

# AGENDA

**Thursday, January 25, 2018**

**Colorado Mountain College Vail Valley, Room #230**

**150 Miller Ranch Rd., Edwards, Colorado**

CALL IN NUMBER: 970-406-3080

CONFERENCE ROOM: 5550

PIN NUMBER: 1122



## NWCCOG EXECUTIVE COMMITTEE

<i>NWCCOG Executive Committee Members: Karn Stiegelmeier, Chair; Jeff Shroll, Vice-Chair; Thomas Clark, Secretary/Treasurer</i>			
9:45 a.m.	1.	Call to Order – Karn Stiegelmeier, Chair	
	2.	Determination of Quorum	
	*3.	ACTION: Executive Director Annual Review and Compensation	
10:00 a.m.	*4.	Adjourn NWCCOG Executive Committee	

## NORTHWEST LOAN FUND BOARD (NWCCOG COUNCIL)

<i>The Northwest Loan Fund Board is the NWCCOG Council</i>			
10:00 a.m.	1.	Call to Order – Karn Stiegelmeier, Chair	
	2.	Determination of Quorum	
	*3.	ACTION NLF: Minutes of 03/23/2017 NLF Board Meeting	Pgs. 3-4
	*4.	ACTION NLF: Preliminary December 2017 Financials <ul style="list-style-type: none"> <li>- Northwest Loan Fund – Balance Sheet</li> <li>- Northwest Loan Fund – Budget vs Actual</li> <li>- Northwest Loan Fund – Open Contract Funds Portfolio</li> <li>- Northwest Loan Fund – Revolved Funds Portfolio</li> <li>- Northwest Loan Fund – State OEDIT Funds Portfolio</li> </ul>	Pgs. 5-9
	*5.	ACTION NLF: Approve NLF deposit accounts with additional banks, as necessary, to keep funds insured at the \$250,000 FDIC limit. <ul style="list-style-type: none"> <li>- Yampa Valley Bank – Loan Committee Members since 2013</li> <li>- Mountain Valley Bank – Loan Committee Member since 2013</li> <li>- U.S. Bank – by far our strongest referral source and bank partner</li> </ul>	
	*6.	ACTION NLF: Approval to change Loan Policy to read: “If an appropriate member cannot be recruited from a County, it is acceptable to recruit from a neighboring County.”	
	7.	ANNUAL UPDATE: Review of 2017 Activity, Anita Cameron, NLF Director	Pg. 10
10:15 a.m.	*8.	Adjourn NLF Board Meeting	

## NWCCOG COUNCIL & ECONOMIC DEVELOPMENT DISTRICT BOARD MEETING

10:15 a.m.	1.	Call to Order & Introductions – Karn Stiegelmeier, NWCCOG Council Chair & Tom Clark, EDD Board Chair	
	2.	Roll Call and Determination of Quorum	
	*3.	ACTION COG & EDD: Minutes of 12/07/17 Council & EDD Board Meeting	Pgs. 11-15
	*4.	ACTION COG: Preliminary December 2017 Financials <ul style="list-style-type: none"> <li>- NWCCOG – List of Payments</li> <li>- NWCCOG – Balance Sheet</li> <li>- NWCCOG – Statement of Revenues and Expenditures</li> </ul>	Pgs. 16-29
	*5.	ACTION COG: Approval of 2018 NWCCOG Council Meeting Schedule	Pg. 30
	*6.	ACTION COG: Election of Executive Committee municipal members for 2018 – Election of Chair, Vice-Chair and Secretary/Treasurer <ul style="list-style-type: none"> <li>- There is hereby created an Executive Committee which shall consist of nine voting representatives of the Council. There shall be one member from each of the five</li> </ul>	

		<p><i>Boards of County Commissioners in Region XII. Each representative of the Boards of County Commissioners shall designate an alternate. There shall be four members from Municipalities within the NWCCOG membership. Each representative of Municipalities shall designate an alternate.</i></p> <ul style="list-style-type: none"> <li>- <i>The Executive Committee members and alternates shall be elected at the annual meeting in January and shall serve until the following January. The Executive Committee shall select the Chairman, Vice Chairman and Secretary-Treasurer from among its members.</i></li> <li>- <i>No representative may be a member of the Executive Committee unless its Member Jurisdiction is current, as required by the Bylaws Article IV.6, in its dues payments.</i></li> </ul>	
	*7.	<p><b>ACTION COG: Designate County Health Pool (CHP) Representative for 2018</b></p> <ul style="list-style-type: none"> <li>- <i>Thomas Clark has been the Official CHP Representative for past 5 years while the Designated Correspondents have been the Executive Director and Office Manager</i></li> <li>- <i>CHP requires that we renew our CHP Representative annually, requires a vote of the council</i></li> </ul>	Pg. 31
	8.	<p><b>EDD NOTE: Per the EDD Bylaws, EDD Officers are elected to serve 2-year terms. The EDD Board elected officers at the January 26, 2017 Council &amp; EDD Board Meeting. Therefore, the EDD Board will not be electing new EDD Officers until next the January 2019 meeting.</b></p> <ul style="list-style-type: none"> <li>- <i>EDD Chair: Thomas Clark</i></li> <li>- <i>EDD Vice-Chair: Patti Clapper</i></li> <li>- <i>EDD Secretary/Treasurer: Diann Butler</i></li> </ul>	
	*9.	<p><b>ACTION COG: Approval of Revised Credit Card Policy</b></p> <ul style="list-style-type: none"> <li>- <i>Original policy followed by proposed edits</i></li> </ul>	Pgs. 32-34
	*10.	<p><b>ACTION COG: Approve NLF deposit accounts with additional banks, as necessary, to keep funds insured at the \$250,000 FDIC limit.</b></p> <ul style="list-style-type: none"> <li>- <i>Yampa Valley Bank – Loan Committee Members since 2013</i></li> <li>- <i>Mountain Valley Bank – Loan Committee Member since 2013</i></li> <li>- <i>U.S. Bank – by far our strongest referral source and bank partner</i></li> </ul>	
10:45 a.m.	*11.	<p><b>ACTION COG: Project THOR Next Steps Memo, Nate Walowitz</b></p>	Pgs. 35-36
11:00 a.m.	12.	<p><b>PRESENTATION &amp; DISCUSSION: <u>Killdozer</u> book by Patrick Brower about Granby bulldozer rampage incident and managing civility in an anti-government society</b></p>	
11:30 a.m.	13.	<p><b>PRESENTATION: Employee Evaluation Trends &amp; Best Practices, Angelo Fernandez, Freeform Consulting</b></p>	
	14.	<p><b>LUNCH: Catered by Jasmine Home Cooking (for those who submit RSVP to <a href="mailto:office@nwccog.org">office@nwccog.org</a> by 1/23/18)</b></p>	
12:15 p.m.	15.	<p><b>Program Updates:</b></p> <ul style="list-style-type: none"> <li>- <i>Summary document in the packet</i></li> <li>- <i>If you have any questions for our programs that may benefit the whole group, please ask for further detail at this time.</i></li> </ul>	Pgs. 37-42
12:30 p.m.	16.	<p><b>Member Updates: (3 min or less for each, please—3 min x 27 members =1.5 hrs)</b></p> <ul style="list-style-type: none"> <li>- <i>News: Share something recent or upcoming that you are most excited about</i></li> <li>- <i>Share tools or practices you and your organization utilize to show and cultivate transparency and build public trust</i></li> <li>- <i>Steamboat Report in from DOLA Mini-Grant (page 43 of board packet)</i></li> </ul>	Pg. 43
	17.	<p><b>New Business</b></p>	
1:30 p.m.	*18.	<p><b>Adjourn NWCCOG Meeting</b></p>	

\* requires a vote



**Northwest Colorado Council of Governments  
Northwest Loan Fund (NLF) Board  
Eagle County Room, Facilities Building  
Eagle, CO  
March 23, 2017**

**Board Members:**

Anne McKibbin, Town of Eagle  
Bob Skirus, Town of Snowmass Village (phone)  
Betsy Blecha, Jackson County  
Carolyn Skowyra, Town of Dillon  
Ginger Scott, City of Steamboat Springs  
Jeanne McQueeney, Eagle County  
Jeff Shroll, Town of Gypsum  
Jim White, Town of Grand Lake  
Karn Stiegelmeier, Summit County  
Mark Campbell, Town of Kremmling  
Patti Clapper, Pitkin County  
Thomas Clark, Town of Kremmling

**Others Present:**

Sarah Andrews, Michael Bennet's Office

**NWCCOG Staff:**

Amanda Rens-Moon  
Anita Cameron (phone)  
Chelsey Voden  
Elaina Wiegand  
Erin Fisher  
Jon Stavney  
Nate Walowitz  
Susan Jurgensmeier

**Call To Order:**

Karn Stiegelmeier, Chair, called the Northwest Loan Fund (NLF) Board meeting to order at 12:17 p.m. Round table introductions were conducted, and a quorum was present.

**Approval of Minutes:**

***M/S/P Thomas Clark/Patti Clapper*** to approve the January 26, 2017 NLF Board meeting minutes as presented.

**Approval of Final December 2016 NLF Financials:**

The financials presented included a line called "pass through," which the auditors asked to not include in the financials. This will be addressed with our fiscal team.

***M/S/P Patti Clapper/Jeff Shroll*** to approve the final December 2016 NLF Financials as the auditors prefer it to be presented.

**February 2017 NLF Financials:**

***M/S/P Thomas Clark/Jim White*** to approve the February 2017 financials as presented.

**Approval of Business Loan Fund (BLF) Consortium Participation:**

By joining the BLF Consortium, NLF will have the opportunity to apply for state money to fund some of our loans. There will be a lead region that oversees the pass of dollars. The state has asked the NLF Board to be included in the consortium. The consortium includes multiple regions. Anita Cameron would be the signer for NLF Board participation. NLF and NWCCOG do not need to contribute funds to be a part of this group. There will be no additional time constraints for Anita, because the NLF Board is not applying to be the lead region.

***M/S/P Patti Clapper/Thomas Clark*** to approve NLF participation in the BLF Consortium with Anita Cameron as authority signer and Jon Stavney as reviewer of letter of intent.

**NLF Program Update:**

The NLF Committee approved a new loan at the February Loan Committee Meeting. This loan has been fully funded. One of the loans that was approved in 2016 has not yet funded, but the committee predicts it will fund in early to mid-April. Anita has two applications in at this time. One application is too large, and we do not have the funding for it. Anita is looking for partners that might be able to assist. The second application will most likely use partially revolved funds. Whitney Smith has been contracted to work part-time. Anita closed her program update by reviewing the historical statistics found in the March 23, 2016 Board Packet, page 79:

	<b>LOANS</b>	<b>\$ DOLLARS</b>	<b>JOBS</b>
<b>2014</b>	8	\$500,500.00	21
<b>2015</b>	9	\$487,400.00	21
<b>2016</b>	9	\$685000.00	29
<b>TOTAL</b>	26	\$1,673,000.00	71

**Adjournment:**

***M/S/P Patti Clapper/Jim White*** to adjourn the NLF Board Meeting at 12:38 p.m.

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Karn Stiegelmeier, NWCCOG Chair

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Date

Northwest Colorado Council of Governments  
**Preliminary - Balance Sheet by Class -8800- NLF**  
 As of December 31, 2017

4:27 PM

01/18/2018

Accrual Basis

**8800- Northwest Loan Fund**

**ASSETS**

Current Assets

Checking/Savings

1015 · NLF 1st Bank Checking

840,956.67

Total Checking/Savings

840,956.67

Accounts Receivable

1115 · NLF Loan Receivable

1,147,896.70

1116 · NLF Grant Receivable

82,360.00

Total Accounts Receivable

1,230,256.70

Other Current Assets

1315 · NLF - Allowance for Loan Loss

-67,859.32

Total Other Current Assets

-67,859.32

Total Current Assets

2,003,354.05

**TOTAL ASSETS**

**2,003,354.05**

**LIABILITIES & EQUITY**

Liabilities

Current Liabilities

Other Current Liabilities

2200 · Cash Collateral

15,431.74

Total Other Current Liabilities

15,431.74

Total Current Liabilities

15,431.74

Total Liabilities

15,431.74

Equity

3000 · Fund Balance

3100 · NLF Net Assets

1,080,929.13

Total 3000 · Fund Balance

1,080,929.13

3900 · Retained Earnings

395,126.90

Net Income

511,866.28

Total Equity

1,987,922.31

**TOTAL LIABILITIES & EQUITY**

**2,003,354.05**

**Northwest Colorado Council of Governments**  
**Preliminary - Budget vs Actual - 8800 - NLF**  
 December 2017

4:29 PM  
 01/18/2018  
 Accrual Basis

	Jan - Dec 17	% of Budget	Annual Budget
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
<b>4000 · Grant Income</b>			
4200 · State Grant Income	482,337.00	96.47%	500,000.00
4250 · Administration	72,369.23	90.46%	80,000.00
<b>Total 4000 · Grant Income</b>	<b>554,706.23</b>	<b>95.64%</b>	<b>580,000.00</b>
4620 · Reimbursed Expenses	4.01		
<b>4720 · Revolved Interest</b>			
4722 · Loans made after 1/1/14	43,988.81		
4720 · Revolved Interest - Other	11,687.09	40.3%	29,000.00
<b>Total 4720 · Revolved Interest</b>	<b>55,675.90</b>	<b>191.99%</b>	<b>29,000.00</b>
4730 · Origination Fee	9,618.00	96.18%	10,000.00
4740 · Late Fee	3,213.53		
<b>Total Income</b>	<b>623,217.67</b>	<b>100.68%</b>	<b>619,000.00</b>
<b>Gross Profit</b>	<b>623,217.67</b>	<b>100.68%</b>	<b>619,000.00</b>
<b>Expense</b>			
<b>6100 · Payroll Expenses</b>			
6112 · Program Director	71,899.67	100.0%	71,900.00
6131 · Office Wages	76.38		
6210 · Taxes & Benefits	15,412.49	99.76%	15,450.00
6100 · Payroll Expenses - Other	0.00		
<b>Total 6100 · Payroll Expenses</b>	<b>87,388.54</b>	<b>100.04%</b>	<b>87,350.00</b>
6410 · Contract Staff	1,258.00		
<b>6520 · Outside Contract</b>			
6420 · Fiscal Officer Expense	1,239.00	55.96%	2,214.00
6510 · Contractor	-9.61	-0.29%	3,300.00
6520 · Outside Contract - Other	653.50		
<b>Total 6520 · Outside Contract</b>	<b>1,882.89</b>	<b>34.15%</b>	<b>5,514.00</b>
6610 · Office Supplies	845.11	84.51%	1,000.00
6620 · Bank Charges	60.00		
6640 · Postage	209.29	69.76%	300.00
6660 · Advertising Expense	0.00	0.0%	500.00
6680 · Dues & Subscriptions	807.74	100.97%	800.00
6720 · Rent & Utilities	2,344.32	100.01%	2,344.00
6730 · Telephone Expense	762.15	108.88%	700.00
7110 · Program Supplies	65.00	6.5%	1,000.00
7120 · License & Permits	72.00	240.0%	30.00
7130 · Travel & Meeting	6,357.04	70.63%	9,000.00
7320 · Pass-Through Funds	0.00	0.0%	500,000.00
7910 · Indirect Cost Allocation	9,299.31	106.01%	8,772.00
<b>Total Expense</b>	<b>111,351.39</b>	<b>18.04%</b>	<b>617,310.00</b>
<b>Net Ordinary Income</b>	<b>511,866.28</b>	<b>30,287.95%</b>	<b>1,690.00</b>
<b>Net Income</b>	<b>511,866.28</b>	<b>30,287.95%</b>	<b>1,690.00</b>

