



AGENDA

Thursday, January 25, 2024

HYBRID NWCCOG SILVERTHORNE/ZOOM

NWCCOG (NLF) 10 a.m. – 12 p.m.

EDD 12:30 p.m. – 2:30 p.m.

VIDEO & PHONE CONFERENCE INFORMATION

Video: <https://us06web.zoom.us/j/88166216134?pwd=MFB0Z2VRVEpHSXhYZHRubVRXc3poZz09>

Phone: +1 669-900-6833

Meeting ID: 881 6621 6134

Passcode: 119033

NWCCOG NORTHWEST LOAN FUND ANNUAL BOARD MEETING

(The Northwest Loan Fund Board mirrors the NWCCOG Council)

10:00 a.m.	1.	Call to Order – NLF Board Chair, Alyssa Shenk - Reminder: The Board of Directors (Board) Shall be the Council of the NWCCOG	
	2.	Determination of Quorum	
	*3.	ACTION NLF: Approve minutes - January 2023 NLF Board Meeting - July 2023 Joint Audit Meeting - December 2023 NWCCOG Council Minutes -Budget approval	Pgs. 3-7 Dec. Minutes Pg. 20
	*4.	ACTION NLF: 2023 Preliminary End of Year Financials - Northwest Loan Fund – Balance Sheet - Northwest Loan Fund – Statement of Revenues and Expenditures	Pgs. 8-10
	5.	UPDATE: NLF Reports - Documents are for review, not approval - Northwest Loan Fund – Risk Ratings - Northwest Loan Fund – Portfolio Summary - Loan Policy Excerpt as reference for Risk Ratings	Pgs. 11-17
	6.	ANNUAL UPDATE: Verbal Review of 2023 Activity and 10 Years with Q&A, Anita Cameron, NLF Director	
10:30 a.m.	*7.	Adjourn NLF Board Meeting	
10:30 a.m.		Re-Convvene as NWCCOG Council	

NWCCOG COUNCIL MEETING

10:35 a.m.	1.	Call to Order – NWCCOG Council Chair, Alyssa Shenk	
	2.	Roll Call and Determination of Quorum	
	3.	Introduction of new members/representatives	Pg. 18
	*4.	ACTION: Approve minutes of December 2023	Pgs. 19-21
10:45 a.m.	*5.	ACTION: 2023 Preliminary End of the Year Financials - NWCCOG List of Payments - NWCCOG – Balance Sheet - NWCCOG – Statement of Revenues and Expenditures	Posted on website
	*6.	ACTION: Approve Policies with major changes/redlined: - Discuss Which Policies Merit Council vs Internal Review - Purchasing and procurement - Credit Card Policy - Finance Department Roles and Duties	Pgs. 22-31
	*7.	REVIEW and Possible ACTION: Council Rules of Conduct – Barbara Green - Brief Review for New Year - Re-Approve of Council Rules of Conduct??? - (Barbara meeting separately with Officers and Jonnah)	Pgs. 32-36
	*8.	ACTION COG: Designate County Health Pool (CHP) Representative for 2024 - CHP requires that we renew or elect our CHP Representative annually, which requires a vote of the council. - 2023 was Jon Stavney and Talai Shirey	Pg. 37

		- FYI: NWCCOG extends CHP benefits to member entities, Kremmling, HSS and Walden for their employees.	
	9.	Congressional Updates: from any representatives in attendance	
11:30 a.m.	10.	Featured Program Presentation - NLF by Anita Cameron, Business Loan Fund Director	
11:45 a.m.	11.	Member Updates: 3 minutes per jurisdiction if time permits - Most important thing happening in 2023 for you and your jurisdiction	
	12.	Other Business: - Vintage Funding Breakdown Addendum - Bennet, Neguse Applaud Forest Service's Withdrawal of Uinta Basin Railway Special Use Permit - Commercial taxation is the wrong approach to short-term rentals - MWCCOG Membership benefit memo (to City of Aspen)	Pgs. 38-47
	13.	Program Updates - 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	Pgs. 48-53
	14.	Executive Director Items/New Business: - Project THOR and Joint Technology Committee (Jon) - Council Participation in CTC/Fellman work - Performed Kremmling Town Manager Evaluation in Dec/Jan	
12:00 p.m.	*15.	Adjourn NWCCOG Meeting	
		Lunch for In-Person Attendees at NWCCOG Offices	
<u>NEXT NWCCOG MEETING:</u> Thursday, March 28, 2023 Hybrid from 10am – 12pm			
<u>NWCCOG Officers:</u> NWCCOG Council Chair – Alyssa Shenk, NWCCOG Council Vice-Chair – Patti Clapper NWCCOG Council Secretary-Treasurer – Carolyn Skowyra			
<u>NWCCOG Executive Committee:</u> Region XII county members –Josh Blanchard, Patti Clapper, Jeanne McQueeney, Kristen Manguso, Coby Corkle and Routt Representative. Municipal members – Alyssa Shenk, Andy Miller, Carolyn Skowyra, and Patty McKenny.			

* requires a vote

NWCCOG ECONOMIC DEVELOPMENT DISTRICT (EDD) BOARD

12:30 p.m.	1.	Call to Order – EDD Board Chair, DiAnn Butler	
	2.	Roll Call and Determination of Quorum	
	3.	Introduction of Members	
	*4.	ACTION: Minutes of December 7, 2023	Pgs. 54-55
12:35 p.m.	5.	Presentation: EDA: Program and New Things on the Horizon Trent Thompson, EDR for Colorado, EDA	
1:10 p.m.	6.	Presentation: CSU Extension Office Team: Programs and EDA University Center Grant Tim Komarek, PhD , Associate Professor Dept. of Economics Colorado State University, Co-Director <u>Regional Economic Development Institute</u> Dawn Thilmany McFadden , Assoc Director, Office of Community and Economic Development, Professor, Ag and Resource Economics, Colorado State University Willie Wilkins , Mountain Regional Specialist Expanded Rural Engagement- Vibrant Communities, Colorado State University Jeff Engell , Regional Specialist, CSU Extension Western Region	
2:00 p.m.	7.	UPDATE: Workforce Update: CDLE	
		Roundtable: Economic Development News in Your Community (if time allows)	
	9.	New Business	
2:30 p.m.	*10.	Adjourn NWCCOG Meeting	
<u>NEXT EDD BOARD MEETING:</u> Thursday, March 28, 2024 from 12:30pm – 2:30pm			
<u>EDD Officers:</u> EDD Chair – DiAnn Butler, EDD Vice-Chair – Patti Clapper, EDD Secretary-Treasurer – Ashley MacDonald			

* requires a vote

Please notify office@nwccog.org 5 days in advance if you require any accommodations to attend this meeting.



**Northwest Colorado Council of Governments
Northwest Loan Fund (NLF) Board
Conference Call
January 27, 2022**

Board Members:

Alyssa Shenk, Town of Snowmass Village
Jeanne McQueeney, Eagle County
Skippy Mesirov, City of Aspen
Tim Redmond, Routt County
Josh Blanchard, Summit County
Kristen Brownson, Town of Breckenridge
Michelle Eddy, Town of Blue River
Toby Babich, Town of Blue River
John Crone, Town of Grand Lake
Kristen Manguso, Grand County
Sara Nadolny, Town of Basalt
Patti Clapper, Pitkin County
Ingrid Wussow, City of Glenwood Springs
Randy George, Grand County
DiAnne Butler, Grand County Economic Dev
Lewis Gregory, Town of Fraser
Glen Drummond, Basalt
Geoff Grimmer, Town of Eagle
Josh Blanchard, Summit County
Melissa Mathews, Town of Red Cliff
Ashely Macdonald, Town of Kremmling

Others Present:

Carolyn Tucker, Northwest Colorado Work
Christina Oxley, CDLE
Janeth Stancle, Sen. Bennet's Office

NWCCOG Staff:

Jon Stavney
Anita Cameron
Becky Walter
Doug Jones
Rachel Tuyn
Talai Shirey
Jonathan Godes

Call to Order:

Alyssa Shenk called the Northwest Loan Fund (NLF) Board meeting to order at 10:02a.m. Round table introductions were conducted, and a quorum was present.

Approval of January 2022 NLF Board Meeting Minutes:

Antidotum was misspelled on January 2022 Minutes. No other concerns.

M/S: Kristen Manguso /Glen Drummond to approve the January 2022, October 2022 and December 2022 NLF Board Meeting Minutes as presented.

Passed: Yes

NLF 2022 Preliminary End of Year Financials:

COVID Reimbursements from 2021 were received in 2022 making the profit look more than actual.

Delays with the State of Colorado Portal are preventing NLF to submit request or reports to the State since September. It was requested to have the NLF Board reach out to the State of Colorado concerning these delays.

There were no questions.

M/S: Geoff Grimmer/Glen Drummond to approve the NLF 2022 preliminary end of the year financials as presented.

Passed: Yes

NLF Update: NLF Reports

- Risk Ratings Report, provided in all NWCCOG Council packets
- Risk ratings are reviewed by Anita for every loan, reserve percentage are generally 10%
- Loan details including CDBG loans, OEDIT State Funds, Energize Loans and Revolved Funds are provided on the Portfolio Summary Report

Adopt 2023 NLF Board Members and Officers to mirror the NWCCOG Members as elected in the NWCCOG Council meeting:

Anita explained how the NLF Board mirrors the NWCCOG Council.

M/S: Geoff Grimmer/Glen Drummond to adopt the 2023 NWCCOG Council members as the 2023 NLF Board members.

Passed: Yes

NLF in 2022:

- Made over \$1M in loans in 2022; \$460k reimbursed, \$90k funded out of Revolving Funds
- Published the NLF Client Brochure in 2022
- NLF was featured at the COG Summit in 2022
- NLF is largest user of CDBG Covid funds
- Hosted Business Loan Fund Conference in October 2022

Adjournment:

M/S: Kristen Brownson/Ashley Macdonald to adjourn the NLF Board Meeting at 10:25 a.m.

Passed: Yes

Alyssa Shenk, Northwest Loan Fund Board Chair

Date



Northwest Colorado Council of Governments

NWCCOG Council Meeting

July 6, 2023

Council Members Present:

Alyssa Shenk, Town of Snowmass Village
Tim Redmond, Routt County
Josh Blanchard, Summit County
John Bristol, Routt County
Corry Mihm, Summit Chamber
Kristen Brownson, Town of Breckenridge
Michael Buccino, Steamboat Springs
Ashely MacDonald, Town of Kremmling
Britta Gustafson, Town of Snowmass Village
Patti Clapper, Pitkin County
Randy George, Grand County
Geoff Grimmer, Town of Eagle
Ben Kleimer, Red Cliff
Sara Nadolny, Town of Basalt

Others Present:

Matt Kireker, Sen. Bennet's Office
Janeth Stangle, Sen. Hickenlooper
Chris Cares, RRC
Sam Hellwege, CLA

NWCCOG Staff:

Jon Stavney
Becky Walter
Jonathan Godes
Anita Cameron
Talai Shirey
Rachel Tuyn

Call to Order

Patti Clapper, NWCCOG Council Vice Chair, called the Northwest Colorado Council of Governments (NWCCOG) meeting to order at 10:00am. Roundtable introductions were completed, and a quorum was present for the group.

Approval of May 2023 Council Meeting Minutes

M/S: Josh Blanchard/Sara Nadolny approve the May 2023 Council Meeting Minutes as presented.

Passed: Yes

NLF Reports for Review

NLF Reports are available in the packet for review. It's been a busy year! No questions were asked.

Annual Planning Meeting

Reminder that August is NWCCOG planning meeting where Council shares ideas for 2024. The next NWCCOG Council meeting is on August 24th and all are invited to attend in person at the Silverthorne NWCCOG Conference Room. Jon reviewed the proposed 2024 Member Service Program Goals which he had proposed edits in highlighted language or strikethrough; he updated the Mission Statement to include the different programs NWCCOG runs. There was a conversation on edits for 2024 including expanding the fee for service; Council will further review and be prepared to discuss/approve at the August meeting. Provide input then or before to Jon.

2024 Proposed Member Dues

Jon explained that NWCCOG Member Dues should be approved per the Bylaws at the July Council meeting before upcoming jurisdiction budgeting. A 7.9% increase was recommended from the calculations after population and valuations were input with no change to the multiplier which Jon thanked Becky for preparing. They discussed and felt that the dues should increase because of increases in costs for 2024 including the Audit, COLA, etc. There was a conversation regarding a possible decrease in member dues should the economy have a downturn. Assessments are currently very high; it was encouraged to have further discussion regarding valuation/population at a future Council Meeting. Jon confirmed that NWCCOG is prepared to adjust as economy requires. It was decided that various members present would bring the proposed dues to their jurisdiction for review and can come to the August meeting prepared to vote. Jon offered that if any jurisdiction needs a deeper dive into the structure they will reach out to Jon before the August meeting.

Call to Order Joint Meeting with NLF

Patti Clapper, Northwest Loan Fund Council Vice Chair, called the Northwest Loan Fund (NLF) meeting to order at 10:20 am.

2022 Audit Presentation

Sam Hellwege with CLA presented the Final Financial Statement which is available on the Council webpage:

<https://www.nwccog.org/about/people/our-council/council-resources/>

The Financial highlights provide a brief overview and are available on page 7 of 58.

The Statement of Net Position – Increase in Capital Assets due to new Right to Use Lease Agreement regulation.

Balance Funds available on page 17 provide an overview of the major programs.

Compliance and Other Matters –

The Northwest Loan Fund and Vintage were subject to individual compliance audits. These programs were selected at random.

Significant Deficiencies identified in Compliance Audits:

BEECH (Energy Program) – Simply revenue recognition issue due to timing terms of BEECH agreement. Note: the main grant was reported correctly.

CDBG (NLF) – 2022 Performance Reports were not prepared due to broken State of Colorado portal. NLF has contacted the State of Colorado regarding the broken report portal and will submit reports as soon as possible.

CDBG (NLF) – Part of the expenditures were placed in 2022 when they should have been placed in 2021 however this was also due on part to the State of Colorado broken portal and late release of funds.

Aging (Vintage) – Employee underpaid, and grant undercharged for one payroll. Fiscal has worked on the payroll process via QB to ensure this is not a repeat deficiency in 2023.

There were no questions on the Financial Statements.

Sam reviewed the Final Governance Communication which is available on the Council webpage:

<https://www.nwccog.org/about/people/our-council/council-resources/>

Sam also provided best practice for Information Technology System and Segregation of Duties with regards to QB and Weatherization Inventory reconciliation process and control. Jon confirmed that both of these recommendations are being reviewed by NWCCOG Directors and new processes are being put in place.

There were no questions or comments.

M/S: Tim Redmond/ Josh Blanchard approve the 2022 Audit as presented.

Passed: Yes

Close Joint Meeting with NLF

Patti Clapper, Northwest Loan Fund Council Vice Chair, closed the Northwest Loan Fund (NLF) meeting to order at 11:04 am

M/S: Sara Nadolny/Kristen Brownson

Passed: Yes

Community Metrics Survey Project

Jon introduced the Community Metrics Survey Project based on the marketing vs. managing conversation at the May Council Meeting. He noted that at that meeting Council authorized him to move forward on the project, use matching funds and apply for grants to fund additional work. Since then a Draft survey went out and was responded to. Chris Cares walked through a PPT of the survey results and input was received about how to edit final survey.

