



AGENDA

Thursday, May 24, 2018

**CONFERENCE CALL OR NWCCOG OFFICE
249 Warren, Ave., Silverthorne, CO 80498**

CALL IN NUMBER: 970-406-3080

CONFERENCE ROOM: 5550

PIN NUMBER: 1122

NORTHWEST LOAN FUND BOARD (NWCCOG COUNCIL)

The Northwest Loan Fund Board is the NWCCOG Council

10:00 a.m.	1.	Call to Order – Karn Stiegelmeier, Chair	
	2.	Determination of Quorum	
	*3.	ACTION NLF: Minutes of 03/22/2018 NLF Board Meeting	Pgs. 3-5
	4.	UPDATE NLF: The December 2017 Financials were postponed from the 3/22/18 meeting. NLF will not be providing those or this month's financials due to working on adjustments with the new DLM Software.	
	*5.	ACTION NLF: Approve change NLF deposit account with US Bank to Alpine Bank - <i>Alpine Bank is a partner on several loans, and US Bank has been challenging to do business with</i>	
	*6.	ACTION NLF: Approve new Loan Committee Member: Melanie Leaverton, Jackson County representative - <i>Bio in packet</i>	Pg. 6
	7.	NLF PROGRAM UPDATE	
10:15 a.m.	*8.	Adjourn NLF Board Meeting	

NWCCOG COUNCIL & ECONOMIC DEVELOPMENT DISTRICT BOARD MEETING

10:15 a.m.	1.	Call to Order – Karn Stiegelmeier, NWCCOG Council Chair & EDD Representative	
	2.	Roll Call and Determination of Quorum	
	*3.	NWCCOG CONSENT AGENDA ITEMS	
	*3a.	ACTION COG: Minutes of 01/25/2018 NWCCOG & EDD Board Meeting	Pgs. 7-10
	*3b.	ACTION COG: May 2018 Financials - <i>NWCCOG – List of Payments</i> - <i>NWCCOG – Balance Sheet</i> - <i>NWCCOG – Statement of Revenues and Expenditures</i>	Pgs. 11-38
	*3c.	ACTION COG: Policy & Procedure Updates - <i>NWCCOG reviewed with council at last meeting on 3/22/2018. The below policies have all been updated with the council's suggestions.</i> - <i>Approval of Asset Capitalization Policy</i> - <i>Approval of Fixed Asset Disposal Policy</i> - <i>Approval of Fiscal Dept. Separation & Delegation of Duties Procedures</i>	Pgs. 39-45
	*4.	ACTION COG: Approval of Revised GAAP Policy - <i>Note: Policies are "approved" and adopted by Council; procedures are only reviewed.</i> - <i>Revised & previous in packet</i>	Pgs. 46-47
	*5.	ACTION COG: Draft Northwest Region Healthcare Coalition Fiscal Agreement	Pgs. 48-59
	*6.	ACTION COG: 2017 Independent Audit – Eric Miller with Clifton Larson Allen LLP. - <i>If you prefer a printed copy, send an email to Jon at jstavney@nwccog.org by Monday, May 21</i> - <i>Available on website: http://nwccog.org/about/meetings/</i>	http://nwccog.org/about/meetings/
	*7.	ACTION COG & EDD: (Re-) election of Officer vacancies for Thomas Clark, Secretary, Jeff Shroll, Vice-Chair, and Thomas Clark, EDD Chair	

	*8.	ACTION COG: Elevator Inspection Program Contract for Database Update - <i>Memo and proposal</i>	Pgs. 60-68
10:35 a.m.	9.	PRESENTATION COG: LOCAL GOVERNMENT ENERGY ACADEMY, Cary Wiener, Energy Specialist Colorado State University, Introducing framework and dates for program in August of 2018 in Eagle County. - <i>Jon to send out Member Survey in preparation for LGEA following meeting.</i>	Pg. 69
10:45 a.m.	10.	PRESENTATION COG: <i>SO THE BEETLES ARE GONE . . . NOW WHAT? A presentation on how post-beetle conditions and climate change are affecting wildfire behavior and other forest health issues.</i> Brad Peihl. Watershed Planner, JW Associates - <i>ZOOM Conference to view live presentation: https://zoom.us/j/549719436</i>	Video Conference: https://zoom.us/j/549719436
11:45 a.m.	11.	DISCUSSION COG: White River National Forest Recreation Funding Situation following “fire fix” and request from group for NWCCOG to write letter.	
12:00 p.m.		Lunch from the Moose Creek Cafe for those who RSVP by Monday, May 21, 2018.	
12:30 p.m.	12.	Member Updates:(3 min or less for each, please 3 min x 27 members =1.5 hrs) - <i>News: Share something going on locally that may be of regional interest</i>	
1:30 p.m.	13.	Program Updates: - <i>Summary document in the packet. If you have any questions for our programs that may benefit the whole group, please ask for further detail at this time.</i>	Pgs. 70-78
1:45 p.m.	14.	DISCUSSION EDD: 2018 Regional Economic Summit Debrief, Rachel Lunney - <i>Memo in packet</i>	Pgs. 79-81
	15.	New Business	
2:00 p.m.	*16.	Adjourn NWCCOG Meeting	
<p style="text-align: center;"><u>NEXT NWCCOG MEETING:</u> Thursday, July 26, 2018 at the Winter Park Town Hall Conference Room, 50 Vasquez Rd., Winter Park, CO from 10am – 12pm</p>			

* requires a vote



**Northwest Colorado Council of Governments
Northwest Loan Fund (NLF) Board
City Hall Council Chambers
Glenwood Springs, CO
March 22, 2018**

Board Members:

Alyssa Shenk, Town of Snowmass Village
Anne McKibbin, Town of Eagle
Bob Sirkus, Town of Snowmass Village
Carolyn Skowrya, Town of Dillon
Heather Sloop, City of Steamboat Springs
Karn Stiegelmeier, Summit County
Kristen Manguso, Grand County
Mark Campbell, Town of Kremmling
Patti Clapper, Pitkin County
Thomas Clark, Town of Kremmling

Others Present:

Betsy Bair, Senator Bennet's Office
Jennie Fancher, Mayor of Avon

NWCCOG Staff:

Anita Cameron
Elaina Wiegand
Jon Stavney
Nate Walowitz

Call To Order:

Karn Stiegelmeier, Chair, called the Northwest Loan Fund (NLF) Board meeting to order at 10:07 a.m. Round table introductions were conducted, and a quorum was present.

Approval of Minutes:

M/S/P Patti Clapper/Thomas Clark to approve the March 23, 2017 NLF Board meeting minutes as presented.

Approve Addition of 3/21/18 NLF Memo as Agenda Item:

M/S/P Patti Clapper/Bob Sirkus to add NLF Memo to agenda following program updates Patti Clapper/Bob Sirkus.

Approval of Postponing Final December 2017 NLF Financials:

Anita proposes to postpone the approval of the final December 2017 NLF financials until the May 24, 2018 meeting.

M/S/P Patti Clapper/Anne McKibbin to continue approval of the final December 2017 NLF financials for May 24, 2018 meeting.

Approval of February 2018 Financials:

Anita explained some of the abbreviations on the spread sheet, and reviewed what she is required to report for the loans. If the business is not a micro-enterprise (all owners Low to Moderate Income), they are required to create one job per every \$20,000 borrowed. That is why the last column says either “micro” or has a number.

Anita informed the council of her current follow-up procedures regarding loan payments. If a business misses their payment, Anita calls them directly. Since the money is grant money, it is never a real loss to the Northwest Loan Fund (NLF). There are 23 active loans. Because of this low number, Anita is very connected and knowable on current status of each loan representatives of those businesses. She is in the process of converting a new software system, which will be able to generate emails to clients. Anita’s relationship-based communication system works best for this type of loan fund and for business loans in general. Business lending in a traditional bank would also not inundate clients with paperwork and prefers to operate from a relationship building perspective.

There is one “doubtful” loan listed on page 5. This client has not paid since 2016. Anita visited the owner yesterday. Anita is working on getting this piece of real estate listed with an agent.

The important point to remember is that NLF loans are going to people who would otherwise not be able to get these loans, so we know going in that they are risky. Overall, the Northwest Loan Fund is doing well considering the clientele.

M/S/P Patti Clapper/Alyssa Shenk to approve the February 2018 financials as presented.

NLF Program Update:

The Northwest Loan Fund approved a loan on March 8, 2018 for a husband and wife to purchase our largest downgraded loan. The loan will hopefully be approved by the state loan committee later this month allowing us to have a loan closing. This means one of the NLF problem loans will go away and the company will be owned by someone who knows how to run a business.

Council members asked about procedures for delinquent loans. There are none. Replying to a number of questions about the processes surrounding administering loans, especially those which are behind in payment, Anita provided background about the loan process by reviewing the process of applying for a loan: potential client calls Anita, she determines if they are a good fit for the loan fund, and if they are she asks them to complete an application. For instance, in February 2018, Anita received an application from an existing client’s friend. Anita took the time to educate this individual because it was an existing client’s friend. She then received another application who was confused about how to show assets of the individual owner and of the LLC. In this instance, Anita was spending too much time educating a potential client and directed them to a consultant. Anita mentioned this to show how much background work goes on while she is working on and with her current loans. Also, to highlight how she values the importance of maintaining good relationships out in the community and with the clients.

NLF Loan, Capital Creek Brewery in Basalt, is expanding to Aspen. They won the bid for the Aspen Public House (the old opera house). They will provide beer from Capital Creek Brewery and affordable food. The loan fund helped the brewery with their Basalt location last year. Their expansion is not part of the loan fund, but if we had not contributed to their start they would not be where they are at today.

Anita underscored that she is a one person show, and that with this work load there are plans for someone to help in the NLF department.

Memo Approval:

Jon Stavney provided background on the situation of the NLF contracting with Anitas son who has stepped forward to help her migrate all the loan histories into a new computer software designed specifically for such programs. Jon noted that he does not need to ask NWCCOG Council for approval on the items listed in the memo, but because contracting with a relative goes against our Employee Handbook, Jon gave the council context on the memo to provide full disclosure. In the NWCCOG Employee Handbook it says the Executive Director has authority to override the nepotism policy, but Jon would like council input before making a decision.

Anita provided background on why the conversion is necessary. She has spent a significant amount of time going through the NLF spreadsheets with QuickBooks and noticed a few discrepancies. Anita talked with other Loan Funds and found software that is dedicated to loan management. The software has a 'dynamic' Interface with QuickBooks. Anita decided to subscribe to this software and contracted her son, Christopher, help her verify and load four years history into the system. The contract calls is a temporary contract. Christopher is 30 hours into the project. He believes it will take 120 hours total, including writing procedures for the Fiscal Department.

The council all agreed that this item acceptable as long as it is a case by case deal and not setting the precedent for future nepotism contracts. They decided that the conversation in the meeting provided enough disclosure for Jon to move forward. There was no vote on the matter taken.

New Business:

There is none.

Adjournment:

M/S/P Patti Clapper/Bob Sirkus to adjourn the NLF Board Meeting at 10:41 a.m.

Karn Stiegelmeier, NWCCOG Chair

Date

Melanie Leaverton -- Bio

I grew up in business, both on a family ranch in Montana, and then in my father's hardware and building material store after we moved to Oregon. I do not have any college degrees, but have learned much over those 60+ years, through boots on the ground and blood, sweat and tears. (And a quite a bit of manure, too!)

After graduating high school, I returned to Montana, to work for nearly 20 years with Northwestern Mutual Life Insurance Company, as the Office Manager, trainer, and special assistant to the General Agent over Montana, Wyoming and parts of North Dakota and Idaho.

In 1980, I met my husband, Mike, who was attending MSU in Bozeman, earning his Civil Engineering degree. When he finished school, we started a civil engineering and surveying business called GEOMAX, partnering with one of his college professors. We provided expert witness testimony for court cases, surveying and engineering for many private and government entities, and river mechanics projects in Montana, Utah, Washington and Alaska, to name a few. I served as office manager there also, which included phone work, project coordination, typing legal descriptions, presentation papers and court documents.

In 1983, our first child was born, which started us on a new journey as I juggled business ownership and management with caring for and educating our 4 children, both academically and in life skills to carry them through successful lives. I homeschooled and helped in our businesses over the next 15 years, until we moved from Bozeman to Oregon to take over my father's business, then back to the mountains of Colorado for our own hardware/lumber store, and then to Iowa, where I started a mailing store and printing shop, and my husband bought 2 lumberyards.

In 2014, we returned to Walden, having to foreclose on the business we had sold under contract in 2003, and have been trying to restore it ever since then, to the prosperous condition it was in when we sold.

I enjoy volunteer work in many capacities, including my church, local schools, helping senior citizens, driving people to medical appointments, ranch work and on local boards and committees. My varied experience in business, travel (I have visited all 50 states, and a number of locations outside the US) and community provide me with a wide overview of life in all those areas, which might prove valuable if I am able to serve on your committee.

Thank you for your consideration.

Melanie Leaverton

Timberline Builders

Walden. CO Jackson County



Northwest Colorado Council of Governments

NWCCOG Council Meeting

Colorado Mountain College, Vail Valley, Room #230

Edwards, CO

January 25, 2018

Council & EDD Board Members Present:

Alyssa Shenk, Town of Snowmass Village
Andrew Miller, Town of Fraser
Brian Waldes, Town of Breckenridge (via phone)
Carolyn Skowrya, 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
John Bristol, Steamboat Springs EDD
Karn Stiegelmeier, Summit County
Matt Gianneschi, Colorado Mountain College (CMC)
Matt Scherr, Town of Minturn
Patti Clapper, Pitkin County
Susan Fairweather, Kaiser Permanente
Thomas Clark, Town of Kremmling
Watkins Fulk-Gray, Town of Basalt (via phone)

Others Present:

Angelo Fernandez, Freeform Consulting
Patrick Brower, Grand Enterprise

NWCCOG Staff:

Anita Cameron
CJ Grove
Elaina Wiegand
Erin Fisher
Jon Stavney
Nate Walowitz
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 10:37 a.m. Roundtable introductions were completed, and a quorum was present for the groups.

Approval of December 7, 2017 NWCCOG Council & EDD Board Meeting Minutes:

M/S/P Thomas Clark/Corry Mihm to approve the December 7, 2017 meeting minutes as presented.

Approval of Preliminary December 2017 Financials:

M/S/P Thomas Clark/Patti Clapper to approve the preliminary December 2017 financials as presented.

Executive Director Review:

The NWCCOG Executive Committee (Karn Stiegelmeier, Chair; Jeff Shroll, Vice-Chair; and Thomas Clark, Secretary/Treasurer) met and conducted an annual review of Jon Stavney, NWCCOG Executive Director, on January 25, 2018 before the NLF Board meeting. Following the review, Karn reported that the Executive Committee unanimously approved that Jon will receive the same raise NWCCOG staff received: 3.1% COLA increase and 1.5% merit increase as of January 1, 2018. The NWCCOG Council had no objections.

Approval of 2018 NWCCOG Council Meeting Schedule

The 2018 Council Meeting schedule was originally proposed in December. However, some of the proposed meeting dates were on the same day as CAST meetings. NWCCOG staff revised and proposed a new schedule.

M/S/P Patti Clapper/Thomas Clark to approve the 2018 NWCCOG Council Meeting Schedule

Election of Executive Committee Municipal Members for 2018

For clarification, the Executive Committee consists of nine members; one member from each of the Region XII counties and four municipal members at large. Currently, Karn Stiegelmeier serves as Chair, Jeff Shroll as Vice-Chair, and Thomas Clark as Secretary/Treasurer. All three individuals offered to serve another year.

M/S/P Patti Clapper/Carolyn Skowyra move to approve existing Executive Committee.

M/S/P Patti Clapper/Carolyn Skowyra withdraw motion to verify existing Executive Committee municipal members. .

There was a question about how the bylaws addressed the composition of this group. NWCCOG staff verified the existing Executive Committee municipal members: Jeff Shroll, Patty McKenny, Thomas Clark, and Carolyn Skowyra. Jeff, Thomas, and Carolyn agreed to serve again in 2018. Patty McKenny was not present at the meeting due to a Town of Vail trip to Japan, so Alyssa Shenk offered to replace Patty as an Executive Committee municipal member.

M/S/P Jeff Shroll/Carolyn Skowyra nominate Town of Snowmass Village's council representative, Alyssa Shenk, to replace Town of Vail's council representative, Patty McKenny, as an Executive Committee municipal member.

M/S/P Patti Clapper/Carolyn Skowyra move to approve existing Executive Committee with the addition of Alyssa Shenk.

Designate County Health Pool (CHP) Representative for 2018

Thomas Clark has served as the NWCCOG representative to the County Health Pool for the past 5 years with the NWCCOG Executive Director as alternate. The recommendation was to reauthorize Thomas Clark to continue as the County Health Pool Representation with Jon Stavney, NWCCOG Executive Director, as alternate.

M/S/P Patti Clapper/Jeanne McQueeney to appoint Thomas Clark as the 2018 NWCCOG representative for County Health Pool with Jon Stavney as the alternate.

Approval of Revised Credit Card Policy

Alyssa Shenk made a few revision recommendations. Once policy is updated with edits, Elaina will email to Alyssa for further review. Final revision is on last page of minutes for approval with the minutes.

M/S/P Patti Clapper /Thomas Clark to approve revised Credit Card Policy as amended.

Approval of NLF Deposit Account with Additional Banks

M/S/P Jeff Shroll/Thomas Clark to approve NLF deposit accounts with additional banks, to keep funds insured at the \$250,000 FDIC limit.

Presentation: Killdozer book by Patrick Brower about Granby bulldozer rampage incident and managing civility in an antigovernment society.

You may find the YouTube video about the book on our website: <http://nwccog.org/about/meetings/>. Please visit Killdozerbook.com for more information. The group discussed Jeremy Rietmann's dissertation, Approve Spring Creek Village. You may find a copy on our website: <http://nwccog.org/about/meetings/>.

Presentation: Employee Evaluation Trends & Best Practices, Angelo Fernandez, Freeform Consulting

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

Approval of Project THOR Next Steps

Nate Walowitz shared the Whopper Net Neutrality Video with the group. You may find on our website:

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

Jon and Nate have been discussing Project THOR plans with Mammoth Networks. The next steps are to put together a 90 day project small scope of work. Please see the board packet for the scope of work:

<http://nwccog.org/about/meetings/>. Mammoth quoted the project at \$22,000 for 90 days of work. Jon and Nate are proposing a DOLA grant totaling an \$11,000 combined match from NWCCOG members. Mammoth is empowering Nate and Jon to enter into this agreement including partnerships.

M/S/P Alyssa Shenk/Jeanne McQueeney to authorize NWCCOG to enter into contract with mammoth for the scope of work presented in the packet and seek funding through DOLA and member jurisdictions for \$22,000.

Program Updates:

Program updates are listed in meeting packet on pages 37-42. Council did not have any questions for NWCCOG programs.

Member Updates:

Colorado Mountain College, Matt Gianneschi – CMC ran a Gallagher amendment in 2017, which passed in Routt County, but lost in Summit County. CMC will run again and may host a session with their attorneys for an NWCCOG council presentation.

Pitkin County, Patti Clapper – Pitkin County is working with the City of Aspen on the 2020 Census. She pointed out that the federal government is slashing funds for the census. The County and City is drafting a letter to seek proper funding from Congress for the Census. X-Games started in Aspen on January 25, 2018.

Snowmass Village, Alyssa Shenk – Comp Plan reveal with community on January 28 and 29, 2018. Alyssa suggested NWCCOG host a presentation that is focused on best practices for boards evaluating Town Managers and Town Attorneys and how to check in with them throughout the year.

Town of Gypsum, Jeff Shroll – Gypsum is well underway with compressive trail to connect Eagle and Gypsum. They go live with Mammoth Network at the end of January or beginning of February to light up most of the town. Gypsum is preparing for significant drought this summer.

Summit County, Karn Stiegelmeier – The County is still engaging in conversations on e-bikes at community meetings. They are just getting started on short-term rentals. Summit was first under the impression that they did not have authority to license as towns can, but it turns out the County can permit short-term rentals. Green Mountain Reservoir was found to have Quagga Zebra mussels last summer. Summit is working with the forest service to look at what they can do to make improvements.

Eagle County, Jeanne McQueeney – Eagle County dropped out of Colorado Counties, Inc. (CCI), but remain members of CAST and CCAT. The County is trying develop a master plan for sustainable funding.

Town of Kremmling, Thomas Clark – Kremmling is currently at drought level. Thankfully, most of their reservoirs are full.