Northwest Loan Fund OPEN CONTRACT FUNDS Portfolio 12-31-17													
	Loan Date	Original Amount	Current Balance	Original Term	Payment Plan	Last Paid Date	Principle Reduction - Last Pmt	Maturity	Rate	Grade	ALL Reserve %	ALL Reserve Amount	Jobs Created YTD
1	5/6/2014	50,000.00	PAID IN FULL	Five/Three	\$951	12/31/2014 PAID IN FULL	\$ 45,474.29	5/6/2017	5.25%	Satisfactory	1%	PAID IN FULL	4
2	5/14/2014	40,000.00	\$ 27,878.17	Ten/Five	\$430	12/7/2017	\$ 291.03	5/14/2019	5.25%	Satisfactory	1%	\$ 278.78	2
3	6/5/2014	20,000.00	\$ 14,238.98	Ten/Three	\$215	12/14/2017	\$ 164.93	6/5/2025	5.25%	Satisfactory	1%	\$ 142.39	MICRO
4	10/16/2014	95,000.00	PAID IN FULL	Ten/five	\$1,022.85	PAID IN FULL		10/17/2019	5.25%	Satisfactory	1%	PAID IN FULL	12
5	10/16/2014	51,500.00	\$ 36,145.74	Five/skip May Ju	\$967.67	12/1/2017	\$ 2,743.93	10/17/2019	4.75%	Watch	10%	\$ 3,614.57	MICRO
6	12/5/2014	96,000.00	\$ 43,069.42	Five/Five	\$1,828.00	12/8/2017	\$ 1,713.08	12/5/2019	5.25%	Satisfactory	1%	\$ 430.69	3
7	12/31/2014	52,000.00	PAID IN FULL	Seven/Three	\$744.00	3/28/2017	39,601.39		5.25%	Satisfactory	1%	PAID IN FULL	5
8	2/27/2015	60,000.00	PAID IN FULL	44 months	\$1,505.00	3/3/2017 PAID IN FULL	\$ 8,747.50	10/19/2018	5.25%	Watch	1%	PAID IN FULL	5
9	4/22/2015	11,400.00	\$ 6,030.92	Five	\$217.00	12/19/2017	\$ 193.69	4/22/2020	5.25%	Satisfactory	1%	\$ 60.31	MICRO
10	4/22/2015	86,000.00	\$ 82,037.88	77/36 months	\$1,300.00	3/29/2016	\$ 3,241.37	4/22/2018	5.25%	Doubtful	40%	\$ 32,815.15	1
11	4/22/2015	75,000.00	PAID IN FULL	Five	\$1,430.00	1/26/2016 PAID IN FULL	\$ 72,450.98	4/22/2020	5.25%	Satisfactory	1%	PAID IN FULL	PAID IN FULL/Where is info
12	6/18/2015	80,000.00	\$ 44,274.22	Five/Three	\$1,522.00	12/18/2017	\$ 1,335.88	6/18/2018	5.25%	Satisfactory	1%	\$ 442.74	4
13	7/29/2015	35,000.00	\$ 13,891.45	42 months	\$915.00	12/4/2017	\$ 856.62	2/3/2019	5.25%	Satisfactory	1%	\$ 138.91	MICRO
14	8/25/2015	20,000.00	PAID IN FULL	36 months	\$606	3/28/2017 PAID IN FULL	\$ 10,382.22	10/25/2018	5.25%	Satisfactory	1%	PAID IN FULL	see first loan
15	9/23/2015	80,000.00	\$ 51,006.55	Five/Three	\$1,522.00	10/30/2017	\$ 1,255.25	9/23/2018	5.25%	Satisfactory	1%	\$ 510.07	0
16	10/7/2015	40,000.00	PAID IN FULL	Five/Three	\$971.00	1/17/2017 PAID IN FULL	\$ 22,287.08	10/7/2018	5.25%	Satisfactory	1%	PAID IN FULL	MICRO
17	2/2/2016	20,000.00	\$ 11,830.92	48 months	\$466.00	12/28/2017	\$ 405.84	2/2/2020	5.50%	Satisfactory	1%	\$ 118.31	0
18	5/2/2016	50,000.00	PAID IN FULL	48 months	\$1,165.00	9/26/2017	\$ 14,637.92	5/2/2020	5.50%	Satisfactory	1%	PAID IN FULL	see above
19	5/10/2016	280,000.00	\$ 227,322.89	60 months	\$5,359.00	8/30/2017	\$ 44,696.48	5/10/2021	5.50%	Watch	10%	\$ 22,732.29	2
20	9/22/2016	40,000.00	\$ 28,018.94	60 months	\$767.00	12/18/2017	\$ 705.56	11/22/2021	5.50%	Satisfactory	1%	\$ 400.00	2
21	12/7/2016	99,000.00	\$ 87,846.09	60 months	varies	12/26/2017	\$ 1,147.43	12/7/2021	5.50%	Satisfactory	1%	\$ 878.46	0
22	12/14/2016	80,000.00	\$ 67,100.79	60 months	\$1,533.00	11/30/2017	\$ 1,188.71	12/14/2021	5.50%	Satisfactory	1%	\$ 671.01	4
23	2/24/2017	90,000.00	\$ 79,959.42	36 months	varies	12/26/2017	\$ 1,158.98	4/20/2020	5.50%	Satisfactory	1%	\$ 799.59	0
24	4/14/2017	95,000.00	\$ 94,230.00	Four/Ten	\$1,035	12/1/2017	\$ 770.00	6/14/2021	5.50%	Satisfactory	1%	\$ 942.30	
25	7/10/2017	\$71,000	\$ 66,486.87	60 months	\$1,360	12/4/2017	\$ 866.80	8/25/2022	5.50%	Satisfactory	1%	\$ 664.87	
		1,716,900.00	\$ 981,369.25									\$ 65,640.45	

Status is graded per Percentage of reserve against the current outstanding balance of loan per CHAFA: Satisfactory is 1%, Watch is 10%, Substandard is 30% and Doubtful is 60%.

Northwest Loan Fund REVOLVED FUNDS Portfolio - 12-31-17												
	Loan Date	Original Amount	Current Balance	Original Term	Payment Plan	Last Paid Date	Principle Reduction - Last Pmt	Maturity	Rate	Grade	ALL Reserve %	ALL Reserve Amount
Micro enterprises are businesses where all owners are low to moderate income and borrowing less than \$100,000; these do not have												
5	4/9/2008	\$ 25,000.00	PAID IN FULL		\$300.00	8/23/2017 PAID IN FULL	\$300	3/15/2010	0.00%	Substandard	20.00%	PAID IN FULL
20141223	12/30/2014	\$ 95,000.00	\$ 72,699.19	10/5 year	\$1,022.85	12/26/17	\$727	12/30/2019	5.25%	Satisfactory	1.00%	726.99
20160414	9/15/2016	\$ 25,000.00	PAID IN FULL	2 year	\$1,300	6/6/2017 PAID IN FULL	\$20,665	9/15/2018	5.50%	Satisfactory	1.00%	PAID IN FULL
20160804	8/4/2016	\$16,070.00	\$6,040.00	1 year	\$1,380.00	8/30/17	\$9,163	1/11/2018	5.50%	Watch	10.00%	604.00
20171214	12/18/2017	50000 of \$100,000		1 year	\$8,575.00			2/18/2019	5.25%	Satisfactory	1.00%	
			\$ 78,739.19									\$1,330.99
Status is graded per Percentage of reserve against the current outstanding balance of loan per CHAFA: Satisfactory is 1%, Watch is 10%, Substandard is 30% and Doubtful is 60%.												

Northwest Loan Fund OEDIT Portfolio - 12-31-17

	Loan Date	Original Amount	Current Balance	Original Term	Payment Plan	Last Paid Date	Principle Reduction - Last Pmt	Maturity	Rate	Grade	ALL Reserve %	ALL Reserve Amount
20170713	7/24/2017	\$ 37,337.00	\$ 31,756.76	5 yr	715.00	11/30/17	\$555	9/15/2022	5.50%	Satisfactory	1.00%	317.57
20171012		\$ 10,000.00	\$ 5,000.00	2 yr	444.00			12/5/2019	6.25%	Satisfactory	1.00%	50.00
20171214	12/18/2017	\$50,000 of \$100,000	\$ 52,031.50	1 yr	\$8,575	12/22/17	\$1,969	2/18/2019	5.25%	Satisfactory	1.00%	520.32
			\$ 88,788.26									887.88
Status is graded per Percentage of reserve against the current outstanding balance of loan per CHAFA: Satisfactory is 1%, Watch is 10%, Substandard is 30% and Doubtful is 60%.												
Job creation is not required with OEDIT Funds												



# MEMORANDUM

From: Anita Cameron, NLF Director  
Date: January 25, 2018  
Re: Loan Fund Summary

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The NLF began anew in 2013. The LC had orientation October 2013. The first loan closed in April 2014. Since then:

- We have had 2 CDBG Federal Grants and requested additional funds with each.
- To date, NLF loans total \$2,100,000, and \$336,000 in administrative funds which pays Director.
- Currently for 2017 cycle, an additional \$400k (CDBG) + \$64k (OEDIT) is requested.
- Six of 25 loans have paid off (becoming revolved fund balance).
- From Revolved Funds (payments and payoffs of loans), have closed 4 loans, 2 have paid off.
- NLF has loaned money in all but 2 of the 9 counties. Loans are about 45% to Region 11 counties and 55% to Region 12 (NWCCOG) counties.

In 2017:

- Closed CDBG loans of \$256k and approved another for \$250k.
- The State Office of Economic Development and International Trade (OEDIT) made new funds available for loans under \$50k. NLF closed 3 of these loans with State OEDIT funds in 2017. These have no admin.

	<b>LOANS</b>	<b>\$ DOLLARS</b>	<b>JOBS</b>
<b>2014</b>	8	\$ 500,500.00	21
<b>2015</b>	9	\$ 487,400.00	21
<b>2016</b>	9	\$ 685,000.00	29
<b>2017</b>	7	\$ 403,000.00	14
<b>TOTAL</b>	<b>33</b>	<b>\$2,075,900.00</b>	<b>85</b>

In 2018:

- Will request additional CDBG funds, pending federal funding.
- Will continue to seek opportunities for OEDIT funded loans.



# Northwest Colorado Council of Governments

## NWCCOG Council Meeting

BGV Community Center & South Branch Library

December 7, 2017

### Council & EDD Board Members Present:

Andrew Miller, Town of Fraser  
Carolyn Skowyra, Town of Dillon  
Chris Romer, Vail Valley Partnership  
Corry Mihm, Summit Independent Business Alliance (SIBA)  
Diane Butler, Grand County EDD  
Jeanne McQueeney, Eagle County  
Jeff Shroll, Town of Gypsum  
Jessica Valand, Colorado Workforce Center  
Karn Stiegelmeier, Summit County  
Mark Campbell, Town of Kremmling  
Patti Clapper, Pitkin County  
Susan Fairweather, Kaiser Permanente  
Thomas Clark, Town of Kremmling  
Watkins Fulk-Gray, Town of Basalt (via phone)

### Others Present:

Dan Schroder, Summit County  
Shannon Haynes, Breckenridge

### NWCCOG Staff:

Elaina Wiegand  
Erin Fisher  
Jon Stavney  
Michael Kurth  
Rachel Lunney

### Call to Order:

*Karn Stiegelmeier*, NWCCOG Council Chair, and *Thomas Clark*, EDD Board Chair, called the joint NWCCOG Council & EDD Board Meeting to order at 10:03 a.m. Roundtable introductions were completed, and a quorum was present for the groups.

*(Note that the meeting was posted for 9:30 am, but most arrived closer to 10:00 am at which point a quorum was present. It was agreed that for future reference, NWCCOG should adhere to the traditional 10:00 am start time which allows for sufficient travel time. Jeff Schroll also clarified that in the past the smaller (3 person) Foundation Board would meet 15 minutes ahead of this meeting to conduct Foundation business. Staff is looking for the NWCCOG Foundation Bylaws to clarify).*

### Approval of August 24, 2017 NWCCOG Council & EDD Board Meeting Minutes:

**M/S/P Jeff Shroll/Jeanne McQueeney** to approve the August 24, 2017 meeting minutes as presented.

### Approval of October 2017 Financials:

**M/S/P Thomas Clark/Patti Clapper** to approve the October 2017 financials as presented. *(Note that NEMT names were accidentally submitted, will block out in the future. Thomas requested bills not be on blue/white line background because it is difficult to read). There was a question about what the payments to US Treasury were. Answer: Payroll Taxes, twice monthly.)*

### Approval of Proposed 2017 Budget Revisions:

Jon reviewed all revisions made to the budget since the October 26, 2017 Council Meeting. Those changes include: updated summary sheet change to reflect the Broadband budget. Most member dues have been confirmed, but still have a few jurisdictions to confirm. Jon noted that Carbondale may not renew, and that Avon is exploring rejoining. Jon noted that NWCCOG may be moving to a lease program for Motor Pool and sought permission to adjust the budget in 2018 accordingly if that plan proceeds. There were no objections.

