements in the policy could include:

- Local jurisdictions that did not participate in the SCAN grant, and have no infrastructure from the SCAN are not charged for the Fiber Equipment Repair Fund.
- Membership documents must be approved and signed before being an active member of the SWCCOG
- Jurisdictions who are not members of the SWCCOG are unable to receive benefits of the SWCCOG without first becoming a member of the SWCCOG. (Examples: Transit Council, Recycling, Broadband, Shared Services etc...)

A draft policy will be available at the May 2016 Board Meeting.

V. Decision Items

No decisions were made as quorum was not met.

- a. EPA Environmental Education Grant
- b. Personnel Handbook Updates
- i. Fraud Prevention

Miriam reported that the Auditors asked if the COG had a fraud section in our Personnel Handbook, as we did not, staff crafted a policy. This outlines the issues and the severity in which the organization looks at any fraud.

Julie Westendorff asked where the policy verbiage came from. Jessica Laitsch created the policy and will be asked upon her return from vacation.

- ii. Time Sheets

This policy simply codifies the existing practice of ensuring exempt employees' times sheets are up to date. COG staff time sheets are needed for grant requests, and other needs.

VI. Other Items

May 6 Board Retreat:

Chris LaMay asked if broadband would be an agenda item for the May 6, 2016 board retreat, and if so, would Diane Kruse, broadband consultant, be present to give a broadband update. Miriam said yes, a broadband discussion could be included on the agenda with a time limit and Diane will be invited. Some board members feel confused on the direction of the broadband grant and asked Miriam to compile the following and send to the members prior to the board retreat:

- Consequences of the SCAN not operating (if the SCAN goes away, what happens?)
- Fiber strand pricing information
- Decision points

Dick mentioned that, at the Tempe water meeting, CML Director Sam Mamet spoke very highly of the SWCCOG and what it has accomplished. If the SCAN were to fail, this positive perception dissolves. Michael Whiting said DoLA expects regional cooperation, which is vital to receiving future grant funds and keeping a positive reputable status.

The meeting was adjourned at 3:14pm