Colorado Tourism Office, Corry Mihm – Destination Development is embarking on a few new programs to help develop tourism in rural areas. CRAFT, a new is new acronym for Colorado Rural Academy for Tourism, is creating educational pieces for destinations regarding where they are on the tourism maturity scale. The first piece, Craft Studio 101, opened today. This will be a 14 week training brining other organizations within the destination together and craft a strategy to move forward. Applications due February 23 for March/June implementation. Starting in March, 1 ½ - 2 day workshops will be available targeted to certain industries (i.e., adventure tourism). The mentoring program previously known as CHAMP is now being called CRAFT Mentor and available for up to 50 hours of mentoring tourism businesses or organizations. Lastly, resources will be available online through CRAFT Toolkits which will be “how to” resources primarily for rural tourism (i.e., visitor readiness). They partnered with Arizona State University’s Sustainability Department to create much of the previously mentioned. The CTO is redoing the industry portion of Colorado.com, but is keeping the same address: www.industry.colorado.com.

Grand County EDD, Diane Butler – Their EDA grant is officially completed, but Grand County EDD plans to continue working with their consultant for another 6 months. They will bring the implementation plan on January 29, 2018. Granby Ranch is for sale. Grand County EDD is working on a state level for this beyond residential development opportunity.

Town of Fraser, Andy Miller – Fraser is working on a mechanism to permit short-term rentals. They recently conducted a survey which found 300 properties currently listed as short term rentals and only 20 contributing sales tax. Fraser completed their master plan for the 120 acres of open space. The community supports turning 6 acres of that into a

park and leaving the rest open. They are trying to work on how to make the transition from having a plan to implementing the plan.

Town of Minturn, Matt Scherr – The town has about 1,000 people and 500 housing units. Forest service is looking to relocate the Dowd Junction offices, which Minturn hopes to redevelop to bring in sales tax. A family who owned 50% of the retail on Main Street in Minturn, recently sold their property. Minturn is looking to add 700 units closer to workforce housing and should be getting their historic reservoir back.

Town of Dillon, Carolyn Skowrya – Dillon is looking into short-term rentals and coming up with a policy. Ice castles are currently up and have been very successful. However, water costs have been much greater than anticipated because it was so warm in December. Dillon has elections coming up. There was a petition submitted for every open seat. Carolyn ran unopposed for Mayor, and will be the Mayor of Dillon starting in April. Dillon was selected for a Capstone Project from the CU Architecture Graduate Program. The town will have a group of students come up and assess what it would look like if Dillon built out what their zoning code allows. The students will give Dillon a digital product to share with community. Group of students will live in Dillon and do community surveying to get a really good idea of what Dillon has to offer.

New Business:

There was none.

Adjournment:

M/S/P Thomas Clark/Patti Clapper to adjourn the NWCCOG Council Meeting at 2:02 p.m.

Karn Stiegelmeier, NWCCOG Council Chair

Date

Patti Clapper, EDD Vice-Chair

Date

Northwest Colorado Council of Governments
List of Payments by Class
March through April 2018

4:12 PM
05/15/2018
Accrual Basis

Date	Name	Amount
* COG PROGRAM FUNDS		
1100- Regional Business		
03/01/2018	UNUM Life Insurance CO of America	57.37
03/01/2018	County Health Pool	1,310.08
03/01/2018	Summit County Chamber of Commerce {vendor	150.00
03/02/2018	Hyatt Regency	516.20
03/02/2018	Amazon.com	62.04
03/02/2018	SOS Registration Fee	10.00
03/02/2018	ZOOM.US	14.99
03/05/2018	Tandem Design Lab	2,300.00
03/06/2018	CCOERA	0.03
03/12/2018	North Star Consulting Group	693.00
03/20/2018	UNUM Life Insurance CO of America	57.37
03/22/2018	Thor's Grill	286.50
03/31/2018	Stavney, Jon {vendor}	287.76
04/01/2018	County Health Pool	1,310.08
04/01/2018	CGAIT	660.00
04/03/2018	Hostgator.com	11.95
04/03/2018	Google SVCSAPPS	133.33
04/03/2018	Target	10.01
04/03/2018	Parking	1.00
04/03/2018	CO Event Registration	103.00
04/03/2018	ZOOM.US	14.99
04/04/2018	North Star Consulting Group	731.00
04/19/2018	UNUM Life Insurance CO of America	57.37
04/26/2018	Silverthorne Pavilion	922.50
Total 1100- Regional Business		9,700.57
1200- Broadband		
03/01/2018	UNUM Life Insurance CO of America	76.50
03/01/2018	County Health Pool	763.68
03/01/2018	County Health Pool	1,746.78
03/04/2018	Verizon Wireless Services	56.25
03/20/2018	UNUM Life Insurance CO of America	76.50
04/01/2018	County Health Pool	763.68
04/01/2018	County Health Pool	1,746.78
04/19/2018	UNUM Life Insurance CO of America	76.50
04/26/2018	Verizon Wireless Services	59.23
Total 1200- Broadband		5,365.90
2100- Elevator Inspection		
03/01/2018	UNUM Life Insurance CO of America	48.48

Date	Name	Amount
03/01/2018	UNUM Life Insurance CO of America	46.17
03/01/2018	UNUM Life Insurance CO of America	48.30
03/01/2018	UNUM Life Insurance CO of America	134.58
03/01/2018	UNUM Life Insurance CO of America	37.65
03/01/2018	County Health Pool	768.01
03/01/2018	County Health Pool	1,423.48
03/01/2018	County Health Pool	24.00
03/01/2018	County Health Pool	768.00
03/01/2018	County Health Pool	799.58
03/02/2018	Parking	17.00
03/02/2018	Elevatorkeys.com	86.63
03/02/2018	NFPA Natl Fire Protect	562.62
03/02/2018	ASME	100.84
03/02/2018	Office Depot	10.85
03/02/2018	City of Aspen {vendor}	3.00
03/02/2018	City of Aspen {vendor}	10.00
03/02/2018	City of Aspen {vendor}	10.00
03/02/2018	Autonomous Inc.	1,488.08
03/02/2018	Colorado Mtn News Media{vendor}	264.80
03/02/2018	CBI Records Ck-Net	6.85
03/02/2018	CBI Records Ck-Net	6.85
03/02/2018	CBI Records Ck-Net	6.85
03/02/2018	Southwest Airlines	-234.96
03/02/2018	Southwest Airlines	-15.00
03/02/2018	Southwest Airlines	-15.00
03/02/2018	Southwest Airlines	15.00
03/02/2018	Southwest Airlines	15.00
03/02/2018	Southwest Airlines	234.96
03/02/2018	Southwest Airlines	15.00
03/02/2018	Southwest Airlines	299.96
03/02/2018	Southwest Airlines	15.00
03/02/2018	Brooks Brothers	113.04
03/02/2018	Lands End	95.78
03/02/2018	Wash By U	7.03
03/04/2018	Verizon Wireless Services	219.56
03/14/2018	A Smart Elevator Solution LLC{s corp}	520.00
03/15/2018	Alpine PC	110.00
03/20/2018	UNUM Life Insurance CO of America	67.29
03/20/2018	UNUM Life Insurance CO of America	48.48
03/20/2018	UNUM Life Insurance CO of America	46.17
03/20/2018	UNUM Life Insurance CO of America	48.30
03/20/2018	UNUM Life Insurance CO of America	37.65
03/26/2018	Quill Corporation	21.99

Date	Name	Amount
03/30/2018	Quill Corporation	39.99
04/01/2018	County Health Pool	768.01
04/01/2018	County Health Pool	1,423.48
04/01/2018	County Health Pool	24.00
04/01/2018	County Health Pool	768.00
04/01/2018	County Health Pool	799.58
04/03/2018	CBI Records Ck-Net	6.85
04/03/2018	CBI Records Ck-Net	6.85
04/03/2018	Dri Trend Micro	32.19
04/03/2018	Southwest Airlines	-15.00
04/03/2018	Southwest Airlines	-15.00
04/03/2018	Southwest Airlines	-319.96
04/03/2018	Parkway	17.00
04/03/2018	Excalibur Hotel	47.62
04/03/2018	ASME	317.45
04/03/2018	NAESAI International	120.00
04/03/2018	Southwest Airlines	319.96
04/03/2018	Southwest Airlines	15.00
04/03/2018	Southwest Airlines	15.00
04/03/2018	Amazon.com	36.78
04/03/2018	Chimayo Grill	35.26
04/03/2018	Amazon.com	9.99
04/03/2018	Office Max	194.86
04/03/2018	Office Max	209.99
04/03/2018	Fiesta Jalisco	15.00
04/03/2018	Best Western	194.34
04/03/2018	Office Max	33.57
04/03/2018	Lowes	27.07
04/03/2018	Parking	20.00
04/03/2018	Silverthorne Car Wash	13.00
04/03/2018	Aspen Parking	1.00
04/03/2018	Office Max	14.08
04/03/2018	Office Max	21.66
04/03/2018	Whole Foods {vendor}	40.93
04/03/2018	Aspen Parking	10.00
04/03/2018	Starbucks	8.33
04/03/2018	Days Inn{vendor}	179.90
04/03/2018	Office Max	86.68
04/03/2018	Sanders True Value	28.13
04/03/2018	1st Bank Checking	151.95
04/13/2018	Quill Corporation	26.99
04/13/2018	Winters, Cora {vendor}	35.66
04/16/2018	Alpine PC	165.00

Date	Name	Amount
04/19/2018	UNUM Life Insurance CO of America	67.29
04/19/2018	UNUM Life Insurance CO of America	29.47
04/19/2018	UNUM Life Insurance CO of America	43.92
04/19/2018	UNUM Life Insurance CO of America	48.48
04/19/2018	UNUM Life Insurance CO of America	46.17
04/19/2018	UNUM Life Insurance CO of America	48.30
04/19/2018	UNUM Life Insurance CO of America	37.65
04/19/2018	UNUM Life Insurance CO of America	29.47
04/19/2018	UNUM Life Insurance CO of America	43.92
04/25/2018	1st Bank Checking	425.32
04/26/2018	Verizon Wireless Services	268.73

Total 2100- Elevator Inspection 15,357.78

2915 - 94.002 RSVP- 3-31-16

03/01/2018	UNUM Life Insurance CO of America	40.32
03/01/2018	County Health Pool	728.12
03/02/2018	Shutterstock, Inc.	49.00
03/02/2018	Shutterstock, Inc.	49.00
03/05/2018	4Imprint	4,137.38
03/05/2018	4Imprint	166.48
03/06/2018	Erin Fisher {vendor}	461.34
03/06/2018	CJ Grove	370.00
03/09/2018	Quill Corporation	139.54
03/09/2018	Quill Corporation	31.88
03/09/2018	Quill Corporation	31.88
03/09/2018	Quill Corporation	75.87
03/09/2018	Miera, Margaret{RSVP}	14.40
03/20/2018	UNUM Life Insurance CO of America	40.32
03/20/2018	Phillips, Johnnette	29.60
03/20/2018	Quill Corporation	69.99
03/21/2018	Quill Corporation	133.96
03/23/2018	North Star Consulting Group	152.00
03/30/2018	Erin Fisher {vendor}	30.68
03/30/2018	Latkiewicz, Christopher	26.40
03/30/2018	Glenwright, Stephanie	43.20
03/31/2018	Einspahr, Sandra{RSVP}	107.20
03/31/2018	Cassidy, Roseanne{RSVP}	56.00
03/31/2018	Palmateer, Paula{RSVP}	72.00
03/31/2018	Archibeque, Oralia{RSVP}	45.60
03/31/2018	McCafferty, Marlene{RSVP}	73.60
03/31/2018	Moos, Madeline	108.80
03/31/2018	Sneath, Linda{RSVP}	54.00
03/31/2018	Carr, Linda{RSVP}	62.40
03/31/2018	Olive, Irene	118.80

Date	Name	Amount
03/31/2018	Copy Copy INC	582.60
03/31/2018	Jones, Bill	14.40
03/31/2018	Roney, Beatrice	61.60
03/31/2018	Vernell, Debbie	28.00
03/31/2018	Policastri, Anna {RSVP}	48.00
03/31/2018	Christiansan, Elmer{RSVP}	61.20
03/31/2018	Mott, Susan{RSVP}	48.00
03/31/2018	Barker, Lucy	20.80
04/02/2018	Hotel	172.97
04/02/2018	Panera Bread	22.88
04/02/2018	Hilton Hotel	658.23
04/02/2018	Hilton Hotel	611.42
04/03/2018	Express Medals	16.97
04/03/2018	Express Medals	12.98
04/03/2018	Displays2Go	361.30
04/03/2018	Displays2Go	290.30
04/03/2018	Shutterstock, Inc.	49.00
04/03/2018	Hilton Hotel	68.92
04/03/2018	Dri Trend Micro	32.19
04/19/2018	UNUM Life Insurance CO of America	40.32
04/20/2018	CIMA	849.61
04/20/2018	State Forms Center	3.25
04/23/2018	CJ Grove	46.92
04/23/2018	Vernell, Debbie	28.00
04/30/2018	Roney, Beatrice	43.20
04/30/2018	Jones, Bill	216.00
04/30/2018	Christiansan, Elmer{RSVP}	61.20
04/30/2018	Olive, Irene	137.60
04/30/2018	Phillips, Johnnette	16.00
04/30/2018	Carr, Linda{RSVP}	37.20
04/30/2018	Sneath, Linda{RSVP}	48.00
04/30/2018	McCafferty, Marlene{RSVP}	68.80
04/30/2018	Kaddatz, Mary Ann	32.00
04/30/2018	Hess, MaryJane{RSVP}	65.08
04/30/2018	National Senior Corps Association	125.00
04/30/2018	Palmateer, Paula{RSVP}	85.60
04/30/2018	Surette, Richard	84.00
04/30/2018	Cassidy, Roseanne{RSVP}	48.00
04/30/2018	Einspahr, Sandra{RSVP}	92.40
04/30/2018	Mott, Susan{RSVP}	60.00
Total 2915 - 94.002 RSVP- 3-31-16		12,869.70
2935 - SMP		
04/02/2018	CTS LanguageLink	3.91

	Date	Name	Amount
Total 2935 - SMP			3.91
3017 AAAA 17/18			
3107 - Part A			
	03/01/2018	County Health Pool	388.03
	03/01/2018	County Health Pool	9.28
	03/02/2018	The Argentos Empanadas	14.44
	03/02/2018	The Argentos Empanadas	3.70
	03/02/2018	The Argentos Empanadas	9.65
	03/02/2018	City Market	30.00
	04/03/2018	Erin Fisher {vendor}	16.25
	04/11/2018	Erin Fisher {vendor}	136.80
Total 3107 - Part A			608.15
3117 - Part B			
	03/01/2018	County Health Pool	99.75
	03/30/2018	AAAA Client	28.34
	03/31/2018	AAAA Client	200.00
	03/31/2018	AAAA Client	44.15
	03/31/2018	AAAA Client	330.84
	03/31/2018	Colorado Legal Services (v){501(c)3	416.25
	03/31/2018	AAAA Client	200.00
	03/31/2018	AAAA Client	360.00
	03/31/2018	Grand County Home Care	25.00
	03/31/2018	AAAA Client	200.00
	03/31/2018	AAAA Client	100.00
	03/31/2018	AAAA Client	200.00
	04/16/2018	AAAA Client	28.34
	04/23/2018	AAAA Client	44.15
	04/25/2018	Erin Fisher {vendor}	67.14
Total 3117 - Part B			2,343.96
3137 - Part C-1			
	03/01/2018	County Health Pool	14.15
	03/31/2018	Eagle County Public Health	10,602.76
Total 3137 - Part C-1			10,616.91
3147 - Part C-2			
	03/31/2018	Pitkin County Senior Services	3,503.46
	03/31/2018	Pitkin County Senior Services	3,939.51
	03/31/2018	Eagle County Public Health	1,173.59
	03/31/2018	Eagle County Public Health	2,351.66
	03/31/2018	Jackson County Council on Aging	1,190.43
Total 3147 - Part C-2			12,158.65
3157 - Part D			
	03/31/2018	Consortium for Older Adult Wellness	160.60
Total 3157 - Part D			160.60

	Date	Name	Amount
3167 - Part E			
	03/07/2018	AIRS	57.00
	03/30/2018	Summit Resilience Training	400.00
	03/31/2018	AAAA Client	200.00
	03/31/2018	Jackson County Council on Aging	34.50
	03/31/2018	Summit County Community & Senior Center	200.00
Total 3167 - Part E			891.50
3317 - State Admin			
	03/01/2018	UNUM Life Insurance CO of America	35.22
	03/01/2018	UNUM Life Insurance CO of America	58.62
	03/01/2018	UNUM Life Insurance CO of America	30.12
	03/01/2018	County Health Pool	142.15
	03/20/2018	UNUM Life Insurance CO of America	35.22
	03/20/2018	UNUM Life Insurance CO of America	58.62
	03/20/2018	UNUM Life Insurance CO of America	30.12
	04/19/2018	UNUM Life Insurance CO of America	35.22
	04/19/2018	UNUM Life Insurance CO of America	58.62
	04/19/2018	UNUM Life Insurance CO of America	30.12
Total 3317 - State Admin			514.03
3327 - State Services			
	03/01/2018	County Health Pool	1,745.82
	03/01/2018	CTS LanguageLink	16.00
	03/01/2018	County Health Pool	355.71
	03/01/2018	County Health Pool	1,329.24
	03/02/2018	Office Max	199.99
	03/02/2018	City Market	8.03
	03/02/2018	City Market	5.69
	03/02/2018	Molly Gibson Lodge	277.96
	03/02/2018	Sookasa, Inc.	200.00
	03/02/2018	Venngage.com	49.00
	03/02/2018	International Transaction Fee	0.98
	03/04/2018	Verizon Wireless Services	54.25
	03/15/2018	CANSO	100.00
	03/15/2018	Summit Bookkeeping & Payroll, Inc	112.00
	03/15/2018	Alpine PC	125.00
	03/20/2018	AAAA Client	200.00
	03/31/2018	Castle Peak Dental LLC{s-corp}	268.00
	03/31/2018	Chocolate Software, LLC	1,106.25
	03/31/2018	Pitkin County Senior Services	7,556.60
	03/31/2018	Pitkin County Senior Services	953.64
	03/31/2018	Grand County Council on Aging	5,146.00
	03/31/2018	Grand County Council on Aging	1,492.99
	03/31/2018	Pitkin County Adult & Family Services	1,498.79

Date	Name	Amount
03/31/2018	Eagle County Public Health	4,051.96
03/31/2018	Jackson County Council on Aging	674.52
03/31/2018	Jackson County Council on Aging	495.67
03/31/2018	Jackson County Council on Aging	960.52
03/31/2018	Summit County Community & Senior Center	270.00
03/31/2018	Summit County Community & Senior Center	562.50
03/31/2018	Summit County Community & Senior Center	880.00
03/31/2018	Summit County Community & Senior Center	562.50
04/01/2018	County Health Pool	1,745.82
04/01/2018	County Health Pool	768.00
04/01/2018	County Health Pool	737.40
04/01/2018	County Health Pool	1,571.14
04/03/2018	Dri Trend Micro	96.57
04/03/2018	Hostgator.com	39.99
04/03/2018	Hostgator.com	12.95
04/03/2018	Big Shooter Cafe	8.00
04/03/2018	Azteca Taqueria	24.51
04/11/2018	Quill Corporation	48.99
04/13/2018	Quill Corporation	258.95
04/15/2018	Summit Bookkeeping & Payroll, Inc	112.00
04/16/2018	Alpine PC	200.00
04/23/2018	AAAA Client	200.00
04/26/2018	Verizon Wireless Services	57.23
Total 3327 - State Services		37,141.16
3517 - NSIP C-1		
03/23/2018	Pitkin County Human Services	1,066.96
03/23/2018	Eagle County Public Health	1,254.66
03/23/2018	Grand County Senior Nutrition	458.85
Total 3517 - NSIP C-1		2,780.47
3527 - NSIP C-2		
03/23/2018	Jackson County Council on Aging	132.85
03/23/2018	Pitkin County Human Services	181.81
03/23/2018	Eagle County Public Health	196.90
03/23/2018	Grand County Senior Nutrition	318.97
Total 3527 - NSIP C-2		830.53
Total 3017 AAAA 17/18		68,045.96
3700 - WaterShed Services		
3710 - 208 Planning		
03/31/2018	Lane Wyatt, Inc	15.62
04/05/2018	Lane Wyatt, Inc	862.50
Total 3710 - 208 Planning		878.12
Total 3700 - WaterShed Services		878.12
3800- Econ Develop District		