*Economic Development District:* the Grand County and Clear Creek County economic resilience project that was contracted for \$20,000 came in under budget requiring us to refund Freeport MacMoran for their local match. Since FMM's payment was in 2016, it is reflected in the updated budget as an added expense in 2017. Update: FMM

requested after this meeting that the refunded money be divided equally and distributed directly to Clear Creek and Grand Counties. This has been done. The EDD budget was slightly increased because of EDA notifying Rachel of approximately \$5,000 in additional funds. This will be added, and the NWCCOG local match will also increase.

*Elevator Inspection Program (EIP):* the salary for the new Program Director is the same salary the budget would have had with the proposed wage increases of the previous Program Director. NWCCOG budgeted for slightly less not knowing course of negotiations. The updated wage amount is \$95,000. Also, Jon would like to provide year-end bonuses to the four people currently in that department for exceeding expectations while the department was without a Director for six months. The 2017 money bonus is not reflected in the budget but will in the next update. Stavney requested \$1,200 each for the 4 which was approved.

*Northwest Loan Fund (NLF):* NLF's part-time employee is moving. NWCCOG will be posting for an assistant position. Anita is starting to talk about succession planning, so the job ad posted on the NWCCOG website will reflect a spectrum of qualifications from assistant to director as the organization begins to seek someone to transition into Anita's role. Amount budgeted is for a full-time assistant for part of the year.

*Regional Business (RB):* Regional Business is running a deficit because expenses, mostly for program matching funds, the Broadband program, and Executive Director exceed what RB is receiving in dues. About \$38,000 of that is Broadband. The revenues from EIP exceed the overage. Jon is going to begin migrating some of his time from regional business to indirect to more accurately reflect the distribution of his time managing the organization. This will push indirect into an overage for a few years since indirect is calculated two years in arrears.

*Regional Broadband Program:* NWCCOG separated out the broadband budget from regional business. The grant recently submitted for the second half of 2018 was added to the budget. The break out reflects half of two different 1 year grants being split over half of this year's budget and half of next year's budget, because it is on Colorado's state cycle. NWCCOG will receive grant response from DOLA in January. To address an increase in costs from a 25% local match (dues) to a 50% local match, several steps were taken, including NWCCOG is partnering with Southwest Colorado Council of Governments. They are going to take 20-25% of Nate's time, bringing in \$35,000. Jon and Nate continue to seek other revenue sources, including regional partnerships.

*Regional Transportation Coordinating Council:* Susan is retiring by the end of this year. The two individuals who are already in the office mainly managing call center, following a lengthy conversation are being promoted. Their job descriptions are being updated, and they are being cross trained in both roles. They will be dividing the work of 3 people. NWCCOG budgeted for another call center admin to be hired mid-year; and will assess that need internally after the 1<sup>st</sup> quarter. Reshuffled wages are reflected on budget sheet.

*The revised 2017 budget numbers were reflected in the budget and a separate summary sheet was provided to council which had no questions or concerns. There were no issues brought forth about the above summarized adjustments.*

**M/S/P Jeff Shroll/Jeanne McQueeney** to approve the NWCCOG 2017 revised budget for all programs and as reflected on page 47 of the 2018 Budget.

**M/S/P Jeff Shroll/Jeanne McQueeney** to accept NWCCOG 2018 proposed budget as presented including the built in wage increase.

**M/S/P Patti Clapper/Carolyn Showyra** to accept the 2017 revised Foundation Budget and proposed 2018 Foundation Budget. *Note: NWCCOG Foundation budget was approved with this motion, the budget was presented with the omnibus budget.*

### **Credit Card Policy**

Jon presented the proposed policy to council. This was being updated as a routine cycle of revisiting each policy through the year. There was robust discussion about credit card policy with many good points made by council. One request was to put copy of policy being revised in the packet along with proposed changes (or redline) so it is easier for council to see what is being changed. Staff agreed to redraft CC policy and revisit at the January 2018 Council meeting.

### **Job Posting Policy**

Jon also presented this revised policy which is being changed from stating that all jobs must be offered internally for 2 weeks and must hire internally if a qualified candidate steps forth. While it is important to notify employees and give them the opportunity for jobs, Jon stated that he feels strongly that jobs should also post externally to open candidate pool. The change made to the Job Posting Policy is to notify employees of job opportunities 2 days prior to posting to the public.

*M/S/P Jeff Shroll/Patti Clapper* to approve revised Job Posting Policy as presented.

### **2018 NWCCOG Council Meeting Schedule**

After reshuffling the 2018 meeting schedule via Survey Monkey, it was noted that 3 different dates conflicted with CAST meetings as the proposed adjusted NWCCOG meetings. NWCCOG staff will take that into account and is going to move dates around and propose revised schedule at the January 2018 meeting.

*M/S/P Jeff Shroll/Thomas Clark* to direct staff to reschedule the January 2018 meeting to January 25<sup>th</sup> in location to be determined and propose revised meeting schedule for the year at the January meeting.

### **FYI: Molybdenum Rulemaking Consolidated Pre-Hearing Statement to the Water Quality Control Commission**

Jon put the policy statements that came out of the group that NWCCOG Watershed team in the packet as an FYI, and noted that the group is funding the technical consultant through QQ. The costs are being covered by a consortium of interested local government parties (mostly in Summit and Grand Counties). See pages 28-36 in NWCCOG Council Meeting Packet: <http://nwccog.org/about/meetings/>

### **Broadband: Ratify DOLA grant submittal**

DOLA grant submitted December 1, 2017. Jon sought official approval by council which approved the submittal only in concept earlier. See page 37 of NWCCOG Council Meeting Packet for Project Budget:

<http://nwccog.org/about/meetings/>

*M/S/P Patti Clapper/Corry Mihm* to approve ratifying DOLA grant submittal.

### **Presentation: Breckenridge – How is Breck addressing parking challenges, including use of Smart Meters and improved Broadband service. Shannon Haynes, Assistant Town Manager**

You may find the presentation on our website: <http://nwccog.org/about/meetings/>

(Jon's notes are below)

### **Presentation: Summit County Chipping Program- Getting public participation in Wildfire Mitigation, a success story in public outreach and participation metrics, Dan Schroder CSU Extension Agent for Summit County (PowerPoint)**

You may find the presentation on our website: <http://nwccog.org/about/meetings/>

(Jon's notes are below)

### **Topics of Interest to present at future Council Meetings**

Jon facilitated a discussion of topics the council wants to discuss or have staff research in 2018. Topics included: Aspen bike share program, e-bike policies (Summit and Pitkin are researching), how OS and Rec Paths are being managed to various uses, options for small to large scale alternative energy especially with public utilities (Gypsum is interested), evaluation processes (Pitkin and Summit just changed theirs), employee engagement, transportation in our district.

### **Presentation: Town of Gypsum Economic Development Update by Jeremy Rietmann, Town of Gypsum Economic Development Director:**

Jeremy gave an update on the economic development efforts underway in the Town of Gypsum. Presentation resources available on website: <http://nwccog.org/about/meetings/>

### **Presentation: Broadband 2017 Overview & Summary, Nate Walowitz**

You may find presentation on our website: <http://nwccog.org/about/meetings/>

### **2018 Regional Economic Summit, Rachel Lunney**

The 2018 NWCCOG Regional Economic Summit will be on Friday, May 4, 2018 at the Silverthorne Pavilion. Much feedback was given by Council about the structure. Input seemed to gather around: not a slate of agency speakers, use

sessions for half education/topic introduction, half small group work/discussions possibly facilitated. People wanted to know ahead what those working topics were so they could build a local group to invite (per town or county). See Memo in NWCCOG Council Meeting Packet on page 38: <http://nwccog.org/about/meetings/>

**Program Updates:**

Program updates are listed in meeting packet on pages 40-49. Council did not have any questions for NWCCOG programs.

*Economic Development District, Rachel Lunney:* Rachel is working on the CEDS Regional Action Plan update and progress report due to the EDA on December 31, 2018. This is an opportunity to make amendments to the strategy.

**Member Updates:**

NWCCOG Council & EDD Board ran over time to go through member updates. Any member wishing to contribute an update was asked to e-mail Elaina Wiegand at [office@nwccog.org](mailto:office@nwccog.org). Note: No council member update received. Will try to regularly do member updates since survey noted that this is valued for information sharing. Council liked facilitated discussion around a topic. May try more of that.

*Colorado Workforce Center, Jessica Valand:* Please click following link to view an interview Jessica completed with local radio station, Krystal 93, on December 6, 2017 regarding workforce climate and challenges in the area: ["Krystal Q&A: Why Vail Resorts \(and everyone else\) can't find good work in the Colorado High Country"](#)

**New Business:**

There was none.

**Adjournment:**

**No motion was made** to adjourn Jeff Shroll/Patti Clapper the NWCCOG Council Meeting at 2:30 p.m.

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Karn Stiegelmeier, NWCCOG Council Chair

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Date

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Thomas Clark, EDD Chair

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Date

(Jon Notes: **Presentation: Breckenridge – How is Breck addressing parking challenges, including use of Smart Meters and improved Broadband service**), Shannon Haynes, Assistant Town Manager PPT

Built a community group for parking, taskforce 2014-2015, best idea. Vail resorts lift ticket task. Quite a story. Then consultant. Citizens wanted managed parking before they wanted increased capacity. Had town paid lots. Consultant recs. talking for a year, but implemented. Council ripped the Band aid and implemented immediately. Didn't have blowback for a reason, like in Aspen. Had some paid parking already in lots. Not people parking. Not trying to generate revenue. Set price at lowest price possible to achieve our goals. Want 1-2 open spaces. Employees were taking up spaces in the core of town, tried escalating fine structure, etc., still were not preventing those people. Knew plates that were repeat tickets with local addresses, knew who they were. This system is harder to manipulate than 3 hr. free parking (then move). Have congestion pricing. Looked nationwide. Demand pricing. Intercept lots—perception problem. Town is only 5 square miles. But perception is that these are so far away... even though there are shuttles. It is a bigger program than just parking that makes it work, it is transit and pedestrian connectivity. Really trying to solve the employee challenge – morning all the way into evening. Parking – locals, we know who you are! What tool is going to solve the issue? Dilemma is skiers who use main street parking. You don't get to pick and choose who gets to park.

In Aspen can extend on your card. Shannon – you can add time if you are losing the mobile app. But do have a block if you let it expire, you cannot renew there for 30 minutes. One of the more interesting public policy experiments you can embark upon. Some folks pushed hard that this was not what funding was for because it was for structured parking. Used a company from Denver called “LAUNCH” which used a self-deprecating humor. Marketing helped. Breck Forward is all of the uses of the lift ticket tax—not just parking. Were spending 2.5 M on transit, now will be spending 4.4 M so have rapidly utilized transit as a solution. Free May was a disaster because employees moved back on Main and pushed visitors out. WENT TO on street paid period. Involved CDOT discussion about trips and fees and lots. Included pedestrian access. A very comprehensive, not solid solution—improved pedestrian lighting too, for instance. New technology on buses. Next bus? Ridership is up 20% from last year. Deal with VR was only Breck lift tickets in with only winter—last minute deal. BRECK FORWARD.COM. Enforcement was police, now use Interstate, flat fee, no incentive. All revenue. All fines go direct to Breck, not through Interstate.

(Jon Notes: **Summit County Chipping Program- Getting public participation in Wildfire Mitigation, a success story in public outreach and participation metrics, Dan Schroder CSU Extension Agent for Summit County**

In 2017 crossed the 2B wildfire fighting cost nationally. Now, mid December, fire in urban LA. Dan: I’m not a responder. I’m in prevention. What about preparing private properties for wildfire? In 2008, Summit passed a measure to voters – wildfire prevention as ballot measure. Approved and brings in \$300,000/year for a variety of tools including “chipping program.” On the heels of Mt Pine Beetle epidemic, persuading voters was easy. One property will not prevent a fire if the whole neighborhood isn’t doing it. We fund cisterns. Fund flame proof road signage (needed in escape). We do a lot of leading by carrots. Fire wise. Don’t pay for it. The fire district is on board with us. The seasonal chipping program marketing is a tool for Dan to communicate with the community on a variety of issues. Because of ballot measure, metrics of use, tons removed, etc is tracked and mapped annually by GIS per property across the entire county so can visualize participation and by extension, visualize fire preparedness. Alignment with fire districts, water districts, communities. Mapped use by year, by parcels. Takeaway – I didn’t know that the focus of the county assigned CSU extension agent could have a different focus than (just) master gardening!!! CSU changed recently from a top down approach to extension to a more responsive approach that starts with the question, what does the community need? In Summit, it was fire prevention and forest health science. Susan noted that previous solution to yard waste was extremely red-tape and time consuming-- to apply for a fire permit at fire dept. Few people did that. This program is an integrated solution – fire, waste, environmental.

Question: Wildfire, can it override local covenants about materials?

