



AGENDA
Thursday, January 22, 2015
Buffalo Mountain Room, Summit County Commons
Frisco
CALL IN NUMBER: 877-594-8353
PASSCODE: 23878813#

NORTHWEST LOAN FUND BOARD

9:00 a.m.	1.	Call to Order - Karn Stiegelmeier, Chair	
	2.	Determination of Quorum - Alissa Hack	
	*3.	ACTION: Minutes of 3/27/14 NLF Board Meeting	Pgs. 2-3
	4.	Review of 2014 Activity - Anita Cameron, NLF Director	Pg. 48
	5.	Presentation of Preliminary December 2014 Financials	Pgs. 4-7
	*6.	ACTION: Request for additional funding through grant amendment	Pg. 8
	*7.	ACTION: Authorize NWCCOG Executive Director to approve NLF check requests	Pgs. 9-15
	*8.	ACTION: Appoint NLF loan committee members	Pgs. 16-20
9:30 a.m.	*9.	Adjourn NLF Board Meeting	

NWCCOG COUNCIL MEETING

9:45 a.m.	1.	Call to Order & Introductions - Karn Stiegelmeier, Chair	
	2.	Roll Call and Determination of Quorum - Alissa Hack	
	*3.	ACTION: Minutes of 12/04/14 Council Meeting	Pgs. 21-24
	4.	Presentation of Preliminary December 2014 Financials	Pgs. 25-32
	*5.	ACTION: Alpine AAA 4-year plan	Pgs. 33-42
	*6.	ACTION: Election of Executive Committee municipal members for 2015	
	*7.	ACTION: Election of Officers for 2015	
	*8.	ACTION: County Health Pool (CHP) representative for 2015	
	9.	Program Updates	Pgs. 43-51
	10.	Member Updates	
	11.	New Business	
11:00 a.m.	12.	PRESENTATIONS: 2015 Technical Assistance Grant Applicants	Pgs. 52-68
	*13.	ACTION: 2015 Technical Assistance Grant Awards	
12:30 p.m.	*14.	Adjourn NWCCOG Meeting / Lunch	

NWCCOG ECONOMIC DEVELOPMENT DISTRICT BOARD

1:00 p.m.	1.	Call to Order - Tom Clark, EDD Treasurer/Secretary	
	2.	Determination of Quorum - Alissa Hack	
	*3.	ACTION: Minutes of 9/25/14 EDD Board Meeting	Pgs. 69-71
	4.	Presentation of Preliminary December 2014 Financials	Pg. 72
	*5.	ACTION: Election of Officers	
	6.	Program Update - Rachel Lunney, EDD Director	Pgs. 46-47
	7.	Member Updates	
2:30 p.m.	*8.	Adjourn EDD Board Meeting	

* requires a vote



NORTHWEST LOAN FUND

Northwest Colorado Council of Governments Northwest Loan Fund (NLF) Board Conference Call Meeting March 27, 2014

Council Members Present:

Jeff Shroll, Town of Gypsum
Tom Clark, Town of Kremmling
James Newberry, Grand County
Karn Stiegelmeier, Summit County
Keith Montag, Eagle County
Stuart Richardson, Town of Silverthorne
Rob Ittner, Pitkin County
David Hook, Town of Grand Lake
Lanny Weddle, Jackson County

Others Present:

Kristen Reese, Congressman Scott Tipton's office
Liz Mullen, NWCCOG
Anita Cameron, NWCCOG-NLF
Sherry Rogstad, NWCCOG

Call To Order:

Karn Stiegelmeier, Chair, called the Northwest Loan Fund (NLF) Board meeting to order at 10:05 a.m. There was a quorum.

Approval of Minutes:

Sherry Rogstad pointed out an error in the minutes; located on the first page toward the bottom under NLF Program update. The last sentence states "bakery related business, declined." It should read "banking related business, declined."

M/S/P Tom Clark/Stuart Richardson to approve the January 23, 2014 meeting minutes as corrected.