Date	Name	Amount
03/01/2018	UNUM Life Insurance CO of America	48.07
03/01/2018	UNUM Life Insurance CO of America	7.65
03/01/2018	County Health Pool	1,746.78
03/01/2018	County Health Pool	174.68
03/02/2018	GoDaddy.com	4.99
03/02/2018	Hotwire	277.20
03/20/2018	UNUM Life Insurance CO of America	48.07
03/20/2018	UNUM Life Insurance CO of America	7.65
04/01/2018	County Health Pool	1,746.78
04/01/2018	County Health Pool	174.68
04/01/2018	Community Systems	910.00
04/02/2018	Internationa Economic Development Council	610.00
04/03/2018	IEDC Online	545.00
04/19/2018	UNUM Life Insurance CO of America	48.07
04/19/2018	UNUM Life Insurance CO of America	7.65
Total 3800- Econ Develop District		6,357.27
4001-WX-Non Grant		
4003 - Machebeuf Fund		
03/02/2018	Westland Distributing Inc	177.73
Total 4003 - Machebeuf Fund		177.73
4005 - CARE		
03/20/2018	Town of Red Cliff {vendor}	140.00
03/23/2018	Whirlpool Contract/Retail	659.00
04/03/2018	Lowe's	223.54
04/03/2018	Lowe's	39.08
04/03/2018	Home Depot	148.46
04/03/2018	Home Depot	49.97
04/03/2018	Home Depot	93.55
Total 4005 - CARE		1,353.60
4010 - CIP		
03/02/2018	Salida True Value	9.78
03/02/2018	RC Repairclinic.com	13.55
03/02/2018	RC Repairclinic.com	146.75
03/16/2018	Westland Distributing Inc	1,344.58
03/27/2018	Salida True Value	102.95
03/27/2018	Salida True Value	30.99
03/28/2018	American Pride Electric, LLC	318.38
03/30/2018	Westland Distributing Inc	137.47
04/03/2018	Ferguson Enterprises Inc #109	1,428.53
04/12/2018	Salida True Value	12.99
Total 4010 - CIP		3,545.97
Total 4001-WX-Non Grant		5,077.30
4017-WX 17/18		

Date	Name	Amount
4317 - Solar CEO		
04/20/2018	Atlasta Solar	1,060.00
Total 4317 - Solar CEO		1,060.00
4467 - DOE T&TA		
03/02/2018	Restaurant	99.35
03/02/2018	Parking	11.00
Total 4467 - DOE T&TA		110.35
4447 - DOE Operating		
03/01/2018	UNUM Life Insurance CO of America	37.67
03/01/2018	UNUM Life Insurance CO of America	38.94
03/01/2018	UNUM Life Insurance CO of America	29.47
03/01/2018	UNUM Life Insurance CO of America	59.50
03/01/2018	UNUM Life Insurance CO of America	25.78
03/01/2018	UNUM Life Insurance CO of America	34.09
03/01/2018	UNUM Life Insurance CO of America	25.92
03/01/2018	UNUM Life Insurance CO of America	48.18
03/01/2018	UNUM Life Insurance CO of America	29.39
03/01/2018	UNUM Life Insurance CO of America	27.48
03/01/2018	UNUM Life Insurance CO of America	32.29
03/01/2018	County Health Pool	1,423.49
03/01/2018	County Health Pool	768.00
03/01/2018	County Health Pool	764.16
03/01/2018	County Health Pool	1,423.49
03/01/2018	County Health Pool	1,416.76
03/01/2018	County Health Pool	767.04
03/01/2018	County Health Pool	761.76
03/01/2018	County Health Pool	1,746.78
03/01/2018	County Health Pool	762.72
03/01/2018	County Health Pool	766.08
03/01/2018	BHW Associates	1,933.00
03/01/2018	Four Sprys Investments, LLC{s-corp}	889.40
03/02/2018	Lowe's	14.07
03/02/2018	Westland Distributing Inc	1,495.00
03/02/2018	Westland Distributing Inc	19.02
03/02/2018	Clarion Inn	-63.00
03/02/2018	Clarion Inn	210.00
03/02/2018	Clarion Inn	189.00
03/02/2018	Comfort Inn Vail Valley{v}	268.62
03/02/2018	Comfort Inn Vail Valley{v}	268.62
03/02/2018	Comfort Inn Vail Valley{v}	99.49
03/02/2018	Ferguson Enterprises Inc #109	61.55
03/02/2018	Ferguson Enterprises Inc #109	10.99
03/02/2018	Comfort Inn Vail Valley{v}	268.62

Date	Name	Amount
03/02/2018	Comfort Inn Vail Valley{v}	99.49
03/02/2018	Comfort Inn Vail Valley{v}	99.49
03/02/2018	Alpine Lumber Co	133.32
03/02/2018	Comfort Inn Vail Valley{v}	268.62
03/02/2018	Lowe's	18.58
03/02/2018	Lowe's	32.86
03/02/2018	Lowe's	1.78
03/02/2018	Comfort Inn Vail Valley{v}	99.49
03/02/2018	Parking	11.00
03/02/2018	Murdochs Ranch Supply	39.99
03/02/2018	The Copy Shop	4.15
03/02/2018	The Copy Shop	4.60
03/02/2018	Lowe's	16.23
03/02/2018	Walmart	6.98
03/02/2018	Office Max	292.45
03/02/2018	Walmart	11.36
03/02/2018	Office Max	35.49
03/02/2018	Office Max	21.99
03/02/2018	Amazon.com	16.98
03/02/2018	Amazon.com	5.95
03/02/2018	City of Craig{vendor}	29.60
03/02/2018	City of Craig{vendor}	38.75
03/02/2018	City of Craig{vendor}	60.00
03/02/2018	City of Craig{vendor}	42.00
03/04/2018	Century Link	88.99
03/04/2018	Verizon Wireless Services	449.71
03/05/2018	Eagle Rock Supply Co	1,025.92
03/06/2018	Lowe's	48.81
03/07/2018	Mr T Hardware & Building Supply	19.98
03/09/2018	B&B Plumbing & Heating	674.30
03/12/2018	George T Sanders	36.33
03/15/2018	Summit Bookkeeping & Payroll, Inc	831.00
03/16/2018	X-cel Energy	22.87
03/19/2018	Am Conservation Group, Inc	431.52
03/19/2018	Lowe's	19.97
03/19/2018	Lowe's	15.98
03/19/2018	Lowe's	73.44
03/19/2018	Lowe's	140.76
03/19/2018	Lowe's	-104.04
03/20/2018	UNUM Life Insurance CO of America	37.67
03/20/2018	UNUM Life Insurance CO of America	38.94
03/20/2018	UNUM Life Insurance CO of America	29.47
03/20/2018	UNUM Life Insurance CO of America	59.50

Date	Name	Amount
03/20/2018	UNUM Life Insurance CO of America	25.78
03/20/2018	UNUM Life Insurance CO of America	34.09
03/20/2018	UNUM Life Insurance CO of America	25.92
03/20/2018	UNUM Life Insurance CO of America	48.18
03/20/2018	UNUM Life Insurance CO of America	29.39
03/20/2018	UNUM Life Insurance CO of America	27.48
03/20/2018	UNUM Life Insurance CO of America	32.29
03/20/2018	Mr T Hardware & Building Supply	7.95
03/20/2018	Columbia Industries, Inc.	56.80
03/22/2018	Elmer Glass Co of Rifle Inc	52.20
03/27/2018	Black Mountain Glass {s corp}	29.60
03/27/2018	Eagle Rock Supply Co	381.58
03/27/2018	Eagle Rock Supply Co	720.00
03/27/2018	Eagle Rock Supply Co	483.33
03/28/2018	Goodway Auto Repair LLC	871.92
03/28/2018	Salida True Value	18.28
04/01/2018	BHW Associates	1,933.00
04/01/2018	County Health Pool	1,423.49
04/01/2018	County Health Pool	768.00
04/01/2018	County Health Pool	764.16
04/01/2018	County Health Pool	1,423.49
04/01/2018	County Health Pool	1,416.76
04/01/2018	County Health Pool	767.04
04/01/2018	County Health Pool	761.76
04/01/2018	County Health Pool	1,746.78
04/01/2018	County Health Pool	762.72
04/01/2018	County Health Pool	766.08
04/02/2018	FluentStream Technologies	114.08
04/03/2018	X-cel Energy	66.23
04/03/2018	Valley Lumber Co	25.15
04/03/2018	Samuelson Hardware -9 Craig	49.96
04/03/2018	Samuelson Hardware -9 Craig	10.74
04/03/2018	Hampton Inn (vendor)	261.66
04/03/2018	Hampton Inn (vendor)	261.66
04/03/2018	Hampton Inn (vendor)	261.66
04/03/2018	Hampton Inn (vendor)	283.02
04/03/2018	Ferguson Enterprises Inc #109	198.17
04/03/2018	Salida True Value	35.69
04/03/2018	Salida True Value	24.72
04/03/2018	Salida True Value	18.28
04/03/2018	MJK Sales & Feed	29.90
04/03/2018	Chaffee County Dev Srvc	102.50
04/09/2018	Lowes	12.98

Date	Name	Amount
04/09/2018	Lowes	12.06
04/09/2018	Lowes	23.72
04/12/2018	Mr T Hardware & Building Supply	3.79
04/12/2018	Chaffee County Dev Svc	102.50
04/15/2018	Summit Bookkeeping & Payroll, Inc	831.00
04/16/2018	Mr T Hardware & Building Supply	15.49
04/18/2018	C.R. Laurence	183.29
04/19/2018	AutoZone	9.99
04/19/2018	Lowes	78.23
04/23/2018	Mr T Hardware & Building Supply	5.99
04/26/2018	Verizon Wireless Services	582.48
Total 4447 - DOE Operating		40,968.65
4437 - DOE H&S		
03/02/2018	Servpro	330.25
03/02/2018	Servpro	330.25
03/02/2018	Lowes	7.42
03/02/2018	Lowes	70.92
03/02/2018	Shepherd & Sons Inc {c corp}	36.00
03/02/2018	Lowes	64.09
03/21/2018	B&B Plumbing & Heating	1,303.16
03/28/2018	American Pride Electric, LLC	270.00
03/28/2018	American Pride Electric, LLC	300.00
04/03/2018	Samuelson Hardware -9 Craig	19.06
04/12/2018	Mr T Hardware & Building Supply	19.99
04/12/2018	Lowes	73.75
04/16/2018	Mr T Hardware & Building Supply	31.96
04/19/2018	All American Heating {s corp}	282.72
04/23/2018	Mr T Hardware & Building Supply	1.39
04/26/2018	Walmart	4.78
04/30/2018	Reservoirs Environmental, Inc.	8.00
Total 4437 - DOE H&S		3,153.74
4427 - DOE Admin		
03/02/2018	FluentStream Technologies	113.02
Total 4427 - DOE Admin		113.02
4347 - CEO Operating		
03/07/2018	Lowes	23.71
03/07/2018	Lowes	5.03
03/19/2018	Whirlpool Contract/Retail	639.00
03/31/2018	Wex Bank	2,342.04
03/31/2018	Wex Bank	254.47
04/01/2018	Four Sprys Investments, LLC{s-corp}	889.40
04/03/2018	Buena Vista True Value	11.37
04/03/2018	Ferguson Enterprises Inc #109	393.71

Date	Name	Amount
04/03/2018	Krendl	86.20
04/03/2018	Clarion Inn	63.00
04/03/2018	Grammy's Goodies	37.91
04/03/2018	City Market	6.30
04/03/2018	Parking	12.00
04/03/2018	Bradley	72.19
04/03/2018	Fastenal	10.00
04/03/2018	Lowe's	138.22
04/03/2018	Sanders True Value	46.74
04/03/2018	Home Depot	31.94
04/03/2018	Amazon.com	68.59
04/09/2018	B&B Plumbing & Heating	62.40
04/09/2018	Eagle Rock Supply Co	196.28
04/10/2018	Goodway Auto Repair LLC	296.67
04/10/2018	Salida True Value	40.21
04/10/2018	Sanders True Value	2.58
04/11/2018	Am Conservation Group, Inc	230.40
04/12/2018	Welch Equipment	159.31
04/12/2018	Salida True Value	25.99
04/13/2018	X-cel Energy	18.03
04/18/2018	Am Conservation Group, Inc	951.00
04/19/2018	Mountain Temp Services LLC	1,113.75
04/23/2018	Whirlpool Contract/Retail	639.00
04/23/2018	Westland Distributing Inc	19.02
04/24/2018	Valley Lumber Co	71.21
04/24/2018	Valley Lumber Co	3.88
04/26/2018	Mountain Temp Services LLC	900.00
04/30/2018	Wex Bank	2,173.89
Total 4347 - CEO Operating		12,035.44
4337 - CEO H&S		
04/03/2018	AO Smith	32.15
04/04/2018	Reservoirs Environmental, Inc.	18.00
04/25/2018	Valley Lumber Co	8.16
Total 4337 - CEO H&S		58.31
4327 - CEO Admin		
04/03/2018	City Market	4.97
04/04/2018	Quill Corporation	27.89
04/04/2018	Century Link	88.99
04/16/2018	Alpine PC	313.01
04/19/2018	UNUM Life Insurance CO of America	37.67
04/19/2018	UNUM Life Insurance CO of America	38.94
04/19/2018	UNUM Life Insurance CO of America	29.47
04/19/2018	UNUM Life Insurance CO of America	59.50

Date	Name	Amount
04/19/2018	UNUM Life Insurance CO of America	25.78
04/19/2018	UNUM Life Insurance CO of America	0.74
04/19/2018	UNUM Life Insurance CO of America	34.09
04/19/2018	UNUM Life Insurance CO of America	25.92
04/19/2018	UNUM Life Insurance CO of America	0.74
04/19/2018	UNUM Life Insurance CO of America	48.18
04/19/2018	UNUM Life Insurance CO of America	29.39
04/19/2018	UNUM Life Insurance CO of America	27.48
04/19/2018	UNUM Life Insurance CO of America	32.29
04/19/2018	UNUM Life Insurance CO of America	0.74
04/19/2018	UNUM Life Insurance CO of America	0.74
04/26/2018	Federal Express{vendor}	53.58
Total 4327 - CEO Admin		880.11
4147 - LEAP Operating		
03/02/2018	Westland Distributing Inc	217.80
03/02/2018	Westland Distributing Inc	1,443.73
03/02/2018	Westland Distributing Inc	19.02
03/02/2018	Westland Distributing Inc	19.02
03/02/2018	Lowe's	37.56
03/02/2018	Sanders True Value	15.56
03/02/2018	Lowe's	107.65
03/02/2018	Battlement Mesa True Value	15.85
03/02/2018	Lowe's	360.72
03/05/2018	Lowe's	72.96
03/05/2018	Lowe's	5.10
03/05/2018	Lowe's	37.00
03/06/2018	Whirlpool Contract/Retail	639.00
03/07/2018	Lowe's	14.98
03/08/2018	Lowe's	47.92
03/16/2018	Westland Distributing Inc	340.34
03/16/2018	Westland Distributing Inc	1,482.05
03/19/2018	Whirlpool Contract/Retail	714.00
03/20/2018	Columbia Industries, Inc.	340.65
03/22/2018	Lowe's	47.81
03/22/2018	Lowe's	65.88
03/23/2018	Positive Energy	402.54
03/30/2018	Westland Distributing Inc	149.88
04/02/2018	Chaffee County Dev Svc	102.50
04/03/2018	Lowe's	140.41
04/09/2018	Samuelson Hardware -9 Craig	20.94
04/09/2018	Samuelson Hardware -9 Craig	5.17
04/10/2018	Denver Winair Co	10.08
04/10/2018	Samuelson Hardware -9 Craig	17.99

Date	Name	Amount
04/12/2018	Salida True Value	17.94
04/13/2018	Westland Distributing Inc	82.87
04/13/2018	Westland Distributing Inc	19.02
04/17/2018	Lowe's	48.97
04/23/2018	Whirlpool Contract/Retail	732.00
04/30/2018	Lowe's	41.94
04/30/2018	Lowe's	6.30
04/30/2018	Lowe's	43.76
Total 4147 - LEAP Operating		7,886.91
4137 - LEAP H & S		
03/02/2018	MJK Sales & Feed	14.99
03/02/2018	Lowe's	44.17
03/02/2018	Sanders True Value	210.50
03/02/2018	Johnny Berndt & Sons Inc	4.50
03/02/2018	Ferguson Enterprises Inc #109	133.79
03/02/2018	Chaffee County Dev Srvc	102.50
03/08/2018	Lowe's	13.96
03/22/2018	Lowe's	19.48
04/03/2018	MJK Sales & Feed	44.91
04/03/2018	George T Sanders	36.33
04/04/2018	Budget Plumbing & Heating {s corp}	1,172.31
04/09/2018	Samuelson Hardware -9 Craig	34.45
04/18/2018	Budget Plumbing & Heating {s corp}	335.82
04/19/2018	Shepherd & Sons Inc {c corp}	1,600.00
04/30/2018	Salida True Value	14.37
04/30/2018	Lowe's	30.58
Total 4137 - LEAP H & S		3,812.66
Total 4017-WX 17/18		70,079.19
6100- Homeland Security		
6115 - SHSG 2015		
04/13/2018	Mesa County	230.47
Total 6115 - SHSG 2015		230.47
6116 - SHSG 2016		
03/02/2018	Holiday Inn {vendor}	123.75
03/02/2018	Safeway, Inc.	13.06
03/02/2018	Starbucks	249.32
03/02/2018	Abbey's Coffee	56.00
03/15/2018	Summit Bookkeeping & Payroll, Inc	325.00
03/28/2018	Starbucks	-124.66
03/30/2018	Cancelosi Consulting, LLC	72.05
04/10/2018	911 Solutions, Inc.	1,187.50
04/15/2018	Summit Bookkeeping & Payroll, Inc	325.00
04/30/2018	Cancelosi Consulting, LLC	182.38

Date	Name	Amount
Total 6116 - SHSG 2016		2,409.40
6117 - SHSG 2017		
03/30/2018	Cancelosi Consulting, LLC	1,487.55
04/10/2018	Mesa County	205.47
04/30/2018	Cancelosi Consulting, LLC	4,063.20
Total 6117 - SHSG 2017		5,756.22
Total 6100- Homeland Security		8,396.09
6600-HCC Health Care Coalition		
6617 - HCC 2017-2018		
03/26/2018	All Clear Emergency Management Group, LLC	5,235.00
03/30/2018	Katie Lapides	735.00
04/03/2018	Larchwood	1,065.27
04/04/2018	Montera, Chris	38.82
04/10/2018	Reynolds, Bethanie	51.45
04/26/2018	Federal Express{vendor}	97.02
04/30/2018	All Clear Emergency Management Group, LLC	6,884.00
04/30/2018	Summit County Coroner's Office	4,206.60
04/30/2018	Reynolds, Bethanie	38.04
04/30/2018	Porter, Carlyn	94.83
04/30/2018	Nykamp, Eli	100.83
Total 6617 - HCC 2017-2018		18,546.86
Total 6600-HCC Health Care Coalition		18,546.86
RTCC Group		
5410 - Mobility Manager		
03/01/2018	UNUM Life Insurance CO of America	33.29
03/01/2018	UNUM Life Insurance CO of America	33.29
03/01/2018	County Health Pool	1,422.04
03/15/2018	Alpine PC	225.00
03/20/2018	UNUM Life Insurance CO of America	33.29
03/20/2018	UNUM Life Insurance CO of America	33.29
04/01/2018	County Health Pool	1,422.04
04/03/2018	RU Cont Studies	-300.00
04/03/2018	Sookasa, Inc.	100.00
04/03/2018	RU Cont Studies	300.00
04/03/2018	Hostgator.com	203.40
04/19/2018	UNUM Life Insurance CO of America	33.29
04/19/2018	UNUM Life Insurance CO of America	33.29
Total 5410 - Mobility Manager		3,572.22
5411 - CDOT LCC		
03/15/2018	Voden, Chelsey {vendor}	111.18
04/03/2018	Hotel	7.99
04/03/2018	Hotel	141.32
04/03/2018	United Air	25.00

