

AGENDA

Thursday, August 16, 2018

Pitkin County Administration Building Maroon Bells Room 530 E Main St #3, Aspen, CO 81611 CALL IN NUMBER: 970-406-3080 CONFERENCE ROOM: 5550 PIN NUMBER: 1122

NWCCOG COUNCIL & EDD BOARD MEETING

| | | NWCCOG COUNCIL & EDD BOARD MEETING | |
|------------|------|--|-----------|
| 10:00 a.m. | 1. | Call to Order & Introductions – Karn Stiegelmeier, NWCCOG Council | |
| | | Chair, and Thomas Clark, EDD Board Chair | |
| | 2. | Roll Call and Determination of Quorum | |
| | *3. | ACTION COG: Minutes of May 24, 2018 Council & EDD Board Meeting | Pgs. 2-4 |
| | *4. | NO ACTION COG: Financials | |
| | | - First and Second Quarter Financials were presented at July 26 th meeting. Next | |
| | | Quarterly Financial update will be at the October 25th meeting. | |
| 10:30 a.m. | 5. | UPDATE EDD & COG: Small Business Development Center (SBDC) | |
| | | Regional Update, Lyndsey Brozyna, Interim Regional Director | |
| 10:45 a.m. | *6. | ACTION COG: Discussion—Strategic Plans for 2019 | Pgs. 5-6 |
| | | - Discuss October 2 nd Annual COG Competitive Grant Cycle with DOLA | |
| | | - Review uses of past grant | |
| | | - Budget related items | |
| 11:15 a.m. | 7. | - Vote to direct staff to apply for DOLA grant with concepts discussed PRESENTATION AND DISCUSSION: Roundtable Debrief on recent | Pg. 7 |
| 11:15 a.m. | /. | incidents (Lake Christine Fire, Buffalo Mountain Fire, Golf Course Fire | rg. / |
| | | and other), lessons learned by local officials, fire restrictions, | |
| | | communications. | |
| | | - Presentations on website: http://nwccog.org/about/meetings/ | |
| | | - Short PPT presentations will be followed by group discussion | |
| | | - What would you have liked to know before your incident to be more prepared? | |
| | | - Looking ahead, what will your jurisdiction be doing differently? | |
| | | - NWCCOG will be holding a training for elected officials and staff leadership this | |
| | | Fall; what are your suggestions for content/format? - NWCCOG is overhauling its website—what would be of use to you, your team, or | |
| | | your citizens as far as content? | |
| 12:30 p.m. | | Lunch from Jour de Fete for those who RSVP to office@nwccog.org by | |
| _ | | Monday, August 13, 2018 | |
| 12:45 p.m | 8. | UPDATE EDD: Direction for 2019 and Mid-Years CEDS update, Rachel | Pgs. 8-11 |
| | | Lunney, EDD Director | |
| | | - Presentation on website: http://nwccog.org/about/meetings/ | |
| | 9. | Program Updates: None – Presented at July 26th meeting | |
| 1:15 p.m. | 10. | Member Updates: (3 min or less each, please—3 min x 27 members =1.5 hrs) | |
| | | - News: Share something recent or upcoming that you are most excited about | |
| | 11 | - Share something different in your budget for 2018, perhaps of regional interest | |
| | 11. | New Business | |
| 2:00 p.m. | *12. | Adjourn NWCCOG Meeting | |
| 2:15 p.m. | | Optional Tour of new Pitkin County Administrative Facility | |
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NEXT NWCCOG MEETING:

Thursday, October 25, 2018 at the Summit County Community & Senior Center Fremont Room, 83 Nancy's Place, Frisco, CO. 10a.m. – 12p.m.

NWCCOG Officers: NWCCOG Council Chair – Karn Stiegelmeier NWCCOG Council Vice-Chair – Patti Clapper NWCCOG Council Secretary-Treasurer – Carolyn Skowyra

NWCCOG Executive Committee: Region XII county members – Karn Stiegelmeier, Betsy Blecha, Patti Clapper, Jeanne McQueeney, and Kristen Manguso. Municipal members – Alyssa Shenk, Carolyn Skowyra, and Patty McKenny with one remaining vacancy.