Approval of Final December 2013 NLF Financials:

Anita reviewed the December financials. She noted that because no loans were closed in 2013, no grant funds were drawn; therefore, the actual revenue amounts did not meet the budgeted revenue amounts.

M/S/P Keith Montag/Rob Ittner to approve the NLF final December 2013 financials as presented.

Approval of February 2014 NLF Financials:

Anita pointed out in the portfolio list that the last three columns were new, including a grading system for loan loss reserve. Anita reviewed the financials and reported that the fiscal staff is working to have the financials reflect 1) Allowance for Loan Loss per the portfolio report, 2)

Accounts Payable to NWCCOG reflect one month, 3) No Accounts Receivable due from NWCCOG and 4) to show budget figures by Month, Year to Date and Annual.

M/S/P Tom Clark/Stuart Richardson to approve the NLF February 2014 financials as presented.

Approval of Updated NLF Policies:

Anita recommends two additions to the NLF loan policy. The first addition is adding loan grades and percentage reserves to the section on Allowance for Loan Loss. The second addition is adding the specific security and confidentiality actions currently being practiced by the NLF program to the Confidentiality Section of the policies. Stuart Richardson suggested adding “Security” to the Confidentiality section title.

M/S/P Tom Clark/Keith Montag to adopt the additions to the NLF Loan Policy.

NLF Program Update:

Anita reported that the Loan Committee had an in-person meeting on March 13, 2014 in Eagle featuring Bob Todd of OEDIT speaking on “the appropriate amount of reach outside the banker box” for a newly recapitalized loan fund. A \$20,000 loan was approved at that meeting.

Anita spoke at the Gypsum Town Chat on March 4, 2014. She has recently received a new loan application. Anita is working with Judi LaPoint to improve the NLF online page, including a printable brochure.

Karn Stiegelmeier added the Summit County Entrepreneur event is a good fit for NLF to attend on April 23, 2014.

Adjournment:

M/S/P Jeff Shroll/Keith Montag to adjourn the NLF meeting at 10:20 a.m.

Karn Stiegelmeier, NWCCOG Chair

Date

Northwest Colorado Council of Governments
Balance Sheet by Class -8800- Northwest Loan Fund
As of December 31, 2014

	8800- Northwest Loan Fund	TOTAL
ASSETS		
Current Assets		
Checking/Savings		
1015 · NLF 1st Bank Checking	163,393.74	163,393.74
Total Checking/Savings	163,393.74	163,393.74
Accounts Receivable		
1110 · Accounts Receivable	111,360.00	111,360.00
1115 · NLF Loan Receivable	323,799.22	323,799.22
Total Accounts Receivable	435,159.22	435,159.22
Other Current Assets		
1315 · NLF - Allowance for Loan Loss	-10,805.00	-10,805.00
Total Other Current Assets	-10,805.00	-10,805.00
Total Current Assets	587,747.96	587,747.96
TOTAL ASSETS	587,747.96	587,747.96
LIABILITIES & EQUITY		
Equity		
3000 · Fund Balance		
3300 · NFL New Loans	352,500.00	352,500.00
3100 · NLF Net Assets	246,717.11	246,717.11
Total 3000 · Fund Balance	599,217.11	599,217.11
Net Income	-11,469.15	-11,469.15
Total Equity	587,747.96	587,747.96
TOTAL LIABILITIES & EQUITY	587,747.96	587,747.96

Northwest Colorado Council of Governments Budget vs Actual - 8800 - Northwest Loan Fund