Chris with RRC presented the NWCCOG Community Metrics Survey 2023 which is available on the Council webpage:

<https://www.nwccog.org/about/people/our-council/council-resources/>

NWCCOG would like feedback from the Council to launch the larger survey, are there any additional questions that the survey should include? It was recommended to consider other local resident surveys, perhaps NWCCOG can check with members to ensure that residents do not receive several different polls. Recommended polling questions to add:

Are you happy living in this community?

Homeownership question – if the home is rented or owned may skew the data. (own, rent, utilize lodging)

Email Jon Stavney with any further suggestions.

General consent was to continue with this regional survey.

Regional Housing Report

With the assistance of CAST, Rachel is updating the 2019 report. The report will include 47 communities (towns/counties). Jurisdictions will be asked to help highlight their community. Rachel would appreciate input from members by August.

Legislative Updates

Matt Kireker, Sen. Bennet's Office – Broad funding from the Infrastructure Act will provide \$826M to Broadband; this may provide matches for Project Thor. Shelter Act, bi-partisan bill, is being introduced to help communities and homeowners with fire mitigation/natural disaster preparedness. Bennet's office has met with the Forest Service and will follow up soon with next steps for the Farm Bill. Dolores and Core Acts are moving to hearing soon; possible for the SHRED Act to be included.

Janeth Stangle, Sen. Hickenlooper –Dept. of Interior \$45.5M in funding for Colorado. Broadband Equity and Access funding \$826M. Hickenlooper sent letter to Dept. of Labor requestion to accelerate work visa application process to help with workforce needs. Also working for Connect for Health Act which will extend telehealth. Prepare Act will be reintroduced; establishing a group that will help steer Federal Government to legalize cannabis, It was recommended that NWCCOG should not provide a LOS for the Prepare Act; local communities may support individually.

Reminder of the Infrastructure Summit in Breckenridge on July 18th.

Adjournment

M/S: Sara Nadolny /Josh Blanchard adjourned the NWCCOG Council meeting at 12:05 p.m.

Passed: Yes

America 250/Colorado 150 Commission

Katie Roach presented a listening session for the upcoming 250/150, please provide feedback to

Katie.roach@state.co.us or

https://docs.google.com/forms/d/1xpDdjE0pmGZnVI_2brM6hoPbWfjK5XyXytO8rBL74Nc/edit

Patti Clapper, NWCCOG Vice Council Chair

Date

Northwest Colorado Council of Governments
Balance Sheet -8800- Northwest Loan Fund
As of December 31, 2023

	TOTAL
ASSETS	
Current Assets	
Checking/Savings	
1015 · 1st Bank NLF Checking	23,801.88
1065 · NLF Alpine Operating	174,729.56
1070 · NLF Alpine Money Market	173,879.89
1071 · NLF Alpine ICS	1,781,573.77
1073 · NLF Mountain Valley Bank	242,296.44
1075 · NLF Yampa Valley Bank	243,732.10
Total Checking/Savings	2,640,013.64
Other Current Assets	
1315 · NLF - Allowance for Loan Loss	-327,572.32
Total Other Current Assets	-327,572.32
Total Current Assets	2,312,441.32
Other Assets	
1615 · NLF Loans Receivable	
CDBG-20-630-Covid	608,823.43
1615a · CDBG-13-589	2,703.35
1615b · CDBG-16-602	494,956.92
1615c · CDBG-20-630	883,678.11
1615f · Forest Service	390,640.22
1615o · OEDIT-2017	10,108.17
1615r · Revolved	1,484,935.30
Total 1615 · NLF Loans Receivable	3,875,845.50
Total Other Assets	3,875,845.50
TOTAL ASSETS	6,188,286.82
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Total Accounts Payable	19,687.05
Total Credit Cards	-320.41
Total Current Liabilities	19,366.64
Total Long Term Liabilities	0.00
Total Liabilities	19,366.64
Equity	
3000 · Fund Balance	
3100 · NLF Net Equity	3,356,455.36
Total 3000 · Fund Balance	3,356,455.36
3900 · Retained Earnings	1,295,512.36
Net Income	1,516,952.46
Total Equity	6,168,920.18
TOTAL LIABILITIES & EQUITY	6,188,286.82

Northwest Colorado Council of Governments
Statement of Revenues & Expenditures - 8800 - Northwest Loan Fund
January through December 2023

	Jan - Dec 23	% of Budget	Annual Budget
Ordinary Income/Expense			
Income			
4000 · Grant Income			
4100 · Federal Grant Income	1,018,000.00	162.88%	625,000.00
4250 · Administration-State Funds	0.00	0.0%	100,000.00
4251 · Administration-Federal Funds	162,880.00		
Total 4000 · Grant Income	1,180,880.00	162.88%	725,000.00
4510 · Local Funding			
4520 · Other Local Funding	300,000.00	0.0%	0.00
Total 4510 · Local Funding	300,000.00	0.0%	0.00
4720 · Loan Interest Income			
Revolved Interest	68,907.48		
4720 · Loan Interest Income - Other	135,405.58	150.45%	90,000.00
Total 4720 · Loan Interest Income	204,313.06	227.02%	90,000.00
4730 · Fee Income	41,457.08	414.57%	10,000.00
4820 · Interest Income	16,645.06		
Total Income	1,743,295.20	210.8%	827,000.00
Expense			
Bad Debts Expense	6,890.03		
6100 · Payroll Expenses			
6112 · Program Director	108,070.10	100.0%	108,070.00
6121 · Gen Program Staff	216.00		
6131 · Office Wages	249.44		
6210 · Taxes & Benefits	21,838.79	103.55%	21,091.00
6100 · Payroll Expenses - Other	0.00		
Total 6100 · Payroll Expenses	130,374.33	100.94%	129,161.00
6130 · Meeting Expense	3,502.86	500.41%	700.00
6410 · Contract Staff	2,145.00	107.25%	2,000.00
6520 · Outside Contract			
6510 · Contractor	6,675.00	55.63%	12,000.00
6520 · Outside Contract - Other	675.00		
Total 6520 · Outside Contract	7,350.00	61.25%	12,000.00
6610 · Office Supplies	788.34	157.67%	500.00
6615 · Loan Loss Reserve	-11,938.67		
6620 · Bank Charges	197.00	164.17%	120.00
6640 · Postage	817.80	163.56%	500.00
6650 · Printing & Publications	133.64		
6655 · Program Expense	9,236.66	184.73%	5,000.00
6660 · Advertising Expense	1,000.00		
6680 · Dues & Subscriptions	3,669.50	52.42%	7,000.00
6720 · Rent & Utilities	3,027.84	100.0%	3,028.00
6730 · Telephone Expense	1,508.71	120.7%	1,250.00
6811 · Vehicle Gas/Oil/Supplies	4,188.96	209.45%	2,000.00
7110 · Program Supplies	2,033.86	203.39%	1,000.00
7130 · Travel & Meeting	4,950.08	41.25%	12,000.00
7320 · Pass-Through Funds	38,558.46		
7910 · Indirect Cost Allocation	17,908.34	100.43%	17,832.00
Total Expense	226,342.74	116.62%	194,091.00
Net Ordinary Income	1,516,952.46	19,180.08%	7,909.00
Net Income	1,516,952.46	19,180.08%	7,909.00
Less Amount Loaned Out	1,971,928.00	315.51%	625,000.00
Total Net Income	-454,975.54		7,909.00

2023 Director's Notes to NLF Financials:

Grant Income & Admin. includes 2022 and 2023.

With cash received relative to 2023, 2023 NLF Net Income would be:

2023 Grant Admin received	\$ 89,280.
Loan Interest	\$ 204,313.
Fee Income	\$ 41,457.
Account Interest	<u>\$ 16,645.</u>
TOTAL Income	\$ 351,695.
TOTAL Expenses	<u>\$ 226,343.</u>
Net Income	\$ 125,352.

Amount Loaned Out includes ALL loans closed in 2023 (CDBG reimbursed \$558,000, CDBG not yet reimbursed \$400,000, Revolved \$713,228, Forest Service \$300,000 Funds).

Risk Ratings Report through 01/09/2024
By Funding Source, For All Funds
Grouped by Risk Rating

LoanID	Borrower	Fund	Subfund	Loan Amount	Principal Balance	30d	30d +	60d +	90d +	120d +	150d +	180d +	Risk Rating	Rating Date	Reserve Percentage	Reserve Amount
Risk Rating: A. Satisfactory																
2020-0910a		CDBG	CDBG-20-630	60,000.00	20,215.71								A. Satisfactory	10/15/2020	1.00%	202.16
2020-0910b		State OEDIT	OEDIT-2017	30,000.00	10,108.17								A. Satisfactory	10/15/2020	1.00%	101.08
2021-0311		CDBG	CDBG-20-630-Covid	40,000.00									A. Satisfactory	04/21/2021	1.00%	
2021-0408-2		CDBG	CDBG-20-630	200,000.00	159,347.93								A. Satisfactory	07/19/2021	1.00%	1,593.48
2021-0610-1		CDBG	CDBG-20-630-Covid	93,000.00	71,292.27	975.08							A. Satisfactory	06/24/2021	1.00%	712.92
2021-1014-1		Revolved	Revolved	243,000.00	202,442.65								A. Satisfactory	11/09/2021	1.00%	2,024.43
2021-1116		Revolved	Revolved	40,000.00	24,551.01								A. Satisfactory	01/10/2022	1.00%	245.51
2023-0413		CDBG	CDBG-20-630-Covid	300,000.00	288,718.19								A. Satisfactory	05/05/2023	1.00%	2,887.18
2023-0608		Revolved	Revolved	80,000.00	56,395.11								A. Satisfactory	06/08/2023	1.00%	563.95
2023-0713-1		Revolved	Revolved	400,000.00	400,000.00								A. Satisfactory	08/01/2023	1.00%	4,000.00
2023-0914		CDBG	CDBG-20-630	300,000.00	150,000.00	3,739.39							A. Satisfactory	10/31/2023	1.00%	1,500.00
2023-1011		CDBG	CDBG-20-630-Covid	100,000.00	99,637.33								A. Satisfactory	10/31/2023	1.00%	996.37
A. Satisfactory : 12 loans				1,886,000.00	1,482,708.37											14,827.08
Risk Rating: B. Watch																
2014-0313		CDBG	CDBG-13-589	20,000.00	2,703.35								B. Watch	03/31/2020	10.00%	270.34
2017-0914		CDBG	CDBG-16-602	250,000.00	141,385.01								B. Watch	03/31/2020	10.00%	14,138.50

Risk Ratings Report through 01/09/2024
By Funding Source, For All Funds
Grouped by Risk Rating

LoanID	Borrower	Fund	Subfund	Loan Amount	Principal Balance	30d	30d +	60d +	90d +	120d +	150d +	180d +	Risk Rating	Rating Date	Reserve Percentage	Reserve Amount
2018-0305		CDBG	CDBG-16-602	280,000.00	157,483.17	4,400.00							B. Watch	03/31/2020	10.00%	15,748.32
2018-0510		CDBG	CDBG-16-602	25,000.00	8,146.84								B. Watch	03/31/2020	10.00%	814.68
2019-0516-1		CDBG	CDBG-16-602	95,000.00	67,783.82								B. Watch	03/31/2020	10.00%	6,778.38
2019-0516-1R		Revolved	Revolved	295,000.00	225,507.68								B. Watch	03/31/2020	10.00%	22,550.77
2019-0516-2		CDBG	CDBG-16-602	50,000.00	9,038.32								B. Watch	03/31/2020	10.00%	903.83
2019-0910		Revolved	Revolved	79,500.00	61,098.27								B. Watch	11/21/2023	10.00%	6,109.83
2019-1010		CDBG	CDBG-16-602	100,000.00	40,844.95								B. Watch	08/04/2022	10.00%	4,084.50
2019-1216		Revolved	Revolved	50,000.00	33,361.51								B. Watch	03/31/2020	10.00%	3,336.15
2020-0326		CDBG	CDBG-16-602	51,000.00	15,095.34								B. Watch	03/31/2020	10.00%	1,509.53
2020-0330		Revolved	Revolved	100,000.00	33,765.90								B. Watch	03/31/2020	10.00%	3,376.59
2020-0331		CDBG	CDBG-16-602	60,000.00	52,981.04								B. Watch	11/21/2023	10.00%	5,298.10
2020-0514 CDBG		CDBG	CDBG-20-630	60,000.00	47,299.15								B. Watch	07/28/2021	10.00%	4,729.92
2020-0514 R		Revolved	Revolved	110,000.00	86,120.75								B. Watch	07/28/2021	10.00%	8,612.08
2021-0311-E		Energize Loans	Energize Loans	20,000.00									B. Watch	06/02/2021	10.00%	

Risk Ratings Report through 01/09/2024
By Funding Source, For All Funds
Grouped by Risk Rating

LoanID	Borrower	Fund	Subfund	Loan Amount	Principal Balance	30d	30d +	60d +	90d +	120d +	150d +	180d +	Risk Rating	Rating Date	Reserve Percentage	Reserve Amount
2021-0311-E2		Energize Loans	Energize Loans	20,000.00									B. Watch	06/02/2021	10.00%	
2021-0610-2		Revolved	Revolved	54,000.00	17,689.32								B. Watch	01/10/2022	10.00%	1,768.93
2021-0610-3		CDBG	CDBG-20-630-Covid	75,000.00	15,736.65								B. Watch	07/28/2021	10.00%	1,573.67
2021-0708-2		CDBG	CDBG-20-630-Covid	80,000.00	65,186.62								B. Watch	08/10/2021	10.00%	6,518.66
2021-1014-2		Revolved	Revolved	56,000.00	48,703.90	603.00	211.05						B. Watch	11/08/2021	10.00%	4,870.39
2022-0113-2		CDBG	CDBG-20-630	250,000.00	212,375.94								B. Watch	02/16/2022	10.00%	21,237.59
2022-0714 CDBG		CDBG	CDBG-20-630	60,000.00	48,891.88								B. Watch	08/04/2022	10.00%	4,889.19
2022-0714 FSLF		Forest Service Loan Fund	Forest Service Loan Fund	132,650.00	107,908.61								B. Watch	08/04/2022	10.00%	10,790.86
2022-0714 R		Revolved	Revolved	40,000.00	32,539.10								B. Watch	08/04/2022	10.00%	3,253.91
2023-0206		CDBG	CDBG-20-630	18,700.00	14,089.64								B. Watch	02/23/2023	10.00%	1,408.96
2023-0209		CDBG	CDBG-20-630	100,000.00	94,792.12	1,636.00							B. Watch	02/16/2023	10.00%	9,479.21
2023-0413-2 R		Revolved	Revolved	46,428.00	45,755.41								B. Watch	04/28/2023	10.00%	4,575.54
2023-0511 CDBG		CDBG	CDBG-20-630	80,000.00	75,604.48								B. Watch	05/16/2023	10.00%	7,560.45
2023-0511 FSLF		Forest Service Loan Fund	Forest Service Loan Fund	300,000.00	282,731.61								B. Watch	05/16/2023	10.00%	28,273.16