Northwest Colorado Council of Governments



NWCCOG Council & EDD Board Meeting

Conference Call May 24, 2018

Council & EDD Board Members Present:

Alyssa Shenk, Town of Snowmass Village (phone)

Brandy Reitter, Town of Eagle (phone)

Carolyn Skowyra, Town of Dillon

Diane Butler, Grand County EDD

Jeanne McQueeney, Eagle County (phone)

Karn Stiegelmeier, Summit County

Matt Gianneschi, Colorado Mountain College (phone)

Patti Clapper, Pitkin County (phone)

Patty McKenny, Town of Vail (phone)

Richard Cimno, Grand County (phone)

Susan Fairweather, Kaiser Permanente

Thomas Clark, Kremmling Chamber of Commerce (phone)

Tom Goodfellow, Town of Grand Lake (phone)

Watkins Fulk-Gray, Town of Basalt (phone)

Others Present:

Betsy Bair, Senator Gardner's Office (phone)

Brad Piehl, JW Associates

Cary Weiner, CO State University

NWCCOG Staff:

Elaina Wiegand

Jon Stavney

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 10:20 a.m. Roundtable introductions were completed, and a quorum was present for the groups.

Approval of NWCCOG Consent Agenda Items

- Approval of January 25, 2018 NWCCOG Council & EDD Board Meeting Minutes
- Approval of May 2018 Financials
- Approval of revised Asset Capitalization Policy, Fixed Asset Disposal Policy, and Fiscal Department Separation & Delegation of Duties Procedures

M/S/P Jeanne McQueeney/Carolyn Skowyra to approve items within the consent agenda as presented.

Approval of Revised GAAP Policy

M/S/P Alyssa Shenk/Patty McKenney to approve the revised GAAP Policy.

Draft Northwest Region Healthcare Coalition Fiscal Agreement

The council previously approved the agreement between for Northwest Region Healthcare Coalition between NWCCOG and the state; however, an agreement is also needed between NWCCOG and the Northwest Region Healthcare Coalition. The NWCCOG and the NWCCOG attorney have reviewed the agreement.

M/S/P Alyssa Shenk/Carolyn Skowyra to approve the Northwest Region Healthcare Coalition Fiscal Agreement as amended during NWCCOG Council & EDD Board meeting.

2017 Independent Audit

Representatives from Clifton Larson Allen were not able to attend the meeting to review the audit with the council. If you have questions when reviewing the audit yourself, please email Jon Stavney: jstavney@nwccog.org.

M/S/P Alyssa Shenk/ Patti Clapper to approve the 2017 Independent Audit as presented.

Re-Election of Officer Vacancies

The previous Vice-Chair, Jeff Shroll, accepted a position with Eagle County and is no longer on the NWCCOG Council. Thomas Clark is no longer an elected official which makes him ineligible to be the NWCCOG Council Secretary/Treasurer. However, Thomas shall remain EDD Chair as only his association to the Board changed from Town of Kremmling to Kremmling Chamber of Commerce. There is nothing in the EDD Bylaws stating that the Chair has to be an elected official. There are also three vacancies for the NWCCOG Executive Committee which consisted of nine members; one member from each of the Region XII counties and four municipal members at large. Patti Clapper offered to step in as NWCCOG Council Vice-Chair until elections in January 2019. Carolyn Skowyra offered to take on the responsibilities of the NWCCOG Secretary-Treasurer. Patty McKenney offered to serve as an NWCCOG Executive Committee municipal member. The Council will wait on Kremmling and Gypsum to designate new representatives to the council before recruiting the two remaining NWCCOG Executive Committee vacancies.

M/S/P Karn *Stiegelmeier* /Carolyn Skowary to nominate Patti Clapper as NWCCOG Council Vice-Chair. *M/S/P* Karn *Stiegelmeier* /Patti Clapper to nominate Carolyn Skowyra as NWCCOG Council Secretary-Treasurer. *M/S/P* Patti Clapper/Carolyn Skowyra to nominate Patty McKenney, Town of Vail, as NWCCOG Executive Committee municipal member.