## Northwest Colorado Council of Governments

### List of Payments

November 2017 - December 2017

Date	Name	Memo	Credit
11/01/2017	Heczko, Richard	NLF	25.50
11/01/2017	NEMT Recipient	RTCC-NEMT	35.72
11/01/2017	Archibeque, Oralia	RSVP	50.40
11/01/2017	Surette, Richard	RSVP	60.00
11/01/2017	Glenwright, Stephanie	RSVP	68.52
11/01/2017	Einspahr, Sandra	RSVP	87.20
11/01/2017	Sneath, Linda	RSVP	143.20
11/01/2017	AAAA Client	AAAA	320.00
11/01/2017	Cool Radio LLC	AAAA	322.50
11/01/2017	NEMT Recipient	RTCC-NEMT	609.58
11/01/2017	Walowitz, Nate {vendor}	REGIONAL BUSINESS	692.29
11/01/2017	High Country Concierge	AAAA	720.00
11/01/2017	Pitkin County Senior Services	AAAA	832.31
11/01/2017	Four Sprys Investments	ENERGY	889.40
11/01/2017	Enterprise Commercial Center Condo Assoc	INDIRECT - OFFICE CONDO	1,390.57
11/01/2017	BHW Associates	SPLIT - OFFICE CONDO	2,433.00
11/01/2017	A Smart Elevator Solution	EIP	4,925.00
11/03/2017	1st Bank Checking	EIP	456.68
11/03/2017	Colorado Department of Revenue	SPLIT - PAYROLL	2,893.00
11/03/2017	US Treasury	SPLIT - PAYROLL	13,294.61
11/03/2017	1st Bank Direct Deposit	SPLIT	51,343.07
11/06/2017	Employee Benefits Corporation	INDIRECT - BENEFITS	306.66
11/06/2017	Laurie Patterson	AAAA	625.20
11/06/2017	Colorado Energy Systems	NLF	13,791.00
11/07/2017	1st Bank Credit Card - COG	SPLIT	10,000.00
11/07/2017	CCOERA	SPLIT - PAYROLL	17,753.55
11/09/2017	Phillips, Johnnette	RSVP	7.20
11/09/2017	Onderdonk, Carole	RSVP	20.40
11/09/2017	Surette, Richard	RSVP	24.00
11/09/2017	Quill Corporation	RSVP	29.99
11/09/2017	Cleghorn, Jill	RSVP	32.00
11/09/2017	Quill Corporation	AAAA	33.99
11/09/2017	NEMT Recipient	RTCC-NEMT	38.76
11/09/2017	NEMT Recipient	RTCC-NEMT	43.32

11/09/2017 NEMT Recipient	RTCC-NEMT	44.84
11/09/2017 Clarke, Rose	RSVP	48.00
11/09/2017 NEMT Recipient	RTCC-NEMT	50.92
11/09/2017 NEMT Recipient	RTCC-NEMT	53.20
11/09/2017 Christiansan, Elmer	RSVP	54.40
11/09/2017 NEMT Recipient	RTCC-NEMT	57.00
11/09/2017 NEMT Recipient	RTCC-NEMT	57.76
11/09/2017 NEMT Recipient	RTCC-NEMT	60.04
11/09/2017 NEMT Recipient	RTCC-NEMT	62.70
11/09/2017 Susan Juergensmeier (vendor)	RTCC	63.45
11/09/2017 Cassidy, Roseanne	RSVP	64.00
11/09/2017 Welch, Shirley	RSVP	64.00
11/09/2017 NEMT Recipient	RTCC-NEMT	67.64
11/09/2017 Policastri, Anna	RSVP	72.00
11/09/2017 McCafferty, Marlene	RSVP	74.00
11/09/2017 NEMT Recipient	RTCC-NEMT	79.04
11/09/2017 Carr, Linda	RSVP	80.00
11/09/2017 Olive, Irene	RSVP	80.00
11/09/2017 Palmateer, Paula	RSVP	80.00
11/09/2017 NEMT Recipient	RTCC-NEMT	91.20
11/09/2017 AAAA Client	AAAA	100.00
11/09/2017 NEMT Recipient	RTCC-NEMT	119.83
11/09/2017 NW Colorado Center for Independence	RTCC-NEMT	123.59
11/09/2017 Pitney Bowes	INDIRECT	144.07
11/09/2017 Goodway Auto Repair LLC	SPLIT	171.36
11/09/2017 NEMT Recipient	RTCC-NEMT	202.80
11/09/2017 NEMT Recipient	RTCC-NEMT	216.62
11/09/2017 NEMT Recipient	RTCC-NEMT	237.12
11/09/2017 NEMT Recipient	RTCC-NEMT	271.32
11/09/2017 Colorado Municipal League	AAAA	275.00
11/09/2017 NEMT Recipient	RTCC-NEMT	299.44
11/09/2017 AAAA Client	AAAA	320.00
11/09/2017 Whistle Pig Coffee Stop and Cafe	HCC	360.00
11/09/2017 NEMT Recipient	RTCC-NEMT	362.14
11/09/2017 AAAA Client	AAAA	382.00
11/09/2017 AAAA Client	AAAA	400.00
11/09/2017 AAAA Client	AAAA	400.00
11/09/2017 AAAA Client	AAAA	450.00
11/09/2017 AAAA Client	AAAA	450.00

11/09/2017 To The Rescue	AAAA	450.00
11/09/2017 NEMT Recipient	RTCC-NEMT	511.48
11/09/2017 NEMT Recipient	RTCC-NEMT	583.68
11/09/2017 NEMT Recipient	RTCC-NEMT	731.88
11/09/2017 NEMT Recipient	RTCC-NEMT	1,043.16
11/09/2017 FluentStream Technologies	SPLIT	1,163.41
11/09/2017 Colorado Mtn News Media{vendor}	AAAA	1,216.92
11/09/2017 Alpine PC	SPLIT	2,249.00
11/09/2017 A Smart Elevator Solution	EIP	2,575.00
11/09/2017 Lane Wyatt, Inc	SPLIT	3,060.27
11/09/2017 Delta Transportation	RTCC-NEMT	3,154.50
11/09/2017 NEMT Recipient	RTCC-NEMT	4,277.28
11/09/2017 Chocolate Software, LLC	AAAA	4,481.25
11/09/2017 Sullivan Green Seavy, LLC	SPLIT	6,276.80
11/09/2017 Jenifer S. Heath, Ph.D. dba Woven Egg Con	SWQC	6,675.00
11/09/2017 Joseph Cortuvo & Associates, LLC	SWQC	7,000.00
11/10/2017 1st Bank Direct Deposit	SPLIT	9,109.51
11/13/2017 Mott, Dave	RSVP	136.00
11/13/2017 Adventures in Homebrewing	NLF	293.63
11/13/2017 Lotic Hydrological, LLC	QQ	354.25
11/13/2017 2-Rocky Mountain Pizza Co #2	NLF	5,000.00
11/14/2017 NEMT Recipient	RTCC-NEMT	2.28
11/14/2017 NEMT Recipient	RTCC-NEMT	13.68
11/14/2017 Samuelson Hardware -9 Craig	ENERGY	15.00
11/14/2017 NEMT Recipient	RTCC-NEMT	30.40
11/14/2017 NEMT Recipient	RTCC-NEMT	45.60
11/14/2017 NEMT Recipient	RTCC-NEMT	87.40
11/14/2017 Mr T Hardware & Building Supply	ENERGY	103.99
11/14/2017 NEMT Recipient	RTCC-NEMT	121.98
11/14/2017 NEMT Recipient	RTCC-NEMT	139.84
11/14/2017 NEMT Recipient	RTCC-NEMT	195.48
11/14/2017 X-cel Energy	SPLIT	212.27
11/14/2017 NEMT Recipient	RTCC-NEMT	248.54
11/14/2017 NEMT Recipient	RTCC-NEMT	383.04
11/14/2017 NEMT Recipient	RTCC-NEMT	611.80
11/14/2017 NEMT Recipient	RTCC-NEMT	769.64
11/14/2017 Whirlpool Contract/Retail	ENERGY	784.00
11/14/2017 The Electrical Outfitters, Inc.	ENERGY	934.68
11/14/2017 Rocky Mountain Construction Wholesale	ENERGY	1,970.80

11/14/2017 George T Sanders	ENERGY	2,816.04
11/14/2017 B&B Plumbing & Heating	ENERGY	3,027.84
11/20/2017 X-cel Energy	ENERGY	0.51
11/20/2017 Gillum, Judith	RSVP	4.80
11/20/2017 CTS LanguageLink	SPLIT	25.85
11/20/2017 Charles D Jones Co	ENERGY	28.23
11/20/2017 Black Mountain Glass	ENERGY	46.08
11/20/2017 Mind Springs Health	AAAA	50.00
11/20/2017 The Summit Recycler, Inc	INDIRECT	50.00
11/20/2017 Vernell, Debbie	RSVP	56.00
11/20/2017 Life Resources	AAAA	87.50
11/20/2017 Century Link	ENERGY	88.99
11/20/2017 Tompkins, Molly {vendor}	RTCC	95.77
11/20/2017 2-Smell That Bread, LLC	NLF	125.00
11/20/2017 Denver Winair Co	ENERGY	128.77
11/20/2017 Laurie Patterson	AAAA	200.00
11/20/2017 Vasquez, Lorraine	RSVP	221.60
11/20/2017 Laurie Patterson Web Design	RTCC	240.00
11/20/2017 Kremmling Family Dental	AAAA	247.00
11/20/2017 Vallen	ENERGY	257.05
11/20/2017 Employee Benefits Corporation	INDIRECT - BENEFITS	306.66
11/20/2017 AAAA Client	AAAA	350.00
11/20/2017 CASTA	RTCC	350.00
11/20/2017 AAAA Client	AAAA	360.00
11/20/2017 Employee Benefits Corporation	INDIRECT - BENEFITS	402.25
11/20/2017 Summit Community Care Clinic	AAAA	500.00
11/20/2017 Colorado Assn of Area Agencies on Aging	AAAA	505.00
11/20/2017 Whole Energy & Hardware	ENERGY	515.92
11/20/2017 George T Sanders	ENERGY	542.00
11/20/2017 Westland Distributing Inc	ENERGY	692.85
11/20/2017 Dr. Gregory Adair, DMD	AAAA	754.00
11/20/2017 Crystal Valley Dental	AAAA	830.00
11/20/2017 Masterworks Mechanical Inc	ENERGY	858.40
11/20/2017 Community Systems	EDD	910.00
11/20/2017 Verizon Wireless Services	SPLIT	916.82
11/20/2017 Goodway Auto Repair LLC	SPLIT	975.50
11/20/2017 Eagle Family Dentistry	AAAA	1,000.00
11/20/2017 CIRSA	INDIRECT	1,000.00
11/20/2017 Eagle Rock Supply Co	ENERGY	1,210.65

11/20/2017 A Smart Elevator Solution	EIP	1,350.00
11/20/2017 Wex Bank	SPLIT	1,766.21
11/20/2017 Colorado Department of Revenue	SPLIT - PAYROLL	2,211.00
11/20/2017 Lane Wyatt, Inc	SPLIT	2,268.75
11/20/2017 Summit Bookkeeping & Payroll, Inc	SPLIT	3,925.00
11/20/2017 1st Bank Credit Card - WX GEO	ENERGY	5,992.86
11/20/2017 Marshall's Enterprises, LLC	ENERGY	7,905.00
11/20/2017 US Treasury	SPLIT - PAYROLL	9,414.21
11/20/2017 2-Grand Adventure, LLC	NLF	17,394.79
11/20/2017 1st Bank Direct Deposit	SPLIT	48,460.23
11/21/2017 Colorado Legal Services (v)	AAAA	566.00
11/21/2017 Pitkin County Adult & Family Services	AAAA	719.78
11/21/2017 Grand County Rural Health Network	AAAA	1,350.00
11/21/2017 Hendershott, Melaine	AAAA	1,444.00
11/21/2017 1st Bank Credit Card - COG	SPLIT	1,687.79
11/21/2017 Consortium for Older Adult Wellness	AAAA	1,820.08
11/21/2017 Summit County Community & Senior Center	AAAA	2,715.00
11/21/2017 Jackson County Council on Aging	AAAA	4,162.12
11/21/2017 Victoria Jarvis	QQ	5,121.92
11/21/2017 Grand County Council on Aging	AAAA	6,288.92
11/21/2017 Eagle County Public Health	AAAA	10,364.16
11/21/2017 Pitkin County Senior Services	AAAA	11,267.72
11/21/2017 Lakewood Plumbing & Heating, LLC	ENERGY	12,377.00
11/21/2017 Grand County Senior Nutrition	AAAA	13,696.51
11/27/2017 NEMT Recipient	RTCC-NEMT	29.64
11/27/2017 NEMT Recipient	RTCC-NEMT	36.48
11/27/2017 NEMT Recipient	RTCC-NEMT	38.76
11/27/2017 NEMT Recipient	RTCC-NEMT	42.00
11/27/2017 NEMT Recipient	RTCC-NEMT	43.32
11/27/2017 NEMT Recipient	RTCC-NEMT	50.16
11/27/2017 NEMT Recipient	RTCC-NEMT	60.04
11/27/2017 NEMT Recipient	RTCC-NEMT	86.26
11/27/2017 NEMT Recipient	RTCC-NEMT	97.28
11/27/2017 NEMT Recipient	RTCC-NEMT	105.64
11/27/2017 NEMT Recipient	RTCC-NEMT	118.56
11/27/2017 Comcast	INDIRECT	141.10
11/27/2017 NEMT Recipient	RTCC-NEMT	156.56
11/27/2017 NEMT Recipient	RTCC-NEMT	202.16
11/27/2017 NW Colorado Center for Independence	RTCC-NEMT	237.08