December 2014

	Dec 14	Budget	% of Budget	Jan - Dec 14	YTD Budget	% of Budget	Annual Budget
Ordinary Income/Expense							
Income							
4770 · Loan Recovery	322.16	0.00	100.0%	7,932.96	0.00	100.0%	0.00
4000 · Grant Income							
4250 · Administration	38,869.00			56,469.00			
4200 · State Grant Income	242,500.00	41,566.67	583.4%	352,500.00	498,800.00	70.7%	498,800.00
Total 4000 · Grant Income	281,369.00	41,566.67	676.9%	408,969.00	498,800.00	82.0%	498,800.00
4620 · Reimbursed Expenses	0.00			2,306.00			
4710 · Interest Earnings	0.00	0.00	0.0%	17.68	0.00	100.0%	0.00
4720 · Revolved Interest							
4722 · Loans made after 1/1/14	1,671.18			4,012.22			
4721 · Loans made prior to 12/31/13	229.50			3,613.87			
4720 · Revolved Interest - Other	0.00	1,458.33	0.0%	0.00	17,500.00	0.0%	17,500.00
Total 4720 · Revolved Interest	1,900.68	1,458.33	130.3%	7,626.09	17,500.00	43.6%	17,500.00
4730 · Origination Fee	920.00	583.33	157.7%	4,895.00	7,000.00	69.9%	7,000.00
Total Income	284,511.84	43,608.33	652.4%	431,746.73	523,300.00	82.5%	523,300.00
Gross Profit	284,511.84	43,608.33	652.4%	431,746.73	523,300.00	82.5%	523,300.00
Expense							
6940 · Closing Costs	0.00			137.00			
6100 · Payroll Expenses							
6112 · Program Director	5,083.34	5,083.33	100.0%	55,406.68	61,000.00	90.8%	61,000.00
6210 · Taxes & Benefits	1,112.03	1,103.50	100.8%	12,816.25	13,242.00	96.8%	13,242.00
Total 6100 · Payroll Expenses	6,195.37	6,186.83	100.1%	68,222.93	74,242.00	91.9%	74,242.00
6520 · Outside Contract							
6421 · Fiscal Assistant Expense	175.00	166.67	105.0%	2,100.00	2,000.00	105.0%	2,000.00
6510 · Contractor	185.00	0.00	100.0%	1,040.00	0.00	100.0%	0.00
Total 6520 · Outside Contract	360.00	166.67	216.0%	3,140.00	2,000.00	157.0%	2,000.00
6610 · Office Supplies	36.00	62.50	57.6%	746.35	750.00	99.5%	750.00
6620 · Bank Charges	0.00	4.17	0.0%	0.00	50.00	0.0%	50.00
6640 · Postage	20.44	12.50	163.5%	101.73	150.00	67.8%	150.00
6650 · Printing & Publications	0.00	8.33	0.0%	7.53	100.00	7.5%	100.00
6680 · Dues & Subscriptions	67.95	0.00	100.0%	1,869.12	0.00	100.0%	0.00
6690 · Copier Expense	52.76	62.50	84.4%	454.07	750.00	60.5%	750.00
6720 · Rent & Utilities	195.36	181.50	107.6%	2,344.32	2,178.00	107.6%	2,178.00
6730 · Telephone Expense	118.60	70.83	167.4%	717.64	850.00	84.4%	850.00
6740 · Repair & Maintenance	0.00			100.81			
7130 · Travel & Meeting	2,186.02	696.42	313.9%	9,380.88	8,357.00	112.3%	8,357.00
7150 · Training & Technical Assistance	69.00	41.67	165.6%	69.00	500.00	13.8%	500.00
7320 · Pass-Through Funds	118,500.00	35,833.33	330.7%	352,500.00	430,000.00	82.0%	430,000.00
7410 · Energy Cons Materials							
7420 · Lic & Permits-PO/INVOICE ATTACH	0.00			51.90			
Total 7410 · Energy Cons Materials	0.00			51.90			
7910 · Indirect Cost Allocation	281.05	281.08	100.0%	3,372.60	3,373.00	100.0%	3,373.00
Total Expense	128,082.55	43,608.33	293.7%	443,215.88	523,300.00	84.7%	523,300.00
Net Ordinary Income	156,429.29	0.00	100.0%	-11,469.15	0.00	100.0%	0.00
Net Income	156,429.29	0.00	100.0%	-11,469.15	0.00	100.0%	0.00