Date	Name	Amount
04/03/2018	Hotel	20.00
04/03/2018	Hotel	997.28
04/13/2018	Voden, Chelsey {vendor}	128.62
Total 5411 - CDOT LCC		1,431.39
5412 - FTA VTCLI - 1		
03/01/2018	County Health Pool	22.56
04/01/2018	County Health Pool	22.56
Total 5412 - FTA VTCLI - 1		45.12
5420-NEMT		
03/01/2018	CTS LanguageLink	22.93
03/01/2018	County Health Pool	10.11
03/02/2018	Mountain Lyon Cafe	33.61
03/02/2018	RPS Denver	10.00
03/02/2018	Low Down Brewery	37.40
03/02/2018	GoDaddy.com	35.15
03/05/2018	NEMT Recipient	60.80
03/05/2018	NEMT Recipient	164.16
03/05/2018	NEMT Recipient	319.20
03/05/2018	NEMT Recipient	79.80
03/05/2018	NEMT Recipient	36.48
03/05/2018	NEMT Recipient	44.08
03/05/2018	NEMT Recipient	50.92
03/05/2018	NEMT Recipient	31.92
03/05/2018	NEMT Recipient	72.20
03/05/2018	NEMT Recipient	1,447.34
03/05/2018	NEMT Recipient	38.76
03/05/2018	NEMT Recipient	53.96
03/05/2018	Grand County Council on Aging	605.99
03/05/2018	Delta Transportation{NEMT}	2,071.86
03/05/2018	Delta Transportation{NEMT}	3,871.84
03/11/2018	NEMT Recipient	560.12
03/13/2018	NEMT Recipient	43.32
03/13/2018	NEMT Recipient	259.92
03/13/2018	NEMT Recipient	178.98
03/13/2018	NEMT Recipient	80.56
03/13/2018	NEMT Recipient	45.60
03/13/2018	NEMT Recipient	102.60
03/13/2018	NEMT Recipient	203.68
03/13/2018	NEMT Recipient	118.56
03/13/2018	NEMT Recipient	383.04
03/13/2018	NEMT Recipient	15.96
03/13/2018	NEMT Recipient	29.64
03/13/2018	NEMT Recipient	13.68

Date	Name	Amount
03/13/2018	NEMT Recipient	476.52
03/13/2018	NEMT Recipient	177.08
03/13/2018	NEMT Recipient	37.24
03/13/2018	NEMT Recipient	117.80
03/13/2018	NEMT Recipient	30.78
03/13/2018	Delta Transportation{NEMT}	129.00
03/15/2018	NEMT Recipient	82.84
03/19/2018	Laurie Patterson Web Design	240.00
03/20/2018	NEMT Recipient	75.62
03/20/2018	NEMT Recipient	25.60
03/20/2018	NEMT Recipient	237.12
03/20/2018	NEMT Recipient	371.64
03/20/2018	NEMT Recipient	361.70
03/20/2018	NEMT Recipient	404.70
03/20/2018	NEMT Recipient	832.20
03/20/2018	NEMT Recipient	383.04
03/20/2018	NEMT Recipient	1,087.08
03/20/2018	NEMT Recipient	488.68
03/26/2018	NEMT Recipient	28.12
03/26/2018	NEMT Recipient	82.08
03/26/2018	NEMT Recipient	98.04
03/26/2018	NEMT Recipient	235.60
03/26/2018	NEMT Recipient	383.04
03/26/2018	NEMT Recipient	872.48
03/26/2018	NEMT Recipient	83.98
03/26/2018	NEMT Recipient	117.80
03/26/2018	NEMT Recipient	1,794.18
03/26/2018	NEMT Recipient	54.72
03/26/2018	NEMT Recipient	110.96
03/26/2018	Delta Transportation{NEMT}	663.38
03/31/2018	NEMT Recipient	80.00
04/03/2018	NEMT Recipient	25.74
04/03/2018	Restaurant	44.12
04/03/2018	Burger King	8.74
04/03/2018	Restaurant	10.76
04/04/2018	NEMT Recipient	34.96
04/04/2018	NEMT Recipient	85.92
04/04/2018	NEMT Recipient	118.56
04/04/2018	NEMT Recipient	38.00
04/04/2018	NEMT Recipient	383.04
04/04/2018	NEMT Recipient	105.92
04/04/2018	NEMT Recipient	170.24
04/04/2018	NEMT Recipient	476.52

Date	Name	Amount
04/04/2018	NEMT Recipient	32.68
04/04/2018	NEMT Recipient	28.88
04/04/2018	Delta Transportation{NEMT}	2,442.71
04/04/2018	Grand County Council on Aging	490.37
04/09/2018	NEMT Recipient	528.86
04/09/2018	NEMT Recipient	36.86
04/09/2018	NEMT Recipient	38.76
04/09/2018	NEMT Recipient	59.28
04/09/2018	NEMT Recipient	329.38
04/09/2018	NEMT Recipient	116.66
04/09/2018	NEMT Recipient	124.64
04/09/2018	NEMT Recipient	288.04
04/09/2018	NEMT Recipient	262.96
04/09/2018	NEMT Recipient	383.04
04/09/2018	NEMT Recipient	97.28
04/09/2018	NEMT Recipient	393.68
04/09/2018	NEMT Recipient	13.68
04/09/2018	NEMT Recipient	3,573.90
04/09/2018	NEMT Recipient	104.12
04/09/2018	NEMT Recipient	353.40
04/09/2018	NEMT Recipient	122.36
04/09/2018	NEMT Recipient	7.60
04/09/2018	NEMT Recipient	83.98
04/09/2018	NEMT Recipient	140.60
04/16/2018	NEMT Recipient	124.64
04/16/2018	NEMT Recipient	261.82
04/16/2018	NEMT Recipient	58.52
04/16/2018	NEMT Recipient	334.08
04/16/2018	NEMT Recipient	29.26
04/16/2018	NEMT Recipient	104.12
04/16/2018	NEMT Recipient	228.00
04/16/2018	NEMT Recipient	557.46
04/16/2018	NEMT Recipient	101.08
04/16/2018	NEMT Recipient	68.02
04/16/2018	NEMT Recipient	100.32
04/16/2018	NEMT Recipient	19.76
04/16/2018	NEMT Recipient	85.12
04/16/2018	NEMT Recipient	117.42
04/16/2018	NEMT Recipient	623.20
04/16/2018	NEMT Recipient	29.64
04/16/2018	NEMT Recipient	60.04
04/16/2018	NEMT Recipient	313.12
04/16/2018	NEMT Recipient	24.32

Date	Name	Amount
04/16/2018	NEMT Recipient	383.04
04/16/2018	NEMT Recipient	15.96
04/16/2018	NEMT Recipient	47.88
04/16/2018	NEMT Recipient	44.08
04/16/2018	NEMT Recipient	25.46
04/16/2018	NEMT Recipient	1,630.20
04/16/2018	NEMT Recipient	27.36
04/16/2018	NEMT Recipient	142.12
04/16/2018	NEMT Recipient	294.50
04/16/2018	NEMT Recipient	8.36
04/16/2018	NEMT Recipient	17.48
04/16/2018	NEMT Recipient	273.95
04/16/2018	Grand County Council on Aging	1,100.92
04/25/2018	NEMT Recipient	98.04
04/25/2018	NEMT Recipient	383.04
04/25/2018	NEMT Recipient	1,147.53
04/25/2018	NEMT Recipient	84.70
04/25/2018	NEMT Recipient	23.94
04/25/2018	NEMT Recipient	635.36
04/25/2018	NEMT Recipient	176.70
04/25/2018	Grand County Council on Aging	46.84
04/25/2018	Delta Transportation{NEMT}	1,037.00
04/25/2018	Delta Transportation{NEMT}	672.25
04/25/2018	Tompkins, Molly {vendor}	77.39
04/26/2018	1st Bank Checking	45.00
04/30/2018	NEMT Recipient	34.96
04/30/2018	NEMT Recipient	71.44
04/30/2018	NEMT Recipient	386.88
04/30/2018	NEMT Recipient	212.80
04/30/2018	NEMT Recipient	63.50
04/30/2018	NEMT Recipient	120.84
04/30/2018	NEMT Recipient	42.56
04/30/2018	NEMT Recipient	160.74
04/30/2018	NEMT Recipient	145.92
04/30/2018	NEMT Recipient	111.72
04/30/2018	NEMT Recipient	383.04
04/30/2018	NEMT Recipient	38.00
04/30/2018	NEMT Recipient	43.32
04/30/2018	NEMT Recipient	250.04
04/30/2018	NEMT Recipient	18.24
04/30/2018	NEMT Recipient	150.48
04/30/2018	NEMT Recipient	265.62
04/30/2018	NEMT Recipient	23.56

	Date	Name	Amount
	04/30/2018	NEMT Recipient	294.50
	04/30/2018	NEMT Recipient	61.18
	04/30/2018	NEMT Recipient	2,412.90
	04/30/2018	Delta Transportation{NEMT}	680.23
Total 5420-NEMT			50,504.94
Total RTCC Group			55,553.67
Total * COG PROGRAM FUNDS			276,232.32
5000- EXTERNAL PROGRAMS			
5100- QQ			
	03/02/2018	Days Inn{vendor}	-51.70
	03/02/2018	US Postal Service	24.70
	03/02/2018	City Market	42.23
	03/02/2018	Restaurant	15.28
	03/02/2018	Chimayo Grill	15.34
	03/02/2018	Qdoba Mexican Grill	11.26
	03/02/2018	Red Buffalo Coffee	25.20
	03/02/2018	Red Buffalo Coffee	3.98
	03/02/2018	La Quinta	114.00
	03/02/2018	Phillips 66	28.17
	03/02/2018	RPS Denver	14.00
	03/02/2018	Parking	11.00
	03/02/2018	Olive and Finch	15.15
	03/02/2018	Curious Coffee	6.13
	03/02/2018	Days Inn{vendor}	51.70
	03/02/2018	Conoco	29.82
	03/02/2018	Priceline.com	59.97
	03/02/2018	City O City	5.00
	03/02/2018	Parking	15.00
	03/02/2018	Conoco	10.42
	03/02/2018	RPS Denver	21.00
	03/05/2018	Lane Wyatt, Inc	581.25
	03/05/2018	Lane Wyatt, Inc	825.00
	03/06/2018	Sullivan Green Seavy, LLC	4,200.00
	03/15/2018	Weist Capitol Group, Inc.	9,000.00
	03/20/2018	Victoria Jarvis	4,200.00
	03/20/2018	Victoria Jarvis	307.67
	03/20/2018	Victoria Jarvis	150.00
	03/20/2018	Victoria Jarvis	30.00
	03/28/2018	Lotic Hydrological, LLC	653.75
	03/28/2018	Dusty Boot II	250.00
	03/31/2018	Fountainhead Consulting LLC{ind}	2,499.75
	03/31/2018	Fountainhead Consulting LLC{ind}	1,297.99
	04/03/2018	RTD	5.20

Date	Name	Amount
04/03/2018	RTD	9.00
04/03/2018	SQ	13.39
04/03/2018	RTD	9.00
04/03/2018	RPS Denver	16.00
04/03/2018	Kum & Go	23.31
04/03/2018	Priceline.com	70.39
04/03/2018	Starbucks	2.56
04/03/2018	Rib City	14.22
04/03/2018	Shell Oil	2.24
04/03/2018	Priceline.com	115.93
04/03/2018	omni	29.17
04/03/2018	omni	10.54
04/04/2018	Sullivan Green Seavy, LLC	4,275.00
04/05/2018	Alpine Environmental Consultants LLC{s-co	120.00
04/05/2018	Lane Wyatt, Inc	337.50
04/18/2018	Victoria Jarvis	150.00
04/18/2018	Victoria Jarvis	30.00
04/18/2018	Victoria Jarvis	109.52
04/18/2018	Victoria Jarvis	4,700.00
04/19/2018	Dusty Boot II	670.04
04/19/2018	Ekahi Grill and Catering	541.52
04/29/2018	Fountainhead Consulting LLC{ind}	2,268.75
04/29/2018	Fountainhead Consulting LLC{ind}	436.34
Total 5100- QQ		38,422.68
8200- SWQC		
03/05/2018	Lane Wyatt, Inc	2,250.00
03/21/2018	Black Diamond Gourmet	505.72
03/28/2018	SCG Midas Room Fees	35.00
03/31/2018	Lane Wyatt, Inc	164.01
03/31/2018	Lane Wyatt, Inc	160.00
04/05/2018	Lane Wyatt, Inc	2,250.00
04/05/2018	Jenifer S. Heath, Ph.D. dba Woven Egg Con	4,668.75
Total 8200- SWQC		10,033.48
Total 5000- EXTERNAL PROGRAMS		48,456.16
8800- Northwest Loan Fund		
03/01/2018	UNUM Life Insurance CO of America	53.47
03/01/2018	County Health Pool	759.60
03/02/2018	High Country News	-99.00
03/02/2018	High Country News	99.00
03/02/2018	High Country News	99.00
03/02/2018	Amazon.com	522.71
03/02/2018	Amazon.com	61.68
03/02/2018	PayPal	75.00

Date	Name	Amount
03/02/2018	Office Max	7.51
03/02/2018	Experian	52.00
03/02/2018	Low Country Kitchen	56.61
03/02/2018	Grand Adventure Brewing	12.74
03/02/2018	Table 79	58.78
03/02/2018	Smell That Bread	5.42
03/02/2018	Smell That Bread	31.44
03/02/2018	Creekside Grill	16.00
03/02/2018	Google SVCSAPPS	10.00
03/04/2018	Verizon Wireless Services	64.43
03/06/2018	Enterprise Commercial Center Condo Assoc	200.00
03/14/2018	Quill Corporation	435.44
03/15/2018	Summit Bookkeeping & Payroll, Inc	22.00
03/15/2018	Lind, Christopher	1,245.00
03/16/2018	DownHome Slolutions	3,150.00
03/20/2018	UNUM Life Insurance CO of America	53.47
03/22/2018	Federal Express{vendor}	46.05
03/31/2018	Lind, Christopher	2,415.00
04/01/2018	County Health Pool	759.60
04/03/2018	SOS Registration Fee	8.00
04/03/2018	Louis Cafe	18.96
04/03/2018	Loaf N Jug	5.08
04/03/2018	Subway	14.36
04/03/2018	Juicy Lucy's Steakhouse	48.45
04/03/2018	Northside Coffee	38.19
04/03/2018	Northside Coffee	24.46
04/03/2018	Experian	52.00
04/03/2018	Google SVCSAPPS	10.00
04/11/2018	Revolving Loan Fund of Mesa County	75.00
04/15/2018	Lind, Christopher	1,515.00
04/15/2018	Summit Bookkeeping & Payroll, Inc	22.00
04/19/2018	UNUM Life Insurance CO of America	53.47
04/26/2018	Verizon Wireless Services	67.41
04/26/2018	Federal Express{vendor}	7.65
Total 8800- Northwest Loan Fund		12,172.98

9000- Internal Service Funds

9100 - Indirect

03/01/2018	UNUM Life Insurance CO of America	11.48
03/01/2018	UNUM Life Insurance CO of America	36.36
03/01/2018	UNUM Life Insurance CO of America	31.66
03/01/2018	County Health Pool	262.02
03/01/2018	County Health Pool	767.52
03/01/2018	County Health Pool	765.60

Date	Name	Amount
03/01/2018	US Bancorp Equipment Finance, Inc.	1,200.39
03/01/2018	Pitney Bowes	144.07
03/02/2018	FluentStream Technologies	1,024.14
03/02/2018	Summit Bookkeeping & Payroll, Inc	102.46
03/02/2018	Constant Contact	65.00
03/02/2018	The Jackson County Star	30.00
03/02/2018	Hostgator.com	11.95
03/02/2018	IBACKUP.COM	9.95
03/02/2018	Google SVCSAPPS	122.61
03/02/2018	Target	45.74
03/02/2018	Lowe's	9.98
03/07/2018	The Summit Recycler, Inc	50.00
03/09/2018	Quill Corporation	27.10
03/12/2018	Quill Corporation	164.74
03/12/2018	Employee Benefits Corporation	0.86
03/12/2018	Quill Corporation	-8.51
03/15/2018	Employee Benefits Corporation	52.25
03/15/2018	Summit Bookkeeping & Payroll, Inc	2,459.00
03/15/2018	Alpine PC	487.92
03/15/2018	Employee Benefits Corporation	50.00
03/15/2018	Employee Benefits Corporation	50.00
03/17/2018	US Bancorp Equipment Finance, Inc.	1,200.39
03/19/2018	Employee Benefits Corporation	12.24
03/19/2018	Comcast	141.10
03/20/2018	UNUM Life Insurance CO of America	11.48
03/20/2018	UNUM Life Insurance CO of America	36.36
03/20/2018	UNUM Life Insurance CO of America	31.66
03/20/2018	Quill Corporation	55.98
03/26/2018	Quill Corporation	28.99
03/28/2018	Employee Benefits Corporation	670.95
03/29/2018	Employee Benefits Corporation	80.00
03/30/2018	Quill Corporation	24.43
04/01/2018	County Health Pool	262.02
04/01/2018	County Health Pool	767.52
04/01/2018	County Health Pool	765.60
04/01/2018	Pitney Bowes	144.07
04/02/2018	FluentStream Technologies	1,026.68
04/03/2018	X-cel Energy	154.19
04/03/2018	Quill Corporation	240.23
04/03/2018	SHRM	1,360.00
04/03/2018	Constant Contact	65.00
04/05/2018	Quill Corporation	109.99
04/07/2018	The Summit Recycler, Inc	50.00

	Date	Name	Amount
	04/11/2018	Quill Corporation	14.07
	04/13/2018	Quill Corporation	8.37
	04/15/2018	Summit Bookkeeping & Payroll, Inc	2,459.00
	04/15/2018	Employee Benefits Corporation	52.25
	04/16/2018	Quill Corporation	61.56
	04/16/2018	Alpine PC	410.67
	04/17/2018	US Bancorp Equipment Finance, Inc.	1,200.39
	04/19/2018	UNUM Life Insurance CO of America	11.48
	04/19/2018	UNUM Life Insurance CO of America	36.36
	04/19/2018	UNUM Life Insurance CO of America	31.66
	04/19/2018	Comcast	141.10
Total 9100 - Indirect			19,640.08
9200 - Office Condo			
	03/01/2018	BHW Associates	500.00
	03/01/2018	Enterprise Commercial Center Condo Assoc	1,390.57
	03/01/2018	Team Clean{S-corp}	204.53
	03/02/2018	Lowe's	79.80
	03/02/2018	THE PAINT BUCKET	84.24
	04/01/2018	BHW Associates	500.00
	04/01/2018	Enterprise Commercial Center Condo Assoc	1,390.57
	04/01/2018	Team Clean{S-corp}	280.21
	04/03/2018	THE PAINT BUCKET	135.06
	04/03/2018	Lowe's	47.47
	04/03/2018	THE PAINT BUCKET	21.61
	04/03/2018	Alpine Lumber Co	203.95
Total 9200 - Office Condo			4,838.01
9400 - Motor Pool			
	03/02/2018	Blue River Car Wash	4.50
	03/06/2018	Summit Auto Services, Inc.	388.00
	03/15/2018	Summit Bookkeeping & Payroll, Inc	176.00
	03/28/2018	Caliber Collision	2,669.95
	03/31/2018	Wex Bank	767.77
	04/03/2018	Vending outlook	1.10
	04/03/2018	Summit Ford	671.85
	04/10/2018	Goodway Auto Repair LLC	225.61
	04/15/2018	Summit Bookkeeping & Payroll, Inc	176.00
	04/23/2018	Summit Auto Services, Inc.	395.01
	04/24/2018	Summit Auto Services, Inc.	396.00
	04/24/2018	Summit Auto Services, Inc.	460.00
	04/30/2018	Wex Bank	800.45
Total 9400 - Motor Pool			7,132.24
Total 9000- Internal Service Funds			31,610.33
TOTAL			368,471.79

Northwest Colorado Council of Governments
Summary Balance Sheet
As of April 30, 2018

4:07 PM
05/15/2018
Accrual Basis
Apr 30, 18

ASSETS

Current Assets

Checking/Savings	2,090,831.35
Accounts Receivable	1,507,379.89
Other Current Assets	93,720.26

Total Current Assets 3,691,931.50

Fixed Assets 846,412.00

TOTAL ASSETS **4,538,343.50**

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Accounts Payable	2,724.96
Credit Cards	758.74
Other Current Liabilities	146,317.31