11/27/2017 NEMT Recipient	RTCC-NEMT	239.40
11/27/2017 NEMT Recipient	RTCC-NEMT	273.45
11/27/2017 NEMT Recipient	RTCC-NEMT	298.68
11/27/2017 NEMT Recipient	RTCC-NEMT	314.53
11/27/2017 NEMT Recipient	RTCC-NEMT	357.24
11/27/2017 NEMT Recipient	RTCC-NEMT	373.75
11/27/2017 NEMT Recipient	RTCC-NEMT	383.04
11/27/2017 NEMT Recipient	RTCC-NEMT	433.58
11/27/2017 NEMT Recipient	RTCC-NEMT	437.45
11/27/2017 Stavney, Jon {vendor}	REGIONAL BUSINESS	463.85
11/27/2017 CARO	REGIONAL BUSINESS	750.00
11/27/2017 NEMT Recipient	RTCC-NEMT	828.78
11/27/2017 UNUM Life Insurance CO of America	SPLIT - BENEFITS	1,100.24
11/27/2017 Black Diamond Gourmet	SPLIT	1,153.55
11/27/2017 NEMT Recipient	RTCC-NEMT	1,863.72
11/27/2017 A Smart Elevator Solution	EIP	2,350.00
11/27/2017 Delta Transportation	RTCC-NEMT	4,544.00
11/27/2017 County Health Pool	SPLIT - BENEFITS	29,563.77
11/29/2017 Dept. of Health Care Policy and Financing	AAAA	6.00
11/29/2017 AAAA Client	AAAA	27.82
11/29/2017 Jackson County Council on Aging	AAAA	127.62
11/29/2017 Grand County Home Care	AAAA	180.00
11/29/2017 Grand County Senior Nutrition	AAAA	747.24
11/29/2017 Pitkin County Human Services	AAAA	1,199.66
11/29/2017 Eagle County Public Health	AAAA	1,394.48
11/30/2017 NEMT Recipient	RTCC-NEMT	29.64
11/30/2017 NW Colorado Center for Independence	RTCC-NEMT	30.36
11/30/2017 NEMT Recipient	RTCC-NEMT	30.40
11/30/2017 NEMT Recipient	RTCC-NEMT	33.44
11/30/2017 Lift up of Routt County	RTCC-NEMT	37.94
11/30/2017 NEMT Recipient	RTCC-NEMT	58.90
11/30/2017 First Bank Service Charge	REGIONAL BUSINESS	93.90
11/30/2017 NEMT Recipient	RTCC-NEMT	102.98
11/30/2017 NEMT Recipient	RTCC-NEMT	133.76
11/30/2017 NEMT Recipient	RTCC-NEMT	167.20
11/30/2017 NEMT Recipient	RTCC-NEMT	179.36
11/30/2017 NEMT Recipient	RTCC-NEMT	193.04
11/30/2017 NEMT Recipient	RTCC-NEMT	243.96
11/30/2017 All Clear Emergency Management Group, LLC	HCC	255.00

11/30/2017 NEMT Recipient	RTCC-NEMT	383.04
11/30/2017 NEMT Recipient	RTCC-NEMT	425.60
11/30/2017 A Smart Elevator Solution	EIP	1,150.00
11/30/2017 Delta Transportation	RTCC-NEMT	3,142.08
11/30/2017 Pinnacol Assurance	SPLIT - WORKERS' COMP	3,475.00
11/30/2017 NWCCOG	NLF	9,800.14
12/01/2017 Federal Express{vendor}	RTCC	25.64
12/01/2017 TJ Dufresne- Vendor	AAAA	31.14
12/01/2017 Quill Corporation	SPLIT	63.95
12/01/2017 Summit Bookkeeping & Payroll, Inc	INDIRECT	101.76
12/01/2017 North Star Consulting Group	SPLIT	931.00
12/01/2017 US Bancorp Equipment Finance, Inc.	INDIRECT	1,336.88
12/01/2017 Enterprise Commercial Center Condo Assoc	INDIRECT - OFFICE CONDO	1,390.57
12/01/2017 BHW Associates	SPLIT - OFFICE CONDO	2,433.00
12/01/2017 Mass Economics	EDD	24,480.00
12/04/2017 CO Dept of Revenue	SPLIT - PAYROLL	317.35
12/05/2017 Employee Benefits Corporation	INDIRECT - BENEFITS	306.66
12/05/2017 Colorado Department of Revenue	SPLIT - PAYROLL	2,212.00
12/05/2017 US Treasury	SPLIT - PAYROLL	9,310.82
12/05/2017 1st Bank Direct Deposit	SPLIT	48,455.78
12/07/2017 Gillum, Judith	RSVP	3.60
12/07/2017 Phillips, Johnnette	RSVP	4.00
12/07/2017 George T Sanders	ENERGY	5.28
12/07/2017 Ferguson Enterprises Inc #109	ENERGY	8.63
12/07/2017 Einspahr, Sandra	RSVP	10.80
12/07/2017 Samuelson Hardware -9 Craig	ENERGY	10.99
12/07/2017 Colorado Mtn News Media{vendor}	AAAA	15.00
12/07/2017 CTS LanguageLink	SPLIT	20.27
12/07/2017 Roney, Beatrice	RSVP	21.60
12/07/2017 Moos, Ronald	RSVP	34.40
12/07/2017 NEMT Recipient	RTCC-NEMT	39.52
12/07/2017 Mr T Hardware & Building Supply	ENERGY	45.90
12/07/2017 Sneath, Linda	RSVP	46.80
12/07/2017 Barker, Lucy	RSVP	47.60
12/07/2017 Policastri, Anna	RSVP	48.00
12/07/2017 NEMT Recipient	RTCC-NEMT	48.64
12/07/2017 Jones, Bill	RSVP	51.20
12/07/2017 Christiansan, Elmer	RSVP	54.40
12/07/2017 Carr, Linda	RSVP	58.80

12/07/2017	Glenwright, Stephanie	RSVP	59.04
12/07/2017	Cassidy, Roseanne	RSVP	64.00
12/07/2017	McCafferty, Marlene	RSVP	72.00
12/07/2017	NEMT Recipient	RTCC-NEMT	76.76
12/07/2017	NEMT Recipient	RTCC-NEMT	78.28
12/07/2017	AAAA Client	AAAA	86.67
12/07/2017	NEMT Recipient	RTCC-NEMT	91.20
12/07/2017	NEMT Recipient	RTCC-NEMT	98.04
12/07/2017	NEMT Recipient	RTCC-NEMT	118.54
12/07/2017	NEMT Recipient	RTCC-NEMT	128.82
12/07/2017	Pitney Bowes	INDIRECT	144.07
12/07/2017	NEMT Recipient	RTCC-NEMT	155.42
12/07/2017	NEMT Recipient	RTCC-NEMT	165.30
12/07/2017	NEMT Recipient	RTCC-NEMT	165.68
12/07/2017	NEMT Recipient	RTCC-NEMT	177.84
12/07/2017	NW Colorado Center for Independence	RTCC-NEMT	178.18
12/07/2017	NEMT Recipient	RTCC-NEMT	180.88
12/07/2017	Alpine Environmental Consultants LLC	QQ	187.50
12/07/2017	Summit County Care Clinic	AAAA	202.00
12/07/2017	NEMT Recipient	RTCC-NEMT	210.90
12/07/2017	Sanders True Value	ENERGY	242.15
12/07/2017	NEMT Recipient	RTCC-NEMT	255.36
12/07/2017	Columbia Industries, Inc.	ENERGY	276.55
12/07/2017	AAAA Client	AAAA	280.00
12/07/2017	AAAA Client	AAAA	300.00
12/07/2017	NEMT Recipient	RTCC-NEMT	304.76
12/07/2017	The Mountain States Company	ENERGY	327.45
12/07/2017	AAAA Client	AAAA	350.00
12/07/2017	A Smart Elevator Solution	EIP	350.00
12/07/2017	AAAA Client	AAAA	400.00
12/07/2017	AAAA Client	AAAA	450.00
12/07/2017	AAAA Client	AAAA	700.00
12/07/2017	High Country Concierge	AAAA	780.00
12/07/2017	AAAA Client	AAAA	1,000.00
12/07/2017	Joseph Cortuvo & Associates, LLC	SWQC	1,000.00
12/07/2017	Westland Distributing Inc	ENERGY	1,005.69
12/07/2017	FluentStream Technologies	SPLIT	1,128.83
12/07/2017	Positive Energy	ENERGY	1,146.96
12/07/2017	Anna Drexler-Dreis	QQ	1,202.84

12/07/2017 Laurie Patterson	AAAA	1,242.40
12/07/2017 Lotic Hydrological, LLC	QQ	1,301.25
12/07/2017 Whirlpool Contract/Retail	ENERGY	1,310.00
12/07/2017 Grand County Council on Aging	RTCC-NEMT	1,414.87
12/07/2017 Goodway Auto Repair LLC	SPLIT	1,706.40
12/07/2017 Sullivan Green Seavy, LLC	QQ	4,200.00
12/07/2017 Chocolate Software, LLC	AAAA	4,331.25
12/07/2017 Lane Wyatt, Inc	SPLIT	5,969.40
12/07/2017 Jenifer S. Heath, Ph.D. dba Woven Egg Con	SWQC	7,490.63
12/12/2017 Denver Winair Co	ENERGY	123.64
12/12/2017 X-cel Energy	SPLIT	242.38
12/12/2017 CCOERA	SPLIT - PAYROLL	16,454.07
12/12/2017 State of CO - Colorado Energy Office	ENERGY	40,729.63
12/14/2017 NEMT Recipient	RTCC-NEMT	26.60
12/14/2017 NEMT Recipient	RTCC-NEMT	38.76
12/14/2017 The Summit Recycler, Inc	INDIRECT	50.00
12/14/2017 NEMT Recipient	RTCC-NEMT	69.16
12/14/2017 NEMT Recipient	RTCC-NEMT	137.56
12/14/2017 Eagle County Facilities Dept.	REGIONAL BUSINESS	150.00
12/14/2017 NEMT Recipient	RTCC-NEMT	158.84
12/14/2017 Cool River Coffee House	REGIONAL BUSINESS	200.00
12/14/2017 Team Clean	INDIRECT	204.53
12/14/2017 Stavney, Jon {vendor}	REGIONAL BUSINESS	425.16
12/14/2017 Quill Corporation	SPLIT	834.55
12/14/2017 Verizon Wireless Services	SPLIT	861.36
12/14/2017 Alpine PC	SPLIT	2,809.95
12/14/2017 Code 3 Associates	NWAHEMR	4,000.00
12/14/2017 1st Bank Credit Card - COG	SPLIT	7,748.81
12/14/2017 Clear Creek Economic Development Corp	EDD	9,675.20
12/14/2017 Grand County Economic Development	EDD	9,675.20
12/14/2017 Midwest Card and ID	NWAHEMR	40,659.15
12/15/2017 Westland Distributing Inc	ENERGY	19.02
12/15/2017 Welch, Shirley	RSVP	56.00
12/15/2017 Palmateer, Paula	RSVP	74.00
12/15/2017 Mott, Susan	RSVP	80.00
12/15/2017 Olive, Irene	RSVP	80.00
12/15/2017 Century Link	ENERGY	88.99
12/15/2017 AAAA Client	AAAA	150.00
12/15/2017 Peak Vision	AAAA	150.00

12/15/2017	Dylan J Gibson, D.M.D.	AAAA	160.00
12/15/2017	Kremmling Family Dental	AAAA	161.00
12/15/2017	AAAA Client	AAAA	225.00
12/15/2017	Am Conservation Group, Inc	ENERGY	252.80
12/15/2017	AAAA Client	AAAA	400.00
12/15/2017	AAAA Client	AAAA	450.00
12/15/2017	To The Rescue	AAAA	450.00
12/15/2017	Grand Valley Denture and Implant Center	AAAA	500.00
12/15/2017	Four Sprys Investments	ENERGY	889.40
12/15/2017	1st Bank Credit Card - WX GEO	ENERGY	2,635.13
12/18/2017	2-Colorado AleWorks dba Vail Brewing #5	NLF	54,000.00
12/19/2017	Employee Benefits Corporation	INDIRECT - BENEFITS	52.25
12/19/2017	Summit County Community Center	NWAHEMR	100.00
12/19/2017	Voden, Chelsey {vendor}	RTCC	108.07
12/19/2017	Stavney, Jon {vendor}	REGIONAL BUSINESS	141.24
12/19/2017	Quill Corporation	SPLIT	164.22
12/19/2017	Alpine PC	RTCC	175.00
12/19/2017	CO Dept of Revenue	SPLIT - PAYROLL	294.92
12/19/2017	Walowitz, Nate {vendor}	REGIONAL BUSINESS	306.02
12/19/2017	Clifton Larson Allen	INDIRECT	500.00
12/19/2017	A Smart Elevator Solution	EIP	1,725.00
12/19/2017	A Smart Elevator Solution	EIP	2,075.00
12/19/2017	Wex Bank	SPLIT	2,905.80
12/19/2017	Summit Bookkeeping & Payroll, Inc	SPLIT	3,925.00
12/19/2017	US Treasury	SPLIT - PAYROLL	8,933.98
12/19/2017	State of CO - Colorado Energy Office	ENERGY	8,989.58
12/20/2017	Employee Benefits Corporation	INDIRECT - BENEFITS	306.66
12/20/2017	1st Bank Direct Deposit	SPLIT	673.28
12/20/2017	Colorado Department of Revenue	SPLIT - PAYROLL	2,120.00
12/20/2017	1st Bank Direct Deposit	SPLIT	47,593.90
12/21/2017	NEMT Recipient	RTCC-NEMT	13.68
12/21/2017	X-cel Energy	ENERGY	24.35
12/21/2017	NEMT Recipient	RTCC-NEMT	29.64
12/21/2017	NEMT Recipient	RTCC-NEMT	31.92
12/21/2017	NEMT Recipient	RTCC-NEMT	33.44
12/21/2017	NEMT Recipient	RTCC-NEMT	33.44
12/21/2017	NEMT Recipient	RTCC-NEMT	35.72
12/21/2017	Sanders True Value	ENERGY	41.55
12/21/2017	NEMT Recipient	RTCC-NEMT	45.98