Risk Ratings Report through 01/09/2024
By Funding Source, For All Funds
Grouped by Risk Rating

LoanID	Borrower	Fund	Subfund	Loan Amount	Principal Balance	30d	30d +	60d +	90d +	120d +	150d +	180d +	Risk Rating	Rating Date	Reserve Percentage	Reserve Amount
2023-0511 R		Revolved	Revolved	185,000.00	174,057.95								B. Watch	05/16/2023	10.00%	17,405.80
2023-0713 CDBG		CDBG	CDBG-20-630	60,000.00	57,591.28								B. Watch	07/22/2023	10.00%	5,759.13
2023-0713 R		Revolved	Revolved	1,800.00	1,719.27								B. Watch	07/22/2023	10.00%	171.93
B. Watch: 33 loans				3,205,078.00	2,277,988.88											227,798.90
Risk Rating: F. Foreclosure																
2022-0113		CDBG	CDBG-20-630-Covid	80,000.00	64,908.64	1,520.00	1,520.00	1,520.00	1,520.00	1,520.00	1,520.00	3,040.00	F. Foreclosure	09/08/2023	80.00%	51,926.91
2022-0113-R9		Revolved	Revolved	50,000.00	40,636.23								F. Foreclosure	11/01/2023	80.00%	32,508.98
F. Foreclosure: 2 loans				130,000.00	105,544.87											84,435.89
Report total: 47 loans				5,221,078.00	3,866,242.12											327,061.87

Portfolio Summary Report -- ACTIVE ACCOUNTS
By Master Loan
(All transactions)

01/09/2024 04 13 PM

Page 1 of 2

LoanID	Borrower	Close Date	Loan Amount	Principal Balance	Cumulative Pmts		Latest Pmts		Periods Past Due							Days Past
					Principal	Interest	Amount	Date	30d	30d +	60d +	90d +	120d +	150d +	180d +	
2019-0910		10/09/2019	79,500.00	61,098.27	18,401.73	11,869.27	855.00	12/26/2023								< 30
2020-0331		04/04/2020	60,000.00	52,981.04	7,018.96	193.04	606.00	12/26/2023								< 30
2022-0113		01/20/2022	80,000.00	64,908.64	15,091.36	3,690.59	1,520.00	03/28/2023	1,520.00	1,520.00	1,520.00	1,520.00	1,520.00	1,520.00	3,040.00	180 +
2014-0313		05/05/2014	20,000.00	2,703.35	17,296.65	5,744.77	215.34	12/14/2023								< 30
2018-0510		03/20/2020	25,000.00	8,146.84	16,853.16	2,029.84	460.00	12/12/2023								< 30
2022-0113-2		02/16/2022	250,000.00	212,375.94	37,624.06	22,603.94	2,868.00	12/19/2023								< 30
2021-1116		11/18/2021	40,000.00	24,551.01	15,448.99	3,551.01	760.00	12/08/2023								< 30
2018-0305		06/18/2018	280,000.00	157,483.17	122,516.83	54,183.17	4,400.00	07/24/2023	4,400.00							< 30
2019-0516-1		05/20/2019	95,000.00	67,783.82	27,216.18	17,208.22	1,130.00	08/04/2023	1,130.00							< 30
2019-0516-1R		05/20/2019	295,000.00	225,507.68	69,492.32	53,519.68	3,618.00	07/24/2023	3,618.00							< 30
2017-0914		08/04/2018	250,000.00	141,385.01	108,614.77	51,870.33	2,818.00	01/03/2024								< 30
2019-1216		12/19/2019	50,000.00	33,361.51	16,638.49	7,273.01	570.00	01/03/2024								< 30
2020-0330		04/02/2020	100,000.00	33,765.90	16,234.10	4,818.80	502.00	01/03/2024								< 30
2021-1014-2		11/08/2021	56,000.00	48,703.90	7,296.10	5,758.85	603.00	12/15/2023	603.00	211.05						30 +
2023-0206		02/23/2023	18,700.00	14,560.79	4,139.21	1,260.79	600.00	12/06/2023								< 30
2023-0713		07/22/2023	61,800.00	60,078.89	1,721.11	2,178.89	1,300.00	12/06/2023								< 30
2021-1014-1		11/09/2021	243,000.00	202,442.65	40,557.35	25,218.65	2,800.00	12/26/2023								< 30
2023-1011		10/31/2023	100,000.00	99,637.33	362.67	912.33	1,275.00	12/08/2023								< 30
2023-0713-1		08/01/2001	400,000.00	400,000.00		8,778.08	2,958.90	12/16/2023	415.07							< 30
2022-0714		07/28/2022	232,650.00	189,339.59	43,310.41	19,889.59	3,950.00	12/15/2023								< 30
2023-511		05/16/2023	565,000.00	532,394.04	32,605.96	23,422.41	9,338.06	12/04/2023								< 30
2021-0708-2		08/10/2021	80,000.00	65,186.62	14,813.38	9,176.94	858.33	12/26/2023								< 30
2019-0516-2		05/29/2019	50,000.00	9,038.32	40,961.68	7,038.32	1,000.00	12/26/2023								< 30
2020-0326		03/30/2020	51,000.00	15,095.34	35,904.66	4,095.34	1,000.00	12/26/2023								< 30

Portfolio Summary Report -- ACTIVE ACCOUNTS
By Master Loan
(All transactions)

LoanID	Borrower	Close Date	Loan Amount	Principal Balance	Cumulative Pmts		Latest Pmts		Periods Past Due							Days Past
					Principal	Interest	Amount	Date	30d	30d +	60d +	90d +	120d +	150d +	180d +	
2023-0608		06/08/2023	80,000.00	56,395.11	3,604.89	2,395.11	1,000.00	12/26/2023								< 30
2022-0113-R9		01/25/2022	50,000.00	40,636.23	9,363.77	3,143.38	3,837.92	08/04/2023								< 30
2020-0514		05/18/2020	170,000.00	133,419.90	36,580.10	28,784.03	1,500.00	12/15/2023								< 30
2021-0610-2		06/21/2021	54,000.00	17,689.32	23,024.48	3,631.76	1,025.24	12/15/2023								< 30
2021-0610-3		07/28/2021	75,000.00	15,736.65	59,263.35	6,167.90	2,256.25	12/15/2023								< 30
2021-0408-2		07/19/2021	200,000.00	159,347.93	40,652.07	18,761.68	2,048.75	01/02/2024								< 30
2023-0914		10/19/2023	300,000.00	150,000.00			4,500.00	11/03/2023								< 30
2021-0311-E2		06/02/2021	20,000.00		20,000.00	442.88	3,518.38	11/17/2023								< 30
2023-0209		02/16/2023	100,000.00	94,792.12	5,207.88	6,244.12	1,636.00	11/28/2023								< 30
2019-1010		11/07/2019	100,000.00	40,844.95	59,155.05	15,260.95	1,115.00	12/26/2023								< 30
2020-0910P		10/15/2020	90,000.00	30,323.88	59,676.12	9,337.03	1,717.00	12/04/2023								< 30
2021-0610-1		06/24/2021	93,000.00	71,292.27	21,707.73	9,767.69	975.08	12/04/2023								< 30
2023-0413-2 R		04/28/2023	46,428.00	45,755.41	672.59	2,531.41	400.50	01/03/2024								< 30
2021-0311		04/21/2021	40,000.00		40,000.00	3,174.43	1,084.17	11/18/2023								< 30
2021-0311-E		06/02/2021	20,000.00		20,000.00	436.54	2,935.59	11/17/2023								< 30
2023-0413		05/05/2023	300,000.00	288,718.19	11,281.81	10,137.19	4,604.00	01/02/2024								< 30
Report total: 40 loans			5,221,078.00	3,867,481.61	1,120,309.97	466,501.96	80,159.51		11,686.07	1,731.05	1,520.00	1,520.00	1,520.00	1,520.00	3,040.00	



2022 Risk Ratings – Northwest Loan Fund

Loan Grades and percentage of loan balance in Allowance for Loan Loss

LOAN GRADE	GUIDING DESCRIPTION	% OF LOAN BALANCE IN ALLOWANCE FOR LOAN LOSS
Satisfactory	Performing As Agreed and well secured	1%
Watch	New Loans - Non Real Estate secured	10%
Substandard	Issue with performance	30%
Doubtful	Concern for full collection	60%
Foreclosure	Foreclosure	80%
Probable Loss	Probable Loss-keep on reports until Charge-Off	100%



2024 Year NWCCOG Council Members

COUNTIES

Eagle
Grand
Pitkin

Summit

Routt

MUNICIPALITIES

Aspen

Avon

Basalt

Blue River

Breckenridge

Dillon

Eagle

Fraser

Frisco

Glenwood Springs

Granby

Grand Lake

Gypsum

Hayden

Hot Sulphur Springs

Kremmling

Minturn

Montezuma

Red Cliff

Silverthorne

Snowmass Village

Steamboat Springs

Vail

Walden

Winter Park

REPRESENTATIVES

Jeanne McQueeney*

Randy George*

Patti Clapper, Vice Chair*

Nina Waters

Tim Redmond

REPRESENTATIVES

Vacant

Chico Thuon

Glenn Drummond

Toby Babich

Kristen Brownson

Carolyn Skowyra, Sec-Treasurer*

Geoff Grimmer

Michael Brack

Tom Fisher

Steve Boyd

Joshua Hardy

vacant

Jeremy Rietmann

Matthew Mendisco

Ray Tinkum

Ashley MacDonald

George Brodin

Lesley Davis

Ben Kliemer

Jonnah Glassman

Britta Gustafson

Michael Buccino

Kathleen Halloran

James Dustin

Keith Riesberg

ALTERNATE

Kathy Chandler-Henry

Merrit Linke

Steve Child

Tamara Pogue

Tim Corrigan

ALTERNATE

Sara Ott

Tamra Underwood

Sara Nadolny

Michelle Eddy

Kelly Owens

Nathan Johnson

Ellen Bodenhemier

Sarah Catanzarite

Stacey Nell

Sara Weigel

Ted Cherry

Baxter Strachan

Lana Bryce

Ryan Banks

Christene Lee

Teagen Serres

Gusty Kanakis

Levi Corrigan

Melissa Mathews

Ann-Marie Sandquist

Alyssa Shenk*

Ginger Scott

Russel Forrest

Sherry Cure

Alisha Janes

*Denotes Executive Committee Members



Northwest Colorado Council of Governments

NWCCOG Council Meeting

December 7, 2023

Council Members Present:

Alyssa Shenk, Town of Snowmass Village
Patti Clapper, Pitkin County
Nina Waters, Summit County
Jeanne McQueeney, Eagle County
Larry Pardee, Town of Eagle
Kristen Brownson, Town of Breckenridge
Randy George, Grand County
Carolyn Skowyra, Town of Dillon
Nina Waters, Summit County
Lana Bryce, Town of Gypsum
Matt Langhorst, Town of Glenwood Springs
Sara Nadolny, Town of Basalt
Diane McBride, Town of Frisco
Ashley MacDonald, Town of Kremmling
Britta Gustafson, Town of Snowmass Village
Melissa Mathews, Town of Red Cliff

Others Present:

Janeth Stancel, Sen. Hickenlooper

NWCCOG Staff:

Jon Stavney
Talai Shirey
Rachel Tuyn

Call to Order

Alyssa Shenk, NWCCOG Council Chair, called the Northwest Colorado Council of Governments (NWCCOG) meeting to order at 10:08 am. Roundtable introductions were completed, and a quorum was present for the group.

Approval of October 2023 Council Meeting Minutes

M/S: Alyssa Shenk/Patti Clapper approve the October 2023 Council Meeting Minutes as presented.

Passed: Yes

Introduce new Mobility Manager

Dana Wood started December 5th, she will be the administrator for Intermountain IMTPR as well as the NWCCOG RTCC Mobility Manager.

Reminder to identify 2024 Council Members and Alternatives

Talai will send out a link to complete the 2024 Representative Form.

Approve NWCCOG Policies with minor or no changes at 3-years

Policies are reviewed every three years to ensure they are current; the policies presented here have no-minimal changes and are up for 3-year renewal approval. Title VI Civil Rights Complaint Policy, Vintage Conflict of Interest Policy, Vintage Procurement Policy, Job Positing Policy, MVR Policy, Fiscal Policies

M/S: Patti Clapper/Alyssa Shenk to approve the no/minor changed Policies as presented.

Passed: Yes

Approve NWCCOG Energy Program Inventory Policy and Procedures

Doug Jones and Elaina West presented the new Energy Policy, with three locations and increase in materials it became necessary to create an Energy Program Inventory Policy and Procedures policy. Best practices came from the Energy Program in Colorado Springs; NWCCOG has incorporated the tools created from the larger constituent including File Maker for inventory, vehicle management and time cards. Alyssa provided an updated copy with minor edits.

M/S: Patti Clapper/Alyssa Shenk to approve the new Energy Program Inventory Policy and Procedures with Alyssa's updates

Passed: Yes

Approve Bill Schedule

There are no financials in the December Packet, requesting approval of the Bill Schedule.

M/S: Alyssa Shenk/Patti Clapper approve the December Bill Schedule as presented

Passed: Yes

NLF Report Documents

Anita was on the call and explained that the reports are used as a grade for the loan; provides risk ratings for loans.

These are used for financials and allowance for loan loss. Anita also confirmed that the state has finally reimbursed over a million dollars which will be shown on the Financials.

Randy asked when Anita files loan for a foreclosure. Anita stated that she keeps close tabs on all of her loans so as soon as she is certain a loan will fail she will pull the trigger.

Another question was on what type of loans these are. Anita confirmed that these are only business loans, no home loans. Often there will be a house used as collateral.

No additional questions were asked.

Approve NWCCOG Final 2023 Revised and 2024 Budget

After revisions from the October Budget Workshop were presented at the October Council Meeting; the Final Budget is presented today for approval.

M/S: Alyssa Shenk/Patti Clapper to approve the NWCCOG Final 2023 Revised and 2024 Budget with the changes presented in the Budget Memo

Passed: Yes

What CAST is doing with Workforce Housing Report

Jon introduced Margaret Bowes, Executive Director for Cast to discuss how CAST is sharing with Legislators.

- CAST has sent the Report to DOLA, Governor's office, CHFA as well as every Legislators to show how the Mountain Task Force is working to meet the housing demands in report communities. There is concern that Legislators, with SB213, are not aware of the unique challenges as well as innovations mountain towns are facing. The Governor's office intends to break up SB213 into smaller regulations. CAST Housing Taskforce will be active in 2023-2024 Legislative Session.
- Jon asked if Council would like to authorize ED to provide letters of support and become more active with CAST on Housing issues. Patti recommended having the Executive Committee be involved with any support to ensure the support remains in line with local decisions.
- See NWCCOG Website: https://www.nwccog.org/wpcontent/uploads/2023/10/23078-Workforce-Housing-Report_FF_web.pdf

Erin McCuskey teaser for afternoon presentation

Erin McCuskey Regional Director for SBDC will be presenting at the afternoon EDD meeting. The NW SBDC receives a pass-through grant to provide a variety of services to business owners including consulting and training.