Northwest Loan Fund REVOLVED FUNDS Portfolio - 12-31-14

	Loan Date	Original Amount	Current Balance	Original Term	Payment Plan	Last Paid Date	Principle Reduction - Last Pmt	Maturity	Rate	Personal Guaranty	Collateral	Comments	Grade	ALL Reserve %	ALL Reserve Amount
3	6/7/2002	\$15,000	3,740.51	* invoice \$500 mo.	\$500 mo.	7/1/14	\$362	6/15/2003	6.75%		Deed of Trust	Pays randomly. Business closed.	Doubtful	60.00%	\$2,244.31
5	4/9/2008	\$25,000	21,754.34	24 mo. \$1259.86	\$300 mo.	12/23/14	\$186	3/15/2010	6.25%	Yes	2000 Subaru, 2002 Dodge	Pays reduced payment regularly. Construction related business hit hard by recession. Owner has survived cancer/working full time and biz beginning to come back.	Substandard	30.00%	\$6,526.30
	12/30/2014	\$95,000	95,000.00	10/5 year	\$1,022.85					Yes	2nd on Business Assets, DOTs		Satisfactory	1.00%	950.00
															-
															-
			120,494.85												8,770.61

Northwest Loan Fund Contract Amendment Request

From: Eagle County Commissioners
Jill Ryan, Chairman

To: Robert Todd, Mgr. CDBG Business Program
Colorado Office of Economic Development
1625 Broadway, Suite 2700
Denver, CO 80202

Re: Contract F14CDB 13-589 Request for Amendment

Dear Mr. Todd,

We request the following addition/amendment to the contract above:

\$400,000.00 for Loans plus
\$ 64,000.00 Administrative Funds
\$464,000.00 Total

To date, we have funded:

\$404,500.00 of \$500,000.00 Open Contract Loan Funds
\$ 64,720.00 of \$ 80,000.00 Open Contract Admin Funds

We have approved/committed but not yet funded:

\$ 52,000.00 in Loans
\$ 8,320.00 in Admin Funds

We have additional requests for:

Coffee shop	\$ 50,000.00
Machine shop	\$ 98,000.00
Spa	\$ 40,000.00
Web sales	\$ 20,000.00
Grill	\$ 40,000.00
Food growing	<u>\$120,000.00</u>
TOTAL	\$368,000.00

The loans that we have funded and committed will create 19 (or more) jobs.

We are pleased that the funds under this contract have been of service to businesses in Northwest Colorado and request the additional funds of the \$464,000.00 shown above.

Thank you,

Eagle County

By: _____
Jill Ryan, Chairman of the Board



MEMORANDUM

To: NLF Board
From: Liz Mullen, Executive Director
Date: January 15, 2015
Re: Check request authorization

Attached are the NLF Board bylaws.

Staff is requesting clarification that the Executive Director is authorized by the NLF Board to approve check requests made by the NLF Director for loan amounts that have been approved by the NLF Loan Committee and the State of Colorado Office of Economic Development and International Trade (OEDIT) as per NLF Board Bylaws ARTICLE VIII, Section 2.

**BYLAWS OF THE REGION 12
REVOLVING LOAN FUND CORPORATION**

ARTICLE I Definitions

NLF shall refer to the Region 12 Revolving Loan Fund Corporation (Corporation) dba Northwest Loan Fund (NLF)

Open Contract shall refer to funds directly from the Community Development Block Grant (CDBG) Business Loan Fund Program (BLF) and its Micro-Enterprise Program (MEP)

Revolved Funds shall refer to funds that have been repaid from a CDBG Open Contract

ARTICLE II Membership

Section 1. NLF membership shall be Garfield, Grand, Eagle, Jackson, Moffat, Pitkin, Rio Blanco, Routt and Summit Counties of Colorado and the municipalities therein.

Section 2. Voting and quorum procedures shall be the same as those followed by the Northwest Colorado Council of Governments (NWCCOG).

ARTICLE III Offices and Registration

NLF may maintain such offices as the Board of Directors may designate and the principal office shall be located in one of the nine member counties.

The Corporation shall have and continuously maintain in the State of Colorado, a registered agent and office.