12/21/2017 NEMT Recipient	RTCC-NEMT	52.06
12/21/2017 Grand County Council on Aging	RTCC-NEMT	53.38
12/21/2017 Susan Juergensmeier (vendor)	RTCC	65.06
12/21/2017 NEMT Recipient	RTCC-NEMT	65.36
12/21/2017 NEMT Recipient	RTCC-NEMT	72.96
12/21/2017 NEMT Recipient	RTCC-NEMT	76.00
12/21/2017 Samuelson Hardware -9 Craig	ENERGY	76.56
12/21/2017 NEMT Recipient	RTCC-NEMT	77.52
12/21/2017 NEMT Recipient	RTCC-NEMT	106.40
12/21/2017 NEMT Recipient	RTCC-NEMT	117.04
12/21/2017 Valley Lumber Co	ENERGY	128.17
12/21/2017 NEMT Recipient	RTCC-NEMT	128.44
12/21/2017 Vallen	ENERGY	136.75
12/21/2017 NEMT Recipient	RTCC-NEMT	150.86
12/21/2017 NEMT Recipient	RTCC-NEMT	151.24
12/21/2017 NEMT Recipient	RTCC-NEMT	199.12
12/21/2017 Goodway Auto Repair LLC	SPLIT	213.18
12/21/2017 NEMT Recipient	RTCC-NEMT	235.60
12/21/2017 Laurie Patterson Web Design	RTCC	240.00
12/21/2017 NEMT Recipient	RTCC-NEMT	241.68
12/21/2017 NEMT Recipient	RTCC-NEMT	250.91
12/21/2017 National Industrial	ENERGY	323.64
12/21/2017 NEMT Recipient	RTCC-NEMT	352.68
12/21/2017 NEMT Recipient	RTCC-NEMT	353.44
12/21/2017 Sullivan Green Seavy, LLC	REGIONAL BUSINESS	396.50
12/21/2017 Colorado Legal Services (v)	AAAA	403.00
12/21/2017 NEMT Recipient	RTCC-NEMT	417.99
12/21/2017 NEMT Recipient	RTCC-NEMT	511.68
12/21/2017 Elmer Glass Co of Rifle Inc	ENERGY	615.52
12/21/2017 North Star Consulting Group	SPLIT	672.00
12/21/2017 Walowitz, Nate {vendor}	REGIONAL BUSINESS	704.60
12/21/2017 CJ Grove	AAAA	715.16
12/21/2017 NEMT Recipient	RTCC-NEMT	766.08
12/21/2017 NEMT Recipient	RTCC-NEMT	770.64
12/21/2017 Consortium for Older Adult Wellness	AAAA	808.65
12/21/2017 Hendershott, Melaine	AAAA	1,483.70
12/21/2017 Grand County Rural Health Network	AAAA	1,630.00
12/21/2017 Whirlpool Contract/Retail	ENERGY	2,514.00
12/21/2017 Rocky Mountain Construction Wholesale	ENERGY	3,302.00

12/21/2017 Westland Distributing Inc	ENERGY	3,763.59
12/21/2017 Summit County Community & Senior Center	AAAA	3,945.00
12/21/2017 Grand County Council on Aging	AAAA	5,812.29
12/21/2017 Jackson County Council on Aging	AAAA	6,006.62
12/21/2017 Delta Transportation	RTCC-NEMT	7,412.00
12/21/2017 Grand County Senior Nutrition	AAAA	8,898.71
12/21/2017 Eagle County Public Health	AAAA	12,010.96
12/21/2017 Pitkin County Senior Services	AAAA	14,263.81
12/22/2017 Victoria Jarvis	QQ	4,403.42
12/27/2017 Colorado Energy Systems	NLF	551.00
12/29/2017 NEMT Recipient	RTCC-NEMT	51.68
12/29/2017 NEMT Recipient	RTCC-NEMT	54.72
12/29/2017 NEMT Recipient	RTCC-NEMT	61.18
12/29/2017 NEMT Recipient	RTCC-NEMT	71.06
12/29/2017 NEMT Recipient	RTCC-NEMT	119.32
12/29/2017 NEMT Recipient	RTCC-NEMT	152.00
12/29/2017 NEMT Recipient	RTCC-NEMT	200.64
12/29/2017 NEMT Recipient	RTCC-NEMT	219.26
12/29/2017 NEMT Recipient	RTCC-NEMT	238.71
12/29/2017 NEMT Recipient	RTCC-NEMT	239.40
12/29/2017 NEMT Recipient	RTCC-NEMT	271.32
12/29/2017 Grand County Council on Aging	RTCC-NEMT	316.95
12/29/2017 NEMT Recipient	RTCC-NEMT	370.12
12/29/2017 NEMT Recipient	RTCC-NEMT	383.04
12/29/2017 NEMT Recipient	RTCC-NEMT	482.22
12/29/2017 NEMT Recipient	RTCC-NEMT	487.20
12/29/2017 NEMT Recipient	RTCC-NEMT	496.66
12/29/2017 NEMT Recipient	RTCC-NEMT	595.84
12/29/2017 NEMT Recipient	RTCC-NEMT	832.20
12/29/2017 NEMT Recipient	RTCC-NEMT	1,687.95
12/29/2017 Delta Transportation	RTCC-NEMT	4,883.18
12/31/2017 First Bank Service Charge	REGIONAL BUSINESS	82.09

**Northwest Colorado Council of Governments**  
**Preliminary Balance Sheet**  
 As of December 31, 2017

	<u>Dec 31, 17</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
Checking/Savings	1,832,339.48
Accounts Receivable	1,362,412.06
Other Current Assets	441,662.63
<b>Total Current Assets</b>	<u>3,636,414.17</u>
Fixed Assets	846,457.00
<b>TOTAL ASSETS</b>	<u><u>4,482,871.17</u></u>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
Accounts Payable	62,148.76
Credit Cards	-627.53
Other Current Liabilities	634,974.73
<b>Total Current Liabilities</b>	<u>696,495.96</u>
Long Term Liabilities	619,071.00
<b>Total Liabilities</b>	<u>1,315,566.96</u>
Equity	3,167,304.21
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>4,482,871.17</u></u>

# NWCCOG

## STATEMENT OF REVENUES AND EXPENDITURES

12-31-17

100% of the year - preliminary

	2017 REVENUE BUDGET	REVENUE YTD ACTUAL	REVENUE BUDGET TO ACTUAL	2017 EXPENSE BUDGET	EXPENSES YTD ACTUAL	EXPENSES BUDGET TO ACTUAL	2017 NET BUDGET	REVENUES OVER EXPENSES ACTUAL	Beginning of Year RESERVED PROGRAM FUNDS	End of Year RESERVED PROGRAM FUNDS
<b>COG PROGRAM FUNDS</b>										
<b>Core Programs</b>										
REGIONAL BUSINESS	540,447	516,709	96%	568,620	543,818	96%	(28,173)	(27,109)		
ELEVATOR INSPECTION	724,000	837,870	116%	661,559	594,083	90%	62,441	243,788	22,500	22,500
ADRC- CO HLTH FOUND	0	59,294		0	2,807			56,487		
RSVP-VOLUNTEERS	78,515	56,322	72%	78,515	60,308	77%	0	(3,987)		
SHIP- Insurance Consulting	15,000	18,955	126%	15,000	6,043	40%	0	12,912		
SMP		6,612			2,391			4,221		
AGE/NUTRITION (non-Grant)	0	11,659		0	0		0	11,659	6,337	17,996
AGE/NUTRITION (State FY 16/17)	544,271	478,014	88%	544,271	473,352	87%	0	4,661		
AGE/NUTRITION (State FY 17/18)	544,271	510,456	94%	544,271	537,388	99%	0	(26,932)		
<b>AGE/NUTRITION TOTAL</b>	<b>1,182,057</b>	<b>1,141,311</b>	<b>91%</b>	<b>1,182,057</b>	<b>1,082,290</b>	<b>92%</b>	<b>0</b>	<b>59,022</b>	<b>6,337</b>	<b>17,996</b>
WATERSHED SERVICES	19,942	30,282	152%	19,942	26,943	135%	0	3,339		
ECONOMIC DEVELOPMENT DIST	348,760	317,564	91%	348,760	314,164	90%	0	3,399		
WEATHER (Jumpstart)	0	1,700		0	632		0	1,068		
WEATHER (NCARE)	0	57,633		0	32,826		0	24,807		
WEATHER (Machebeuf)	0	32,397		0	19,902		0	12,495		
WEATHER CARE	78,820	86,265	109%	78,820	89,897	114%	0	(3,631)		
WEATHER CIP	78,819	60,721	77%	78,819	49,113	62%	0	11,609		
WEATHER (State FY16/17)	479,680	400,554	84%	479,680	400,554	84%	0	0		
WEATHER (State FY17/18)	479,680	354,560	74%	479,680	415,780	87%	0	(61,220)		
<b>ENERGY MANAGEMENT TOTAL</b>	<b>1,116,999</b>	<b>993,831</b>	<b>79%</b>	<b>1,116,999</b>	<b>1,008,703</b>	<b>90%</b>	<b>0</b>	<b>(14,872)</b>	<b>0</b>	<b>0</b>
<b>Other COG Programs</b>										
HOMELAND SECURITY	243,331	54,632	22%	243,331	111,793	46%	0	(57,161)		
CO HEALTH CARE COALITION		1,299			6,519		0	(5,220)		
CO BARK BEETLE COOPERATIVE	1,200	1,390	116%	1,200	0	0%	0	1,390		
NWCCoG FOUNDATION	0	2,917		0	2,917		0	0		
SBDC	0	0		0	0		0	0		
REGIONAL TRANSPORTATION CC	209,499	635,148	303%	209,499	598,377	286%	0	36,771		
<b>Total COG Program Funds</b>	<b>4,386,235</b>	<b>4,532,952</b>	<b>103%</b>	<b>4,351,967</b>	<b>4,289,605</b>	<b>99%</b>	<b>34,268</b>	<b>243,347</b>	<b>28,837</b>	<b>40,496</b>
<b>EXTERNAL PROGRAM FUNDS</b>										
WATER QUALITY/QUANTITY	157,530	152,610	97%	157,530	147,263	93%	0	5,347	121,416	126,763
SWQC	32,654	79,738	244%	32,654	33,537	103%	0	46,200	0	0
<b>Total External Program Funds</b>	<b>190,184</b>	<b>232,348</b>	<b>122%</b>	<b>190,184</b>	<b>180,801</b>	<b>95%</b>	<b>0</b>	<b>51,547</b>	<b>121,416</b>	<b>126,763</b>
<b>Total Program Funds</b>	<b>4,576,419</b>	<b>4,765,300</b>	<b>104%</b>	<b>4,542,151</b>	<b>4,470,405</b>	<b>98%</b>	<b>34,268</b>	<b>294,895</b>	<b>150,253</b>	<b>167,259</b>
<b>REGIONAL LOAN FUND</b>	<b>619,000</b>	<b>623,218</b>	<b>101%</b>	<b>617,310</b>	<b>111,351</b>	<b>18%</b>	<b>1,690</b>	<b>511,866</b>	<b>1,109,087</b>	<b>1,620,953</b>
<b>INTERNAL SERVICE FUNDS</b>										
INDIRECT	208,858	214,743	103%	206,383	240,417	115%	2,475	(25,673)	(157)	(25,830)
COG BUILDING FUND	75,648	75,648	100%	71,260	65,867	87%	4,388	9,781	24,823	34,604
MOTOR POOL	40,000	32,602	82%	44,268	17,466	44%	(4,268)	15,136	49,979	65,116
<b>Total Service Funds</b>	<b>324,506</b>	<b>322,993</b>	<b>100%</b>	<b>321,911</b>	<b>323,749</b>	<b>101%</b>	<b>2,595</b>	<b>(756)</b>	<b>74,646</b>	<b>73,889</b>
<b>COG FUNDS Subtotal</b>	<b>5,519,925</b>	<b>5,711,511</b>	<b>103%</b>	<b>5,481,372</b>	<b>4,905,506</b>	<b>89%</b>	<b>38,553</b>	<b>806,005</b>	<b>1,333,986</b>	<b>1,862,102</b>



## 2018 NWCCOG COUNCIL MEETING SCHEDULE

PO Box 2308 • 249 Warren Ave • Silverthorne, CO 80498 • 970-468-0295 •  
Fax 970-468-1208 • [www.nwccog.org](http://www.nwccog.org)

### **Thursday, January 25, 2018**

#### ***Full Council, EDD Board & NLF Board Meeting***

Location: Colorado Mountain College Vail Valley, Rm 230, 150 Miller Ranch Rd., Edwards, CO

Time: 10:00 a.m.-2:00 p.m.

Primary Agenda Items: Introduction of new members/representatives; elect executive committee & officers; adopt 2018 meeting schedule; annual NLF Board meeting; EDD Board meeting & election of officers.

### **Thursday, March 22, 2018**

#### ***Full Council & NLF Board Meeting***

Location: City Hall Council Chambers, 101 West 8<sup>th</sup> St., Glenwood Springs, CO

Time: 10:00 a.m. – 2:30 p.m.

Primary Agenda Items: Approval of final 2017 financials; program updates.

### **Thursday, May 24, 2018**

#### ***Full Council & EDD Board Meeting***

Location: US Forest Service Parks Ranger District Conference Rm, 100 Main St., Walden, CO

Time: 10:00 a.m. – 2:00 p.m.

Primary Agenda Items: Review/acceptance of the 2017 audit

### **Thursday, July 26, 2018**

#### ***Full Council Meeting***

Location: Winter Park Town Hall Conference Rm, 50 Vasquez Rd., Winter Park, CO

Time: 10:00 a.m. – noon

Primary Agenda Items: Approval of 2019 dues; approval of 2018 budget revisions; discussion re: Annual Planning Meeting Agenda

### **Thursday, August 16, 2018**

#### ***Full Council & EDD Board Annual Planning Meeting***

Location: Airport Operations Center (AOC) Conference Rm, 1001 Owl Creek Rd, Aspen, CO

Time: 10:00 a.m. – 2:00 p.m.

Agenda Items: Strategic Planning for 2019

### **Thursday, October 25, 2018**

#### ***Full Council Meeting***

Location: Community & Senior Center Fremont Rm, 83 Nancy's Place, Frisco, CO

Time: 10:00 a.m. - noon

Primary Agenda Items: Review of draft 2019 budget

### **Thursday, December 6, 2018**

#### ***Full Council, EDD Board & Foundation Board Meeting***

Location: Eagle County Government Garden Level Classroom, 500 Broadway St., Eagle, CO

Time: 10:00 a.m. - noon

Primary Agenda Items: 2018 budget revisions; approve 2019 budget; adopt 2019 meeting schedule; annual NWCCOG Foundation Board meeting.