Total Current Liabilities 149,801.01

Long Term Liabilities 609,775.84

Total Liabilities 759,576.85

Equity 3,778,766.65

TOTAL LIABILITIES & EQUITY **4,538,343.50**

NWCCOG

STATEMENT OF REVENUES AND EXPENDITURES

4-30-18

33% of the year

	2018 REVENUE BUDGET	REVENUE YTD ACTUAL	REVENUE BUDGET TO ACTUAL	2018 EXPENSE BUDGET	EXPENSES YTD ACTUAL	EXPENSES BUDGET TO ACTUAL	2018 NET BUDGET	REVENUES OVER EXPENSES ACTUAL	Beginning of Year RESERVED PROGRAM FUNDS	End of Year RESERVED PROGRAM FUNDS
COG PROGRAM FUNDS										
Core Programs										
REGIONAL BUSINESS	357,737	284,501	80%	413,916	114,171	28%	(56,179)	170,330		
BroadBand	196,219	23,844	12%	201,157	65,638	33%	(4,938)	(41,794)		
ELEVATOR INSPECTION	820,000	257,833	31%	736,127	199,197	27%	83,873	58,635	22,500	22,500
ADRC- CO HLTH FOUND	0	56,487		0	5,441			51,046		
RSVP-VOLUNTEERS	0	39,252	#DIV/0!	0	38,897	#DIV/0!	0	355		
SHIP- Insurance Consulting	0	11,393	#DIV/0!	0	1,672	#DIV/0!	0	9,721		
SMP	0	8,346		0	159			8,187		
AGE/NUTRITION (non-Grant)	0	0		0	0		0	0	11,659	11,659
AGE/NUTRITION (State FY 17/18)	593,844	226,423	38%	593,844	241,216	41%	0	(14,793)		
AGE/NUTRITION (State FY 18/19)	593,844	0	0%	593,844	0	0%	0	0		
AGE/NUTRITION TOTAL	1,187,688	341,900	19%	1,187,688	287,384	24%	0	54,516	11,659	11,659
WATERSHED SERVICES	17,800	4,420	25%	20,034	2,138	11%	(2,234)	2,283		
ECONOMIC DEVELOPMENT DIST	126,500	66,484	53%	128,848	44,494	35%	(2,348)	21,990		
WEATHER (Jumpstart)	0	0		0	132		0	(132)	1,068.29	
WEATHER (NCARE)	0	26,151		0	4,871		0	21,281	20,295.47	
WEATHER (Machebeuf)	0	22		0	2,244		0	(2,222)	14,250.91	
WEATHER CARE	0	23,912	#DIV/0!	0	13,340	#DIV/0!	0	10,571	3,667.71	
WEATHER CIP	0	21,143	#DIV/0!	0	9,552	#DIV/0!	0	11,591	11,396.71	
WEATHER (State FY17/18)	550,037	474,064	86%	550,037	370,606	67%	0	103,457		
WEATHER (State FY17/18)	550,037	0	0%	550,038	0	0%	(1)	0		
ENERGY MANAGEMENT TOTAL	1,100,074	545,291	43%	1,100,075	400,745	36%	(1)	144,547	50,679	0
Other COG Programs										
HOMELAND SECURITY	243,331	51,090	21%	243,331	57,289	24%	0	(6,199)		
CO HEALTH CARE COALITION	150,905	15,301		57,289	34,445		93,616	(19,144)		
CO BARK BEETLE COOPERATIVE	0	0	#DIV/0!	0	0	#DIV/0!	0	0	1390.19	
NWCCoG FOUNDATION	0	0		0	0		0	(0)		
SBDC	0	0		0	0		0	0		
REGIONAL TRANSPORTATION CC	554,500	227,161	41%	554,500	147,683	27%	0	79,478		
Total COG Program Funds	4,754,754	1,817,825	38%	4,642,965	1,353,184	29%	111,789	464,641	86,228	34,159
EXTERNAL PROGRAM FUNDS										
WATER QUALITY/QUANTITY	162,196	164,993	102%	167,384	71,547	43%	(5,188)	93,445	113,288	206,733
SWQC	33,000	4,669	14%	35,208	13,246	38%	(2,208)	(8,577)	32,746	0
Total External Program Funds	195,196	169,661	87%	202,592	84,794	42%	(7,396)	84,868	146,034	206,733
Total Program Funds	4,949,950	1,987,486	40%	4,845,557	1,437,977	30%	104,393	549,509	232,262	240,892
REGIONAL LOAN FUND	649,700	56,657	9%	672,263	45,801	7%	(22,563)	10,856	1,989,385	2,000,240
INTERNAL SERVICE FUNDS										
INDIRECT	230,582	72,472	31%	237,066	88,954	39%	(6,484)	(16,482)	(25,918)	(42,400)
COG BUILDING FUND	77,919	25,973	33%	71,260	23,817	31%	6,659	2,156	41,422	43,578
MOTOR POOL	40,000	13,449	34%	19,383	10,830	27%	20,617	2,619	93,662	96,281
Total Service Funds	348,501	111,894	32%	327,709	123,601	38%	20,792	(11,707)	109,166	97,459
COG FUNDS Subtotal	5,948,151	2,156,037	36%	5,845,529	1,607,379	27%	102,622	548,658	2,330,813	2,338,592



ASSET CAPITALIZATION POLICY

PO Box 2308 • 249 Warren Ave • Silverthorne, CO 80498 • 970-468-0295 •
Fax 970-468-1208 • www.nwccog.org

Date Adopted:	May 26, 2011	Date Revised:	May 24, 2018
Author:	NWCCOG		

SCOPE OF POLICY

The Asset Capitalization Policy applies to the capitalization of capital assets purchased with NWCCOG funds. Assets purchased with grant funds will be expensed at the time of purchase.

GENERAL OBJECTIVES

The Asset Capitalization policy establishes the following guidelines:

- How to determine if an expenditure should be capitalized as a capital asset or expensed.
- How to value capital assets that are reported.
- The estimated useful lives of capital assets.

CAPITAL ASSET TYPES

Capital assets are divided between assets that are not subject to depreciation and assets that are subject to depreciation.

Assets that are not subject to depreciation include:

- **Land.** The amount that should be capitalized for land should include the cost of the land itself; professional fees used to acquire the land (legal, engineering, appraisal, survey fees); costs for excavation, fill, grading, or drainage; demolition of any existing buildings or other improvements; and any other costs that are incurred to acquire the land and make the land suitable for use by the Council. Land is characterized as having an unlimited life and is therefore not depreciated.
- **Construction in progress.** The costs of assets that the Council is constructing, where expenses are incurred over more than one fiscal year, are accumulated as construction in progress until the asset is placed in service. At that time, the total costs are then transferred to the appropriate asset type and depreciated.

Assets that are subject to depreciation include:

- **Land improvements.** Land improvements are those improvements, other than ordinary and regular site preparation, which ready the land for its intended use. Such improvements may include parking lots, athletic fields, fencing, paths and trails, and landscaping.
- **Buildings and building improvements.** Buildings are permanent structures that are intended for shelter of persons, materials or equipment. Building improvements are capital events that extend the useful life of a building or increase the value of a building, or both. Repairs that simply maintain the existing life or restore a building to its original condition do not constitute an improvement.
- **Equipment.** Equipment is an item of tangible, nonexpendable personal property with a useful life of more than one year, and includes machinery and vehicles.

- **Collections** (works of art or historical artifacts). Collections meet the definition of capital assets and ordinarily would be reported in the financial statements. However, the requirement for capitalization of these assets is waived if the collection is held for reasons other than financial gain.

EXPENDITURE TYPES

Repairs are the costs necessary for the upkeep of the property that neither add to the permanent value of the property nor appreciably prolong its intended life, but keep it in an efficient operating condition. These costs should not be capitalized.

CAPITAL ASSET VALUATION

Capital assets should be reported at their historical cost. In the absence of such information, the assets estimated historical cost may be used. Assets donated by parties outside the municipality should be reported at their fair value on the date the donation is made. If capital assets are moved from one fund or activity to another, the recipient fund or activity should continue to report those assets at their historical cost as of the date they were originally acquired.

The historical cost of a capital asset should contain the following:

- Ancillary charges necessary to place the asset in its intended location (freight charges, for example);
- Ancillary charges necessary to place the asset in its intended condition for use (installation or site preparation charges, for example); and
- Capitalized interest (only for those assets that are utilized in enterprise funds and internal service funds and are reported as a part of business-type activities).

Estimating the historical cost of capital assets for which invoices or similar documentation are not available can be done by either standard or normal costing. Standard costing involves using historical sources, such as old vendor catalogs, to establish the average cost of obtaining the same or a similar asset at the time of acquisition. Normal costing involves establishing the current cost of the same or similar asset and deflating that cost using an appropriate price index.

CAPITALIZATION THRESHOLDS

By definition, any asset that benefits more than one fiscal period potentially could be classified as a capital asset. As a practical matter, however, governments capitalize only their higher cost assets. Capitalization thresholds are established to determine which assets are capitalized and which assets are expensed when purchased.

The Council must maintain adequate control over all assets, including lower-cost capital assets. Capitalization is designed to focus on the Council's financial reporting needs, and is not designed for or particularly suited for the purposes of ensuring control over lower-cost assets. Capitalizing numerous small cost items will actually overburden the overall capital asset management system. Capitalization thresholds are established based on financial reporting needs.

The Council establishes the following Capitalization Thresholds for the following groups of assets:

Land and land improvements	\$ 10,000
Buildings and building improvements	\$ 20,000
Equipment, vehicles, and collections	\$ 5,000

REPLACEMENTS:

For building improvements, other than buildings and equipment, capitalize the cost of outlays that replace a part of another capital asset when the cost of the replacement is \$5,000 or more **and** at least 10 percent of replacement value of the asset, or \$10,000, whichever is less.

DEPRECIATION:

Assets that are capitalized will be depreciated over their estimated useful lives. Depreciation will be calculated on the straight-line basis, using estimated useful lives as follows:

Land improvements	10 – 50 years
Buildings and building improvements	10 – 75 years
Equipment, vehicles, and collections	3 – 25 years

Because depreciation is intended to allocate the cost of a capital asset over its entire useful life, it normally is not appropriate to report assets still in service as fully depreciated. Instead, the annual amounts of depreciation expense should be reduced prospectively as soon as it becomes clear that an asset's useful life will be longer than originally estimated.



FIXED ASSET DISPOSAL POLICY

PO Box 2308 • 249 Warren Ave • Silverthorne, CO 80498 • 970-468-0295 •
Fax 970-468-1208 • www.nwccog.org

Date Adopted:	July 28, 2011	Date Revised:	May 24, 2018
Author:	PSC		

POLICY:

Fixed Assets are assets purchased for long-term use that are not likely to be converted into cash, such as property, buildings (plant) and equipment (PP&E). Any Fixed Assets which belong to the NWCCOG that are no longer useful due to obsolesce, poor condition, or expended useful life shall be disposed of in accordance with the specific guidelines set forth in this policy. No assets belonging to the NWCCOG, regardless of value, may be disposed of without the approval of the Executive Director. It is the responsibility of the Program Director and the Executive Director to determine and agree upon the value of the unwanted asset. In the case of real estate, a professional appraisal must be obtained.

Guidelines for Disposal of Assets:

- Assets with a value over \$250 shall be disposed of via a competitive process which includes posting on the NWCCOG website. Process and other postings appropriate to the most likely market audience of the asset may be established by the Executive Director.
- Assets with a value of less than \$250 such as office furniture, and power tools/equipment may be disposed of by a variety of methods, including: discarding as garbage, recycling, gifting to a non-profit, thrifting, or listing on-line for sale at the discretion of the Executive Director without a competitive process or notice.
- Assets with a value over \$20,000 or any real estate shall adhere to a process proposed by the Executive Director to the Executive Committee and require formal action of the NWCCOG Council to be disposed.
- Assets which are further restricted under a grant agreement shall follow the specific disposal procedures of such agreement. For instance, items purchased under the Northwest All Hazards Emergency Management region grants, though assigned across region, are NWCCOG property and may only be disposed of according to the terms stipulated by the Department of Homeland Security. Additionally items purchased through Weatherization funding can be disposed of according to the terms of that funding (for instance, vehicles purchased with Weatherization funds must have a value of under \$5,000 to be sold, or may be returned to the Colorado Energy Office.)
- **Note on Vehicles:** Adoption of the Annual NWCCOG budget by the NWCCOG Council (if that budget specifically lists the purchase or disposal of the vehicle) shall be deemed a delegation to the Executive Director to negotiate the sale and purchase of such vehicles and will therefore, not require a vote of the Council for any specific sale or purchase within the budgeted amounts.

Funds generated from the disposal of assets shall be refunded to the appropriate fund through which the asset was originally purchased such as the Building fund, Motor Pool fund or to the Indirect fund. Proceeds from disposal of program specific items may be refunded to that program.



FISCAL DEPARTMENT ROLES & DUTIES

PO Box 2308 • 249 Warren Ave • Silverthorne, CO 80498 • 970-468-0295 •
Fax 970-468-1208 • www.nwccog.org

Date Adopted:	March 22, 2018	Date Revised:	May 24, 2018
Updated By:	Executive Director & Fiscal Office		

FISCAL DEPARTMENT SEPARATION OF DUTIES:

The Northwest Colorado Council of Governments' (NWCCOG) Fiscal Department is comprised of two staff members: the Fiscal Officer and the Fiscal Assistant. Additionally, the Office Manager, Program Directors, Executive Director, and Board of Directors also provide crucial support and oversight of the Fiscal Department.

Responsibilities of the Fiscal Assistant:

- Conducts the daily business activities with regards to accounts receivable (AP) and accounts payable (AR) and maintains these records in an organized filing system.
- Provides general support to program staff including, but not limited to:
 - Receiving and recording checks and electronic funds transfers (EFT);
 - Assembling weekly bank deposits and conducting weekly check runs to pay invoices;
 - Communicating with State agencies and billing for grant reimbursements;
 - Processing bi-monthly payroll, paying bi-monthly liabilities, and employee garnishments;
 - Assisting program staff with QB and Excel;
 - Processing benefits contributions;
 - Record keeping for paid time off (PTO);
 - Updating procedures and keeping an up-to-date manual of processes;
 - Providing records and support for annual audits; other reports as requested
 - Sharing grant management with other energy programs (state, federal, & non-profit)
 - Completing annual Affordable Care Act (ACA) reporting;
 - Entering end-of-month internal expenses in QuickBooks

Responsibilities of the Fiscal Officer:

- Provides oversight of the Fiscal Assistant with regard to the above mentioned tasks and is directly responsible for performing the following duties:
 - Reconciling the monthly bank and investment accounts assuring that all expenses and revenues are accounted for and properly recorded; and managing proper cash-flow
 - Preparing the annual budgets for the NWCCOG's programs;
 - Providing budget assistance with Program Directors;
 - Coordinating annual audits;

- Executing account fund transfers;
- Reviewing monthly credit card transactions, AR/ AP, and end of the month (EOM) entries to ensure proper coding;
- Managing the grant reporting for the Homeland Security (HLS) grant;
- Preparing and distributing monthly financial reports;
- Coordinating training opportunities with outside agencies;
- Resolving liability issues with the Internal Revenue Service (IRS) and the State of Colorado;
- Preparing the quarterly 941 and 940 reports as well as issuing annual 1099's & W-2's.

ACCOUNTS PAYABLE:

The duties with regards to Accounts Payable are strictly separated to ensure accuracy and provide additional protection from abuses of power. The procedure for handling Accounts Payable is as follows:

1. The Fiscal Assistant enters expenses in QB and prints checks along with a cover sheet for the program for which expenses are being paid.
2. These documents are then sent to the Program Director of the specific program, who acknowledges the expenses are correct by signing the cover sheet, and giving these documents to the Office Manager.
3. The Office Manager is then responsible for reviewing the checks for accuracy, signature stamping the checks, putting them into envelopes, and taking them to the post office.
4. As a final measure, all expenses are reviewed by the Fiscal Officer when reconciling the monthly bank statements and again later by the NWCCOG Board of Directors.

ACCOUNTS RECEIVABLE:

Accounts Receivable duties are separated as well. The procedure for handling Accounts Receivable is as follows:

1. The Fiscal Assistant receives revenue in the form of checks, cash, and electronic deposits then enters them into QuickBooks.
2. The Fiscal Assistant prepares deposits, keeps an electronic copy for the files, and gives the deposits to the Office Manager who transports them to the bank.
3. The Fiscal Officer is then responsible for reviewing revenue when reconciling the monthly bank statements and preparing monthly financial reporting.

BANK ACCOUNTS:

Bank Accounts are managed and monitored on a daily basis by the Fiscal Officer and the Fiscal Assistant. The Executive Director reviews and approves monthly bank statements for all operating and investment accounts and gives them to the Fiscal Officer to reconcile. Only the Board of Directors has the ability to make changes to NWCCOG's bank accounts and act as a signor on the accounts.

BUDGETING:

Budgeting is done by the Fiscal Officer, Executive Director, and Program Directors. They work in tandem to create accurate operating budgets that adhere to grant regulations. All budgets are reviewed and approved by the Executive Director and Board of Directors.

The Executive Director is responsible for creating and managing the budgets for Regional Business as well as our internal Indirect operations. The Fiscal Assistant is responsible for entering and paying these expenses, which are then reviewed and approved by the Board of Directors.

PAYROLL:

The procedure for Payroll duties is as follows:

1. Individual employees are responsible for filling out a timesheet tracking their work time, PTO, and employee flex time.
2. The appropriate supervising Program Director or Executive Director then reviews the submitted timesheets and signs their approval, acknowledging the accuracy of the record.
3. The Fiscal Assistant processes payroll and executes a direct deposit for the transactions.
4. The Executive Director reviews payroll for accuracy and approves the payroll summary report.



GENERALLY ACCEPTED ACCOUNTING PRINCIPLES (GAAP) POLICY

PO Box 2308 • 249 Warren Ave • Silverthorne, CO 80498 • 970-468-0295 •
Fax 970-468-1208 • www.nwccog.org

Date Adopted:	May 26, 2011	Date Revised:	May 24, 2018
Author:	NWCCOG		

POLICY:

Fiscal controls and accounting procedures shall be established to assure the proper disbursement and accounting of all grant funds and general revenues. Such procedures shall ensure that all financial transactions are accounted for and records are maintained in accordance with generally accepted accounting principles.

BASIC CONCEPTS:

1. **Accounting and Reporting Capabilities:** Maintain a financial and accounting system which contains the information necessary to sufficiently and accurately account for sub-grant and contract awards, obligations, unobligated balances, assets, liabilities, expenditures, and income.
2. **Consistent Treatment of Information:** Ensure the consistent treatment of all costs charged to the program.
3. **Fair Presentation/Full Disclosure:** Maintain a system that fairly and fully discloses the financial position and results of NWCCOG's grant operations.
4. **Conformance with Legal and Contractual Provisions:** Ensure compliance with legal and contractual provisions.
5. **Matching Revenues with Related Expenses:** Provide a means of matching revenue with related expenses for the same time period.
6. **Fund Accounting on a Fund Basis:** Maintain a self-balancing set of accounts to ensure that all assets, related liabilities and fund balances are properly recorded for each grant award.
7. **Budgetary Control:** Maintain appropriate budgetary control and comparisons between planned and actual performance.
8. **Basis of Accounting:** Utilize the modified accrual or accrual basis of accounting in measuring financial positions and results of financial operations.
9. **Financial Reports:** Prepare annual statements regarding financial position, operating results, and other pertinent information to facilitate management control of financial operations, external/legislative oversight, and external reporting.

VOID



POLICIES AND PROCEDURES

DESCRIPTION: Generally Accepted Accounting Principles (GAAP)

Date Adopted: May 26, 2011

Date Revised:

Author: PSC

Revision Number:

POLICY:

Fiscal controls and fund accounting procedures shall be established to assure the proper disbursement of, and accounting for, all grant funds and general revenues. Such procedures shall ensure that all financial transactions are conducted and records are maintained in accordance with generally accepted accounting principles.

BASIC CONCEPTS:

1. **Accounting and Reporting Capabilities** - maintain a financial and accounting system which contains sufficient detailed information to accurately account for sub-grant and contract awards, obligations, unobligated balances, assets, liabilities, expenditures, and income.
2. **Consistent Treatment Of Information** - ensure that costs charged to the program be accorded consistent treatment.
3. **Fair Presentation/Full Disclosure** - maintain a system that present fairly and fully disclose the financial position and results of NWCCOG's grant operations.
4. **Conformance with Legal and Contractual Provisions** - ensure compliance with legal and contractual provisions.
5. **Matching Revenues with Related Expenses** - match revenue with related expenses for the same time period.
6. **Fund Accounting on a Fund Basis** - maintain a self-balancing set of accounts, recording all assets, related liabilities, and fund balances for each grant award.
7. **Budgetary Control** - maintain appropriate budgetary control and budgetary comparisons between planned and actual performance.
8. **Basis of Accounting** - use the modified accrual or accrual basis of accounting in measuring financial positions and results of financial operations.
9. **Financial Reports** - prepare annual statements of financial position, operating results, and other pertinent information to facilitate management control of financial operations, external/legislative oversight, and external reporting purposes.