Community Metrics Project Survey is Live

The Community Metrics Project Survey is live today. Members will receive an email this week and Jon asked that it be distributed to members of the community.

PRESENTATION: David Harris, Program Director for NWCCOG Elevator Inspection Program (EIIP)

The EIP program is the authorized entity to inspect elevators for all NWCCOG Jurisdictions. This is of great value to towns in that it makes it possible to have a very high qualified person to handle community inspections without having to hire for the position locally. Elevator Inspectors are required to take ongoing training and have knowledge of all individual jurisdiction requirements. Regulations require annual inspections of all elevators and escalators.

<https://www.nwccog.org/programs/elevator-inspection-program/>

Congressional Updates

Janeth Stancel, Sen. Hickenlooper – An update on the Federal Budget, CR was passed before Thanksgiving extending the budget until negotiations on January 19th and February 2nd. Immigration funding is in discussion; Hickenlooper is listening to constituents.

USPS has contracted with Amazon making next day deliveries; Senators are meeting with Postmaster General to ensure citizens mail will not take a backseat to this contract.

New Business Updates

UPDATE: NWAHEMR has disbanded; NWCCOG is the passthrough for the grant which will be active for several more years.

Please send Alyssa or Jon presentation ideas for what you like to see in 2024 Council Meetings

QQ is taking an active role regarding the Wildcat Loadout, additional information available in the packet.

LEEDS EMBA Innovation Project follow up information is available in the packet.

Regional Grants Navigator Report is available in the Council Packet, please reach out to Jonathan with questions.

OEDIT Grant 2024

USDA Unita Railway Response Letter

Adjournment

M/S: Patti Clapper /Nina Waters adjourned the NWCCOG Council meeting at 11:58AM

Passed: Yes

Alyssa Shenk, NWCCOG Council Chair

Date

NWCCOG Policies and Procedures List

Program	Policy Name	Created	Updated	Approval Level	Notes
NWCCOG	Employee Handbook	1970	Jan-23	Council	
NWCCOG	NWCCOG & EDD Articles of Association	28-Jul-11	To review in 2024	Council	
NWCCOG	NWCCOG Bylaws		Jan-22	Council	
NWCCOG	CORA Policy & Procedures	23-May-13	Dec-22	Council	
NWCCOG	Title VI Civil Rights Complaint Policy	23-May-13	To review in 2024	TBD. May be archived and integrated into Employee Handbook in 2024	Revise for Referral
NWCCOG	Records Retention Policy	27-Oct-11	Dec-22	ED Following Chair & Legal Review	Update w Durations Change to Procedure?
NWCCOG	Travel Procedures (ED Review only)	17-Mar-15	11/30/2023	ED Following Chair & Legal Review	
NWCCOG	Job Posting Policy	19-Dec-13	12/7/2023	ED Following Chair & Legal Review	
NWCCOG	Background Check Investigation Policy & Procedures	28-Mar-19	Dec-22	ED Following Chair & Legal Review	
NWCCOG	Safety Policy – Updated Annually	Annual Safety Goals	Annual Safety Goals	ED Following Chair & Legal Review	
NWCCOG	Claims Management Procedures	31-Mar-21	Provided by Pinnacle	ED Following Chair & Legal Review	
NWCCOG	Family Friendly Workplace Standards	12-Nov-19	11/30/2023	ED Following Chair & Legal Review	
NWCCOG	MVR Policy	28-Mar-19	December, 2022	ED Following Chair & Legal Review	
NWCCOG	Pet Friendly Workplace Standards	8-Oct-19	11/30/2023	ED Following Chair & Legal Review	
NWCCOG	Safety Rules	25-May-18	11/30/2023	ED Following Chair & Legal Review	Could this be combined with Safety Policy? Or Vice Versa?
NWCCOG	ED Facilitations Policy	15-Mar-22	First Version	Council	Change to Guidelines
NWCCOG	OT and Comp Policy		December, 2022	ED Following Chair & Legal Review	
NWCCOG	Bonus Policy	1-Dec-22	December, 2022	Council	
NWCCOG	IT PII and HIPAA Policy	28-Jan-16	24-Mar-22	Council	
COUNCIL	Letters of Support Policy	22-Aug-19	December, 2022	Council	
COUNCIL	Council Rules of Conduct	3-Dec-20	First Version	Council	
FISCAL	Asset capitalization Policy	26-May-11	7-Dec-23	Council	
FISCAL	Bank and Investment Policy	26-May-11	7-Dec-23	Council	
FISCAL	Cash Disbursement Policy	26-May-11	7-Dec-23	ED Following Chair & Legal Review	Change to Procedure

FISCAL	Cash Receipts Policy	26-May-11	7-Dec-23	ED Following Chair & Legal Review	Change to Procedure
FISCAL	Credit Card Policy	26-May-11	25-Jan-18	ED Following Chair & Legal Review	Change to Procedure
FISCAL	Fiscal Department Roles & Duties	22-Mar-18	First Version	ED Following Chair & Legal Review	
FISCAL	Fixed Asset Disposal Policy	28-Jul-11	7-Dec-23	Council	
FISCAL	GAAP Policy	26-May-11	7-Dec-23	ED Following Chair & Legal Review	Change to Circular
FISCAL	Purchasing & Procurement Policy	27-Oct-11	22-Oct-20	Council	<i>Also could pull some details procedures out to shorten.</i>
FISCAL	1099 Policy	26-Jul-18	7-Dec-23	ED Following Chair & Legal Review	Change to Procedure
FISCAL	Accounts Receivable Procedure	27-Jul-17	7-Dec-23	ED Following Chair & Legal Review	
FISCAL	Signature and Authorization Policy	27-Oct-11	7-Dec-23	Delete?	Review vs Bylaws and P&PP
FISCAL	Payroll Policy	26-May-11	7-Dec-23	ED Following Chair & Legal Review	Change to Procedure
EDD	EDD Bylaws		Mar-23	Council	
NLF	Northwest Loan Fund Bank & Investment Policy	24-May-18	7-Dec-23	Council	
ENERGY	Weatherization Purchasing Policy	27-Oct-11	12/7/2023	ED Following Chair & Legal Review	
VINTAGE	Vintage Conflict of Interest Policy	19-Feb-19	12/7/2023	ED Following Chair & Legal Review	
Archived Policies:					
NWAHEMR	NWAHEMR Board Rules of Conduct (disbanded)	18-Nov-20	First Version		
NWCCOG	NWCCOG COVID-19 Guidelines	18-Jun-20	10-Aug-20		
NWCCOG	NWCCOG 2021 COVID Leave Memo	14-Jan-21	First Version		
NWCCOG	FFCRA Update & Benefits	1-Apr-20	No longer in effect		



PURCHASING & PROCUREMENT POLICY

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

Date Adopted:	October 27, 2011	Date Revised:	November 13, 2023
Updated By:	Finance Manager		

POLICY:

This policy shall govern purchasing for all [Northwest Colorado Council of Governments \(NWCCOG\)](#) programs where the NWCCOG is the fiscal agent, unless the granting or donor authority requires a more restrictive policy, which shall prevail.

GENERAL APPROACH:

- [NWCCOG](#) will act with good judgment in complying with purchasing and procurement laws, requirements, and policies.
- The NWCCOG fulfills its agreements with suppliers and business partners in good faith when purchasing.
- The NWCCOG understands the significance of [sensitive](#) information and keeps such information confidential and secure per the NWCCOG [IT and HIPAA Policy](#).
- The NWCCOG [makes](#) purchases using fair, open, transparent, and simple procedures in compliance with [Uniform Guidance \(2 C.F.R. Part 200\)](#).
- The NWCCOG may renew service contracts annually for up to five years without repeating the bidding process.
- The NWCCOG [adheres to 2 CFR § 200.322 and](#) will make every effort to purchase materials and services [domestically, preferably](#) locally, whenever possible and when costs are comparable.
- The NWCCOG [adheres to 2 CFR § 200.18\(h\) and awards contracts only to responsible contractors possessing the ability to perform successfully under the terms and conditions of the proposed procurement.](#)
- The NWCCOG [adheres to 2 CFR § 200.18\(d\) and takes steps to avoid the acquisition of unnecessary or duplicative items.](#)

PURCHASING GUIDELINES AND LIMITS:

- Whenever possible, verbal quotes should be sought from several vendors for [purchases](#).
- For purchases over [\\$10,000](#), written quotations must be received. [Certain programs or grants may have different thresholds defined in their policies or contracts; in which case, the lower limit will apply.](#)
- For purchases over [\\$30,000](#), written Requests of Proposals or Bids must be used unless requirement is waived in writing by [the](#) NWCCOG Executive Director including [the](#) reasoning for [a](#) waiver.
- For contracts over \$10,000, a suspension & debarment check must be made at www.sam.gov, and documentation of the check (i.e. screenshot or other printout) must be filed with [the](#) procurement packet.
- The use of one of the Colorado State Purchasing Contracts may be used in place of quotes or written specifications.

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Simplified Acquisition Threshold: [\\$250,000](#)
[Small Purchase Procedures](#) (exceeding micro-purchase but below SAT)

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- Vintage (Area Agency on Aging) follows a purchasing and procurement policy that complies with the State of Colorado, Colorado Revised Statutes, Section 300c of the USA Policies & Procedures Manual, and 2 C.F.R. Part 200.
- The Regional Transportation Coordinating Council (RTCC) adheres to Colorado Department of Transportation (CDOT) procurement rules.
- Weatherization has a procurement policy developed in alignment with the Colorado Energy Office.

SOLE SOURCE BASIS

NWCCOG reserves the right to award purchase orders, consultant agreements, or project contracts on a sole source basis when there is a predominant capability, and significant prior knowledge of NWCCOG's programs and program philosophy, having completed similar assignments successfully and timely. A written justification will be prepared and kept on file for any sole source procurement.

CONFLICT OF INTEREST

NWCCOG requires full and open disclosure when dealing with procurement in alignment with 2 CFR § 200.18(d). As such, NWCCOG employees and members of the Council must strictly avoid any conflict of interest or the appearance of a conflict of interest. NWCCOG employees and the Board of Directors must always provide full disclosure of their actions or relationships with prospective vendors, contractors, or consultants. If there is the slightest doubt as to the propriety of a procurement action, then the Executive Director should be contacted immediately.

SMALL, WOMEN-OWNED, & MINORITY OWNED BUSINESSES

NWCCOG uses small business, women-owned businesses, and/or minority owned businesses whenever possible. Best practices are identified in 2 CFR Subpart D (200.321). NWCCOG programs will as is reasonably possible adhere to the following:

§ 200.321 Contracting with small and minority businesses, women's business enterprises, and labor surplus area firms.

(a) The non-Federal entity must take all necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible.

(b) Affirmative steps must include:

(1) Placing qualified small and minority businesses and women's business enterprises on solicitation lists;

(2) Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources;

(3) Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women's business enterprises;

(4) Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, and women's business enterprises;

(5) Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce; and

(6) Requiring the prime contractor, if subcontracts are to be let, to take the affirmative steps listed in paragraphs (b)(1) through (5) of this section.

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FORMAL SOLICITATION

A formal solicitation must be conducted for each procurement greater than (or equal to) \$30,000. This solicitation will be performed per the following steps:

1. Bidders' List: NWCCOG will prepare and maintain an up-to-date list of qualified and capable individuals and contractors per department throughout the region. The bidders' list is maintained in the NWCCOG main office and will be updated on a frequent and regular basis as additional firms submit qualifications and expressions of interest.
2. Prepare Request for Proposals (RFPs): Upon approval by the Executive Director, the Program Director will prepare RFPs in consultation with the appropriate NWCCOG Committee and the Project Team. Each RFP will contain the following information:
 - a. Brief statement of purpose or intent;
 - b. A clear statement of the products or services required in sufficient detail to allow the preparation of a responsive bid;
 - c. A clear statement that the contracting agency will be NWCCOG;
 - d. Date and time by which proposals must be returned;
 - e. Evaluation criteria; and
 - f. Any other information which it may be necessary or desirable to provide.
3. Distribute RFP's: All RFP's shall be placed on the NWCCOG website. It shall be at the discretion of the Executive Director as to whether to distribute the RFP's to a known bidder's list or to advertise to the general public in a newspaper(s) or a website(s) of general circulation.
4. Evaluation of Responses: Evaluation and vendor selection shall be made by the Executive Director or a designee. Documentation of the evaluation shall be maintained with the RFP documents for the period designated.
5. Contract or Purchase Agreement shall be completed upon acceptance of terms and conditions by both the successful Vendor and NWCCOG.

RECORD KEEPING

NWCCOG shall maintain records sufficient to detail the history of procurement per 2 CFR 200.318(i). These records will include but are not necessarily limited to, the following: Rationale for the method of procurement, selection of contract type, contractor selection or rejection, and the basis for the contract price. Purchasing and procurement records may be stored in a physical file in an NWCCOG office or electronically on NWCCOG's internal server. It is the responsibility of the Program Director to maintain sufficient procurement records and to dispose of them when appropriate.

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CREDIT CARD 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:	November 20, 2023
Revised By:	Finance Department		

POLICY:

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

PROCEDURE:

1. All purchase documents and itemized credit card payment receipts must be retained by the cardholder for purchases made on a NWCCOG card with the allowable exception of receipts under \$20. For employees of the Energy Program, receipts must be retained regardless of cost. Credit Card receipts are required to. For all itemized receipts, the purpose of the incurred expense as well as the name of all attendees should be written clearly on the expense report (i.e., Lunch for Blake and Joe after tri-monthly Bomb Shelter Group Meeting, Jane-breakfast on the way back from Gummy Bear Conference). If an itemized receipt is not available, the employee must clearly write the aforementioned information in the comment area on their expense report as well as the costs associated with the individual items purchased. Receipts below \$20.00 are appreciated, but not required. Pictures of receipts must be clear and readable.
2. The cardholder is responsible for ensuring receipt of materials and services, and resolving any discrepancies or damaged goods issues, as well as any necessary credits or refunds.
3. Business transactions should not be split into multiple transactions to stay below an assigned dollar limit.
4. Once or twice per month, depending on program requirements, expenses inputted in the Certify Expense Management software must be compiled into an expense report. The cardholder shall verify each charge and ensure a receipt is paired. The cardholder is responsible for coding each charge and writing the reason for the expense in the appropriate field within their expense report. If there are disputed charges, clearly mark them on the Certify report as disputed. The cardholder shall then review and submit an expense report to their supervisor for approval. Upon approval, forward all documents mentioned above to the Fiscal Office for payment.
5. If a credit card is declined or misplaced, the employee is to report this in a timely fashion to their director, who will notify the Finance Department (who may pay if limit is reached) and the Executive Director who can correct the situation. Employees are responsible for contacting the bank's fraud department to confirm or deny expenditures on the account. Employees are also responsible for the best practices and secure use of NWCCOG credit cards.
6. Violations of the above Policies and Procedures are subject to disciplinary action as outlined in the Employee Handbook including, but not limited to, revocation of the employee's NWCCOG Credit Card.