ARTICLE IV Meetings

Section 1. The annual meeting of the NLF shall be held in conjunction with the first regular scheduled meeting of NWCCOG each calendar year.

Section 2. Special meetings may be called by the Chairman of the Board of Directors or by at least four (4) members of the Board of Directors.

ARTICLE V Board of Directors

The Board of Directors (Board) shall be the Council of the NWCCOG.

ARTICLE VI Officers and Executive Committee

Section 1. Officers. The Chairperson, the Vice-Chairperson, the Secretary/ Treasurer and the Executive Committee shall be the same persons as those serving in these positions for the NWCCOG.

Section 2. The Chairperson. The Chairperson shall preside over meetings of the Board.

Section 3. The Vice-Chairperson. The Vice-Chairperson shall preside over meetings of the Board in the absence of the Chairperson.

Section 4. Secretary. The Secretary shall be the custodian of the Corporation's records and seal and perform such other duties as from time to time may be assigned by the Chairperson, the Executive Committee, or the Board.

ARTICLE VII Administration

The Executive Director of NWCCOG shall supervise the employees and business affairs of the NLF.

ARTICLE VIII Finances, Contracts and Funds

Section 1. Budget. The Board shall adopt the budget at the annual meeting.

Section 2. Contracts. The Board or Executive Committee may authorize the Chairperson or Executive Director to enter into any contract or execute and deliver any instrument on behalf of the Corporation.

Section 3. Disbursements. All checks, drafts or orders for payment of money, notes or other evidences of indebtedness issued in the name of the Corporation, shall be signed by the Officers of the Board.

Section 4. Deposits. All funds of the NLF shall be deposited to the credit of the Corporation in such banks, trust companies, or other depositories as the Board may select.

Section 5. Gifts and Grants. The Board may accept on behalf of the Corporation any contribution, gift, grant, loan or bequest for general purposes or for any special purpose of the Corporation.

ARTICLE IX Loan Committee (LC)

Section 1. Appointment and Composition. The Board shall appoint a Loan Committee (LC) comprising one member from each county, as available, served by the NLF. Preference shall be given to people with experience in business loan making, business law, commercial real estate, and business ownership. The Executive Director of NWCCOG shall be an ex-officio, non-voting member of the LC.

Section 2. Duties. The LC shall (a) recommend approval of loans and loan structure to the Colorado Office of Economic Development and International Trade (OEDIT) for approval under the Open Grant contract and (b) approve loans and loan structure of loans made with Revolved Funds.

ARTICLE X Fiscal Year

The fiscal year of the Corporation shall begin on January 1, and end on December 31 of each year.

ARTICLE XI Dissolution

Section 1. Trustee. Dissolution of the Corporation shall be by resolution of the Board adopted by two-thirds of its membership. In the event of such dissolution, the Board shall be Trustees for the liquidation or other disposition of the Corporation property and assets. The proceeds of any liquidation and all funds remaining on hand after the payment of all obligations shall be deposited with NWCCOG.

Section 2. Distribution of Assets When all of the property and assets of the Corporation have been disposed of as required by law and its funds deposited, the functions and duties of the Corporation shall cease. All funds then in the hands of the NWCCOG shall be distributed to the general purpose units of local government in the same proportion as contributed by them, during the calendar year preceding the dissolution of the Board, after payment of all debts and liabilities of the Corporation. Funds not contributed by local government during the preceding calendar year shall become the property of the NWCCOG.

ADOPTED BY the NLF Board on this 25th day of July, 2013.