For clarification, Karn Stiegelmeier is NWCCOG Council Chair, Patti Clapper is NWCCOG Council Vice-Chair, and Carolyn Skowyra is NWCCOG Council Secretary-Treasurer. The NWCCOG Executive Committee municipal members are Alyssa Shenk, Carolyn Skowyra, and Patty McKenney with one remaining vacancy.

Elevator Inspection Program (EIP) Contract for Database Update

The current EIP database needs a lot of new reports and ways of collecting data. Elevator has enough in their budget to pursue the contract in the council packet. The contract is over \$20,000, so NWCCOG needs Council approval before continuing.

M/S/P Carolyn Skowyra/Patti Clapper to approve Elevator Inspection Program Contract for database update.

Presentation: Local Government Energy Academy, Cary Wiener, Energy Specialist Colorado State University Introducing framework and dates for program in August of 2018 in Eagle County. You may find flyer on our website: http://nwccog.org/about/meetings/.

Presentation: So the Beetles are Gone...Now What? Brad Peihl, Watershed Planner, JW Associates

A presentation on how post-beetle conditions and climate change are affecting wildfire behavior and other forest health issues. You may find the presentation and Brad's contact information on our website: http://nwccog.org/about/meetings/

Program Updates:

Program updates are listed in meeting packet on pages 70-78. Council did not have any questions for NWCCOG programs.

Member Updates:

Summit County, Karn Stiegelmeier – Summit County is working on establishing an earlier fire ban. The County would like to call the ban at 80% ERC (energy release component- which is a measure of fuel moisture) instead of 90%. The Peak 2 fire in Breckenridge and Tenderfoot fire in Dillon last year, both started when it was below 90%. Electrical Inspections have become an issue in Summit County. DORA came up with new rates, which is half our current cost. Summit County is working on fighting that with legislation.

Town of Dillon, Carolyn Skowyra – Dillon is about to kick off a large event season: the Beer Festival is June 9, amphitheater concert soft opening will start on June 30th, the official opening at amphitheater is July 28th, Marina opening Memorial Day weekend, the Farmers Market starts June 8, and the Sustainovation Workshop is May 31. The Town of Dillon Council and staff will have retreat soon. Dillon's Town Cleanup Day this past weekend was a success.

Kaiser Permanente, Susan Fairweather – Healthcare rates do not look promising for the high country. The cost of healthcare and insurance in the high country is a burden for our small businesses. The potential for a plan that creates a reinsurance pool has been successfully other regions, but Colorado has not been able to get it past the House. There's

too much control and population in Denver impacting the ability to share risk equally in Colorado. Paul Chodkowski, CEO of St. Anthony Summit Medical Center, is retiring in August. He is longest standing executive in the Centura Healthcare system. As the only hospital in Summit County, it will be interesting to see what someone new brings to the community.

Grand County EDD, Diane Butler — New Headwater Conference Center is opening in between Winter Park and Fraser. The center is small, high-end and has state of the art classroom facilities. They plan to host culinary classes and conferences. The will be an ecology water history museum downstairs. The ribbon cutting is Saturday, May 26. Granby is moving their chamber to across the highway. It is going to be a cool center for creative products (winery, cheese shop, wooden boat school, glass blowing shop, music venue, etc.). Grand Lake is finishing their streetscape project this year. The creative district designation tour is on June 5. Grand County will know if they are approved for the grant in July. The Space to Create tour will be July 24 and 25. There are a variety of other innovative and exciting projects in Grand County that Rachel Lunney will spotlight and send to the council.

Kremmling Chamber of Commerce, Thomas Clark – Kremmling Days is June 15, 16, and 17. The parade is at 10:45/11:00am on the 16th. This year's highlight activity is cliff golf: hitting golf balls off a cliff into the valley at 9 different targets!

2018 Regional Economic Summit Debrief, Rachel Lunney:

Now Business

See memo in packet on Pgs 79-81: http://nwccog.org/about/meetings/. Next year will be on Thursday, May 2 at the Silverthorne Pavilion. If anyone has any ideas for topics, please share with Rachel: Rachel@nwccog.org

| There was none. | |
|--|----------------------------------|
| Adjournment: M/S/P Thomas Clark/Patti Clapper to adjourn the NWCC | COG Council Meeting at 2:08 p.m. |
| Karn Stiegelmeier, NWCCOG Council Chair | Date |
| Thomas Clark, EDD Chair | Date |



MEMORANDUM

To: NWCCOG Council

From: Jon Stavney, Executive Director

Date: August 16, 2018

Re: Input on Annual DOLA funding request for COGs

There is an annual DOLA round specifically for Councils of Governments which is Due October 1, prior to our next Council meeting. Each year we take the opportunity at the August Council meeting to gather input from the Membership on what projects to submit for this cycle. Submittal requires citation of a date the grant concept was approved which would have to be this meeting.

