Southwest Colorado Council of Governments

October Board Meeting

7 November 2014

La Plata County Court House

Board in Attendance:

Michael Whiting – Archuleta County

Dick White – City of Durango

Michelle Nelson – Town of Bayfield

John Egan – Town of Pagosa Springs

Shane Hale – City of Cortez

Ron LeBlanc – City of Durango

Andrea Phillips – Town of Mancos

Bobby Lieb – La Plata County

Lee San Miguel – Town of Ignacio

Lana Hancock – Town of Dolores

Staff in Attendance:
Miriam Gillow-Wiles – Executive Director

Sara Trujillo – Assistant/Accountant

Guests in Attendance:
Heather Alvarez – Town of Mancos

James Torres – La Plata County IT Manager

1. **Call to Order**

The meeting was called to order at 1:10pm. James Torres and Heather Alvarez introduced themselves.

1. **Consent Agenda: Minutes & Financials**

Minutes-

The October minutes indicated that the Executive Director would receive a 5% pay increase immediately with a 1% raise pending a November review. Dick White pointed out that the 1% increase was to be given January 2015 with no additional review needed. This correction is to be made within the October minutes. In addition, it was noted that the director’s review was done in executive session with the information included in the October minutes an overview of that session.

**Motion to approve the October minutes with appropriate changes made to the Executive Director’s raise information: Dick White, Second: Andrea Phillips. Passed by a unanimous voice vote.**

Financials-

Questions were raised about the All Hazards balance. Sara explained that after completing the end-of-month reports, she too noticed this balance was incorrect. Sara met with Shirley at Region 9 where appropriate invoicing was discussed. After Sara corrected the All Hazards invoicing, other balance issues were noted within the DoLA sustainability grant and the SWIMT balance. Two invoices for DoLA from February and March 2014 were never paid. Sara contacted Leslie Hentze with DoLA who confirmed payments were never sent to the COG and this would be corrected.

Sara would like to go through all invoicing prior to making multiple general journal entries, which may not be desirable by the next auditor.

**Due to needed corrections in QuickBooks to generate an appropriate end-of-month report, the board decided to move the financials approval to the next meeting date of December 5.**

1. **Discussion Items:**

2015 Projected Fund Balance:

From what Miriam and Sara could put together with many variables, the fund balance transferring to 2015 will be approximately $36,000. This amount should be a bit higher with the two DoLA draw requests from February and March that have not been reimbursed. Miriam asked that Sara gather the exact amounts of these DoLA requests and send the information to the board.

1. **Decision Items:**

Auditor Selection:

The SWCCOG received two responses to the Auditor RFP for FY 2014. The first response came from a local firm, Fredrick Zink & Associates, the other from Hinton Burdick CPAs & Advisors out of Utah. It was discussed that both firms have exceptional reputations and qualifications. Hinton Burdick presented a more cost effective proposal, which the board favored.

**Motion to accept the proposal from Hinton Burdick CPAs & Advisors: Shane Hale, Second: Michelle Nelson. Passed by a unanimous voice vote.**

Billing for Backbone Connectivity:

The hub connection between Durango and Cortez is using little connectivity as currently set at 50 Mbps, so Miriam suggested lowering the usage to 10 Mbps for cost savings. When more connection is needed, we will simply “turn up the dial” to allow an increase in Mbps. Shane Hale wanted to confirm that whichever community is needing the dial turned up, will then take on the extra cost. Miriam confirmed this is how it would work.

Miriam proposes each community pay $46 per year for this hub connection, which is essentially a backup connection for everyone and an essential backup to have. This fee would be incorporated into annual dues.

**Motion to allocate the Cortez transport and Durango hub connection fee equally among members: Dick White, Second: Shane Hale. Passed by a unanimous voice vote.**

1. **Reports:**

Director’s Report:

RREO:

The second to last waste sort will be November 8 in Montezuma County. Volunteers welcome!

DoLA Technical Assistant Grant:

Miriam said she has not received the official document pertaining to the DoLA grant applied for but was told the COG will be pleased with the outcome.

Transit Intern:

Miriam announced Sam Starr will be our spring-term intern helping with the transit study to determine ridership in the area to help the transit council move forward with project decisions.

Club 20:

The director of Club 20, Bonnie Peterson will be here December 3. This was just scheduled this morning, and an email invite to the meeting will be sent out soon.

AAA:

We are working on a board retreat on November 14 to work on the COG/AAA relationship.

Housing:

Depending on what the DoLA Grant awards, some of the funds will be used to help a housing study.

Telecom:

Miriam has been working on getting transport fees reduced, which will help communities with cost savings.

TPR/Transportation:

Next TPR meeting will be December 5 at the CDOT building from 9-12pm. The transit meeting has been rescheduled to a tentative date of December 10.

Bobby Lieb wanted to add information regarding the amendment to the by-laws for STAC regarding tribal members. Subsequently, it has been realized that the bylaw is actually a direct language within legislative language that created STAC. If we advocate for tribes to vote, it would require legislative change. The letter previously discussed at the TPR will not be sent until further discussion at the next TPR meeting to decide if a legislative change is what the TPR want to deal with.

Other – Community Updates:

Andrea Phillips – Town of Mancos:

* Energy impact funds have been received, which will help with water tank storage, improvement to water lines, and water treatment plant.
* Multiple sidewalk and curb and gutter replacement projects have been complete.
* The town of Mancos is moving forward with their create project district.

Lee San Miguel – Town of Ignacio:

Two DoLA grants have been received.

* One will help with GIS for the utility system. This will help to know what is underground, and the size and composition of utilities. Utility mapping will complete utility service with tribe and give better operations to shut off valves.
* Old steel piping will be replaced with second DoLA grant. The town is looking to put together a much larger grant to replace one miles worth of steel.

John Egan – Town of Pagosa Spring: John pointed out that Michael Whiting was reelected and wanted to extend a congratulations.

Dick White – City of Durango:

* Sales tax is up 5% for 2014.
* Four new hotels are a possibility in the future.
* Budget reconciliation study will take place on Monday. The city had more people come to the budget hearing than has been seen in years.
* One item of discussion is to continue keeping the Main Ave trolley free? Transit is not sustainable without fees. Cutting back on organic parks program?
* There is a need to build treatment plant which is $55 million estimated. Water and sewer rates have not increased in quite some time. Residents will most likely see steep increases in the short term, but only modest rises that will be phased in in the future.

Lana Hancock – Town of Dolores:

* Dolores is working on their budget.
* A final walk-through with sidewalk budget through CDOT will be next week. This has been six years in the making and certainly something to celebrate.
* The trails project through the SW Conservation Corps is completed.

Next COG board meeting will be scheduled for December 5.

1. **Adjourned at 2:06pm**