**REGION 12 REVOLVING LOAN FUND CORPORATION
dba NORTHWEST LOAN FUND**

By: 
Chairman of the Board


ATTEST:

Secretary



Exhibit A

Northwest Loan Fund - Communities Served

Eagle

Avon
Basalt
Eagle
Eagle-Vail
Edwards
El Jebel
Gypsum
Minturn
Red Cliff
Vail

Garfield

Battlement Mesa
Carbondale
Glenwood Springs
New Castle
Parachute
Rifle
Silt

Grand

Fraser
Granby
Grand Lake
Hot Sulphur Springs
Kremling
Winter Park

Jackson

Walden

Moffat

Craig
Dinosaur
Maybell

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Northwest Loan Fund - Communities Served

Pitkin

Ashcroft
Aspen
Basalt
Meredith
Redstone
Snowmass
Snowmass Village
Woody Creek

Rio Blanco

Meeker
Rangely
Rio Blanco

Routt

Clark
Hayden
Oak Creek
Steamboat Springs
Yampa
Phippsburg
Toponas

Summit

Blue River
Breckenridge
Dillon
Dyersville
Frisco
Heeney
Keystone
Montezuma
Silverthorne



GRANT ROPER

Key Bank Small Business Banking

6599 W. Colfax Avenue

Lakewood, CO 80214

office: 303-205-4493

Grant Roper has 33 years experience as a commercial bank executive and human resource administrator. His banking career includes 12 years in Colorado; 6 years in Northern California; and 12 years in Utah and Idaho. He currently focuses on meeting the financing needs of Colorado small businesses and partnering with other professionals who also service them. He has been Area SVP managing Business Banking for Colorado at Key Bank. At Wells Fargo Mr. Roper worked as Area Human Resource Administrator for the majority of the state of California and as Regional VP directing Business Banking for Utah and Idaho. At GE Capital he was Regional VP leading Business and Commercial Real Estate Lending for 18 Midwest and Rocky Mountain states. Mr. Roper was also President and Senior Credit Manager at Denver based community banks. He has supported hundreds of local business leaders in developing best practices in financial and employment management through his consulting group, Rocky Mountain Lender Advisors.

Mr. Roper graduated Cum Laude from California State University – Sacramento. He completed graduate studies at several California universities, including study in Human Resource and Organizational Development at the University of San Francisco. He is a former junior college instructor in management, banking, and finance.

Grant is highly committed to community service with an ongoing focus on youth, education, and ministry. He has served as board chairman or officer of four non-profits mentoring, coaching, and educating the highest risk young adults in corrections, low income neighborhoods, and group care in Colorado. Mr. Roper is past chairman or board member of large education foundations in the south Salt Lake Valley and east Metro Denver. He is a past Rotary president, chamber board leader, and boy scout fund raiser and mentor. He is fluent in Spanish having served in long term ministry in the slums of Lima, Peru and building homes in Juarez, Mexico.

Grant and his wife, Bernadette, have six children and seven grandchildren. His first interests are family and the at risk youth he serves. His other interests include travel with wife and friends on his Harley; golf; off road adventures; working out; travel; and, a wide variety of outdoor sports and activity found in Colorado. He was raised on an eastern Idaho ranch and in Longmont, Colorado, where he graduated from high school.

GRANT ROPER
22717 East Alamo Lane
Aurora, Colorado 80015

Cell (720) 530-5202

Personal E-mail grantfroper@aol.com

SUMMARY:

I am seeking to spend the next 12 years building the profitability of a Colorado community bank's loan portfolio & deposit base. I was a pioneer in creating banking sales culture as one of the first regional sales manager's at Wells Fargo. I am a top performing bank manager and lender with a strong local professional network. I am experienced in credit administration and team leadership. My focus has been on acquiring profitable relationships; approving credit to businesses; and cleaning up and growing profitable branches and teams. My focus, even in leadership roles, has always remained on my own network expansion, sales, and credit underwriting and management. I am a veteran of credit and sales culture change as I have implemented change through 8 mergers. Mergers and the resulting organizational change have been the cause for almost all job changes during my career. I believe in strong ethical and professional standards even at high personal cost.

EXPERIENCE:

Key Bank – Lakewood, Colorado (10/13 to present)
Small Business Banker
Hourly retail bank position servicing customer and prospecting for new loans and deposits.

