



Executive Committee Meeting Minutes

Monday, April 10, 2023, 9-10:30 am

A. Attendees and Call Meeting to Order

Members

- Jennifer Green, Board Chair
- Veronica Medina, Vice Chair
- Mark Garcia, Treasurer/Secretary

Staff

- Laura Marchino
- Heather Peterson
- Shirley Jones

The meeting was called to order at 9:01 am by Jennifer Green, Board Chair.

B. SWCCOG 2022 Audit

The financials for 2022 were finalized and closed out. Work on the 2022 audit is beginning. Per the SWCCOG Board, and will be using Hinton Burdick, Region 9's current auditors.

- ***SWCCOG financials are in a calendar year and Region 9 uses a Fiscal year ending 9/30.***
- ***The audit should be completed in August.***

C. Financials as of March 31, 2023

1. Bank statements for March 2023 for the two COG accounts were included in the packet. One account is general operations and the second is the restricted broadband account. There is approximately \$16K in the Broadband account and ISPs utilizing dark fiber were invoiced for Jan-March 2023.
2. The Jan-March 2023 Balance Sheet, the Profit and Loss for Jan- March budget to actual and the Jan-Dec 2023 budget to actual showing the total numbers budgeted in each category and a breakdown of each program were included in the packet. The shared services program is being terminated in June.
3. Region 9 plans to use the SWCCOG for DOLA or other grants which otherwise Region 9 would be ineligible to apply.
 - ***The Zoom account will continue through SWCCOG. The Zoom team will provide training on the platform.***
 - ***There are a couple more grants that need invoicing, but it will have a minimal impact on the financials.***
 - ***Shirley will be sending the financials via Dropbox to Hinton Burdick.***

Motion from Veronica Medina to approve the financials as presented.

Second: Jennifer Green; Motion passed unanimously.

D. Broadband NTIA Funding Request

1. Region 9 applied for a \$66M NTIA grant and is waiting for approval. Region 9 will be securing a line of credit to manage the monthly grant cash flow and will commit its own funds as a match to debt service but is also requesting \$25K a year of the Broadband funds to be committed over the next 5 years. The SWCCOG Board voted that the governments with SCAN fiber will receive 50% of the lease amount for the governments' match provided. The proposed NTIA funding breakdown was in the packet and the only SWCCOG funds included for the project are from the Broadband account.

- *Finished the 4th round of questions from NTIA towards receiving grant approval.*
- *Region 9 will use \$50k of their dues and is requesting \$25k from SWCCOG Broadband account funds to use towards the debt service. This is a good use of the \$25k to move forward with the project.*
- *Region 9 is having an audit completed on the SCAN fiber to determine the owners and use. City of Durango and La Plata County will be paying a portion of the cost.*
- *Seems like good use of funds.*

Motion from Veronica Medina to approve the designation of up to \$25k per year for up to 5-years as presented.

Second: Jennifer Green; Motion passed unanimously.

E. Grant Updates

There have been Grant changes since December under the SWCCOG Tax ID number. Detailed information was included in the packet and discussed by the group.

1. **All Hazards** - There are projects within each of the 4 grant years that need to be completed before closing; 2019 is in the process of closing out. Vicki Shaffer, SWAHAC Homeland Security Grant Coordinator and Shirley Jones, Region 9 Comptroller, are overseeing the financials.
 - *Cannot close grant until all funds are used/distributed.*
 - *2019 was extended due to purchased equipment missing parts stemming from supply-change issues but should be closed shortly.*
 - *Will probably continue to have 3-4 grants open at a time as awarded.*
2. **Southwest Incident Management Team (SWIMT)** - Received \$17,625 in funding for July 30, 2022 – June 30, 2023. Stephani Burditt, Region 9 Grant Compliance Specialist, is working with SWIMT co-coordinators to manage grant and activities.
3. **CDOT FY2022 5310 Funding** - Funds for \$43,400 were available but the full amount was not expended (only \$6,207) and the grant was officially closed in March 2023. However, Region 9 continues to administer the Transit Council, developed a landing page for transit providers, uploaded routes into google maps and will connect to the Connect Colorado Initiative.
 - *The Grant was closed due to funding time limits. Work was delayed due to a lack of match being provided to build the portal.*
4. **DOLA REDI 21-240 Montezuma Orchard Restoration Project (MORP)** - This was a pass-through grant of \$150K that was expended and closed in Dec. 2022.
5. **CDOT TPR FY22-23** - TPR is funded through an annual Purchase Order for \$22,100. A new grant for FY 22-23 was approved, which is under the SWCCOG Tax ID but will move under Region 9 for future contracts.
 - *Grant covers administrative costs for attendance at the monthly Statewide Transportation Advisory Committee (STAC) meetings in Denver.*

6. **DOLA 8824 – 2019 Technical Assistance CDL license training** – The Grant expires in July but was extended to 8/31/2024 and amended to \$40K: \$20,000 from CDL Program Development and \$20K of Region 9 match. This grant is being expended, and Heather Otter, Region 9 Economic Development Project Manager, is overseeing the project.
 - ***Approximately 50% of the funds have been disbursed.***
7. **DOLA BBFS 22-005 La Plata Carrier Neutral Facility** – This Grant for \$221,500 was matched by La Plata County and expires June 5, 2023. A 10-year lease is being finalized between Region 9 and the County. A draft copy was included in the packet. Shak Powers, Region 9 Regional Projects Manager, is overseeing this contract.

F. July meeting logistics

1. The April Board meeting includes a Strategic Planning session with a short business meeting. The only SWCCOG business will be to approve these meeting minutes. The July Region 9 Board meeting will include approval of the SWCCOG audit. SWCCOG Executive Committee meetings will be called separately to review the audit and approve the 2024 SWCCOG budget.

G. Adjourn Meeting

Motion from Veronica Medina to adjourn the meeting at 9:25am.

Second: Jennifer Green ; Motion passed unanimously.

Minutes submitted by Heather Peterson

PAGE INTENTIONALLY LEFT BLANK.

DRAFT