# DESIGNATION OF REPRESENTATIVE TO COUNTY HEALTH POOL

WHEREAS, the governing body of \_\_\_\_\_ (“Public Entity”) is advised that the business to be conducted at Members’ Meetings of the County Health Pool must be transacted by the Official Representative of each Member; NOW, THEREFORE, BE IT RESOLVED, that the governing body of \_\_\_\_\_ (“Public Entity”), hereby and herewith: designates the following individual as its Official Representative to all County Health Pool Members’ meetings;

NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

If applicable, the Designated Alternate Representative is;

NAME: \_\_\_\_\_

**PUBLIC ENTITY DESIGNATED CORRESPONDENT** (individual(s) that will receive monthly billing invoices, provide enrollment terms/add/changes and other general correspondences intended for distribution to employees)

NAME: \_\_\_\_\_ NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_ TITLE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_ PHONE: \_\_\_\_\_

EMAIL: \_\_\_\_\_ EMAIL: \_\_\_\_\_

COMPLETED BY: \_\_\_\_\_

**(MUST be completed and signed by governing body)**

DATE: \_\_\_\_\_





# POLICIES AND PROCEDURES

**DESCRIPTION:** Credit Card Procedures

<b>Date Adopted:</b>	May 26, 2011	<b>Date Revised:</b>	
<b>Author:</b>	PSC	<b>Revision Number:</b>	

## POLICY:

Credit card will be issued to all employees.

The credit card may be issued for legitimate NWCCOG business only. No personal purchases may be placed on the card for later reimbursement by the employee.

Each non-salaried employee must pay for their own expenses and may not “gang” expenses on one card.

Salaried employees may pay for expenses of other employees as permitted by their grant requirements.

Each employee is responsible for staying under the credit limit of issued card. Credit card limits:

Executive Director - \$6000

Weatherization Director - \$10,000

Program Directors - \$5000

Installers & General Office Staff - \$2000

There are two main credit cards – NWCCOG CC has a \$15,000 limit and Weatherization CC has a \$50,000 limit.

## **PROCEDURE:**

1. All purchase documents must be retained by the cardholder for purchases made on the Card.
2. The cardholder is responsible for ensuring receipt of materials and services, and resolving any receiving discrepancies or damaged goods issues.
3. Transactions must not be split into two or more transactions to stay below the assigned dollar limit. Splitting transactions is prohibited and could lead to suspension or revocation of Card privileges.
4. When a cardholder's statement of account is received, it should be verified by comparing receipts to the itemized purchases. If there are disputed charges, clearly mark them on the statement as disputed. The cardholder shall review, sign the statement, and forward to the fiscal department for payment.



# CREDIT CARD POLICY

PO Box 2308 • 249 Warren Ave • Silverthorne, CO 80498 • 970-468-0295 •  
Fax 970-468-1208 • [www.nwccog.org](http://www.nwccog.org)

<b>Date Adopted:</b>	May 26, 2011	<b>Date Revised Adopted:</b>	01/25/2018
<b>Author:</b>	NWCCOG		

## POLICY:

Credit cards will be issued to all employees (as deemed necessary per-position by Program Directors) for legitimate NWCCOG business only. Personal purchases may not be placed on a NWCCOG card including with the purpose of later reimbursement by the employee. Each employee is responsible for spending within the credit limit of issued card (note that many cards are combined on an account with a total limit as well as an individual limit) and notifying the office if a card is declined. Employees are expected to carry NWCCOG tax exempt number with them and notify vendors at the point of sale of NWCCOG exemption from Sales Taxes, particularly purchases over \$50. Under no circumstances is a NWCCOG credit card to be used for purchase of alcohol, nor will NWCCOG reimburse for the purchase of alcohol. For further detail on permitted Business Expenses, Reimbursements and Per Diem guidelines, see Employee Handbook.

## PROCEDURE:

1. All purchase documents and **itemized** credit card receipts must be retained by the cardholder for purchases made on a NWCCOG card with the allowable exception of receipts under \$20. Credit Cards receipts will be required to be reconciled and attached to the monthly Credit Card statement with codes. The purpose of an incurred expense as well as any other attendees should be written clearly on receipt (i.e., Lunch for Blake and Joe after tri-monthly Bomb Shelter Group Meeting, Jane- breakfast on the way back from Gummy Bear Conference). When an itemized receipt is not available, hand-write items on receipt. Receipts below \$20.00 are appreciated, but not required. Small sized receipts should be combined and copied to a full-size sheet.
2. The cardholder is responsible for ensuring receipt of materials and services, and resolving any receiving discrepancies or damaged goods issues, as well as any necessary credits or refunds.
3. Business transactions are not to be split into multiple transactions to stay below an assigned dollar limit.
4. When a cardholder's statement of account is received, it should be verified by comparing receipts to the itemized purchases. If there are disputed charges, clearly mark them on the statement as disputed. The cardholder shall review, sign the statement, and forward copies of supporting documents and receipts to their supervisor for approval. Upon approval forward to the Fiscal Office for payment.
5. If a credit card is denied, the employee is to notify the Fiscal Office and Executive Director via e-mail or text, so status of account can be corrected with the bank.
6. If a credit card is declined, misplaced or stolen, that employee is to report this in a timely fashion to their director. Employee may contact or be contacted by bank's fraud department to confirm or deny expenditures on the account. Employees are responsible for best practices and secure use of NWCCOG credit cards.
7. Account Limits are established by other Fiscal Policies
8. Violations of the above Policies and Procedures are subject to disciplinary action as outlined in the Employee Handbook including revocation of NWCCOG Credit Card.



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### PROJECT INFORMATION:

Customer: Northwest Colorado Council of Governments (NWCCOG)

Project Name: Project THOR Blueprint

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### PROJECT OVERVIEW:

NWCCOG is seeking a detailed plan and deployment strategy for Project THOR. Mammoth Networks proposes the following scope of work to meet this need:

- Develop and cost a detailed design for a diverse middle mile network to serve twelve Meet Me Center locations identified by NWCCOG. Identify both non-recurring and monthly recurring costs.
- Prepare specifications for Meet Me Center buildouts, including routing and switching equipment.
- Confer with representatives of each Meet Me Center community to define prospective Meet Me Center location and buildout needs.
- Prepare a detailed financial model identifying capital, non-recurring and ongoing costs for Project THOR service delivery and network operations. Recommend pricing for participating Meet Me Center Hosts.
- With NWCCOG, refine roles and responsibilities for Project THOR Network Administrator, Network Provider, Network Operator and Meet Me Center Hosts.
- Identify and outline contracts needed to implement Project THOR.
- Establish a work plan and timeline for implementation, including phasing options
- Assist NWCCOG with technical specifications for DOLA capital grant application.

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PROJECT TIMELINE:

The goal is to reach substantial completion of the project within 90 days of commencement.

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PROJECT DELIVERABLES:

Mammoth Networks will provide to NWCCOG a summary of all information including:

- Network Diagrams
  - Meet Me Center specifications
  - Detailed financial model and pricing recommendations
  - Contract outlines
  - Detailed implementation work plan
- 

COMPENSATION:

Mammoth Networks will perform the work outlined in this scope of work for a not-to-exceed fee of \$22,000. This assumes approximately 232 hours of effort to complete the tasks at \$95/hour.

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ACCEPTANCE:

Your signature below acknowledges you have read, understand and accept the details of this Scope of Work, and that you are duly authorized to execute and deliver this Contract as of the date set forth below.

Visionary Communications, Inc. dba Mammoth Networks	NWCCOG
Signed:	Signed:
Print:	Print:
Title:	Title:
Date:	Date:

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# PROGRAM UPDATES

**To:** NWCCOG Council  
**From:** NWCCOG Staff  
**Date:** January 17, 2018  
**Re:** Program Updates

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The following are events of note occurring since the December 7, 2017 NWCCOG Council meeting.

## **Administration/Regional Business** – *Jon Stavney, Executive Director*

December and early January have passed very quickly. As I had mentioned at the previous meeting, we have been busy with the 26 employee evaluations (I performed 13 of those and omitted 6 others for Contract workers), and finalizing related end-of-year paperwork. (Thank you again to Council for approving a 5% increase to COG employees in the 2018 budget.) In addition to regular feedback, I put significant effort into preparing and taking ample time in these annual discussions which often span 30 min to 1 hr. Evaluations I conduct are usually focused forward more than backward. At the last Council meeting, it was requested by Karn and others that we get better educated about trends in performance review. I've scheduled Angelo Fernandez of FreeForm Consulting, an HR expert whom I highly respect to attend this council meeting for that purpose. We are also bringing Angelo to train COG Directors February 20<sup>th</sup> from 10 to noon. This is a first step toward adjusting how we do evaluations internally at NWCCOG in 2018. If you would like to attend, you are more than welcome. Just RSVP to Elaina.

Internally, we have held our second meeting exploring how to improve/overhaul the NWCCOG Website. Our intent is to do this internally rather than spending a boatload of cash. We will be beginning that process soon, and expect it to take a few months. If you have comments or feedback, please direct them to me.

For my activities since the December meeting, I have participated in reviewing a group of GOCO grants, facilitated a discussion about a USFS property for the Eagle County Mayors & Managers group, attended a number of events—Vail Centre opening in Edwards, Red Cliff BB Thank You Celebration, Grand County M&M, and spent a tremendous amount of time with Nate on Broadband matters. Specifically, the Broadband Committee meeting when the RFP was awarded, two negotiation meetings with the selected vendor, Mammoth Networks, and also working on a 5-year Broadband Report to be issued soon. Thank you all who sent in support letters for the DOLA submittal.

I am still putting significant time into stories and the From the Directors' Desk for the newsletters. Hope those are of value to readers. I (finally) started a blog at a-public-observer.com. Please visit, subscribe and keep me informed of topics of interest. Judi and I are going to setup a Jon's Blog on the NWCCOG website which is primarily going to consist of the monthly From the Director's Desk pieces so they can be searched easier than opening archives of the newsletters. I have my own blog so I have more editorial freedom, don't overload staff with this additional work, and frankly so I have a place to work-out at greater length than is appropriate inside of a 400 word COG newsletter. As the site name suggests, topics will be related to my focus at NWCCOG. I make it clear in the About Me disclaimer that what is said at my blog does not represent NWCCOG.

I am very excited about our new hires who bring significant enthusiasm and capacity to the organization!

## **Alpine Area Agency on Aging (AAAA)** – *Erin Fisher, Director*

**State Unit on Aging Option Letter Status** – We have still not received the balance of SFY 18 federal funds. The Administration for Community Living (ACL) indicated that award letters would not be issued if

the last Continuing Resolution (CR), passed December 22, was for less than one month. The CR was approved until January 19th, meaning ACL is not issuing award letters. The State Unit on Aging is now looking into other options, including requesting spending authority from the State Controller to cover the balance. From the state: "We have never been in this situation and I'm not sure of the likelihood the request will be approved." The continued inability of Congress to pass a long-term spending bill is creating a hazardous pinch point with state funding. We have notified our Contractors that this challenge will be passed down since NWCCOG does not have the funds to "float" for the federal government, and cannot afford to have issued funds that may be withdrawn.

**Request for Proposal (RFP) SFY 18-19** – The RFP and all of its forms, service requirements and other necessary information is available for completion at: <http://nwccog.oaa-sys.com/rfp>

Proposals are due to the NWCCOG-Alpine Area Agency on Aging by 11:59 pm (MDT) February 6th, 2018. This RFP is a solicitation and not an offer to contract. An open proposers' conference webinar on the RFP proposal and RFP website will be held January 10th, 2018. Questions regarding the RFP must be submitted by e-mail to [aaa12@nwccog.org](mailto:aaa12@nwccog.org). Technical questions regarding use of the RFP website, should be made to Erin Fisher at 970.468.0295 ext.107. Contracts are to be awarded for the period of July 1, 2018-June 30, 2019. When the Alpine AAA is reasonably assured of continuous funding and provider contractual compliance, it may enter into an option letter for the subsequent year for a total of two (2) fiscal years. Alpine AAA is all-inclusive. Everyone is welcome to participate in all of our programs regardless of age (must be 60 or older to receive services), gender, race, ethnicity, religion/no religion, national origin, language, education, marital status, body size, political affiliation/philosophy, sexual orientation, gender identity/expression or variance, physical and mental ability, social-economic status, genetic information and HIV, and veteran status.

**Update on AAAA Volunteer Program** – We continue to build our volunteer pool throughout the region. We have 24 volunteers working as Caregiver Respite, Long-term care ombudsmen, and Medicare counselors. Five volunteers reported a total of 92 hours in 2017. We are expanding our advertising opportunities in order to spread the word about our Caregiver services so we can help more caregivers and place the remainder of our volunteers.

**Appointment of State Senior Advisor on Aging** – Gov. John Hickenlooper's appointment of Wade Buchanan as the state's first Senior Advisor on Aging is a significant development in preparing the state for a dramatic demographic shift facing the state.

Colorado's Strategic Action Planning Group on Aging (SAPGA), created by the state in 2015, welcomes this step in addressing the needs of the state's seniors. Buchanan, who has been a member of SAPGA since its inception and a member of its Executive Committee, has proven to be a tireless proponent of addressing the key issues facing seniors. As someone involved in promoting the legislation that created SAPGA, he has a deep and unique understanding of what is in store for the state as the population shifts. It is estimated that one out of every five Coloradans will be 65 years or older by the year 2030.