Rocky Mountain Lender Advisors – Denver to Pueblo, Colorado (4/10 to 10/13)
Contract Consultant Lending & HR Administration (12/02 to 10/04)
Bank consulting and business owner advising. HR professional services advising. Contractual consulting provided primarily to Resource Management Inc., Resourcing Edge, Guaranty Bank, and Pueblo Bank & Trust. Successfully opened Colorado market for Resource Management. Opened Colorado market thru merger for Resourcing Edge. Consulted with new PB&T CEO to initiate asset growth and strengthen underwriting. Also, recruited and trained commercial loan officers and mortgage manager. Contracted with Guaranty Bank upon termination of East Metro bank president to work out \$30MM in seriously impaired commercial and construction loans.

Colorado Community Bank – Metro Denver, Colorado (4/07 to 4/10)
President/ Business and Real Estate Lender & Community Bank Manager
Resolved serious initial asset quality issues and increased bank loan relationships from \$6MM to \$48MM. Recruited and trained new Denver lending team. Directed credit analysis, loan pricing, grading, documentation, and structuring. Led and coached team calling activity. Built profitability to exceed \$1MM annually. Built strong referral network with CPA's and real estate professionals.

Citywide Bank – Metro Denver, Colorado (10/04 to 4/07)
Senior Credit Officer / Commercial & Consumer Lender & Manager
Leadership to bank's loan, compliance, credit policy, and risk management committees. Approved credit pricing, structuring, and documentation of loans and other services to business owners, professionals, and consumers. Personally generated \$26MM in new loans and related deposits in 2005 and \$14MM in 2006. Developed systems and tracked grading, servicing, regulatory conformity, and problem loan identification and resolution for all lending personnel for 14 locations. Led 14 business and consumer bankers at bank headquarters with \$100MM portfolio. Coached lending and calling of 10 other lenders at 4 locations with another \$100MM

Key Bank – Colorado (Denver based) (4/01 to 10/02)
Senior Vice President / Business Banking Lender & Area Manager
Developed a 10 officer business banking team. Ranked #1 of 26 teams in sales, profitability, and growth for 2002. Hired and trained first Key SBA specialist. Developed strong relationships with accounting, legal, investment, real estate, and lending professionals. Built branch partnerships. This network building and strong joint direct calling created our exceptional team success.

EDUCATION:

California State University – Sacramento, California (Degree 6/80)
Bachelor of Arts Degree with focus in Business and Education.
Three semesters graduate study in Business. Graduated Cum Laude.

Brigham Young University – Provo, Utah
Education major with emphasis in Community Education, Science, and Spanish
Academic Scholarship. 3-year member of Honor's Program. International Education Internship.

1817 B Bear Creek Dr.
Steamboat Springs, CO 80487
970-819-2257
wwodnik@coloradoeventrentals.com

Willis Wodnik

Summary of Qualifications

Detail oriented individual with the ability to manage multiple projects simultaneously. Involved with multiple community volunteer boards

Experience

December 2006 – Current **Colorado Event Rentals, Inc**
President/Co-Owner

- Started the company from the ground up
- Business has grown from \$60,000 annual sales to over \$700,000
- Manage all aspects of the operations side of the business
- Hire and manage a crew of 35 seasonal employees
- Contributed over \$40,000 in charitable donations to local charities in 2013
- Active member of the Steamboat Chamber Board of Directors and Urban Renewal Authority Advisory Committee.
- Steamboat Mountain Village Partnership Executive Director 2012-present

December 2006 – March 2008 **Catamount Ranch and Club**
Food and Beverage Director

- Managed all food and beverage outlets
- Successfully managed food and beverage operations to budgeted expectations for the first and only time in Catamount's history
- Staffed all outlets
- Created budgets for all outlets
- Managed all cost aspects for the various outlets

April 2004 – December 2006 **Steamboat Ski and Resort Corporation**
Banquet and Fine Dining Manager

- Developing and Implementing Front of House training and service standards in all sit down and fine dining establishments
- Develop and maintain all mountainside liquor and wine programs
- Booking, planning, organizing and executing banquets and special events in all mountain facilities
- Working closely with Marketing, Sales and other departments to execute special events.
- Work closely with third party planners to book additional events and banquets.
- Managing Capital Projects
- Manager on Duty shifts for all mountain side Food and Beverage Operations.
- Labor cost management in restaurant and banquet revenue centers.