The projects submitted this past year were:

NWCCOG Economic Development Summit

NWCCOG Summit on Disaster Preparedness (late fall)

Grand Enterprise Initiative in Jackson County

New Elected Officials Training

Wild Success

Much anticipated

Good Success

Mild Success

DOLA has already requested that we submit again for the first two projects listed above, and has also requested that we not submit for "trainings." Previous Years have included a minigrant program funding technical assistance for projects, reports and planning efforts are eligible as are various studies of reginal use, etc.

Terms of the Grant are a dollar for dollar match, in which in-house COG staff time tracked hourly can be dedicated to the project as a match. Mini-grant projects require a 50% match by the sub-recipient jurisdiction. Most ideas below take that form.

What are issues or topics or projects that you would like to see addressed in this grant proposal?

(Last Years leftover ideas are on the next page)

DOLA Grant p.2

Some ideas that I offered which were not pursued last year include:

- 1. Regional Housing Study/ Project
 - a. Establish an annual housing report template
 - i. Table of data, total housing units, %rented, %owner occupied, etc
 - ii. Current policy tools in place by jurisdiction
 - iii. Number of units in program (occupied, in review, under construction)
 - iv. Number of public employee units owned by jurisdiction
 - v. Highlight successful projects, what was the vehicle and the story
 - b. Possibly add CASTs other communities, Durango, Jackson Hole, Moab
- 2. Regional Research Projects and Reports (choose 3 for 2019)
 - a. Could RFP for each or in total for
 - b. Deliverables could include
 - i. Survey or contact key staff in each jurisdiction
 - ii. Build a spreadsheet of practices for each Member Jurisdictions
 - iii. White Paper, or report assessing practices, solutions
 - iv. Narratives, community profiles on topic
 - v. Recommendations for Best Practices in the area
 - vi. List of Resources for Local Electeds on the topic
 - vii. Presentation to NWCCOG Council
 - c. Topics Might Include
 - i. Best practices in budgeting
 - ii. Short-term rentals, leverage recent CAST project, update
 - iii. Parking strategies, plans, solutions
 - iv. Pedestrian management
 - v. Models for Intergovernmental collaboration, IGAs, MOUs, etc.
 - vi. Capitol Planning
 - 1. Water systems
 - 2. Wastewater systems
 - 3. Streets
 - 4. Equipment, etc
 - vii. Transparency, community engagement
 - viii. Marijuana
 - ix. Staff Development plans by public agencies
 - x. Best practices in Emergency Preparedness for municipalities
 - xi. Best practices in On-Boarding of Elected Officials
 - xii. Police what Elected officials should know about Police Departments
- 3. Mini-Grant Program
- 4. Local Planning efforts coming up
- 5. Regional Transportation Management comparitive analysis



MEMORANDUM

To: NWCCOG Council

From: Jon Stavney, Executive Director

Date: August 16, 2018

Re: Roundtable Discussion

This summer, wildfire incidents have dominated staff and officials workloads and raised awareness of the vulnerabilities and need for preparedness. What have NWCCOG members learned from those local incidents?

Purposes of the discussion include sharing lessons learned for others in the group, for the benefit of improving all aspects of preparedness, notably for those jurisdictions that have not dealt with such incidents ... yet. And for NWCCOG to listen in so that the upcoming Disaster Preparedness Summit can be structured to be of most benefit.