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FINANCE 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:	November 20, 2023
Revised By:	Finance Department		

FINANCE DEPARTMENT SEPARATION OF DUTIES:

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

Responsibilities of the Accountant:

1. Performs bookkeeping and accounting duties for the entire organization.
2. Collects timesheets and processes payroll.
3. Reviews and prepares weekly accounts payable.
4. Assists with management of accounts receivable.
5. Imports and reconcile credit card expenses.
6. Prepares weekly bank deposits.
7. Posts journal entries of moderate complexity.
8. Reconciles credit card statements monthly.
9. Assists various programs with special projects as needed.
10. Provides financial reports to Program Directors and Finance Director for each grant program as needed.
11. Maintains internal controls for all accounting/bookkeeping operations according to NWCCOG policies and GAAP.
12. Assists Finance Director with NWCCOG fiscal year-end close-out, state fiscal year-end close-out, and preparing requests for annual audit.
13. Completes annual ACA reporting requirements and 1095B tax forms.
14. Processes monthly employee retirement fund contributions.
15. Assists with 1099 preparation and distribution.
16. Distributes annual member dues.
17. Is cross trained on and provides occasional coverage for certain Finance Director and Energy Program Finance Manager duties.
18. Develops a strong understanding of NWCCOG's organizational structure and can apply this knowledge to ensure excellent finance support to each program.
19. Reports to the Finance Director.

Responsibilities of the Energy Program Finance Manager:

1. Oversees fiscal management of several grant programs, including budget tracking and reconciliation, expense management, reimbursement requests, data entry, and other duties as required.
2. Prepares invoices and submits reimbursement requests for all Energy related programs.
3. Posts journal entries of moderate complexity and maintains general ledgers related to Energy Program funding streams.
4. Oversees accounts payable and accounts receivable for the Energy Program and prepares bills for the Accountant.

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5. Collects timesheets and processes Energy Program payroll. Works with the Accountant to ensure accurate payroll management for the entire organization and will occasionally be required to complete payroll for all programs.
6. Updates employee information and signs off on relevant Employee Action Forms for Energy Staff.
7. Manages monthly jobs files and data entry into Salesforce.
8. Collaborates with the Warehouse Manager to correctly enter inventory items into QuickBooks and maintains Quickbooks Inventory accounts.
9. Assesses administrative and fiscal processing systems in the Energy Office, and takes the lead in proposing improvements to those systems.
10. Helps prepare the annual budget with the Program Director, Program Manager, and Finance Director.
11. Assists with NWCCOG's fiscal year-end close-out procedures and filings related to the Energy Program.
12. Assists Finance Director with the NWCCOG annual audit and independently manages Energy Program audits and site visits.
13. Maintains close coordination with the Finance Director and Accountant. Reports to the Finance Director on matters regarding all fiscal policy and procedures.
14. Is cross-trained and able to provide coverage on certain Accountant and Finance Director duties.
15. Maintains internal controls for all Energy Program accounting/bookkeeping operations according to NWCCOG policies and GAAP.
16. May manage projects or initiatives as they arise.
17. Directly manages the Energy Program Administrative Assistant. Responsible for interviewing, hiring, training, assigning tasks, and evaluating the EP Administrative Assistant.
18. Although indirectly managed by the Finance Director when it comes to NWCCOG policy and financial matters, this position reports to the Energy Program Director.

Responsibilities of the Energy Program Administrative Assistant:

1. Learns and understands the programs and funding sources including account coding structure and basic grant fiscal requirements.
2. Ensures compliance with financial policies and procedures.
3. Processes monthly jobs files and completes data entry into Salesforce.
4. Leads the tracking and managing of expense reports, reimbursements, and the Certify Employee Expense tracking software application. Processes expenses on a semimonthly basis and works closely with program managers to solve receipt problems.
5. Accurately processes and documents financial transactions.
6. Cross-trained in a variety of Energy Program fiscal responsibilities such as accounts payable and receivable functions, credit card reconciliation, data entry, invoice processing, payroll, and Employee Action Form processing.
7. Supports department and organization audit processes as needed.
8. Prepares and maintains financial records, spreadsheets, and reports. Assists in month-end and year-end financial closing activities.
9. Reports to the Finance Manager.

Responsibilities of the Finance Director:

1. Provides strategic planning and direction related to individual programs and the NWCCOG Organization.
2. Advises the Executive Director and Council in fiscal and related policy matters.
3. Seeks improvement of coordination between the Finance Department and individual programs, and implements systems improvements with the goal of efficiency, cost savings, and better management of the organization.
4. May provide direct oversight of fiscal aspects of programs as necessary following program audits and Director transitions.
5. Is the primary point of contact between Directors and the Finance Department.
6. Directs the daily accounting operations of the Finance Department and the administration of accounting functions including annual budgets, audits, management of capital assets, and grant administration and monitoring.
7. Oversees and ensures the accuracy of Accountant and Energy Program Finance Manager roles, which include accounts payable and receivable, payroll, and budget management.

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8. Directly manages the Accountant. Responsible for interviewing, hiring, training, assigning tasks, and evaluating the Accountant.
9. Prepares financial statements and monthly and quarterly Revenue vs Expenditure and Budget vs Actual reports for several grant programs, as well as Executive Director and other directors as requested.
10. Responsible for the fiscal management of several grant programs, including budget preparation, contractor management, monthly reporting, and tracking of expenditures; and work with the Finance Manager to manage the Energy Program funding.
11. Works with the Executive Director to manage cash flow, reserve requirements, funding strategies, cost-benefit analyses, capital asset purchases, and/or other related items.
12. Works with the Executive Director in the preparation and approval process of the annual budget and subsequent monitoring of budgetary implementation including, but not limited to, monitoring the annual operating budget, budget revisions and transfers, forecasting, and development of multi-year financial plans.
13. Manages the annual audit, prepares schedules, and provides general assistance to independent auditors; prepares schedules and assists in additional grant program audits and administrative monitoring procedures throughout the year as required.
14. Prepares NWCCOG annual member dues analysis and other Council duties as assigned.
15. Prepares monthly journal entries to correctly allocate and post charges and accruals.
16. Reconciles all NWCCOG, NLF, and Foundation bank accounts.
17. Maintains accounting controls in QuickBooks for NWCCOG and NWCCOG Foundation and ensures internal controls and procedures manuals for all accounting/bookkeeping operations are in accordance with all applicable laws, regulations, and Generally Accepted Accounting Principles.
18. Reports to the Executive Director.

A Fiscal Officer might be contracted to assist the Finance Director with certain accounting tasks. The Fiscal Officer is an as-needed contract position and not an employee of NWCCOG.

Responsibilities of the Fiscal Officer:

- May review the accounting of the Fiscal Office and complete necessary accounting tasks required to maintain NWCCOG's financial records, ensuring accuracy and transparency.
- May prepare year-end journal entries to correctly allocate and post charges and accruals.
- May work with the Finance Director to prepare schedules and provide general assistance to independent auditors.
- May conduct a high-level review of all NWCCOG accounting functions, including accounts payable and receivable, payroll, annual budgets, management of capital assets, and other grant administration.
- May assist the Finance Director to ensure fiscal policies and internal controls are compliant with all applicable laws, regulations, and Generally Accepted Accounting Principles.
- Maintains availability to assist with special projects, temporary coverage of fiscal staff duties, and provide guidance to the Finance Director and Executive Director as needed; Performs other duties as assigned.

ACCOUNTS PAYABLE:

The duties concerning 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 Accountant enters expenses in QuickBooks and prints checks along with an Accounts Payable Report 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 submitting the packet 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 Finance Director when reconciling the monthly bank statements and again later by the NWCCOG Board of Directors.
5. See NWCCOG's Cash Disbursement Policy for additional details.

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ACCOUNTS RECEIVABLE:

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

1. The Office Manager receives revenue in the form of checks and cash and enters them into QuickBooks. Any electronic deposits made into the operating account may be recorded and deposited into QuickBooks by the Finance Department.
2. The Accountant 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 Finance Director is then responsible for reviewing revenue when reconciling the monthly bank statements and preparing monthly financial reporting.
4. See NWCCOG's Accounts Receivable Procedure for additional details.

BANK ACCOUNTS:

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

BUDGETING:

Budgeting is done by the Finance Director, 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 NWCCOG Council.

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 employee's direct supervisor then reviews the submitted timesheets and signs their approval, acknowledging the accuracy of the record.
3. The Accountant processes payroll for all programs except the Energy Program and executes a direct deposit for the transactions. The Energy Program Finance Manager processes payroll for Energy staff.
4. The Executive Director reviews payroll for accuracy and approves the payroll summary report.
5. See NWCCOG's Payroll Procedures Policy for additional details.

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COUNCIL RULES OF CONDUCT

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

Date Adopted:	12/03/2020	Date Revised:	
Updated By:	Executive Director, General Counsel, & Alyssa Shenk		

These Northwest Colorado Council of Government (NWCCOG) Council and Executive Committee Rules of Conduct ("Rules") are designed to establish reasonable expectations for member representative conduct and describe the reasonable manner in which member representatives should interact with each other, with NWCCOG staff, constituents and others they come into contact with while representing NWCCOG. For ease of reference the term "Member" is used in these Rules to refer to any member representative or designated alternate.

RULES of CONDUCT

Members Ethical Conduct

Members are expected to comply with applicable laws governing ethical conduct, including those requiring avoidance of conflict of interest, prohibiting receipt of unauthorized gifts, and prohibiting unauthorized use or disclosure of confidential information belonging to NWCCOG. Members shall not engage in any activities constituting malfeasance in appointed office.

Conflict of Interest: A conflict of interest exists when it is reasonably foreseeable that a NWCCOG Council decision will have a material effect, distinguishable from its effect on the general public, on a NWCCOG Council Member's financial interests, the interests of his or her relatives, the interests of an employer, business associate, or a principal customer or client or a business in which the Member holds a substantial interest (5% or more of the ownership interest, active part in the management of or is a creditor in the business, whether secured or unsecured). A conflict of interest does not arise from the interests of a Member that stem from another public position that the Member holds, or position on the board of directors of a nonprofit entity for which the Member has fiduciary oversight (for instance approval of a NWCCOG grant or program assisting the Members' jurisdiction is not a conflict of interest). A conflict does exist if that Member is employed by a nonprofit entity being considered for funding.

No Member also serving as an employee or independent contractor to NWCCOG should make any decision affecting their own pay, arising from a program from which they work, or related to an employment matter about staff with or for whom the Member works. A potential conflict of interest involving an employee of NWCCOG who is elected to office and then becomes a representative of a local government Member must also be disclosed and appropriately addressed as set forth below.

When met with a conflict of interest, a Member shall announce publicly the nature of the conflict at the beginning of the Council meeting in which the conflict arises from an agenda item and:

- Except as provided in subparagraph (B) of this paragraph, refrain from participating in any discussion or debate on the issue out of which the conflict arises and from voting on the issue. The Member shall leave the room during the time the proposed action is being discussed and the decision is being made, shall recuse themselves, and may not testify before the council on the matter; and
- If any Member's vote is necessary to meet a requirement of minimum number of votes to take official action, the Member's vote shall be counted as (abstain) and may be counted towards meeting a quorum.

It is important that Members follow both the letter and spirit of this section and that they strive to avoid situations that may create the appearance of impropriety or a public perception. Perception of such conflict can have the same negative impacts of public trust as actual conflicts of interest. If a Member is not clear about a potential conflict of interest, that Member should seek direction prior to the meeting from the NWCCOG Council Chair, Executive Director, or General Counsel.

Members can be censured or be requested to be removed from representation for violation of conflicts of interest.

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Members' Conduct in Public Meetings

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Members are individuals who, with their Member jurisdictions, hold a wide variety of values, positions and goals. Despite the diversity, each has been appointed by the Member jurisdiction they represent to serve their respective jurisdictions' interest in furthering mutual, regional cooperation on the NWCCOG Council. In all cases, this common goal should be acknowledged even though individuals and Member jurisdictions may not agree on every issue.

- A. **Honor the role of the chair in maintaining order:** It is the role of the chair of the NWCCOG Council and Executive Committee to keep the comments of Members and overall discussion on track during meetings. Members should honor efforts by the chair to focus discussion on current agenda items and maintain decorum and civility as well as stay on schedule during a meeting. If there is disagreement about the agenda or the chair's actions, those objections should be voiced politely and with reason following customary basic rules of procedure (NWCCOG Council has not adopted a formal rule of procedure).
- B. **Practice civility and decorum in all discussions and debate:** Difficult questions, rigorous challenges to a particular point of view and criticism of ideas and information are legitimate elements of debate. However, "free debate" does not require or justify, and Members are expected to avoid making, any intentionally intimidating, slanderous, threatening, abusive or disparaging comments or attack.
- C. **Avoid personal comments that could offend other Members:** If a Member is personally offended by the remarks of another Member, the offended Member should make notes of the actual words used and may call for the chair to challenge the other person to justify or apologize for the language used. The chair controls the discussion.

It is the role of the chair and of all Members to address non-compliance with conduct with each other in public meetings to maintain order in a meeting. For Members who intentionally or repeatedly disregard these rules of conduct, see COMPLIANCE (B)

Members' Compliance with Colorado Meetings Law

All NWCCOG Council or Executive Committee meetings will have an agenda that will be posted on the NWCCOG website at least 24 hours in advance of the meeting. A meeting summary or minutes shall be kept to the extent necessary to record decisions made and denoting all Members who are present. Meetings require a quorum per the NWCCOG bylaws. All motions must be recorded and include the name of the Member making the motion, the name of the Member seconding the motion and the outcome of the vote. Council or Executive Committee may convene in executive session solely for purposes authorized by and in compliance with the procedures and requirements of Colorado Open Meetings Law. Participation in an executive session shall be limited to Members of the Council or Executive Committee, the Executive Director or NWCCOG Counsel or other such persons identified by the committee as participants or part of the request or motion to convene in executive session. The Executive Committee may annually convene in executive session of a posted meeting without the Executive Director present until invited in for the performance review of the Executive Director or to address complaints associated with the Executive Director. NWCCOG is subject to Colorado Open Records Act compliance.

Members' Conduct with the Public in Public Meetings

NWCCOG Council Meetings are posted and open to the public. Public and "visitors" must be recognized by the chair to speak, and may have their time limited at the discretion of the chair. The primary business of NWCCOG meetings is to move on considerations necessary to maintain operation of NWCCOG programs which require a vote of membership through those appointed to Council. The secondary business of NWCCOG is to share and discuss information of regional interest among the membership. Most agenda items do not require public participation as is customary in a municipal or county board or council meeting. While it is rare that a NWCCOG agenda decision item requires public testimony or a formal public hearing there are cases when it is required. In such cases the agenda item should be labelled to identify it as Public Hearing such as when the NWCCOG Council acts in this capacity is with regard to it's role in adopting the Regional Water Quality 208 Plan. When there is a Public Hearing, or on occasion when a member of the general public attends a NWCCOG Council meeting and wishes to address the Council, these rules apply:

- A. **Public Hearing:** The meeting should be held in a venue appropriate and conducive to public attendance. Making the public feel welcome is an important part of the public meeting process. No signs of partiality, prejudice or disrespect should be evident on the part of individual Members toward an individual participating. Every effort should be made to be fair and impartial in listening to public testimony. No ex parte contacts are allowed between Members and the party requesting the public hearing.
- B. **Be welcoming to speakers:** while questions or clarifications may be asked, the Member's primary role during public input is to listen
- C. **Respect for the speaker's testimony:** Members should be conscious of their activity while others are speaking and avoid facial expressions, comments or other actions which could be interpreted as smirking, disbelief, anger or boredom.
- D. **Ask for clarification but avoid debate and arguing with the public:** Only the chair, not individual Members can interrupt a speaker during public testimony.