NORTHWEST REGION HEALTH CARE COALITION AGREEMENT

This agreement dated effective May 1, 2018 (this “**Agreement**”) is between **Northwest Colorado Council of Governments**, an association of local governments (“**NWCCOG**”), and **Northwest Region Health Care Coalition**, (“**Coalition**”).

NWCCOG is an association of local governments organized pursuant to Article XIV, Section 18 of the Colorado Constitution and Sections 29-1-201 *et seq.*, 29-1-401 and 29-1-402, C.R.S. and designated as a Regional Planning and Management Agency by Executive Order of the Governor of the State of Colorado.

Coalition is a collaborative network of healthcare organizations and their respective public and private sector response partners that serve as a multiagency coordinating group to assist with preparedness, response, recovery, and mitigation activities related to healthcare organization operations. Coalition’s mission is to strengthen and enhance the preparedness of the public health and medical system to respond to and recover from emergency incidents in the Northwest Region of Colorado.

Coalition desires to undertake, under the fiscal sponsorship of NWCCOG, a work plan (the “**Project**”) that will be the subject of Contract between the State of Colorado, Department of Public Health and Environment, Office of Emergency Preparedness and Response (the “**State**”), and NWCCOG (the “**Award**”), a copy of which is attached as Appendix 1 and incorporated into this Agreement by this reference. The Award is being funded by the United States Department of Health and Human Services, through the Center for Disease Control, pursuant to a Notice of Cooperative Agreement Award.

NWCCOG has determined that the Project furthers the purposes and mission of NWCCOG, and has agreed to assume fiscal sponsorship for the Project. Therefore, NWCCOG will undertake the Project, and will receive and disburse any revenues designated for the purposes of the Project (“**Project Funds**”), in accordance with the terms and conditions of this

Agreement.

Therefore, the parties agree as follows:

- 1. Project Ownership and Operation.** Commencing on the effective date of this Agreement, NWCCOG will assume the role of fiscal sponsor including operation of and control over the Project, subject to the terms and conditions of the Award. NWCCOG will have authority and responsibility for fiscal aspects of the Project, including: a) negotiation and execution of the Award and all other contracts, letter agreements, purchase orders, and similar documents; b) submission of all applications, requests, and reports to funding sources; c) processing of all cash and noncash revenue items; d) management of all accounts payable and receivable; e) disbursement of all Project Funds; and f) conduct of all Project administration and operation as described in this Agreement. The Project will be conducted in the name of NWCCOG or "Northwest Region Health Care Coalition, a project of NWCCOG." NWCCOG will own any tangible or intangible property obtained or created with Project Funds, except as limited by the Award, and will use such property solely for the Project, until the property is transferred to a successor fiscal sponsor in accordance with Section 14.
- 2. Project Management.** Commencing on the effective date of this Agreement, the members of the Coalition Executive Committee will serve as an advisory board to NWCCOG the Project (the "**Advisory Board**"). The primary duties and responsibilities of the Advisory Board include: a) advise and make recommendations on overall direction, strategy, and vision for the Project; b) work with NWCCOG and Project personnel to develop long-term and short-term goals and objectives, budgets, and activities for the Project, along with performance metrics if applicable; c) advise and make recommendations on the use of Project Funds; d) ensure the availability of financial resources to support the Project; e) advise and make recommendations on the hiring and discharge of Project personnel; f) provide programmatic support and counsel to such personnel; g) monitor and conduct periodic assessments and evaluations on the stability, financial security, and effectiveness of the Project; and h) assist with any public relations, marketing, or other outreach efforts concerning the Project. However, NWCCOG will at all times retain ultimate discretion and control over the Project funds consistent with the Award and this Agreement.

3. **Project Personnel.** All personnel necessary for the Project will be hired, supervised, and discharged by NWCCOG. If any Project personnel are compensated for working in whole or in part on Project matters, NWCCOG will determine, in its sole discretion, whether such personnel are designated as employees or independent contractors of NWCCOG. If such personnel are designated employees, they will be considered at-will employees of NWCCOG, and they will be subject to the same personnel policies and benefits as are required by law to apply to all employees of NWCCOG. All costs associated with Project personnel hired to carry out the programmatic aspects of the Project will be considered Project expenses, payable from the Restricted Fund (as defined below).
4. **Use of Federal Funds.** Each party to this Agreement acknowledges that the Project will be funded in whole or in part with federal funds. Accordingly, each party shall conduct its Project activities and obligations under this Agreement in compliance with the terms and conditions of the Award, and the terms and conditions of any future award funded with federal funds. The terms and conditions of the Award or future award, the terms shall control in the event of any conflict between this Agreement and the Award or future Award.
5. **Legal and Policy Compliance.** Each party shall conduct its Project activities and obligations under this Agreement in compliance with all applicable federal, state, and local laws and regulations.

Coalition acknowledges that the Project is subject to NWCCOG's administrative policies and guidelines generally, as well as any policies and guidelines applicable to NWCCOG's fiscal sponsorship program specifically, in effect from time to time (collectively, the "**NWCCOG Policies and Guidelines**"), all of which are incorporated into this Agreement by this reference. Coalition shall also conduct its Project activities and obligations under this Agreement in compliance with the NWCCOG Policies and Guidelines.

6. **Restricted Fund.** NWCCOG will establish on its books and records a separate, restricted fund to be known as the "Northwest Region Health Care Coalition Fund" (the "**Restricted Fund**") for the purpose of receiving, disbursing, and accounting for all Project Funds. NWCCOG will

credit to the Restricted Fund all Project Funds it receives for the purposes of the Project, and will debit from the Restricted Fund all expenses it incurs for the purposes of the Project, including any fees and expenses payable under this Agreement. The parties agree that NWCCOG has sole discretion over the Restricted Fund's administration, management, and distributions, subject to the terms and conditions of the Award and any similar future award. However, NWCCOG will account for the Restricted Fund in accordance with generally accepted financial and accounting principles, and will hold, administer, and manage the Restricted Fund in accordance with the Colorado law.

Nothing in this Agreement will require NWCCOG to pay or incur any Project expenses in excess of the Restricted Fund balance at any time. NWCCOG may require, in its sole discretion, that all contracts, letter agreements, purchase orders, and similar documents entered into for the Project expressly provide that any obligations of NWCCOG are payable solely from the Restricted Fund.

If NWCCOG advances funds to cover a deficiency in the Restricted Fund, including a deficiency created in order to pay fees and expenses payable to NWCCOG under this Agreement, Coalition shall deposit funds in the Restricted Fund in amount sufficient to repay the advance upon notice and demand by NWCCOG. NWCCOG reserves the right to collect interest at the maximum rate permitted by law, from the date of notice and demand is given through the date on which payment of such amount is made, which will be treated as a Project expense, payable from the Restricted Fund.

- 7. Grants and Awards.** All reports submitted to funding sources must be issued in the name of NWCCOG or "Northwest Region Health Care Coalition, a project of NWCCOG," and must be signed by NWCCOG and acknowledged by Coalition.

Coalition shall provide NWCCOG with all information to necessary to complete such reports on a timely and accurate basis. The cost of any compliance measures required by any funding source will be considered a Project expense, payable from the Restricted Fund. Coalition assumes the risk that any funding source may exercise its discretion not to award or appropriate funds to NWCCOG, or to withhold or terminate payment of the same, for the support of the Project.

8. Administrative Fees and Expenses. NWCCOG will charge an administrative fee for its fiscal sponsorship services equal to **10 percent of the gross amount** of all Project Funds received by NWCCOG, to defray its overhead costs associated with sponsoring the Project and managing the Restricted Fund. NWCCOG may also seek reimbursement for any special, unusual, or additional out-of-pocket costs attributable to its sponsorship of the Project and management of the Restricted Fund, such as increased insurance costs to cover Project activities, and increased audit costs to audit the Project Funds. NWCCOG reserves the right in its sole discretion to either retain such amounts from Project Funds as they are received or periodically deduct such amounts from the Restricted Fund.

9. Insurance. NWCCOG shall maintain, throughout the term of this Agreement, such policies of insurance relating to the Project, insuring against such risks, in such amounts, with such policy provisions, and with such companies, as NWCCOG considers necessary for the Project in its sole discretion. Upon Coalition's request, NWCCOG shall furnish Coalition with evidence of any relevant policies of insurance that it maintains.

10. Records, Reports and Inspections. Coalition shall furnish such reports and information relating to itself, its members and the Project, and permit site visits by NWCCOG and discussions with Coalition members and personnel related to the Project, as NWCCOG reasonably requests.

NWCCOG shall maintain records of all receipts and distributions from the Restricted Fund, and any assets or liabilities otherwise identified to the Project and make those records available to Coalition for inspection at reasonable times, for four years following termination of this Agreement. Coalition may, at its own expense and upon reasonable notice, audit the books and records of NWCCOG as they relate to the Restricted Fund and the Project. Upon request by Coalition, NWCCOG shall provide a report to Coalition showing all receipts and distributions from the Restricted Fund during the requested period.

11. Termination or Suspension.

- a. Termination for Convenience.** Either party may terminate this Agreement for convenience upon 90 days' prior written notice to the other party, so long as: 1) operation and control of the Project, all rights of NWCCOG under the Award and any similar future award, and all other assets associated with the Project are transferred and assigned to an organization recognized by the IRS as a tax-exempt organization under I.R.C. Section 501(c)(3) and classified as other than a private foundation under I.R.C. Section 509(a), or to governmental unit (a "**Successor Fiscal Sponsor**"); 2) unless waived by NWCCOG, all obligations of NWCCOG under the Award or any similar future award, and all other liabilities associated with the Project, are assumed by the Successor Fiscal Sponsor, such that NWCCOG is relieved of all further obligations; and 3) the transfer, assignment, and assumption has all required third party approvals, including from the State and the funding source for any future similar award. Upon delivery or receipt of notice of termination, Coalition will have until the end of the notice period to secure a Successor Fiscal Sponsor of its choosing and obtain all third-party approvals. If Coalition is unable to do so, and Coalition is the terminating party, the notice of termination will be considered revoked and be of no further effect. If Coalition is unable to do so, and NWCCOG is the terminating party, at the end of the notice period, NWCCOG will have the option to secure a Successor Fiscal Sponsor of its choosing and obtain all third-party approvals, to revoke the notice, or to continue the Project without further involvement of Coalition.
- b. Termination for Cause.** Either party may terminate this Agreement upon the other party's material breach of any provision of this Agreement, which the other party does not cure within 30 days after receipt of written notice of the breach. If the breach is not capable of being cured, there will be no cure period. If Coalition is the terminating party, the effective date of the termination will be determined by Coalition but will not be sooner than the date that Coalition is able to meet the conditions for termination described in paragraph (a) above. If NWCCOG is the terminating party, the effective date of the termination will be the date determined by NWCCOG. The right to terminate this Agreement for cause is in addition to any other rights or remedies the terminating party may have in law or equity.

c. Termination or Suspension of Award. Either party may terminate or suspend this Agreement immediately, by providing written notice to the other party, if the State or other funding source terminates, suspends or fails to make an appropriation for the Award. Further, NWCCOG may terminate or suspend this Agreement immediately, by providing written notice to Coalition, if the State or other funding source materially breaches its obligations under the Award and fails to correct the same within the applicable cure period, if any.

d. Further Actions. Upon termination or suspension of this Agreement, the parties agree to cooperate in good faith, and to execute such documents and take such actions, as may be necessary or appropriate to facilitate the transfers and assignments and to secure the third-party approvals required under this Section.

12. Limitation on Liability. TO THE FULLEST EXTENT PERMITTED BY LAW, NEITHER PARTY WILL BE LIABLE TO THE OTHER PARTY OR ANY OTHER PERSON FOR ANY INCIDENTAL, INDIRECT, CONSEQUENTIAL, SPECIAL, OR PUNITIVE DAMAGES OF ANY NATURE, OR FOR ANY LOSS OF PROFITS OR REVENUE WHETHER THEY ARE CONSIDERED DIRECT OR INDIRECT DAMAGES, OR FOR ANY INJURY TO OR INTERFERENCE WITH THE OTHER PARTY'S BUSINESS, HOWEVER CAUSED, REGARDLESS OF WHETHER THE RESPONSIBLE PARTY WAS AWARE OF THE POSSIBILITY OF SUCH DAMAGES. FURTHER, THE EXTENT OF NWCCOG'S LIABILITY UNDER THIS AGREEMENT WILL NOT EXCEED AN AMOUNT EQUAL TO THE ADMINISTRATIVE FEES RECEIVED BY NWCCOG UNDER THIS AGREEMENT.

13. Dispute Resolution. In connection with any dispute between the parties arising under or related in any way to this Agreement, the parties agree to first attempt to negotiate in good faith to resolve the dispute and refer resolution of the dispute to the person within their respective organization with decision-making authority over the dispute. If the dispute is not resolved by negotiation within 14 days, then the dispute must be submitted to mediation before a qualified mediator mutually acceptable to the parties, either in person at a mutually acceptable location, or remotely through a mutually acceptable method. The parties will bear their own respective costs and attorney's fees in any mediation. If mediation is not successful, the parties consent and submit to venue in

state court located in the Summit County, Colorado, and to service of process, under Sections 13-1-124 and 13-1-125, C.R.S.

14. Publicity. Except as expressly authorized or directed under this Agreement, Coalition shall not use or authorize others to indicate the endorsement of NWCCOG without the prior written authorization of NWCCOG.

15. General Provisions.

a. Notice. All notices and communications required under this Agreement must be in writing, and will be considered given when delivered personally to the recipient, sent by fax or e-mail to the recipient with verification of delivery or receipt, sent to the recipient by reputable overnight courier service with charges prepaid and with delivery confirmation, or sent by United States registered or certified mail with charges prepaid and with return receipt requested, in each case, addressed to the recipient at the following address, or such other address as the recipient may have furnished to the other party in writing:

NWCCOG
Attn: Jon Stavney
Executive Director
P.O. Box 2308
Silverthorne, CO
80498
jstavnet@nwccog.org
970-468-1208 (phone)

Northwest Region
Health Care Coalition
Attn: Julie Zangari
NWRHCC Chair
JulieZangari@centura
.org
970-485-4888
(phone)

b. Relationship of Parties. Nothing in this Agreement will be construed to imply a joint venture or partnership between the parties.

c. Governing Law. This Agreement is to be governed in all respects by the laws of Colorado without giving effect to its conflicts of law principles.

d. Non-assignment. Neither party may assign its rights or obligations under this Agreement without the other party's prior written approval. Subject to this limitation, this Agreement will bind the parties and inure to the benefit of their respective successors, assigns, and legal representatives.

e. Legal Authority. Each person executing this Agreement on behalf of a party represents and warrants on behalf of such party that: i) such party has full power and authority to enter into and perform this Agreement; ii) such party has taken all requisite actions to approve the execution and performance of this Agreement; iii) such person has been duly authorized to execute this Agreement in the name of and on behalf of such party; iv) the performance of this agreement is not in conflict with such party's governing documents (if applicable) or any contract or other requirements by which such party is bound; and v) this Agreement is binding upon such party.

f. Third Party Beneficiaries. Nothing in this Agreement, whether express or implied, is intended to confer any rights or remedies under this Agreement on any person or party other than the parties to this Agreement and their respective successors.

g. Entire Agreement. This Agreement constitutes the entire agreement between the parties relating to the subject matter of this Agreement and supersedes any prior understanding between them. No representations, arrangements, understandings, or agreements exist except as expressed in this Agreement.

h. Amendments, Waivers. Except as otherwise provided in this Agreement, this Agreement may be amended only by a written instrument signed by both parties. If for any reason one party does not insist upon strict adherence to any provision of this Agreement, or waives a breach of this Agreement by the other party, that party will not be prevented from pursuing remedies or insisting upon strict

performance for a future breach of the same or another provision.

i. Severability. If a court having jurisdiction determines any provision of this Agreement to be unenforceable, the remaining provisions will nevertheless remain enforceable to the fullest extent allowed by law, and the court may replace the provision in question with a lawful provision that most nearly embodies the original intention of the parties.

j. Survival. Upon expiration or termination of this Agreement, any provisions of this Agreement which by their nature are expected to survive expiration or termination, including without limitation provisions relating to ownership of property, payment of outstanding fees and expenses, transfer of assets and liabilities, submission of final reports, record retention and inspection, tax reporting, limitations on liability, use of intellectual property, and resolution of disputes, will survive in full force and effect.

k. Counterparts. The parties may execute this Agreement in counterparts, which taken together will constitute one instrument. A signature may be scanned and e- mailed, and such scanned signature will be accepted and effective as an original signature.

[Signature Page to Follow]

The parties have executed this Agreement on the dates specified below.

Northwest Colorado Council of Governments (NWCCOG)

Jon Stavney, Executive Director

Dated: _____

Northwest Region Health Care Coalition (NWRHCC)

Julie Zangari, NWRHCC Chair

Dated: _____

**Appendix
1
State of Colorado, Department of Public Health and
Environment, Office of Emergency Preparedness and
Response Award**



Fully Executed 18
FHIA 102949.pdf



MEMO & PROGRAM UPDATE

PO Box 2308 • 249 Warren Ave • Silverthorne, CO 80498 • 970-468-0295 •
Fax 970-468-1208 • www.nwccog.org

From: Dave Harris, Elevator Inspection Program Director
Attn: Jon Stavney, Executive Director

Provided is a general program update showing the direction the program is going based on the known changes that need to be made as identified by the State of Colorado after a program audit showed corrections in the NWCCOG operation.

- 1) The first order of business was to hire a forth inspector to help cover the witnessed testing requirements that up until recently had been hired out to a sub-contractor. Our new inspector was hired on May 19th and is close to completing his training to start performing inspections on his own. This will be extremely helpful as we move into an enforcement program change and we may need to look at the possibility of hiring a fifth inspector depending on the work load going forward.
- 2) We have also hired an additional office administrator to help with the day-to-day duties. Again, this this new position will be very useful as we move into a more aggressive enforcement program. This position also helps ensure that we have someone cross-trained in the event that Cora either retires or pulls back to a more flexible schedule.
- 3) The EIP program is in the process of developing an automated enforcement database that will be able to track compliance based on the type and length of when a valid Certificate is issued. This new database will allow for the EIP program to follow a specified path with an absolute outcome, something that is new to the program and it will afford compliance with the State of Colorado's minimum operational requirements. The existing software is proprietary. It was determined that the software and owner of the software are capable of updating what we have to achieve compliance and reporting goals for the program and be further modified to meet program needs for many years to come with the update that is now underway. In conversations with other elevator inspection programs it was determined that this was more cost effective and better tailored to our needs than open bidding and starting from scratch with a new database. Migration of data alone would be very expensive.
- 4) Additionally, the EIP program will be starting program outreach meetings beginning June 19th. The idea behind these meetings is to have the conveyance contractors and local building officials all on the same page with the minimum expectations of the EIP operations. Thus far all parties appear to be supportive of these new changes.
- 5) EIP will also be changing some it's policy and procedures to complement the new enforcement process many of these will roll-out month by month as necessary.

Proposal
to
Northwest Colorado Council of Governments

In support of the
Elevator Inspection Program

Prepared by



Bluelight Software LLC
1901 Callado Ct.
Berthoud, CO 80513
(970) 461-8554
May 2, 2018

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Introduction

Bluelight Software has had the pleasure of supplying inspection software solutions to Northwest Colorado Council of Governments, Elevator Inspection Program (EIP) since July 2010.

The e-finity Mobile Solutions application is the main repository of conveyance inspection information for each elevator/escalator/lift in the system. Each of the completed inspection is archived and can be retrieved for reporting and query purposes. Tasks below are managed from the EIP office each month:

1. Dispatching annual inspection jobs each month,
2. Processing completed inspection,
3. Preparing a billing package consisting of:
 - a. Cover page
 - b. Invoice,
 - c. Certificates,
 - d. Inspection Job Reports,
 - e. Deficiency Report
4. Offloading inspection invoices to NWCCOG's QuickBooks database.
5. Tracking the schedule and history of inspections for each conveyance.

EIP is faced with changing regulations that require significant changes to the process of notifying member companies of violations found in the annual inspection(s). Temporary Certificates of Operation (TCO) need to be elevated to a Notice of Violation (NOV) and the NOV elevated to a Notice of Enforcement Action (NEA). Each tier in the violations process has expiration date requirements and carries a fine that is levied on the member company.

Bluelight's proposed solution follows in this document.