Report-ins may include:

Lake Christine Fire -- Eagle County, Basalt and Pitkin County

Buffalo Mountain Fire - Summit County and Silverthorne

Wolcott Fires – Residents notified of possible long term power outage, and water shortage

Golf Course Fire or Sugarloaf Fire—Grand County, Grand Lake

Possible structure of "presentations":

- 1. Ignition situation, preparations, restrictions public pre-communications
- 2. Incident Timeline how it escalated beyond local capacity, handoffs
- 3. Incident major considerations powerlines, evacuations, functional teams, agencies
- 4. Cost
- 5. Personal involvement, agency or personal lessons learned



MEMORANDUM

To: NWCCOG Council

From: Rachel Lunney, Director, Economic Development District

Date: August 7, 2018

Re: Mid-Years CEDS update and Direction for 2019

Purpose of the EDD program:

NWCCOG Economic Development District exists to connect our communities with resources, build partnerships, and foster regional collaboration to enhance the economic prosperity of our region.

Comprehensive Economic Development Strategy

The NWCCOG Economic Development District is in its second year of a five-year time period being covered by the Comprehensive Economic Development Strategy (CEDS). The CEDS is a strategy-driven plan for regional economic development. It is the result of a regionally owned planning process designed to build capacity and guide the economic prosperity and resiliency of the NWCCOG Region. The current CEDS covers the period 2017 – 2022. The CEDS must be reviewed/updated every year, and a complete update must be done every 5 years, per EDA requirements.

Mid-Year CEDS Update

This update is for the year 2018, and covers the period 1/1/18 - 8/1/18. NWCCOG has made great strides in accomplishing the goals and objectives set out in the CEDS in 2018. Below is a summary of accomplishments in 2018 organized by topic area of the CEDS:

Workforce

- Inventory of workforce housing options in the region on website: links to housing authorities; sites listing rental housing; helpful tips to those looking for housing, etc.
 - Development of a 2018 Regional Workforce Housing Report is underway. A draft will be ready by August 15th, with a final report planned for September 1st. This report will be available on the NWCCOG EDD website here. There is now a "Workforce Housing" page on the EDD website that serves as a clearinghouse of information on workforce housing options and programs in the region.
- Host a day-long workshop sharing best practices in innovation strategies; accelerator/incubator models; co-working spaces models; ideas for entrepreneurship and innovation.
 - NWCCOG hosted the first annual 2018 Regional Economic Summit on May 4, 2018 in Silverthorne. The event was supported with funding from DOLA. The event was a success, as we had over 100 attendees. We will be hosting the event again on May 2, 2019.
- Provide training and education through partnerships.
 - Shared training opportunities through resources bulletins.

- Partnered with several organizations to help organize and promote trainings and events including:
 - State Purchasing and Contracts Office partnered on purchasing workshop Aug
 - Vision 2020 Workshop partnered with Colorado Fiscal Institute
 - Essentials for Business partnered with Summit County DHHS
- Workforce 2020: Rachel recently attended the Workforce 2020 Conference: Collectively Designing the Future of Local Workforce Systems, organized by the Colorado Workforce Development Council. All board members from workforce regions across the state were invited to attend (Rachel serves on the Rural Resort Region Workforce Development Board). The focus of the conference was to help Colorado to continuously strive to make Innovation and Opportunity not just buzzwords, but actual hallmarks of our public workforce system statewide. The majority of time was spent in Work Sessions with our local area (Rural Resort and Northwest Region). Our team consisted of representatives from workforce, education (CMC), private industry (HR from Kremmling Memorial Hospital) and NWCCOG. It was identified that the NWCCOG Resource Bulletin, with its broad contact list made up of local governments, elected officials, chambers, businesses non-profits, and including both Region 11 and 12, was a perfect vehicle for expanding those partnerships and sharing information about the great resources available through the public workforce system. Rachel has begun including a "Workforce Resources" section as a standing item in the bulletin, including both information on workforce resources and success stories as a dashboard of workforce data for all counties in the two regions (i.e. unemployment rate, labor force numbers, jobs and wage data).

Business

The EDD Resources Bulletin accomplishes many of the action items listed in the CEDS including: Develop and support resources for small businesses; Support and be a partner with Co-Working Spaces in the Region; Promote the Northwest Loan Fund; Develop and promote other funding sources for businesses; Outreach on grant opportunities.

• In 2018, 11 resources bulletins have been created, sent, and archived in the website here: http://northwestcoloradoregion.org/Local-Business-Services/Resources-Bulletins.aspx/. The average open rate is 27%.