It is the role of the chair and of all Members to address non-compliance with conduct with each other in public meetings to maintain order in a meeting. For Members who intentionally or repeatedly disregard these Rules, refer to the procedure for reviewing complaints in Compliance(b).

Members' Conduct with NWCCOG Staff

Governance of NWCCOG relies on the cooperative efforts of Members who set policy, and NWCCOG staff who advise the Council (primarily through the Executive Director) and Committees and implement and administer NWCCOG programs and policies. Therefore, every effort should be made to be cooperative and show mutual respect for the contributions made by each individual staff Member. Direction to the organization from the Council is made only through official action taken on a posted agenda item in a posted meeting to the Executive Director.

- A. **Treat all NWCCOG staff as professionals:** Clear, honest communication that respects the abilities, experience, and dignity of each individual is expected. Unprofessional behavior toward NWCCOG Staff is not acceptable.
- B. **Never publicly criticize an individual NWCCOG staff member:** Members should never express concerns about the performance of an individual NWCCOG staff member in public, to the staff member directly, or to the staff member's Director. Comments about NWCCOG staff performance should only be made to the Executive Director through private correspondence or conversation. NWCCOG has a "Complaint and Investigation Procedure for ADA, Diversity, and Harassment Complaints" outlined in the Employee Handbook for such claims, which clarifies the role of the NWCCOG Council and Executive Committee in such instances. If the concern regards the Executive Director, it should be expressed to the chair and to the Executive Director within and through the established Executive Director performance evaluation process. The General Counsel must be notified before the Council engages in any investigation.
- C. **Avoid individual involvement in administrative functions:** Members acting in their individual capacity must not attempt to unduly influence NWCCOG staff in the making of appointments, awarding of contracts, hiring of employees, selecting of consultants, processing of applications, granting NWCCOG approvals or authorizations, or general program management. The NWCCOG Council and Executive Committee are to provide policy direction to the organization exclusively through the Executive Director.
- D. **Do not solicit political support from NWCCOG Staff:** Members, who are often elected officials, should not solicit any type of political support from NWCCOG staff. NWCCOG staff may, as private citizens with constitutional rights, support political candidates but all such activities must be done away from the workplace and not utilize NWCCOG time or resources.

Members' Responsibility in Non-Discrimination and Harassment

NWCCOG cultivates an inclusive environment that is free from discrimination, harassment, and retaliation. It is the policy of NWCCOG that no person shall be discriminated against on the basis of race, color, national origin, education, marital status, age, body size, political affiliation/ philosophy, socio-economic status, disability, military status, veteran status, genetic information, sex, gender, gender expression, sexual orientation, HIV status, amnesty or any other status protected by applicable federal, state, or local law. All Members are expected to comply with these policies, and must not engage in behavior that violates these policies. Any violations of these policies by

Members while acting in a NWCCOG Member role with the public, staff, or other Members are subject to investigation and appropriate compliance actions.

COMPLIANCE

- A. **Behavior and Conduct:** These Rules express standards of appropriate conduct expected for Members, and Members themselves have the primary responsibility to assure that expectations for appropriate conduct are understood and met. The chair of NWCCOG Council and Executive Committee have the additional role of intervening when actions of Members appear to be in violation of the Rules, or when such actions are brought to their attention.

Members who intentionally and repeatedly disregard the Rules, or who commit a serious infraction of the Rules, may be reprimanded, censured, have the matter reported to the Member jurisdiction's governing body (or to the elected official for that the Member jurisdiction appointed to NWCCOG), with or without a request to that jurisdiction's governing body that the appointed Member be replaced or subject to other sanctions.

- B. **Review of Complaints:** It is preferred that complaints that escalate to response beyond a reprimand be put in writing for consideration. Anonymous complaints will not be considered. The prompt review or investigation of complaints is the responsibility of the NWCCOG Council Chair who may defer the matter to the NWCCOG Executive Committee, which must hold a properly posted meeting (which may include a legally entered executive session) following the submittal of a complaint of a violation of the Rules. All actions taken will require a majority vote of the entire membership of the Executive Committee. The Executive Committee shall have the power to maintain information relating to a complaint as confidential to the extent possible and appropriate under applicable laws.

The chair or Executive Committee may choose to delegate an investigation of a complaint, especially those of Non-Discrimination or Harassment to an appropriate third party as may be recommended by NWCCOG General Counsel or CIRSA.

No Member representative may exercise a vote or grant or withhold any consent pursuant to these Rules for any matter concerning the Member's own conduct.

The compliance provisions herein are not a substitute for any remedies for violations of state or federal law, and nothing herein prohibits the reporting of violations of state or federal law to the appropriate governmental authorities.

IMPLEMENTATION

The Rules are intended to be self-enforcing and an expression of the standards of conduct for Members expected by NWCCOG. It therefore becomes most effective when Members are thoroughly familiar with these Rules and embrace their provisions. For this reason, the Rules are distributed to Members upon notification of their appointment to NWCCOG Council with regular Member resource materials, and are contained in the annually updated and electronically distributed Member Handbook. Trainings can be provided upon request. By accepting appointment as a Member, Members are expected to adhere to the Rules. In addition, the Rules shall be periodically reviewed and updated by the NWCCOG Council.

DEFINITIONS

In addition to terms that may be defined or otherwise explained above, the following definitions shall apply:

Confidential Information means information that is not available to the general public under applicable laws, ordinances, and regulations, and which is obtained by reason of the Member's position with NWCCOG.

Gift means the transfer of a thing of value by one (1) person to another person without the person transferring the thing of value receiving in return lawful compensation or consideration of equal or greater value from the person receiving the thing of value, and may also include any forbearance or forgiveness of indebtedness from any person, without such person receiving lawful consideration of equal or greater value in return. However, a gift shall not mean anything of value given to a person by a local, state, or the federal government as authorized by law.

Moved down [1]: is committed to providing a workplace free from discrimination, harassment and retaliation. It is also NWCCOG policy and practice to assure equal employment opportunity in all personnel transactions. As stated in the NWCCOG Employee Handbook: If it is a complaint involving a NWCCOG employee, then the process outlined in the NWCCOG Employee Handbook must be followed if the complaint does not involve a NWCCOG employee, but does involve a Member acting in a capacity as a NWCCOG Member then that shall be brought to the attention of the chair who shall convene the Executive Committee with the NWCCOG General Counsel or designee from CIRSA in attendance to decide upon a course of action for is committed to providing a workplace free from discrimination, harassment and retaliation. It is also NWCCOG policy and practice to assure equal employment opportunity in all personnel transactions. As stated in the NWCCOG compliance." ¶
—2020 NWCCOG Employee Handbook¶

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—2020 NWCCOG Employee Handbook¶

Relative means any person related to a Member by blood, marriage, or adoption, including, without limitation, the following: spouse, parents, parents-in-law, children, children-in-law, brothers, sisters, brothers-in-law, sisters-in-law, grandparents, grandchildren, aunts, uncles, cousins, nephews, and nieces. A divorce or separation between spouses shall not be deemed to terminate any such relationship.

DESIGNATION OF REPRESENTATIVE TO COUNTY HEALTH POOL

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

NAME: _____

TITLE: _____

ADDRESS: _____

PHONE: _____ EMAIL: _____

If applicable, the Designated Alternate Representative is;

NAME: _____

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

NAME: _____ NAME: _____

TITLE: _____ TITLE: _____

ADDRESS: _____ ADDRESS: _____

PHONE: _____ PHONE: _____

EMAIL: _____ EMAIL: _____

COMPLETED BY: _____

(MUST be completed and signed by governing body)

DATE: _____



To give additional context around Vintage’s funding shortfall next state fiscal year (July 1, 2024), please see the below graphs broken down by funding part. An additional complicating factor to our federal funding is the specific line items for which services must be provided. This is why we may have a deficit in the funding line item for congregate meals, but still be able to provide a caregiver conference because we have a surplus in Part E funding, which is specifically and only for caregiver programming.

Funding Name	B	C1	C2	D	E	State Long Bill
Services Provided under that specific pot of funding	I&A, Legal, Transportation, Restaurant Vouchers, Bountiful Baskets, Case Management, Public Information	Congregate Meals RD Counseling, RD Education	HDM RD Counseling RD Education	Evidence-Based Health Promotion	Caregiver	Vintage Staff Ombudsman SHIP In-Home Services Voucher Transportation Voucher Emergency Vouchers, Dental Vouchers
SFY 2024-2025 Estimated Funding by Part	\$182,552	\$243,833	\$169,100	\$13,113	\$79,377	\$708,616
Total 2023- 2024 Contracts by Funding Part	\$453,576	\$317,904	\$138,744	\$12,266	\$62,050	\$781,559
Difference	-\$271,024	-\$74,071	\$30,356	+\$847	+\$17,327	-\$72,943.58

From: Whitney, John (Bennet) <John_Whitney@bennet.senate.gov>
Sent: Wednesday, January 17, 2024 1:21 PM
To: Whitney, John (Bennet) <John_Whitney@bennet.senate.gov>
Subject: Bennet, Neguse Applaud Forest Service's Withdrawal of Uinta Basin Railway Special Use Permit



FOR IMMEDIATE RELEASE
Wednesday, January 17, 2024

CONTACTS:
[Larkin Parker](#) (Bennet) – 202-740-0034
[Grace Martinez](#) (Neguse) – 202-302-3212

Bennet, Neguse Applaud Forest Service's Withdrawal of Uinta Basin Railway Special Use Permit

Decision Follows Lawmakers' Letter Urging More Environmental Review & Court Finding Overturning Surface Transportation Board's Approval of Uinta Oil Train Project

Washington, D.C. — Colorado U.S. Senator Michael Bennet and Colorado U.S. Representative Joe Neguse applauded the U.S. Forest Service's (USFS) [withdrawal](#) of their Record of Decision that would have authorized the issuance of a special use permit for the Uinta Basin Railway. The permit would have allowed for the construction and operation of a new rail line across 12 miles of the Ashley National Forest for the project.

"Last year, a federal court agreed with Coloradans that the approval process for the Uinta Basin Railway had been gravely insufficient, and did not properly account for the project's full risks," **said Bennet**. "A derailment along the headwaters of the Colorado River could have catastrophic effects for Colorado's communities, water, and environment. I'm glad the Forest Service has taken this important step to protect the Colorado River and the tens of millions of people who depend on it."

"Early last year, Senator Bennet and I called on the U.S. Forest Service to complete a thorough review of the destructive impact the Uinta Basin Railway Project would have on Colorado's local communities and environment. Today, after heeding our calls, the agency will withdraw the railway's Special Use Authorization — making us one step closer to avoiding the dangers that accompany this project and helping us to preserve our state's water supplies, wildlife habitat, outdoor recreation assets, and the broader River Basin," **said Neguse**.

If completed, the proposed Uinta Basin Railway Project could ship 4.6 billion gallons of waxy crude oil per year through the Ashley National Forest and Colorado, including over 100 miles directly alongside

the headwaters of the Colorado River – the water supply for nearly 40 million Americans, 30 Tribal nations, millions of acres of agricultural land, and a cornerstone of Colorado’s recreation and tourism economies.

Last year, Bennet and Neguse [called](#) on the U.S. Department of Agriculture (USDA) to suspend authorization for the railway until a supplemental review could fully evaluate the project's effects on Colorado’s local communities and environment. A coalition of local governments in Colorado led a lawsuit opposing the railway approval citing their concerns about risks to the Colorado River, increased wildfire danger, and climate impacts. In August, a federal court [overruled](#) the Surface Transportation Board’s (STB) approval of the project, vacating their environmental review, and ordered a new review. Last month, the court [denied](#) a petition to rehear the case and halted the project. This decision led USFS to withdraw its permit since its initial decision to allow the project to move forward relied on STB’s flawed environmental review.

“Through the concerted efforts of our local community members, elected officials and congressional delegates the City of Glenwood is incredibly relieved to know that the Uinta Project will not be allowed to move forward and that our invaluable Colorado River will be protected. This project had the potential of creating an environmental disaster that would have impacted the water source for over 40 million Americans, as well as damaging our agricultural community, recreational commerce and the natural wildlife we so value. We are deeply thankful to Senator Bennet and Representative Neguse for their unwavering support in helping us prevent this potentially devastating project from moving forward,” **said Ingrid Wussow, Mayor, City of Glenwood Springs.**

“This is such important and positive news for all of us on the Western Slope. Our communities rely on the Colorado River for our agriculture production, outdoor recreation economy, and for the pristine beauty of our environment. With this river already under threat from climate change and overuse in the lower basin, the additional threat of hot crude oil transport along the river was severely concerning to the bipartisan group of Western Slope state lawmakers and the constituents we represent. I am so thankful that the USFS has agreed that this project was not suitable. I look forward to continued work with our partners in the rail industry to find other ways to make both freight and passenger rail transportation viable and safe. Thank you so much to the leadership of Senator Michael Bennet, Congressman Joe Neguse, Eagle County, and all the communities and individuals that helped make today possible,” **said Dylan Roberts, Colorado State Senator, Clear Creek, Eagle, Garfield, Gilpin, Grand, Jackson, Moffat, Rio Blanco, Routt, and Summit Counties.**

“Eagle County is thrilled with the USDA’s responsible decision to not allow the Uinta Basin project to move forward as proposed. We have been concerned with the tremendous potential and certain environmental impacts of this project since we became aware of it. Our successful lawsuit that overturned the Surface Transportation Board’s approval was apparently only the first of what seems to necessarily be many victories to protect the Colorado River, our forests, and our climate. Though happy with the USDA decision, we will remain diligent and attentive to what we are sure will be further efforts to revive this project driven by special corporate interests. We are grateful to be working together with other local communities, organizations, and Senator Bennet and Representative Neguse to protect our nation’s resources and citizens,” **said Matt Scherr, County Commissioner, Eagle County.**

Bennet and Neguse have consistently raised concerns about the proposed Uinta Basin Railway and its risks to the entire Colorado River Basin. In July 2022, Bennet and Neguse [called](#) on the Biden administration’s Council on Environmental Quality to review whether previous analyses fully considered


the effects of the railway on Colorado's communities, watersheds, and forests. In addition to their letter to USDA, in March 2023, the lawmakers [urged](#) the Environmental Protection Agency to conduct a supplemental review of the project to consider its risk to Colorado. Earlier that month, Bennet, Neguse, and U.S. Senator John Hickenlooper [urged](#) U.S. Department of Transportation Secretary Pete Buttigieg to consider the risks of approving federal financing mechanisms to fund the project.

###



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Commercial taxation is the wrong approach to short-term rentals

[Back to Newsroom](#)



By [Vail Valley Partnership](#) 1/12/2024
VVP President's Post, Legislative Updates



The problem with the SB24-003 property tax proposal is the collateral damage it inflicts on long standing condo-resort properties that have been a staple of the tourism lodging community for over fifty-years. This tax, as proposed, would have devastating effects on this lodge base and our economy.