Business Requirements

Goals

1. Introduce a "status" identifier for each conveyance (Compliant, TCO, NOV, NEA). Track the conveyance s status and the expiration date for each tier in the violation tree.
2. Prepare revised notification letters and reports to meet the states requirements. Implement updated report writing tools to produce modern, clean reports.
3. Introduce new logic to support Notice of Violation requirements, including a billing package that includes:
 - o Cover page
 - o Invoice for the fines,
 - o Temporary Certificate of Operation,
 - o Corrective Affidavit listing the violations to be corrected

4. Introduce new logic to support Notice of Enforcement Action requirements, including a billing package that includes:
 - Cover page
 - Invoice for the fines
5. Offload invoices for Notice of Violation and for Notice of Enforcement Action to the NWCCOG QuickBooks database. Maintain identify of the invoice source (NOV, NEA) within QuickBooks.
6. Consolidate the existing five (5) types of conveyances into a single format with consistent questions.

Vision of the Solution

Bluelight will upgrade the existing e-finity Mobile Solutions application by modifying the existing application. Because of the need to demonstrate compliance to the state on the June annual inspections, this modification will be separated into two phases.

The first phase will implement the changes necessary to make the tool meet the state's new requirements by implementing a "status" for each conveyance. A new format for the Certificate of Operation with an expiration date and the Deficiency Report (Notice of Violation) will be implemented.

The second phase will implement the Notice of Violation and Notice of Enforcement Action tracking and creating billing packages for these new conveyance statuses. The new report writing tool will be implemented and the five inspection forms will be consolidated into one generalized form. NWCCOG requested changes to the QuickBooks interface will also be implemented in this phase as will the ability to email the Billing Package to the member company.

Scope of Work

Core Application Changes – 1st Implementation

1. Obtain current database backup for testing purposes.
2. Add new "Conveyance Status" field on the Job Master screen.
 - a. Allow manual input but must be one of TOC, NOV, NEA, DORMANT, or Compliant.
 - i. Require expiration date when entered.
 - ii. Update "Issue Certificate" question and Expiration Date on most recent Job Instance when answer is manually entered.
 - iii. Update "Conveyance Status" question on most recent Job Instance when answer is manually entered.
 - b. Show the new "Conveyance Status" field in the Job Master grid and on the Job Instance grid.
 - c. Use ProductDesc3 field (show on General tab, deactivate on Product tab) for the Conveyance Status. Consider creating a special NWCCOG Job Master and Job Instance Edit screens to simplifying the programming task.
 - d. Note: ProductDesc3 will be automatically updated when the answer to the "Issue Certificate" question changes on any job.

3. Change the General / Issue Certificate question on all form(s) to list answer type with Compliant, TOC, NOV, NEA, DORMANT answers.
 - a. For any answer other than Compliant, require an Expiration Date to be entered (mm/dd/yyyy).
 - b. Update the new “Conveyance Status” field and Expiration Date field on the Job Master record.
 - c. Update the new “Conveyance Status” field and Expiration Date field on the current Job Instance record.
4. Warn when user attempts to update an “old” inspection, i.e. not the most current.
5. Modify Deficiency Report to the example provided (pg2). Note: Initial implementation will be with InfoPath report.
6. Modify “void certificate” to become TOC with expiration date (see 2a above). Note: Initial implementation will be with InfoPath report. Include Correction Affidavit with billing package when TCO is issued. (pg4). Initial implementation will be with InfoPath report.
7. Implement tracking logic for converting TOC to NOV.
 - a. Plan is to have the user edit the latest Job Instance (inspection) and change the answer to the Issue Certificate question. Optionally, they can edit the Job Master and change the “Conveyance Status” there. Either case, both the Job Instance and the Job Master will be updated.
 - b. Plan to use standard grid filtering and export to Excel capabilities on the Job Master grid for status reporting purposes in the 1st implementation.
8. Deploy upgrades and training.

Core Application Changes – 2nd Implementation

1. Convert five existing forms to a single generalized form. NWCCOG to provide mockup of this printed form. Build a SQL script (5) for each form that transfers jobs to the new generalized form. Convert all inspection job history to the new form.
2. Build new ComponentOne reports for the new generalized form:
 - a. PreInspection.
 - b. Job Inspection for completed jobs.
 - c. Billing Package
 - i. Cover letter
 - ii. Invoice
 - iii. Certificate
 - iv. TOC
 - v. Simplified Job Report with deficiencies
3. Modify the “Set Job Dates” screen to show only the date field (pg3) for NWCCOG only.
4. Modify the QB interface to include Billing Name on the invoice line when exported to QB (pg7).
5. Modify the QB interface to retain the Company name in the Bill To (pg8).
6. Implement email notification for billing package.

- a. Where customer email address exists, email the billing package as a PDF to the customer. Optionally, send CC to internal email address for permanent record of sent email.
7. Modify core e-finity to allow billing events (invoices) to be visible from the Customer grid function. This will facilitate TOC, NOV and NEA event management.
8. Deploy upgrades and training.

Notice of Violation and Notice of Enforcement Action - 2nd Implementation

1. Implement tracking logic for converting equipment to NOV/NEA status.
 - a. Add a new “Exceptions” function within Billing on the main menu.
 - i. Show a grid of all TOC, NOV and NEA equipment with expiration dates. This grid will show the Job Master information, one row for each conveyance with TOC, NOV, NEA status.
 - ii. Allow the user to create appropriate billing packages for the events.
 - b. Create a billing package for NOV:
 - i. Cover letter
 - ii. Invoice
 - c. Create a billing package for NEA:
 - i. Cover letter
 - ii. Invoice
2. Create a process to export the NOV invoice to QB. NOV invoices must be easy to differentiate from other invoices for the customer.
3. Create a process to export the NEA invoice to QB. NOV invoices must be easy to differentiate from other invoices for the customer.

Cost Proposal

This proposal is a fixed price proposal. Changes to the scope must be requested by NWCCOG in writing. Bluelight will evaluate the requested change and provide a quotation for the scope change, including impact to the project budget and delivery schedule.

Core Application Changes – 1 st Implementation	\$7,500.00
Core Application Changes – 2 st Implementation	\$ 12,625.00
Notice of Violation and Notice of Enforcement Action Implementation	\$5,500.00
<hr/>	
Proposal Total:	\$25,625.00

Delivery Schedule

Core Application Changes – 1 st Implementation	June 22, 2018
Core Application Changes – 2 st Implementation	August 17, 2018
Notice of Violation and Notice of Enforcement Action Implementation	August 17, 2018

Payment Schedule

Bluelight will invoice NWCCOG upon delivery and installation of each phase. Each invoice will be due 30 days from the invoice date.

**Bluelight Software, LLC**

1901 Callado Ct.
 Berthoud, Colorado 80513
 Sales: (800) 555-4074
 Support: (970) 461-8554

Proposal

Number: **100389**

Date: 04/26/2018

Terms: Net 30

Service Northwest Colorado Council of
 Location: Governments
 P.O. Box 2308
 Silverthorne, CO 80498

Bill To Northwest Colorado Council of
 Customer: Governments
 P.O. Box 2308
 Silverthorne, CO 80498

Salesman:

Salesman
 Email:

Contact: David Harris

Phone: (970)468-0295

Fax: (970)485-4823

Customer davidh@nwccog.org
 Email:

Qty	Description	Price	Price Ext.
60	Software Consulting Core Application Changes - 1st Implementation	150.00	9,000.00
101	Software Consulting Core Application Changes - 2nd Implementation	150.00	15,150.00
44	Software Consulting Notice of Violation and Notice of Enforcement Action Implementation	150.00	6,600.00
205	Discounted Rate Discount standard hourly rate from \$150/hr to \$125/hr.	(25.00)	(5,125.00)

The modifications described in this quotation will be implemented in three phases:

- Implementation #1 - June 22, 2018
- Implementation #2 - August 17, 2018
- Implementation #3 - August 17, 2018

This is a FIXED PRICE proposal. Changes to the scope of work will be identified and documented on a Change Order that will be separately billed.

- This proposal may be withdrawn by Bluelight if not accepted within 30 days from the date shown above.
- Returns may be accepted only after written agreement from Bluelight, within 30 days of purchase. Returns will be for credit only, apply a minimum restocking charge of 20% and must be in unused condition with original packaging.
- Bluelight will charge a Return Check Fee of \$75.00 on every check that is returned by a bank as unpaid.
- This quotation is subject to our standard Terms & Conditions of Sale which are available upon request.

Proposal Total: \$25,625.00

Sign below and return this page to Bluelight Software to acknowledge your acceptance of this quotation.

Printed Name: _____ Date: _____

Signature: _____

Save the Date: August 29-30th

LOCAL GOVERNMENT ENERGY ACADEMY

CSU Extension's Local Government Energy Academy workshop helps local governments take advantage of energy funding and programs that can save money and improve sustainability.



Attendees of LGEA workshops will:

- understand options for energy efficiency, renewable energy, and alternative transportation fuels for local government operations and whole communities
- learn how to navigate the menu of energy programs and funding opportunities available now
- hear directly from communities that have already experimented with energy initiatives
- be able to identify the opportunities that work best for your community
- make direct connections with agencies, consultants, and contractors who can help you implement next steps

August 29-30th, 2018

Eagle County Building

Eagle, Colorado

For more information visit:

lgea.colostate.edu



COLORADO STATE UNIVERSITY
EXTENSION





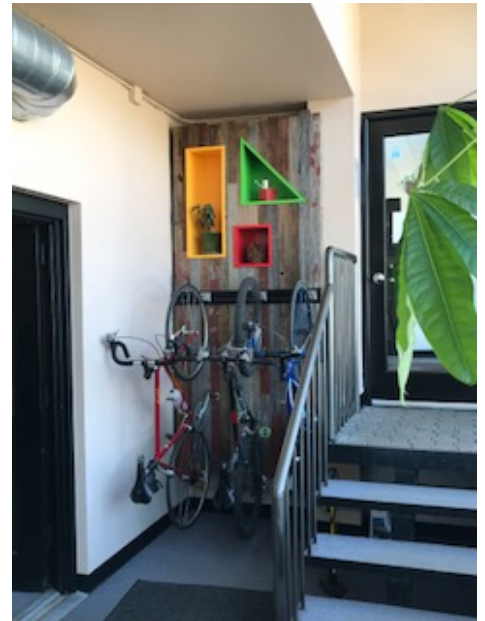
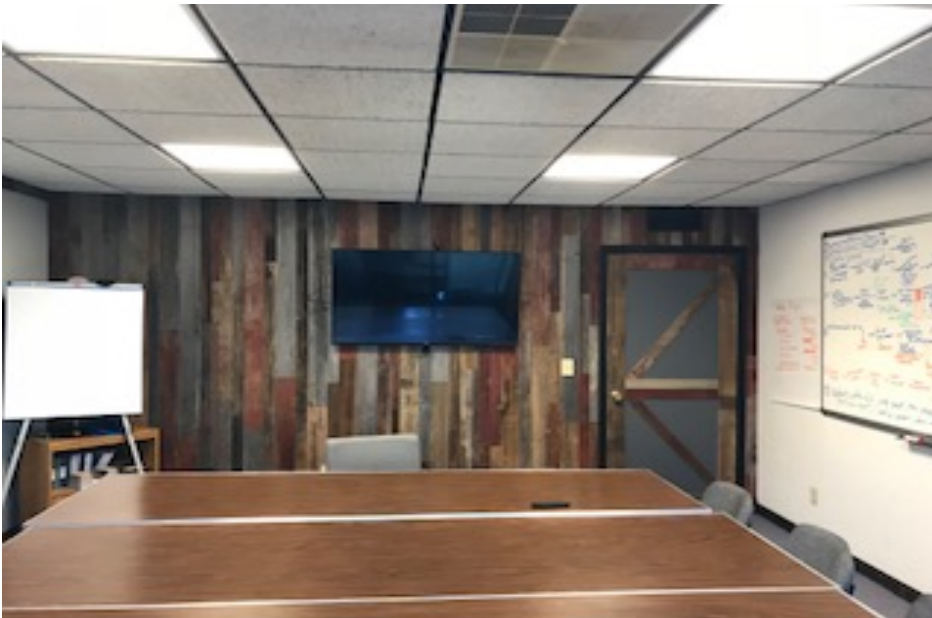
PROGRAM UPDATES

To: NWCCOG Council
From: NWCCOG Staff
Date: May 16, 2018
Re: Program Updates

The following are events of note occurring since the March 22, 2018 NWCCOG Council meeting.

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

Since the March meeting, I finished a three-part office improvement project.



We are working behind the scenes on a new website for NWCCOG with the priority of making client services more accessible and prominent as well as highlighting success stories for each department.

I facilitated an all day Council retreat for the Town of Minturn recently and have another scheduled with the Town of Dillon early in June (second one with Dillon).

A lot of prep went into the Economic Summit which I very much enjoyed being the Master of Ceremonies for.

The Family and I had a wonderful week rafting the Yampa river with a small group of friends over Spring Break. The River District is predicting that Sunday, May 20th will be the high water mark for the Colorado River basin—nearly a month early.

We had a very productive meeting mapping out the NLF process and will refine it when the computer program has had a month or so to be incorporated into the process.

I attended an interesting meeting on the reorganization of the BLM in Grand Junction hosted by Club 20 which I would be more than happy to discuss upon request.

Other meetings I've attended will be reported out in the upcoming May Newsletter.

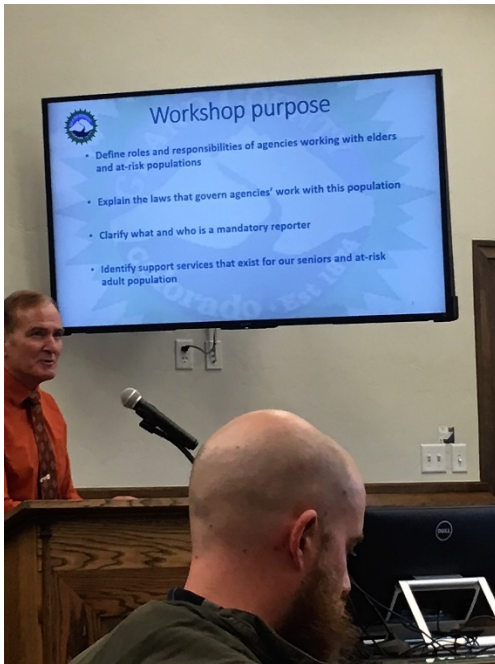
Alpine Area Agency on Aging (AAAA) – Erin Fisher, Director

State Unit on Aging Option Letter Status – Federal funding for FFY 19 were appropriated on March 22nd but the State Unit on Aging still has not received the award letter from the feds. The Alpine AAA won't receive our option letter for federal funding until the SUA receives their award letter. Once the SUA receives the federal award letter, they intend to request that the Controller encumber funds so we have access to federal funding and hopefully mitigate some of the funding issues that we encountered this year.

New AAA Funding Approved by the JBC – The state budget including a \$4 million increase in State GF for the Area Agencies on Aging was signed by Governor Hickenlooper on April 30th. The additional funds are appropriated for state fiscal year 2018-19.

Statewide CASOA – The Colorado Association of Area Agencies on Aging (c4a) submitted a grant application to the NextFifty Initiative for a Statewide Community Assessment Survey of Older Adults (CASOA). The Alpine AAA commissioned a CASOA report for Region 12 two years ago and this new data will help as we begin to plan for our next Four Year Area Plan. The Alpine AAA paid extra to have an additional 400 surveys included as well as both demographic and geographic crosstabs. This report should be available in October.

Annual State Unit on Aging Evaluation – The Alpine AAA had our annual SUA on-site evaluation on April 3rd with Troy Larson and Greg Smith. We received the results on May 4th and no compliance issues were identified.



Annual Ombudsman Evaluation – The Alpine AAA had our annual State Long Term Care Ombudsman on-site evaluation on April 19th with Vinni Ferrara. We received the results and no compliance issues were identified.

At Risk Person Awareness Presentation in Hot Sulphur Springs – The Alpine AAA joined community leaders, law enforcement officials and other service providers in Hot Sulphur Springs on April 17th for a presentation about the treatment of elders and procedures when it comes to elder abuse, stemming from a recent local incident.

The presentation was reportedly organized after county officials were approached by a local advocate for elders, who specifically outlined the alleged dysfunctions of local entities and organizations when it comes to elder care and elder abuse situations.

The presentation is aimed at discussing best practices for local law enforcement and other local officials when handling cases involving senior citizens.

Caregiver Conference – June 1st – The 10th annual Caregiver Conference is being held at the Glenwood Springs Community Center on June 1st. It's a free event with two speakers, lunch, pampering, and vendors. RSVP is required: www.2018coloradocaregiverconference.eventbrite.com

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

Our service numbers for the period of March 1 – April 30 are as follows: 980 hours with 46 volunteers contributing.

Capacity building – 25 hours 5 volunteers contributing

(the majority of these hours were given a clubs like Lions, Elks, Rotary garnering donations for community service programs)

Economic opportunity – 60 hours 1 volunteer contributing

(working with Habitat for Humanity either in construction or in their ReStore locations)

Education – 139.50 hours 5 volunteers contributing

(after school meal program, school nurse, cultural events)

Environmental Stewardship – 0 hours 0 volunteers contributing

(River clean up and community gardens)

Healthy Futures – 743.50 hours 34 volunteers contributing

(coaching/training classes, distributing information, preventing elder abuse, companionship, food delivery, transportation, food collection and congregate meals sites)

Other Community Priorities – 12 hours 1 volunteers contributing

We have closed out the first grant and began working on the second grant in April.

The new grant will have a caregiver focus with aspects of combating social isolation in seniors.

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

SHIP/SMP Medicare Assistance Program Volunteers – As always, we continue to look for Senior Health Insurance Program (SHIP) and Senior Medicare Patrol (SMP) volunteers. The SHIP/SMP programs offer individual and personalized one-on-one Medicare Counseling by volunteer positions, there are plenty of non-counseling volunteer position needs. These volunteer positions include education event volunteer hosts (think a friendly face to welcome people), education event presenters for both Medicare (SHIP) and fraud prevention (SMP), general office administrative task, advertisement design, program marketing, newsletter input, e-newsletter development and distribution, program materials distribution, data entry, and even manning a booth at community events and forums.

One-on-one Medicare Counseling Volunteers – We have three new volunteers currently in the Certified Medicare Assistance training process. These volunteers have chosen to work one-on-one with people with questions and concerns about Medicare. They are required to complete two Colorado Division of Insurance webinars followed by the Administration for Community Living (ACL) Medicare online training modules. Once the modules are completed, our new volunteers must complete a SHIP Medicare assessment with an 85% passing rate in order to be certified and begin to meet with individuals independently. The process is involved, but very doable. Our trained volunteers receive on-going support throughout the process, receive on-going training and support, and have opportunities to assist with community education opportunities.

Outreach and Education – Our outreach and education efforts seem to have been effective. We have seen an increase in the number of friend/family referral sources for our individual contacts. Our focus has been to provide in-person Medicare Basics education opportunities at the local senior services centers in our region and advertised local sessions in public access buildings. We have also worked with major employers to reach their employees who will become or are already Medicare eligible. We established a design for facilitated Medicare Basics using technology. We have not hosted a public-invited session as of yet, but have completed two beta tests using a cohort group of Medicare beneficiaries who we have helped in the past. The education sessions need to allow us to track the number of attendees for grant reporting purposes. Creativity in delivery will be key meet reporting requirements. We have an email database of many individuals we will use initially in the hopes that they will refer their friends to our SHIP/SMP Medicare Assistance Program.

We continue to use our partnering organization to help us identify locations we can reach remotely, as well.

Economic Development District (EDD) – Rachel Lunney, Director

Regional Economic Development Summit - the first annual Summit, held on Friday, May 4th, was a success. We had 92 attendees. Presentations on demographics, workforce, Economic Development 101, and broadband were made, along with 2 panel discussions: Local government economic development panel, and Resiliency panel. Feedback so far has been very positive, so we will plan to hold the event again next year either Thursday, May 2 or Friday, May 10. We have sent out an evaluation survey to gather feedback so that we can make next year's event as valuable as possible. This event was sponsored by DOLA, through an Energy and Mineral Impact Assistance grant.

Workforce Housing Report - now that the Summit is over, Rachel get back to work on this project, which will be a report highlighting workforce housing programs, projects, and initiatives in the NWCCOG region and of CAST members. The report should be complete by the end of May.

Communications: Rachel continues to send out monthly resources bulletins, and monthly success story bulletins, which continue to be well received (average open rates are usually in the 25-30% range).