Enhance and maintain NWCCOG Regional Economic Development Website; Provide economic data on website and via quarterly updates.

- Number of website visits in last 30 days: 6,542 (Average hits per day: 218)
- Two quarterly economic updates created, sent, and archived on website to date in 2018 (note: two more will be created/sent in 2018: September and December). Average open rate is 30%.

Community

- Build capacity in our towns and counties to protect assets and community amenities; Support
 efforts to protect the natural environment; Outreach on grant opportunities; Partner with
 organizations to bring technical assistance to communities to assist with main street/downtown
 projects; Support the development of the creative industries sector
 - Much of this has been accomplished by sharing information from partner organizations providing training and education in areas of interest to our members. Funding opportunities, including those related to developing and protecting community

amenities, protecting the natural environment, creating vibrant main streets, and developing the creative industries sector have been included in resources bulletins.

Resiliency

Create and maintain regional marketing website.

- Website has been continuously updated and enhanced throughout 2018.
- A new EDD website will be launched by the end of 2018. It will be formatted in line with the new NWCCOG website, and will contain a more enhanced, updated clearinghouse of data on the region.

Include success stories from the region in EDD resources bulletins, NWCCOG e-News and on website.

• Eight "Success Stories" bulletins have been created, sent, and archived in 2018. Average open rates is 30%.

Direction for 2019

The 5-year CEDS serves as a roadmap and guiding document for the work of the EDD. There are several new initiatives to consider when looking on the horizon of 2019, all of which serve to achieve the goals and objectives in one or more priority areas of the CEDS (Workforce/Business/Community/Resiliency):

- 2019 Regional Economic Summit We again will hold a day-long summit focused on regional economic development issues. We will begin working on the agenda (soon!), and some areas of interest that have been mentioned for the 2019 event include:
 - Economic and Demographic Update State Demographer (always of interest)
 - o Census 2020
 - Workforce Development
 - Business Retention and Expansion
 - Economic Development Incentives
 - o Housing
 - o Census 2020
 - Planning & Land Use
 - o Placemaking
 - Aging Population and the Economy
 - o Climate Change and the Effect on our Regional Economy
 - Have business resources participate as well; combine with Employment First workshop/Essentials for Small Business (held 7/25/18 in Frisco). Possible resources to be present: Chambers; Workforce Centers; CoWork Spaces; Healthlinks; Northwest Loan Fund; SBDC; Mountain Careers

We are open to suggestions from the NWCCOG Council and/or EDD board of directors.

• Census 2020 – NWCCOG has historically been involved in the decennial Census over the years, as we realize the value of an accurate Census count as it relates to federal funding and economic development. Rachel has applied to serve on the Statewide Complete Count Committee (application pending), as she did 10 years ago for Census 2010. NWCCOG's role in the Census 2020 is outreach and education about the importance of the Census, assisting our member communities connect to resources, and partnering with organizations such as DOLA/Demography Office and the US Census Bureau to hold workshops, trainings, and events for the Census 2020 to ensure the most accurate count possible.

• Vision 2020/Count Me In – These initiatives are both partnerships between the Colorado Fiscal Institute and other organizations. The purpose of these initiatives is to educate citizens of Colorado that Colorado is a ballot initiative state, and that this essentially means that not only do eligible voters elect representatives to make policy decisions, they also sometimes directly vote on public policy. The focus is that voters and potential voters need to know the important decision-making role they play in building and maintaining thriving communities. Data from recent elections shows that many voters don't vote all the way to the end of the ballot. This incomplete voting creates an obstacle to realizing the equitable policies and thriving communities we desire. NWCCOG could have a discussion on how involved and proactive we want to be in these initiatives, as the main goal is to encourage citizens to be informed about what is on the ballot, read all the way to the bottom. This education and outreach will result in more informed citizens, who feel they do have a say in election outcomes, and therefore this will affect investment in public infrastructure and community assets. This is a main goal of our CEDS.

We are open to suggestions from the NWCCOG Council and EDD Board of Directors on new initiatives to take on in 2019. There will be a PowerPoint presentation given at the 8/16/18 Council/EDD meeting covering both the CEDS update and discussion on direction for 2019.