Day one of the legislative session started with a short-term rental bill ([Senate Bill 24-033](#), formerly Interim Committee Bill 6) which proposes to increase the property tax of Short-Term Rentals (STR) from a residential taxation rate (approximately 6.7% assessment) to a commercial rate (approximately 27.9% assessment) for any unit rented more than 90 days in a calendar year.

This legislation - if passed - will likely have negative economic impacts on our mountain communities due to a reduction in the bed base. The huge majority of STR units are in professionally managed, purpose-built condominiums (4,701 purpose-built units in Vail, Avon, and Beaver Creek alone). This isn't rentals in neighborhoods; we're talking about our visitor bed base – the bed base that drives our economy. Increasing the property tax rate will drive a reduction in the bed base, resulting in fewer visitors, resulting in less sales tax, resulting in reduced funding for our local towns and communities to provide essential services.

This impacts not only our lodging industry but also the small businesses that make up the community. Retailers, restaurants, and other visitor servicing industries will be negatively impacted due to a loss of visitation. The impact on communities extends to our towns as they are dependent upon sales tax to fund municipal services.

A bit of a history lesson for context on how we got here. Ski town lodging was primarily condominiums and small lodges with little to no amenities. Hotel development did not occur until after the ski industry matured and occupancy levels grew to sustainable levels. Since then, the hotel and condo resorts collectively made up the lodging base for ski towns for many, many years. Today, condo-resorts still represent at minimum, over 50% of the resort lodging bed base. We should not punish these owners with a punitive property tax measure.

SB24-033 would tax Colorado homeowners at a higher appraisal rate than national hotel corporations. This bill would subject STRs to a market appraisal method which is different from hotels which are appraised based partly on the amount of income they generate. For example, Springs Resort in Pagosa Springs sold for \$42.5 million in 2018 but was appraised using a mix of factors at \$12.5 million. If a STR sold for \$1 million on the open market, it would be appraised at \$1 million and taxed at this value. Residents should not be taxed at a higher, unfair rate than multi-national hotel corporations.

Addressing short-term rentals is better handled at a local level through regulation and taxation, with the flexibility to recognize the difference between residential neighborhoods and commercial areas through zoning. A one-size-fits-all statewide solution fails to recognize the impacts on our mountain tourism economy and is a blunt instrument.

An example would be [Senate Bill 2](#), sponsored by Sen. Dylan Roberts, which would allow local governments to offer property-tax incentive programs to address housing and economic development issues. For example, cities and counties could offer tax credits or rebates for property owners who convert short-term rentals into long-term rentals and boost the availability of workforce housing. This is the type of market-based, incentive model that provides tools to local governments while not being punitive toward homeowners.

Commercial taxation is the wrong approach to short-term rentals. Our community – of which tourism makes up 50% of Eagle County’s industry and even higher percentages in our neighboring counties – cannot withstand the loss of bed base and visitation. We encourage our state lawmakers to oppose Senate Bill 33.

Chris Romer is president & CEO of Vail Valley Partnership, the regional chamber of commerce. Learn more at VailValleyPartnership.com



Additional Info

Organization Name : Vail Valley Partnership

Powered By [GrowthZone](#)

Vail Valley Partnership



970.476.1000 | 97 Main Street, Ste. E-201 | Edwards, CO 81632



[Visitor & Lodging Information](#)

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Designed and Developed by



MEMORANDUM

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

To: Sara Ott, City Manager and Darcy Weir, City of Aspen
From: Jon Stavney, NWCCOG Executive Director
Date: December 2023
Re: Local Benefits of NWCCOG Membership

PROGRAM HIGHLIGHTS: The City of Aspen and Pitkin County's membership allows NWCCOG to:

- Operate an **Elevator Inspection Program** with a Director, three admin and 5 inspectors who cover **293 conveyances within the City of Aspen as well as an additional 111 throughout unincorporated Pitkin County**. Charged with annual inspections and compliance for over 2,300 conveyances across a 10-County region, the EIP program's highly trained staff deliver this specialized service on a regional basis allowing Aspen to **save one or more FTE**. This is a technical role requiring extensive ongoing training that is different from a building inspectors skillset. Member jurisdictions also save each local conveyance owner \$100 per annual inspection for a **savings of \$29,300 annually** to your jurisdiction.
- Operate a **Regional Broadband Program** with a Director (**a \$250,000 benefit funded 50% by a DOLA grant and 30% through member dues and 20% from Elevator Program Revenues**). Director Walowitz works closely with Aspen IT staff providing technical assistance in fiber and broadband projects. Aspen is a founding member of **Project THOR**, the Middle Mile Network supporting Aspen Wireless (and Pitkin County) which Walowitz oversees. We have just completed a **\$2.3M upgrade** to the network from a DOLA grant. Walowitz has worked closely on the **Roaring Fork Broadband** project with Holy Cross Energy and local partners in that regional project and manages this fiber on behalf of the local partners, including Aspen. Project THOR has provided reliable broadband services to Aspen for over 3 years without degradation in service while other telephone and cable internet providers have had multiple city and valley wide, multi-hour service outages.
- Operate the **Northwest Business Loan Fund (NLF)** with one Director of Business Lending who serves 9 Counties with backup from NWCCOG's Fiscal Office and Office Manager. The Director's vehicle is provided thanks to member dues. Clients in Pitkin County area highlighted in [this report](#) include Aspen Public House. Other loan recipients prefer to not be highlighted. The NLF thanks Howie Mallory who is retiring from the Loan Fund Committee after 10 years. The Northwest (Business) Loan Fund has made **\$150,000.00 In loans in Pitkin County in the last 12-24 months. Prior to 24 months, \$45,000.00 in business loans were made in Aspen.**
- Operate an **Energy Program** that currently has 2 WAP jobs for 2023-2024 Fiscal Year both in Aspen and 1 CARE job for 2024 scheduled for Aspen. In 2023 2 WAP jobs were completed in Pitkin County and 2 CARE jobs also in Pitkin. Finding income qualified residents for these services in Aspen/Pitkin County is very difficult. There are preliminary talks with CORE about creating some programs that might reach higher income qualified individuals in the area. Note that the Energy Program does do extensive work down the Roaring Fork and Colorado River valleys in the Aspen Workshed which benefits the local workforce. The NWCCOG Energy Program is a recognized leader by the Colorado Energy Office for innovations and leadership. In 2024 we will be standing-up a weatherization training

program for the entire Western Slope that provides training in audits, building envelope sealing and certifications for both public and private sector partners.

- Operate the **Economic Development District with one employee**. Hosting the District allows jurisdictions across the Membership to access EDA funds. **In recent years**, Pitkin County received a **\$30,000 EDA CARES Act grant** (grant period was 7/1/20 – 6/30/2022) – for which no match was required. Program Director Rachel Tuyn bundles and shares economic and grant information through Bi-Weekly EDD Resources Bulletins which enjoy a wide distribution including many stakeholders in Pitkin County (i.e. Pitkin County businesses, non-profits, economic Development organizations, government leaders). Tuyn also publishes Quarterly Economic Updates providing economic data to Pitkin County stakeholders. This year, Aspen was featured in the [2023 Workforce Housing Report](#), drafted by Tuyn and funded by NWCCOG and CAST. We are currently working on a Community Metrics project (\$90,000) with Insights Collective funded through OEDIT and DOLA grants matched by Member Dues. This project is in survey mode. White Paper and data are projected to be available in February 2024.
- Operate **VINTAGE** –Timeframe: SFY 22-23 (July 1, 2022-June 30, 2023)
Vintage contracts with two Pitkin County government entities: **Pitkin County Senior Services and Pitkin County Adult & Family Services for a total of \$142,704 in SFY 23**. Vintage also sits on the Roaring Fork Age Well Collaborative, provides Long Term Care ombudsman services, SHIP Medicare Counseling, emergency funding, dental and vision financial vouchers, in-home services financial vouchers, and caregiver vouchers to older adults directly.
- Operate the **Regional Grants Navigator** program. NWCCOG was integral with OEDIT and DOLA in drafting the job description and developing a work plan for this role. Jonathan Godes was hired in March of 2023 to be the RGN.
 - Worked with Dallas Blarney of CORE on their successful Building Upgrades Prize
 - Several meetings with the Town of Basalt on their Public Works, Police Station and infrastructure needs and referred grant opportunities to Ryan Mahoney
 - Worked with Snowmass Village (Clint Kinney and Greg LeBlanc) on grant opportunities to fund a new round-about and other infrastructure and Transportation needs
 - Engaged RFTA with funding opportunities.
 - Working to engage the City of Aspen and Pitkin County on a region-wide federal EPA Carbon Pollution Reduction Grant
 - Supported RE 1 on an electric bus federal grant application.
- Operate the **Regional Transportation Coordinating Council**. Mobility Manager Dana Wood was hired as the Mobility Manager this fall. This position will be taking over **admin for the IMTPR** on behalf of the jurisdictions involved. This will relieve workload from Chair Brian Pettit, Pitkin County Engineer and Eagle County's Engineering office that now provides admin. This will also provide much needed capacity building and coordination for the entire IMTPR. Having a Mobility Manager with a full-time focus on transportation/mobility will keep the IMTPR Membership better apprised of funding opportunities while looking for projects to collaborate on between entities regarding mobility and transit. Projects for Pitkin County and Aspen will be identified collectively and based off the recent Regional Transit Analysis Report. Recommendations from the Regional Transit Report for Pitkin County and Aspen include exploring options for paratransit transportation available connecting Aspen and Snowmass along RFTA commuter routes and exploring the expansion of the Pitkin County Senior Van service. There is currently no ADA paratransit transportation available connecting Aspen and Snowmass. The Mobility Manager will research potential funding and resources that could help RFTA expand current ADA paratransit services and/or service boundaries, or potentially working with the Pitkin County Senior Van to modify the existing eligibility requirements.

- **Support the Northwest Regional Health Care Coalition** which coordinates disaster planning and resource sharing among hospitals across the region including Aspen Valley Hospital.
- Supports the **Water Quality and Quantity Committee (QQ)** and **Wild and Scenic Committees**. The Water Quality/ Quantity Committee has separate dues and membership than NWCCOG, though through administrative support and acting as the Fiscal Agent, Cog provides administrative support to the QQ team. For QQ's full scope of work and services, please click [here](#). That group would like to highlight the following:

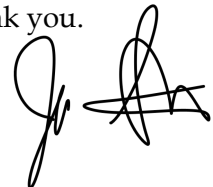
QQ Activities specific to Aspen/Pitkin County:

- Hosted its Summer 2023 meeting at the Pitkin County Library, including a presentation on the Aspen Clean River Program.
- At the end of 2023, Pitkin County Commissioner Greg Poschman began serving as QQ's Vice-Chair. April Long, Executive Director of the Roaring Fork Collaborative and former City of Aspen employee, currently serves as QQ Secretary/Treasurer.
- NWCCOG is serving as the fiscal agent for the Crystal River Wild & Scenic and Alternative Feasibility Collaborative with support from QQ.
- Hosted Front Range water providers at the Spring 2023 QQ meeting to ensure voices and concerns from the headwaters were heard from directly.
- Obtained over \$100,000 in grant funding to update [Water & Its Relationship to the Economies of the Headwaters Counties](#) to ensure economic interests in the QQ region are understood, up to date, and protected.
- Tracked legislation, lobbied, and testified to protect the headwaters region water quality and quantity, including regarding a stream restoration-focused bill and the sweeping Land Use Bill (SB 23-19).

BACKGROUND: NWCCOG has existed and adapted since 1974 to aggregate services and meet the regional needs of local governments. We know that these are challenging times for local governments and those of us who provide services to the public. At NWCCOG, we want you to know that we highly value your membership. This memo summarizes a few of some of the most quantifiable benefits we deliver back to you and your constituents because of your annual dues. Directors at NWCCOG manage 11 major programs across a broad region. Some, like Vintage and Broadband, host sub-programs like Project THOR within them. A number of programs exist specifically to distribute state and federal grant dollars for such varied purposes as emergency preparedness for hospitals (NWHCC), to weatherize and do emergency energy repairs for residents in low-income homes (Energy), and advocate for the rights of the elderly, especially those most at risk in retirement facilities (Vintage Ombudsman). NWCCOG is proud that we leverage nearly \$433,000 in member dues to secure between \$5 and \$7 million annually in state and federal funds ([budget link](#)). Through our programs, community partners and clients, those dollars deliver positive impacts across the region. Many programs and services would not exist without matching dollars from your membership.

To dive deeper into NWCCOG programs and services check out the program pages on our website at www.nwccog.org or feel free to contact me directly at jstavney@nwccog.org or call me on my cell phone 970 471-9050.

We highly value your membership in NWCCOG. More importantly, if it isn't clear from the memo, we couldn't do all that we do without your active participation and support. Thank you.





PROGRAM UPDATES

To: NWCCOG Council
From: NWCCOG Staff
Date: January 2024
Re: Program Updates

The following are events of note occurring since the October 2023 NWCCOG Council meeting.

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

Time has FLOWN by since our last meeting in early December! Many of the hours prior to the Holidays were spent completing Personnel Evaluations for my direct reports and discussing/reviewing evaluations from other Directors. We have a tremendous staff. I had a chance to throw axes at the EIP holiday party and then a day later for the NWCCOG holiday event. Many of our programs took a full two weeks off for the holidays, specially EIP (no one wants to see an inspector over Christmas) and Energy (no one wants work being done on their homes during family days). I'd like to say that those of us who did "work through" the holidays got ahead, but it sure doesn't feel that way.

On-boarding of Dana Wood has been a focus of mine since the last meeting and she is off to a great start for both roles—RTCC and IMTPR. I am confident that she in this position is going to add value across the membership and the region in ways that we couldn't imagine being without when we look back in 3 years. Time well spent. We still do a weekly meeting for now.

I was asked to manage the Town Manager evaluation for Ashley and the Board of Trustees in Kremmling. Thanks to Talai who managed all the contacts, survey data gathering for my report. Kremmling is one of many of our municipalities that are planning for large turnover on their governing boards in 2024. Keep in mind our facilitation services. A few of you have already reached out for after elections.

Talai is very busy on a number of large tasks including the policy reviews going on right now, and a behind the scenes overhaul of our website to update the backside to current best practices and security. You will see some visible changes also.

Broadband Program – *Nate Walowitz, Regional Broadband Director (Jon Stavney)*

Nate is still completely immersed in the Enhancements to Project THOR which are nearing completion while also taking on Technical Assistance for some of our communities that were awarded grants – Clear Creek and Gilpin for one.

He and I continue to work with our consultants and other regions on next steps for Project THOR. We will have met with two key Legislators by the end of next week about the state's role in ongoing funding for Middle Mile. We will be having informational sessions about the two reports very soon.