Other: Rachel will moderate a panel at the Colorado Outdoor Industry Leadership Summit (COILSx) event on Friday, May 11. This event is being organized by Elevate CoSpace.

Elevator Inspection Program (EIP) – David Harris – Director

- 1) The first order of business was to hire a forth inspector to help cover the witnessed testing requirements that up until recently had been hired out to a sub-contractor. Our new inspector was hired on May 19th and is close to completing his training to start performing inspections on his own. This will be extremely helpful as we move into an enforcement program change and we may need to look at the possibility of hiring a fifth inspector depending on the work load going forward.
- 2) We have also hired an additional office administrator to help with the day-to-day duties. Again, this this new position will be very useful as we move into a more aggressive enforcement program. This position also helps ensure that we have someone cross-trained in the event that Cora either retires or pulls back to a more flexible schedule.
- 3) The EIP program is in the process of developing an automated enforcement database that will be able to track compliance based on the type and length of when a valid Certificate is issued. This new database will allow for the EIP program to follow a specified path with an absolute outcome, something that is new to the program and it will afford compliance with the State of Colorado's minimum operational requirements. The existing software is proprietary. It was determined that the software and owner of the software are capable of updating what we have to achieve compliance and reporting goals for the program and be further modified to meet program needs for many years to come with the update that is now underway. In conversations with other elevator inspection programs it was determined that this was more cost effective and better tailored to our needs than open bidding and starting from scratch with a new database. Migration of data alone would be very expensive.
- 4) Additionally, the EIP program will be starting program outreach meetings with the first starting June 19th. The idea behind these meetings is to have the conveyance contractors and local building officials all on the same page with the minimum expectations of the EIP operations. Thus far all parties appear to be supportive of these new changes.
- 5) EIP will also be changing some it's policy and procedures to complement the new enforcement process many of these will roll-out month by month as necessary.

Energy Program - Nate Speerstra, Weatherization Program Specialist

The Energy Program was recently notified that the proposed 24% drop in funding for next year will actually be an 8% increase from this year. That is for the year starting July 1. Two employees are out right now for different health reasons, so both Nate and Doug are working most days in the field. The state energy office continues to be challenged with having utilized funds for solar installations that have

not been reimbursed from Excel which has caused ripple effects for local offices to make up the difference in various ways. The state also continues to have difficulties with other offices. NWCCOGs region covers roughly a quarter of the state geographically.

Northwest All Hazards Emergency Management Region (NWAHEMR) – *Kimberly Cancelosi, Program Coordinator* THE NWAHEMR is conducting working meetings by discipline groups. All the groups will come together for the June 19 strategic workshop to share information and discuss grant projects, capability assessment, training and exercise needs for the upcoming year.

The 2018 SHGP Notice of Funding Opportunity is anticipated to be released in the next few weeks. The 2015 SHGP will close out. All other grant projects are on course or completed.

Northwest Loan Fund (NLF) – *Anita Cameron, Director*
Will be provided at the NLF portion of the meeting.

Northwest Region Healthcare Coalition (NWRHCC) – *Kelsey Blackburn, Coalition Coordinator*
The Northwest Regional Healthcare Coalition (NWRHCC) is wrapping up its fiscal year (FY) 2017-2018 grant on June 30, 2018. Looking back over the past year, the NWRHCC has made great strides in establishing a meaningful healthcare coalition. Now meeting on a monthly basis, the NWRHCC has quarterly in-person meetings at select facilities throughout the Northwest Region in April, November, February, and May and conference calls on the opposite months. All Northwest Region Emergency Support Function (ESF 8) members are welcome to attend and become a member of the NWRHCC.

Throughout the year, the NWRHCC has worked persistently to meet the grant deliverables set forth by the Colorado Department of Public Health and Environment (CDPHE) by developing a Governance Structure, a Regional Hazard Vulnerability Analysis (HVA), Preparedness Plan, Communications Plan, participated in two CICOMaps trainings, a Medical Countermeasures and Closed Point of Dispensing (POD) training, and conducted two Redundant Communication Drills. Additionally, the NWRHCC completed the Coalition Surge Test (CST) exercise a Hospital Preparedness Program (HPP) requirement which consisted of two-phases on April 4, 2018. The CST exercise tested the region's ability to respond to a low/no-notice simulated evacuation of 20% of the NWRHCC acute care bed capacity. Over thirty healthcare organizations participated and a comprehensive After Action Report (AAR) was developed to capture the NWRHCC strengths and areas for improvement.

This grant year funding opportunities were made available to the NWRHCC members and a second round of funding requests are being finalized. The NWRHCC Steering Committee has approved purchases for radios, medical surge supplies/equipment, and mass fatality supplies to expand the NWRHCC capabilities. The NWRHCC is continuing to work with the Northwest Colorado Council of Governments (NWCCOG) to finalize spending and increase the NWRHCC capabilities through planning, training, and exercising.

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 March 31, 2018:

	2014	2015	2016	2017	2018
	Aug-Dec	Jan-Dec	Jan-Dec	Jan-Oct 31	Jan-Feb 28
<u>Trip Count by County</u>	<u>Trips</u>	<u>Trips</u>	<u>Trips</u>	<u>Trips</u>	<u>Trips</u>
Eagle	27	692	772	1,275	358
Garfield			4	12	0
Grand*	657	1,148	3,697	5,479	1321
Jackson	53	23	68	41	0
Park		178	2,299	3,402	725

Pitkin		441	224	600	209
Routt	202	1,895	1,047	1,131	7
Summit	151	723	430	893	279
Other			5		0
Trip by County Total:	1,090	5,100	8,546	12,833	2,899

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

2018 continues to be very busy! Molly has been actively participating in the People Centered Transportation meetings that are helping to shape the new Medicaid NEMT rules that will become effective in January 2019. On March 16, the Northwest Center for Independence came to our office so that we could provide them with one on one training on the Medicaid billing system. March 26-30 Chelsey attended the Route Match Software conference to get a better understanding of how our main computer program operates. The CDOT Town Hall yearly Transit update was on April 5, CDOT gave an overview of some of the transit funding that is coming up as well as other changes that will be coming up over the next year. Molly attended a class through CDOT called implementing rural transit that went over how to evaluate, purchase and use technology to increase ridership. Additionally Molly represented Mountain Ride at a VA Event hosted at the Summit Senior Center to help bring awareness of the program to Veterans. Chelsey attended the second Inter- Mountain Transportation Planning Region meeting on April 20, the region decided on a time line to have transportation goals established for each area to be able to provide a list to CDOT for future funding.

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

- QQ hosted a member retreat April 26-27th at the Eagle Town Hall. The retreat offered members an opportunity to reflect on QQ's history and successes (as QQ celebrates its 40th anniversary!) and to review and prioritize future policies and strategies. A meeting summary will be distributed shortly, and the agenda and board packet are available at www.nwccog-qq.org.
- The Legislative Session ends today, May 9th. QQ lobbied on behalf of its members on key issues to the group, and responded to several bills of concern introduced in the session. Of note, QQ supported several bills that passed this session: funding for the state's aquatic nuisance species boat inspection and decontamination program and several bills that allowed for expanded uses of reclaimed water, allowing additional uses for existing water supplies instead of using new water supplies. QQ continues to support measures to stabilize depleted severance taxes as funding sources for water grants and loans, and especially to implement the CO Water Plan— this will be an issues that will return in future years.
- QQ has an exciting project coming up to assess how well member land use codes integrate best practices for water quality protection and water savings. The project is just kicking off, and we expect to have self-assessment surveys under way in the next few weeks. The project will also research existing best practices for water savings measures that make sense for the QQ region and develop a manual to capture those best practice for members. Finally, the project will offer technical assistance to up to 5 members to integrate the best practices into their land use codes.
- Watershed Services is continuing to work with a stakeholder group to evaluate proposals from Climax Mine to change water quality standards for molybdenum. Most recently this has involved contracting with Dr. Jennifer Heath to evaluate and new scope of work for a Climax funded study of impacts to cattle from ingestion of molybdenum in a range setting. This study is being conducted by Colorado State University. The goal of the stakeholder review is to assist Climax in developing the scope of this to minimize the possibility of raising concerns about the study itself or its use for developing water quality standards after it was finished.

Broadband Program – Nate Walowitz, Regional Broadband Coordinator

Regional Impact Activities

1. Project THOR
 - a. Timeframe: CY 2018/2019-2019
 - b. Priority: A

- c. Mammoth Networks and NWCCOG are moving forward to finalize project Non Recurring and Recurring costs for Project THOR network, as well as network design.
 - d. CDOT fiber is available along I-70 from Glenwood Springs to the Front Range Giga PoP in Denver. CDOT provided a pricing proposal that is compelling and Mammoth Networks is including the CDOT fiber as part of one of its network designs.
 - e. Nate continues to meet with local organizations and local governments to promote Project THOR and begin to gain mindshare. Based on meetings and conversations, Nate has committed interest from City of Glenwood Springs, Town of Vail, Summit County, Town of Breckenridge and Clear Creek County. City of Rifle has expressed initial interest in participating as well.
2. Broadband Legislation and State Broadband Policy
- a. Timeframe: CY 2019
 - b. Priority: A
 - c. Senate Bill 18-002 has been passed and signed. It provides an accelerated schedule of transfer from the HCSM to DORA for distribution by the Broadband Deployment Board grant program.
 - d. \$8M of additional broadband funding was removed from the state budget by the budget conference committee.
3. NWCCOG Service Provider Relationships
- a. Timeframe: CY 2019
 - b. Priority: A
 - c. San Isabel Telecom (owned by ForeThought) is in conversation with Eagle County and NWCCOG about a potential public/private partnership to build fiber to support their plans to deliver fiber to the home in Eagle.
 - d. Nate Walowitz continues to work with VistaBeam, Jackson County and OIT to determine how ISPs can utilize state-owned tower resources to support broadband deployment and middle mile backhaul. Brian Shepherd considers VistaBeam in Jackson County to be the demonstration case to support cooperation across the entire state.
 - e. Mammoth Networks is working with Foresite Group and Town of Breckenridge to secure backhaul connectivity for a 1st launch community.
 - f. Mammoth Networks continues to work with Pitkin County, Moffat County, Routt County and NWCCO, as well as numerous other local governments to assist in broadband deployments and needed connectivity.
4. DOLA Broadband Grants and Funding
- a. Timeframe: CY 2018/2019/
 - b. Priority: A
 - c. Nate Walowitz is supporting DOLA in evaluating the April Broadband Grant applications submitted by local governments from across the state.
 - d. NWCCOG wrote a letter of support for the Pitkin County grant applications.
5. FirstNet Colorado
- a. Timeframe: CY 2018/2019
 - b. Priority: B
 - c. OIT has integrated Public Safety Broadband into their overall broadband strategy and will continue to support a broader scope of broadband for the state.
 - d. FirstNet Colorado participants and State OIT continue to support public safety and will provide advice to local governments and agencies to support decisions based on pricing, capabilities, and network coverage needed to ensure that public safety agencies needs are met throughout the state.

County/Local Government Projects

- 1. Eagle County
 - a. Timeframe: CY 2018/2019
 - b. Priority: A
 - c. Visionary Communications and Aspen Wireless are entering and expanding in the I-70 Eagle County markets.
 - d. San Isabel Telecom is talking with Eagle County and consumers to explore deploying additional fiber and services in their territory.

- e. Nate Walowitz has been working with Jeremy Rietmann and Scott Lingle and the Eagle County Schools to ensure that Project THOR has logical Meet Me Center locations across Eagle County to support multiple stakeholders.
- 2. Grand County
 - a. Timeframe: CY 2018/2019
 - b. Priority: A
 - c. Mountain Parks Electric has chosen to move forward with a middle mile network design that could be leveraged by Project THOR and local ISPs and businesses to support improved broadband in Grand and Jackson County
 - d. There are two community anchor institutions that are interested in serving as the Meet Me Centers for at least two locations in Grand County and middle mile transport across the county. NWCCOG will be working with them to move forward with an agreement.
- 3. Jackson County
 - a. Timeframe: CY 2018/2019
 - b. Priority: A
 - c. VistaBeam has been awarded a Colorado Broadband Fund (Broadband Deployment Board) grant to build out a wireless network and infrastructure to deliver broadband to most homes and businesses throughout the county.
 - d. In concert with the ROADM being upgraded in Walden, CenturyLink has stated they will roll out Front Range pricing and services to customers in Walden sometime in the future. Mammoth Networks is working to leverage this new connectivity and support a 1 Gig connection to support VistaBeam, North Park Schools, and local government and businesses.
- 4. Pitkin County
 - a. Timeframe: CY 2018/2019
 - b. Priority: A
 - c. The County continues to work with Mammoth Networks as their Network Manager partner. They will first develop a complete roadmap and then create and manage a multi-use fiber/wireless broadband loop connecting all their mountaintop sites, local government buildings, businesses and residents for public broadband deployment, public safety communications and County IT network redundancy.
 - d. Pitkin County is also working on two additional public safety projects; building out and moving their public safety radio communications from VHF to the State DTRS system.
 - e. The County is working with Garfield County to address their mutual needs and support one another's broadband infrastructure needs.
- 5. Rio Blanco County
 - a. Timeframe: CY 2018/2019
 - b. Priority: A
 - c. Blake Mobley has left Rio Blanco County and has transitioned his role to Cody Crooks.
 - d. The County continues to build out their wireless broadband tower network.
 - e. The fiber and wireless networks and their ISPs currently have in excess of 1000 customers. There currently is demand to add an additional 1000 subscribers in the coming months.
 - f. Rio Blanco County will be a participant in Project THOR.
- 6. Routt County
 - a. Timeframe: CY 2018/2019
 - b. Priority: A
 - c. NCB has signed a last mile provider to assist them in deployment of additional broadband services using the NCB fiber network.
 - d. NCB is working with NWCCOG on Project THOR.
- 7. Summit County
 - a. Timeframe: CY 2018/2019
 - b. Priority: A
 - c. Summit County is continuing to work on broadband and cellular service enhancement in areas of need throughout the county.
 - d. A committee of participants from local governments, schools, colleges, and health care institutions has come together to address broadband issues and leveraging existing CDOT fiber and aggregation of transport and bandwidth.
 - e. Town of Breckenridge and Foresite are moving forward on a broadband infrastructure engineering and financials development study. NWCCOG and Mammoth Networks are

working with Town of Breckenridge and Foresite to plan connectivity to support network deployment.

- f. Nate Walowitz will continue to work with Summit County to meet the needs of the county's rural areas, towns, CAIs and potential broadband providers.

8. Moffat County

- a. Timeframe: CY 2018/2019
- b. Priority: A
- c. Nate Walowitz supported Moffat County and City of Craig to gather needed information to resubmit their DOLA broadband grant application.
- d. Moffat County chose Mammoth Networks to perform as their Network Engineer and Network Operator through their RFP efforts in March.

9. Town of Kremmling

- a. Timeframe: CY 2018/2019
- b. Priority: A
- c. Planning on having some local meetings in the future to develop local plans for leverage Project THOR and gain additional broadband access.

10. City of Glenwood Springs

- a. Timeframe: CY 2018/2019
- b. Priority: A
- c. Glenwood Springs has partnered with Colorado Mountain College to secure diverse route connectivity to Denver.
- d. The city could also be a regional host for Project THOR and potentially the CDOT fiber connectivity to Front Range Giga Pop in Denver. Need for 10G connection in November.

11. Town of Breckenridge

- a. Timeframe: CY 2018/2019
- b. Priority: A
- c. Nate Walowitz continues to serve as the technical advisor to Summit County and the Town of Breckenridge. The town is moving forward burying conduit and fiber as they install a new water plant and distribution network.

12. Town of Frisco

- a. Timeframe: CY 2018/2019
- b. Priority: A
- c. The town has been participating in the County broadband conversations.
- d. Frisco voters will vote to exempted the town from Senate Bill 152 in April 2018

13. Town of Dillon

- a. Priority: A
- b. Timeframe: CY 2018/2019
- c. The town has been participating in the County broadband conversations. Nate Walowitz met with the town and will present to the Town Council in March.

14. Town of Silverthorne

- a. Priority: A
- b. Timeframe: CY 2018/2019
- c. The town has been participating in the County broadband conversations.
- d. Town public works and IT are interested in exploring open conduit or conduit and fiber project and connecting to the County fiber backbone network.

15. Town of Red Cliff

- a. Timeframe: CY 2018
- b. Priority: A
- c. NWCCOG, the Town of Red Cliff, and University of Colorado Boulder ITP program students delivered their final paper on the Social Impact of Broadband on Red Cliff. It is available on the NWCCOG Broadband page.



MEMORANDUM

To: NWCCOG Council & EDD Board of Directors
From: Rachel Lunney, Director, Economic Development District
Date: May 15, 2018
Re: Follow up on NWCCOG 2018 Regional Economic Summit

The first annual NWCCOG Regional Economic Summit was a success! We had over 90 attendees. The day was filled with speakers on various economic development topics as well as networking opportunities for a wide variety of economic stakeholders from across the region to share ideas. These stakeholders ranged from elected officials, to economic development professionals, to planners to business owners. A huge thank you to the Colorado Department of Local Affairs for sponsoring this event, the Town of Silverthorne for hosting the event at the Silverthorne Pavilion, and to the Economic Development Administration for supporting this event through planning partnership funds used to support EDD staff. The day was filled with interesting and informative presentations including:

- Demographic & Economic Overview by Elizabeth Garner, State Demographer
- "Gigs vs. Jobs": How the new way of working is changing everything by Jessica Valand, Director, Workforce Development, Northwest/Rural Resort Workforce Regions, Colorado Dept. of Labor & Employment
- Economic Development 101 by John Bristol, Economic Development Director, Steamboat Springs Chamber of Commerce
- Sallie Clarke, State Director, USDA—Rural Development—a brief welcome from the new state director
- Stephanie Copeland, Executive Director, Colorado Office of Economic Development & International Trade
- Local Government Economic Development Professionals Panel. Panelists included: Mike Bordogna – Executive Director, Leadville Lake County Economic Development Corporation; Kerstin Anderson – Director of Marketing and Communications, Town of Dillon; John Bristol – Economic Development Director, City of Steamboat Springs/Steamboat Springs Chamber of Commerce; Mia Vlaar—Economic Development Director, Town of Vail. Thank you to Sam Mamet, Executive Director from the Colorado Municipal League for moderating.
- The Intersection of Broadband & Economic Development by Nate Walowitz, Regional Broadband Director, NWCCOG
- Resiliency Panel. Panelists included: Iain Hyde, Director, Colorado Resiliency and Recovery Office, Colorado Department of Local Affairs; Amy Kemp, Founder/Owner, Elevate CoSpace; Joanne Cook, Director of Recreation and Culture, Town of Silverthorne. Thank you Jon Stavney for moderating.

- Patti Clapper, Pitkin County Commissioner & NWCCOG EDD Board Vice Chair provided closing comments.

Special thanks to all our speakers, and to Jon Stavney, NWCCOG Executive Director for being the “MC” for the day. Presentations and speaker bios can be found on the NWCCOG EDD website [HERE](#).

The event was so successful that we are going to hold it again next year!

SAVE THE DATE!
2019 NWCCOG Regional Economic Development Summit
 Thursday, May 2, 2019
 at the Silverthorne Pavilion, Silverthorne, Colorado

We sent out an evaluation survey to summit attendees, and the feedback was very positive. When asked what topics would be most valuable to attendees in next year’s summit, the most popular topics included:

- Workforce Development
- Business Retention and Expansion
- Economic Development Incentives
- Housing
- Census 2020
- Planning & Land Use

Please forward any ideas you have to for topics and/or speakers for next year to rachel@nwccog.org.

Here are some photos from the event:



Jon Stavney, NWCCOG Executive Director, the “MC” for the day



Elizabeth Garner, State Demographer, Colorado Department of Local Affairs



Jessica Valand, Director of Workforce Development, Colorado Department of Labor & Employment, Northwest and Rural Resort Regions



Local Government Economic Development Professionals Panel: Mike Bordogna, Executive Director, Leadville/Lake County EDC; Mia Vlaar, Economic Development Director, Town of Vail; Kerstin Anderson, Director of Marketing and Communications, Town of Dillon; John Bristol, Economic Development Director, Steamboat Springs Chamber of Commerce



Resiliency Panel: Jon Stavney, Executive Director, NWCCOG (moderator); Iain Hyde, Director, Colorado Resiliency and Recovery Office, Colorado Department of Local Affairs; Amy Kemp, Founder/Owner, Elevate CoSpace; Joanne Cook, Director of Recreation and Culture, Town of Silverthorne