**Alpine Area Retired and Senior Volunteer Program (RSVP)** – *C.J. Grove, Alpine RSVP & NWCCOG Volunteer Program Coordinator*

Our service numbers for the period of November 1 – December 31 are as follows: We have a total of 146 active volunteers who volunteers a total of 3173.80 hours

- Capacity building – 109.57 hours 8 volunteers contributing (the majority of these hours were worked at the Eagle Valley Community Fund Rummage Sale)
- Economic opportunity – 24 hours 1 volunteer contributing (working with Habitat for Humanity either in construction or in their ReStore locations)
- Education – 107.15 hours 6 volunteers contributing (after school meal program, school nurse, cultural events)
- Environmental Stewardship – 6.33 hours 1 volunteers contributing (River clean up and community gardens)
- Healthy Futures – 2,759.75 hours 39 volunteers contributing (coaching/training classes, distributing information, preventing elder abuse, companionship, food delivery, transportation, food collection and congregate meals sites)
- Other Community Priorities – 167 hours 4 volunteers contributing

We will be submitting our renewal grant in January. They have changed the requirements for the program so we will be restructuring our efforts beginning in April. We will be able to reduce our required number of volunteers and focus our programs on fewer performance measures. This will allow us to streamline the services that we can provide and bring the management for most of the volunteers back in-house instead of spread among non-profit organizations throughout the county.

We are working on continuing education opportunities for our Caregiver Respite volunteers and hope to expand that program in the new grant period.

**State Health Insurance Assistance Program (SHIP)/Senior Medicare Patrol (SMP) – T.J. Dufresne, Health Insurance Assistance Coordinator**

**SHIP Medicare Annual Enrollment Period** – The 2018 Medicare Annual Enrollment Period went very well. We provided assistance to many people who contacted our program in the past, heard that many people were able to compare their Part C advantage Plans and Part D Prescription Drug Plans on their own due to learning last year how to do it, and we assisted many new individuals comparing health and drug plans.

**Outreach and Education** – We assisted many people this year who reported that they had attended out outreach and education sessions throughout the five county region. We increased education opportunities for our county, towns, and businesses this past year. Human Resources departments tell us that their employees feel more comfortable in their health care choices after learning about Medicare and what to do when they separate from their employers.

Community education opportunities were also provided in partnership with senior centers, the public libraries, and a few faith based organizations. We continued to participate in partner's community education events as well.

**Future Planning for 2018** – We have begun our planning for outreach and education over the next year. Areas of focus will be time investment in our volunteer base. We have a list of volunteer candidates who would like to help in some way in 2018. We will continue to provide education and outreach opportunities throughout our region and hope to have volunteers participate in a greater capacity at these education events. We also hope to have volunteers helping in other administrative tasks.

**Economic Development District (EDD) – Rachel Lunney, Director**

**CEDS** – The Annual CEDS progress report was completed and submitted to the EDA on 12/31/17. The 2018 Scope of Work and CEDS Regional Action Plan has been updated (based on projects completed in 2017; changes in strategy and priorities) and will be discussed at the January 25th EDD Board of Directors meeting.

**2018 Regional Economic Summit** – Planning is underway for the 2018 Regional Economic Summit. The event is set for Friday, May 4th at the Silverthorne Pavilion. Speakers are being confirmed. Invitations have gone out to resource partners to participate. A page has been created on the EDD website, and Rachel and Judi are working together on a logo and on-line registration page.

**Workforce Housing Report** – Rachel is working on a Regional Workforce Housing Report which will serve as a clearinghouse of information on workforce housing efforts underway in each of our member jurisdiction as well as CAST member jurisdictions. The report will be completed by the end of January 2018.

**Broadband Report** – Rachel is working with Nate and Jon on a NWCCOG Broadband Program report, which will provide a background of the program, highlight successes, and provide information on what's on the horizon for the program. The report will be completed by the end of January 2018.

**Communications** – Website: Regional demographic/economic profiles have been updated for each member jurisdiction on the EDD website. The source of this data is [www.statsamerica.org](http://www.statsamerica.org) (this site

provides the most up to date US Census data from the American Community Survey). Resources Bulletins: The January 2018 resources bulletin was sent out on 1/8 (open rate: 26%).

**Miscellaneous** – NWCCOG EDD will be partnering with Elevate CoSpace (Frisco) and Startup Colorado to bring a community meeting to Summit County Tuesday, January 23rd from 10 am - noon at Elevate CoSpace, 90 Madison Ave., Frisco, CO 80443. The purpose of the meeting is to discuss the current state of the entrepreneurial ecosystem in Summit County. Startup Colorado is a community-led program focused on supporting start communities and to connect to resources across the state and region. We invite elected officials, managers, and staff from NWCCOG member communities to attend. Please RSVP to Amy Kemp at amy@elevatecospace.com or 970-331-7362.

Rachel will be preparing for the Certified Economic Developer (CEcD) Exam set for the end of June in Buffalo, NY. This is a designation through the International Economic Development Council (IEDC). Rachel has completed all the required courses to sit for this exam. Rachel continues to serve as Vice-Chair of the Rural Resort Region Workforce Board. She will attend the first quarterly meeting of 2018 on January 24th. Rachel was elected to a seat on the Economic Development Council of Colorado (EDCC) Board of Directors and participated in the board retreat on January 12th at the Henderson Mill and Mine in Empire, CO.

### **Elevator Inspection Program (EIP) – Report by Jon Stavney**

David Harris started with the program this week and is still being oriented. He will write the next program update.

Upon request by Jon, the State granted an extension to our two Notice of Correction letters until July of 2018. This was granted on the strength of our director hire, the progress made so far, and confidence that with 6 months, the program will be brought into full compliance, and be generally much improved.

Chris Vasquez had surgery on his shoulder over the holiday, and the team worked together to juggle well deserved time off. There were no incidents. The 4

### **Energy Program** - *Nate Speerstra, Weatherization Program Specialist*

The Energy Program Management (Weatherization) department has concentrated its title down to just The Energy Program. The predominant mission and bulk of the work will still be Weatherization but with the incorporation of the CARE and CIP programs along with the potential for additional programs in the future. It was decided that a change in the department's name would be more accurate and inclusive.

There have been some staffing changes since the last program update. Spencer Alley, our Outreach Coordinator, has taken a job with Energy Resource Center (a sister weatherization provider) based in Denver. After an extensive interview process Emily Hoskins has accepted our offer for the Energy Program Outreach Coordinator Position. Emily has a Masters in Business and has wonderful credentials in an outreach capacity having worked for a minor league baseball team in Kansas City as their promotions manager. Additionally, we have hired Dan Mayberry as an Energy Program Installer. Dan is a long time local in Summit County and has extensive experience working for property maintenance companies in the county. Both will be wonderful additions to the department and we look forward to 2018.

The Weatherization units completed are keeping pace with estimated production goals. This is despite the fact that we took on an additional 15 CARE homes to be completed in Grand and Clear Creek Counties in the last quarter of 2017. Because of the compressed time line for the CARE jobs the Weatherization production in November and December was limited. With the CARE jobs completed we are moving into 2018 re-focused on Weatherization production and are still in a good position to fulfill our PY 17/18 contracted number of units.

### **Northwest All Hazards Emergency Management Region (NWAHEMR)** – *Kimberly Cancelosi, Program Coordinator*

The NW All Hazard Emergency Management Region is striving in the continuing effort to coordinate response and foster the development of professional and community relationships. The Division of Homeland Security & Emergency Management and FEMA require whole community collaboration to

address complex and far-reaching threats and hazards. By engaging the whole community within cities, towns, counties, and the region capability targets can be identified, gaps assessed and prioritized, and effective training and exercises can be coordinated.

In order to achieve this, the state is requiring that all regions begin to re-evaluate and complete Core Capability Assessments. FEMA has identified 32 core capabilities. By February 1, 2019, the NW region must assess six of the thirty-two capabilities assessments. The state has identified the first three: Planning, Public Information, and Warning and Operational Coordination are required. The region then selects 3 other capabilities to assess.

In order to fully engage the community and all the Functional Capability groups, monthly meetings have been set for 2018 and the NWAHEMR website through the NWWCCOG is being updated. In December GIS, Communications and the Emergency Managers met in Rifle.

Additionally, in February the state is updating the Homeland Security State Strategy 5 year Plan. The plan creates a roadmap for state and local governments and stakeholder disciplines to increase the State of Colorado’s overall capability and resiliency when faced with man-made or natural disasters and acts of terrorism. Stakeholder Engagement meetings are being conducted across the state. Two meetings are set for the NW Region. Invitations will be sent to stakeholders in the cities, towns and, counties within the region.

**Northwest Loan Fund (NLF)** – Anita Cameron, Director

Anita continues to work on a large project that would benefit the NLF territory. A new loan was approved and closed in December. Two new applications are being analyzed. Additional CDBG funding will be requested. Anita will continue to focus on the two downgraded loans.

**Regional Transportation Coordinating Council (RTCC)** – Chelsey Voden, Mobility Manager

The Mountain Ride Transportation Resource Call Center (One-Call/One-Click) is continuing to be in demand. Following are the number of one-way trips and associated services by county booked through the Call Center from the creation of the Call Center in August 2014 through December 31, 2017:

	2014 Aug-Dec	2015 Jan-Dec	2016 Jan-Dec	2017 Jan-Oct 31	
<b><u>Trip Count by County</u></b>	<b><u>Trips</u></b>	<b><u>Trips</u></b>	<b><u>Trips</u></b>	<b><u>Trips</u></b>	
Eagle	27	692	772	1,243	
Garfield			4	12	
Grand*	657	1,148	3,697	5,378	
Jackson	53	23	68	37	
Park		178	2,299	3,321	
Pitkin		441	224	548	
Routt	202	1,895	1,047	1,114	
Summit	151	723	430	875	
Other			5		
Trip by County Total:	<b>1,090</b>	<b>5,100</b>	<b>8,546</b>	<b>12,528</b>	<b><u>27,264 trips booked</u></b>

\*all trips including self-drive, taxi, GCCOA NEMT, and OAA.

Susan Juergensmeier retired as of December 29, 2017. Chelsey Voden was promoted to Mobility Manager and Molly Tompkins was promoted to Call Center Manager. The RTCC meetings will now be on a quarterly basis. The next meeting is February 7 at 10:00 AM.

**Water Quality & Quantity Committee (QQ)** – Torie Jarvis, Director and **Watershed Services & Summit Water Quality Committee (SWQC)** – Lane Wyatt, Director

QQ held it’s last quarterly meeting of 2017 in November in Frisco. Here is a link to a summary of the meeting and more details on QQ’s ongoing work: <http://nwccog.org/wp->

[content/uploads/2015/04/2017.11.QQmeetingsummary.pdf](#). QQ has scheduled its next two quarterly meetings: Thurs. Feb. 8th and a board retreat/ strategic planning session April 26-27th. Both of these will be in Summit County.

**Studies finalized at the end of January.** Through the support of NWCCOG and a DOLA energy assistance grant, QQ will be issuing several reports soon. Rocky Mountain Climate Organization will publish its study, Climate Change in the Headwaters: Snow and Water Impacts, at the end of January. Two other study updates will be forthcoming in the next few months: QQ's model water quality protection standards and an addendum chapter on accomplishments since publication of the "Water & Its Impact" to the Headwaters Economics report.

**2018 Water & Land Use project.** QQ has applied to the Colorado Water Plan from the Colorado Water Conservation Board for a 2018 project to assess and develop models for water savings measures in land use codes in the QQ region. QQ proposes to complete an assessment of water quality and water savings measures in member land use codes, as well as to develop model water savings measures for land use codes (to accompany the model water quality performance standards due out at the end of this month), and offer technical assistance to update land use codes for up to five QQ members.

**Molybdenum water quality standards.** NWCCOG, the Summit Water Quality Committee, and many parties in the QQ region have been participating in the Water Quality Control Commission hearing process to evaluate a proposal by Climax to modify the molybdenum water quality standards that apply to stream segments classified for water supply or agriculture. There is significant disagreement in the uncertainty factors that apply to taking a toxicology study of rats and stockyard cattle and applying that to real world circumstances. As a result, the hearing has been postponed to allow for peer review of the toxicology studies and allow for input from other agencies that are currently looking into molybdenum toxicology. The Commission will reconsider the molybdenum standards at a hearing in November, 2019.

Until then, the Commission just determined to keep the same temporary modification of the standard that has been in place historically on the Blue River. Many parties, including NWCCOG and member local governments, requested Climax commit to look at potential treatment and operational alternatives to reducing the river's molybdenum levels before the 2019 hearing. Climax agreed and the Commission incorporated that commitment into their findings for allowing for the temporary modification of the standard.

**COGCC Flowline Rulemaking.** QQ participated as a party to the Colorado Oil and Gas Conservation Commission's rulemaking on flowlines, following the deadly flowline explosion in Firestone, CO. QQ participates in COGCC rulemakings to protect existing local authority to regulate for environmental protection in line with QQ policies. This rulemaking was held Jan. 8-9, 2018.

**Broadband Program** – *Nate Walowitz, Regional Broadband Coordinator*

Jon and Nate agreed to Change the title of Nate's position from Regional Broadband Coordinator to NWCCOG Broadband Program Director when we separated the Broadband budget out of Regional Business with Councils' blessing for 2018.

Nate will be presenting outline of where negotiations with Mammoth are currently on Project THOR.

Nate and Jon attended Red Cliff Thank You. That is finally off of Nate's plate after 4 years!

Nate continues to provide ongoing technical assistance to a variety of projects across the region in every NWCCOG county.



January 11, 2018

TO: NWCCOG

RE: Technical Assistance Grant – Final Report

We held two sessions of the Candid Culture training on September 28, 2017. We had a solid turn-out for both sessions which were open to all employees. These trainings were highly successful and we received very positive feedback for providing training that was beneficial to our employees. Shari Harley, founder of Candid Culture, led this training and was engaging, informative, knowledgeable, and had a sense of humor. This was a three hour, interactive training. I would highly recommend this to other municipalities or organizations that want to improve communication skills and learn how to tackle even the toughest of conversations for better working relationships and external relationships. Please see below for further details.

**How to Say Anything to Anyone:**

Introductory training on how to build better working relationships followed by a more interactive and participatory training on communication skills and providing feedback. The training emphasized the importance of establishing trust, setting expectations, understanding what's important, telling others what you need, and learning how to receive feedback. Participants received valuable resources and tools to utilize post training as well. Since the training was conducted, I have had a number of employees request to use the tools provided and received very positive feedback overall.

Thank you for approving this grant. It was successful and I hope to utilize it in the future for additional training.

If you require more information, please let me know.

Wendy Friden  
Human Resources Manager  
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