RTCC –Mobility Manger – *Dana Wood, Mobility Manager*

New Mobility Manager hired and started on December 5th

-First IMTPR meeting of 2024 on January 19th

-TPR hearings beginning in March, decision should be made by June/July

-Working on developing IGAs and Bylaws for the group, as well as planning a retreat (April or May)

-First RTCC meeting of 2024 on February 1st

-Will elect a new Vice Chair and develop vision/mission for the group

-Dana has been meeting group members as well as CDOT and other partnering organizations

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

Planning

EDD Director is working on the annual CEDS progress report due to EDA on 3.31.24. We will be 2.5 years into our 5-year CEDS. This report will report on progress made on CEDS goals and objectives during this 2.5-year period. We are at the halfway point.

Data

The December Quarterly Economic Update was sent on 12/27/23 (45% open rate); archived here: <https://nwccog.org/edd/data-center/economic-data/economic-data-by-county/>. EDD Director attended State Demography Office Annual Summit on 11/3. EDD Director served on an economic development panel and presented on economic trends in Summit County and the region to CMC Leadership Summit program on 11/16.

Capacity Building

- **2023 Workforce Housing Report** – the report has been getting a lot of press. Here is a sample of some of the news articles on the report:
 - Gunnison County Times: <https://www.gunnisontimes.com/articles/resort-towns-lean-into-affordable-housing-with-new-vigor/>
 - High Country News: <https://www.hcn.org/articles/housing-mountain-towns-are-trying-all-sorts-of-solutions-to-the-housing-crisis>
 - Aspen Times: <https://www.aspentimes.com/news/more-than-two-thirds-of-aspens-occupied-homes-are-deed-restricted/>
- **2024 NWCCOG Economic Summit** -planning is underway for the 2024 event to be held on Thursday, May 2 at the Silverthorne Pavilion – mark your calendars and save the date!
- **EDD Resources Bulletins** - Sent six EDD Resources Bulletins since last report (average open rate 48%); archived here: <https://nwccog.org/edd/business-resources/resource-bulletins/>.
- **EDD Website** - EDD Director is working on revamping EDD website to simplify and streamline. New EDD site will be embedded within the main NWCCOG site.

Partnership Building/Regional Collaboration

- **DOLA Roadmaps discussion** – there was a discussion at the December 7 EDD board meeting on how the five separate DOLA Roadmap plans within the NWCCOG Region overlap with and complement the NWCCOG CEDS, and how our region can use all this planning that has occurred to coordinate efforts and avoid duplication. At that meeting, it was brought to light that we need to take a deeper dive into possible overlaps, including looking at overlapping themes, and mapping out the various programs in the state and region including those supporting entrepreneurship and workforce development. EDD Director is working on summarizing this information, and will share with DOLA Roadmap leads in each of the counties, and will reconvene a meeting in the first quarter of 2024 outside of a regular EDD board meeting to discuss possible next steps.
- **EDA Policy Academy** – Colorado is one of six states that received funding for an EDA Policy Academy, whose purpose is to establish and promote a framework between EDD's, governmental and non-governmental agencies, and other key workforce and economic development stakeholders across the State to guide enhanced communication, collaboration, and alignment of economic development strategies and actions within Colorado. This framework will serve as a critical touchpoint for legislation affecting local economic development. NWCCOG EDD has been participating in this effort over the last 18 months, and it is in the final stages. A final report documenting how the experience benefited the state and EDDs in their strategic alignment is due on January 26. The report will also be accompanied by virtual presentations in early February, and each team's report will be incorporated into a single final Academy report developed by the Center for Regional Economic Competitiveness (CREC), the consultant for this project. EDD Director will share the final report and link to virtual presentations to EDD board once it is complete.

Elevator Inspection Program (EIP) – David Harris – Director

No new news for EIP. The most challenging part of the Website overhaul will be in moving away from the proprietary software that EIP has used for many years.

Energy Program – *Nate Speerstra, Manager*
Hiring and Hiring and Hiring and Training and Training.

Northwest Loan Fund (NLF) – *Anita Cameron, Director*
There will be a thorough review of 2023 during the first hour of the upcoming NWCCOG Council meeting.

Northwest Region Healthcare Coalition (NWRHCC) – *Carmen Flores, Readiness and Response Coordinator*
Grant progress: Since the last grant update, the NWRHCC has completed a variety of grant deliverables. We recently conducted a Jurisdictional Risk Assessment, which helps us identify what our most likely hazards are throughout the region and how prepared we are for those risks; this also helps us identify what hazards we should be planning for in the future. In January we are completing our annual Capability Assessment, which is an opportunity for our coalition to reflect on what we are capable of as a region, what gaps we have, and what are some of our priority areas moving forward. Looking forward, we are due to update our Preparedness Plan and our Chemical Response Annex by March 31st.

Upcoming events include:

- A Tabletop Exercise for our Ancillary Healthcare Partners
- A workshop to determine training & exercise priorities for the next year
- An exercise to test coalition surge capacity and Chemical incident response capabilities

Regional Grant Navigator (RGN) – *Jonathan Godes, Regional Grants Navigator*
Building Resilient Infrastructure and Communities (BRIC) - **Deadline Feb 29**
Grant program for hazard mitigation activities. FEMA will extend financial assistance to eligible BRIC applicants for a range of activities, including capability and capacity-building initiatives to enhance workforce expertise, hazard mitigation projects that bolster public safety and resilience against a variety of natural hazards, and management costs, which help offset administrative expenses associated with mitigation measures and projects.

The Flood Mitigation Assistance (FEMA) - **Deadline Feb 29**
To reduce or eliminate the risk of repetitive flood damage to buildings and structures insured under the National Flood Insurance Program (NFIP), and within NFIP-participating communities. It does so with a recognition of the growing flood hazards associated with climate change and of the need for flood hazard risk mitigation activities that promote climate adaptation, equity, and resilience with respect to flooding. These include both acute extreme weather events and chronic stressors which have been observed and are expected to increase in intensity and frequency in the future.

Rural Microentrepreneur Assistance Program (USDA) - **Deadlines March 31 and June 30.**
Federal. Project-based funding. Offers loans and grants to Microenterprise Development Organizations to help microenterprises startup/grow through a Rural Microloan Revolving Fund and provide training and technical assistance to microloan borrowers and micro entrepreneurs.

Assistance to Firefighters Grant (AFG) - **Deadline March 8 (application open January 29th)**
9 million to enhance the safety of the public and firefighters with respect to fire and fire-related hazards. The AFG program is intended to help firefighters and other first responders obtain critically needed equipment, protective gear, emergency vehicles, training, and other resources needed to achieve recognized standards, enhance operational efficiencies, foster interoperability, and support community resilience by protecting the public and emergency personnel. Non-federal, cash matching requirements of 5% to 15% are determined by the size of the communities served.

Please reach out to me for help in identifying appropriate grant opportunities, reviewing your grants prior to submission, or helping to gather letters of support.

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

Torie provides summaries after each QQ meeting. If you don't receive these but would like to, let Talai or Torie know so they can add you to the list.

Vintage – Erin Fisher, Director



Vintage Program Update

Vintage Area Agency on Aging seeks Proposals for Services

Vintage, the Region 12 Area Agency on Aging (AAA), is seeking proposals from qualified organizations interested in contracting with Vintage to provide specific services to older adults (age 60+) and caregivers.

Older Americans Act (OAA) & State Funds for Older Adult Services will be awarded to organizations that provide the following services provided, within the Vintage service region of Eagle, Grand, Jackson, Pitkin, Summit and Routt counties for programs from July 1, 2024 to June 30, 2026, in the following categories:

- **Case Management** - Assistance, either in the form of access or care coordination, in circumstances where the eligible individual and/or their caregivers are experiencing diminished functioning capacities, personal conditions, or other characteristics which require the provision of services by formal service providers. Activities of case management shall include: assessing needs, developing care plans, authorizing services, arranging services, coordinating the provision of services among providers, follow-up, and reassessment, as required.
- **Congregate Meals** - A meal provided to an eligible individual in a congregate or group setting. The meal as served must meet all Older Americans Act requirements and State/Local laws.
- **Evidence-based Disease Prevention and Health Promotion** - A program that meets the current definition of evidence-based disease prevention and health promotion as defined by the Administration on Aging. Accepted programs may be found here: <https://www.ncoa.org/evidence-based-programs>
- **Home Delivered Meals** - A meal provided to a qualified individual in their place of residence. The meal as served must meet all Older Americans Act requirements and State/Local laws.
- **Information & Assistance** - A service that provides individuals with information on services available within the communities.
- **Legal Assistance** - Legal advice and representation provided by an attorney to older individuals with economic or social needs as defined in the OAA.
- **Material Aid Food** - Aid in the form food (includes restaurant vouchers & grocery delivery).
- **Public Information** - A service that provides the public and individuals with information on resources and services available to consumers within their communities.
- **Transportation** - Transportation is travel to or from one location to another in a vehicle.
- **Caregiver Information & Assistance** - A service that provides individuals with current information on opportunities and services available to the individuals within their communities.

The official Request for Proposal (RFP) was released January 11, 2024 and will close on February 2, 2024 @ 11:59 pm. For additional information and to access the official RFP, please visit www.yourvintage.org/for-professionals.

SB24-040

Senator Danielson introduced a bill in early January that seeks to appropriate \$5 million from the General Fund to the Colorado Department of Human Services (CDHS) for state funding for senior services (SFSS). The bill may be read in its entirety here: <https://leg.colorado.gov/bills/sb24-040>

- The bill requires the General Assembly to annually adjust for inflation the General Fund appropriation for SFSS.

- No later than August 2024, and each August every three years thereafter, the bill requires CDHS, the Office of State Planning and Budgeting, and representatives from AAAs to review the adequacy of the appropriation for senior services for the prior three fiscal years to address the needs of older adults who request services pursuant to the Older Coloradans Act. CDHS is required to report the findings of the adequacy review to the General Assembly.

El Impulso - Vintage's newsletter for Spanish Speakers

As you know, we have offered our monthly newsletter, The Momentum, in both English and Spanish. But thanks to Ceci and in an effort to build trust, enhance communication, and engagement with Spanish-speaking older adults and caregivers in our region, we're now producing a quarterly newsletter in Spanish called "El Impulso"!

Vintage recently worked with The Equity Project to enhance our understanding of, and commitment to, diversity, equity, and inclusion. Creating a Spanish-only newsletter is one of our first steps in expanding a more culturally diverse set of resources. If you have any additional ideas, please send them our way!

Equity Lens

Vintage has been working with a EDI (Equity, Diversity & Inclusion) contractor, The Equity Project, since August and finally wrapped up with the last deliverable. The Equity Lens is a tool, created by the Vintage team in coordination with our contractor, to help interrogate a decision, program, practice, or process for efficacy and/or bias. These guiding questions will lead us in our decision making and to challenge the status quo.

!

EQUITY LENS

OBJECTIVE

The equity lens is the tool by which Vintage makes transparent, accountable and equity-informed decisions regarding older adults and caregivers with their input. We commit to listening without assumptions and with an awareness of intersectionality and ask hard questions of ourselves and our process.



What is the process, practice, or policy that needs to be reviewed? What are we hoping to achieve?



What are the barriers to more equitable outcomes in this arena?

- How could they be mitigated? (e.g., mandates, policies, social, political, economic/finan-



What intentional action are we taking to bring impacted groups/communities into our decision-making process?



Which groups will be impacted by the proposed decision?

- How will the proposed decision be perceived by:
Groups directly impacted?
- Who are the groups indirectly impacted?
How will the proposed decision be perceived by these groups?
- Decision makers?
- Other stakeholders?



Identify the effects/repercussions/impacts of your decision

- Do the effects/repercussions/impacts affect different groups in the same or different ways?
- Does this differentiated effect(s) make you reconsider your proposed action? Should it?



Identify some unintended consequences of your decision

- If negative consequences, what are they and how can you alter your decision to avoid them?



If we are serving some of the same individuals/groups we have historically served best, what changes/ tweaks can be made to our process/decision to serve other people too?

Developed in collaboration with The Equity Project 2023

!



Northwest Colorado Council of Governments

Economic Development District (EDD) Board Meeting

December 7, 2023

Council & EDD Board Members Present:

DiAnn Butler, Grand County
Patti Clapper, Pitkin County
Nina Waters, Summit County
Erin McCuskey, SBDC
Tim Redmond, Routt County
Randy George, Grand County
Larry Pardee, Town of Eagle
Kris Mattera, Basalt Chamber
Cory Mihm, Summit Chamber
Ashley Macdonald, Town of Kremmling
Britta Gustafson, Snowmass Village
Jon Bristol, Routt County

Other Present:

Carolyn Tucker, CDLE
Chris Oxley, NWCO Workforce CDLE

NWCCOG Staff:

Talai Shirey
Rachel Tuyn
Anita Cameron
Jon Stavney

Call to Order:

DiAnn Butler called the Economic Development District (EDD) Board meeting to order at 1:00 pm. Roundtable introductions were completed, and quorum was confirmed.

Approval of August 2023 EDD Board Meeting Minutes

M/S: Cory Mihm/Erin McCuskey approve the August 2023 EDD Board Meeting Minutes

Passed: Yes

Presentation: SBDC

Erin McCuskey, Northwest SBDC presented “New Things on the Horizon”. The SBDC is a program of the SBA; Eagle County hosts the NW SBDC on behalf of a 10-county region funded by Federal grants and local matches. The core program offers one-on-one, confidential and free business consulting. SBDC also provides training services from start up through the life of the business. Also available to assist with disaster assistance.

Exit Planning was developed by SBDC due to the statistics of aging population planning to transition out of business ownership in rural communities. SBDC encourages business owners to start Exit Planning years prior; SBDC is available to assist with valuation and consulting.

Please direct business owners to: www.northwestsbdc.org

Roadmap Discussion

Funding for DOLA Roadmap funding was created for needs assessment and planning in rural areas. There were 5 separate regions created within NWCCOG. Each region, through the DOLA process, was provided a consultant to create Regional Plans. In addition to the Regional Plans, the Economic Development District has a Regional SEDS plan which runs through 2026. Today’s discussion was to discuss different plans as DOLA/OEDIT are prepared to fund implementation of the plans in hopes that efforts are not duplicated. Roadmap leads shared what they will be working on. Erin confirmed that the DOLA Roadmap team disbanded and unfortunately the NW Region was divided into 5 regions; now we have 5 different plans while other areas worked as one region on big picture ideas. A discussion regarding a “Home Grown” marketing initiative to encourage young people to stay in the community, perhaps take over one of the business that are planning an “Exit” or other needed business. It was agreed that a deeper dive into possible overlaps and working as the NW Region for larger grants. An idea was to form a meeting with the Roadmap Leads to create a project that would be exposed at the Economic Summit in May 2024. Rachel will put together a preliminary agenda to present in early 2024 outside of the EDD Board Meeting.

New Business

- Trent Thompson, Economic Development Rep, EDA (1/25/24 meeting)
- CSU Extension Office Team (1/25/24 meeting)

Roundtable: Economic Development Updates from Around the Region:

Tim Redmond and John Bristol have been working on Colorado Succeeds initiative and will report back once funding .

Larry Pardee shared an economic study completed by Eagle County through EPS. He will share the study with EDD via email.

Adjournment:

M/S: Nina Waters/Tim Redmond adjourned the EDD meeting at 2:14 p.m.

Passed: Yes

DiAnn Butler, EDD Chair _____

Date _____