Southwest Colorado Council of Governments

October Board Meeting

3 October 2014

La Plata County Court House

Board in Attendance:

Michael Whiting – Archuleta County

Dick White – City of Durango

Ernie Williams – Dolores County

Michelle Nelson – Town of Bayfield

Andrea Phillips – Town of Mancos
Lana Hancock – Town of Dolores
William Tookey – San Juan County

Greg Schulte – Town of Pagosa Springs

Joe Kerby – La Plata County
Chris Tookey – Town of Silverton
John Egan – Town of Pagosa Springs

Dan Naiman – Town of Ignacio (non-voting member)

Shane Hale – City of Cortez (via phone)

Staff in Attendance:
Miriam Gillow-Wiles – Executive Director

Guests in Attendance:
Ken Charles – DoLA

Darlene Marcus – Congressman Tipton’s Office
John Whitney – Senator Bennet’s Office

1. **Call to Order**

The meeting was called to order at 1:37pm. Everyone introduced themselves.

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

**In the September minutes, a motion to amend the agenda changing the Club 20 FCC Letter discussion into a decision item was placed in the wrong area on the minutes. This update was made prior to the board meeting; however, the updated minutes did not make the board packet in time. Motion to Approve September 2014 Minutes with changes that have already been rectified: Dick White, Second: William Tookey. Passed by a unanimous voice vote.**

**Motion to Approve August 2014 Financials: William Tookey, Second: Dick White. Passed by a unanimous voice vote.**

1. **Discussion Items:**

Executive Session:

A question was asked as to the happenings with the Executive Session that happened at the last board meeting at the Silverton Town Hall. Michael Whiting informed the board that the executive session pertained to a contract fulfillment. A work session with the contracted individual was held prior to the COG board meeting, and it appears all contract requirements will be upheld without further Executive Sessions scheduled. A resolution will be brought to the full board when all details are at hand; most likely the next board meeting.

1. **Decision Items:**

Draft 2015 Budget:

There was concern about the budget being very close, especially if some communities choose not to participate in 2015 dues. Should we have legal issues within the year, the budget would be consumed quickly. This budget would need to be adhered to very closely.

All Hazards grants - All Hazards grants run a year behind. Currently, we are using the 2013 grant and will be using the 2014 grant in 2015. These funds go to the communities and emergency services managers to purchase radios, ground antennas, etc. There is also administration dollars included. The budgeted 2013 AH grant funds indicate what will be available in 2015 as some of the funds have already been spent in 2014. In addition, the AH 2014 funds will be spent throughout both 2015 and 2016 as these grants run for two years.

SCAN revenues - SCAN revenues are exact figures. CEDAR, Brainstorm, and FastTrack revenues are for dark fiber leasing that are contractual and not over inflated for possible future revenues.

E-TICS - To bring other communities in with the E-TICS, a contractor would be needed because communities do not have the staff. Shane Hale feels the need is there, and a contractor should be sought by staff.

Staff - The budget includes a part-time position for a general office person.

A fund balance was requested as a fund balance from the previous year will help determine if net income is correct going forward into next year’s budget . Sara will work on a fund balance to present to the board.

Consulting - Consulting services are lumped into one account, which will include an IT consultant and the RREO consultant.

AAA - The AAA is currently paying their bookkeeper $10,000 annually, so this is what was budgeted for with the COG doing the AAA books in 2015.

This preliminary budget needed to be presented to the board by October 15, but not approved. Therefore, this budget was reviewed by the board with no decision made. The board agrees in the direction of the budget, but does ask that staff complete a fund balance and look into alternatives if end-of-year figures are in the red.

CIRSA Renewal:

The Property and Casualty insurance premium went down and the Workman’s Comp insurance premium went up, which basically even each other out making the overall premium stay essentially the same for 2015. The premium does not reflect a possible part-time admin person next year.

**(This decision item was combined with the next item, CEBT Renewal)**

CEBT Renewal:

The premium increased because we changed from CEBT’s state calendar year to our calendar year for budgeting purposes, meaning we had a premium increase in July for CEBT’s calendar year, but because we are changing our annual policy to begin January, we will see another increase in January.

**Motion to Approve both the CIRSA and CEBT renewals with Michael Whiting as signature authority: Ernie Williams, Second: Andrea Phillips. Passed by a unanimous voice vote.**

Letter of Support 160/550 Interchange:

Money has been dedicated to this project before with no completion. Some communities feel there are other important projects that need to be considered where funds could be put to good use. Ernie Williams stated that changes have been made to this interchange plan creating an increased cost of $27 million.

The TPR is in place for these issues. At the TPR meeting that took place prior to the COG board meeting October 8, the TPR decided to table this issue until the December meeting where research will be given to indicate how much money SB228 will forward construction and what criteria have been used to rank transportation projects.

**Motion to table this item until the next COG meeting where additional information can be gathered from CDOT and the TPR: Ernie Williams, Second: Shane Hale. Passed by a unanimous voice vote.**

Executive Director Review Overview:

Review was taken directly from personnel manual and work plan. With the COG being a startup in some regards, there has been a lot of forensic work, which Miriam has handled well. She has created a value proposition for members and has done a great job building relationships with other organizations. Miriam has also been approved for all grants applied for.

**Per manual, 6-month raises are 2% and annual raises 4%. Because Miriam’s review was late with her 6-month review complete in September and annual review should be complete in November, Shane Hale motioned to implement an immediate (next pay period) 5% pay increase with the additional 1% beginning January 2015, Second: Ernie Williams. Passed by a unanimous voice vote.**

1. **Reports:**

Director’s Report:

RREO:

First waste audit will begin October 4. Tables, chairs, tents, suits, gloves, masks, etc. will be provided. Volunteers welcome.

MURP:

Miriam received an application from the CU Denver Masters of Urban Regional Planning (MURP) that requires master graduating students to complete a 15-week capstone. Because the program is free and can further COG needs, Miriam applied for our transit needs. If we get approved, the board can decide to move forward with an intern to work on transit items in the spring.

AAA:

There will be an AAA board retreat on November 14 that will be an open meeting. This will help determine if the AAA would like to come on board with the COG for financial purposes and cost savings in that department. Miriam feels that having the entire COG board may be a bit overwhelming, so Michael, Dick, and Andrea would be preferred to attend for the ability of reporting back to the board.

Telecom:

Silverton is connecting their fiber next week. There will be a celebration on October 9.

Transportation:

TPR meeting was this morning. Next meeting is scheduled for December 5.

Other:

Shane Hale and Ron LeBlanc were re-nominated for the nominating committee. Michael Whiting volunteered to be a place holder.

Next COG board meeting will be scheduled for November 7.

1. **Adjourned at 2:46pm**