November 2003-April 2004 **Steamboat Ski and Resort Corporation**
Stoker Bar and Grill General Manager

Responsible for all aspects of running a busy seasonal restaurant

- Hiring, training and maintaining a front of house staff
- Maintained labor and COGS budget
- Daily paperwork and cash handling
- Assistance with special groups and events
- Assist with other restaurants or venues when needed
- All aspects of customer service and guest relations

March 2002-April 2003 **Old Stone Church Restaurant, Castle Rock, CO**
Bar Manager

- Ensure a fine dining experience for all patrons
- Inventory Control
- Liquor Cost Control
- Product Purchasing
- Daily paperwork and cash handling

November 2000-March 2002 **Mountain Mudd Espresso DBA Mile High**
Java I.p. Denver, CO
Director of Operations

- Grew business from 0\$ to \$300,000 annual business with 12 stores within one year.
- Built strong working relations with vendors and contractors which I still maintain
- Identified prime locations and negotiated leases for store locations
- Obtained building permits in 5 different municipalities in the Denver metro area.
- Authored a variance which changed the Colorado State Health Department regulations.
- Formulated and implemented marketing strategies
- Developed and implemented monetary controls
- Cost Control and labor management
- Management of daily operations

Education

1996-1999	Carroll College	Helena, MT
•	BA Business Administration: Management	
1994-1996	Texas A&M University	College Station, TX

References

Available Upon Request



**Northwest Colorado Council of Governments
Council Conference Call Meeting
December 4, 2014**

Council Members Present:

Wally Baird, Town of Granby
Tom Clark, Town of Kremmling
Bill Efting, Town of Frisco
John Hoffmann, Town of Carbondale
Rob Ittner, Pitkin County
Jeff Shroll, Town of Gypsum
Jake Spears, Town of Red Cliff
Karn Stiegelmeier, Summit County

Others Present:

Greg Winkler, State of Colorado

NWCCOG Staff:

Alissa Hack
Liz Mullen

Call To Order:

Karn Stiegelmeier, Chair, called the NWCCOG council meeting to order at 10:09AM. A quorum was present.

Approval of Minutes:

M/S/P Tom Clark /John Hoffmann to approve the October 23, 2014 council meeting minutes as presented.

October 2014 Financials:

Liz Mullen reviewed the October 2014 financial reports.

The Northwest Loan Fund is waiting for administrative dollars to come back from two loans that recently closed. There was a lull over the summer months, however, activity has increased. To sustain itself, the Northwest Lund Fund must continue to make more loans.

M/S/P Tom Clark/Bill Efting to approve the October 2014 financials as presented.

2014 Budget Revisions:

Liz Mullen reviewed the 2014 budget revisions.

Alpine Area Agency on Aging: This program operates on the State fiscal year; July 1 to June 30. The difference in dollars will not be spent in the NWCCOG's 2014 fiscal year, those dollars will move to the following fiscal year.

Connect for Health Colorado – NW CO HUB: Funding for this program has been extended through February 2015; the original expiration date was December 31, 2014. A 6-month extension has been applied for, should funding end, the coordinator position at the NWCCOG will be laid-off. Liz will keep the council updated.

Economic Development District: Money for economic development was received up-front, additional grant funding was applied for and received.

Weatherization: This program operates on the State fiscal year as well. A new contract will be received July 1, 2015.

Regional Business: NWCCOG received an extension of the broadband grant which will continue to pay the salary of the regional broadband coordinator until June 2015. NWCCOG will apply for additional funding from DOLA in April 2015 to continue the position for two more years.

Regional Transportation Coordinating Council: The One Call-One Click program incurred software challenges, payments will extend to next year.

Northwest Loan Fund: The expectation and hope is that more loans will be made in 2015.

Internal Services: The NWCCOG was able to rent office space for approximately half the year, which increased the revenue. Currently 10% of revenue is in reserve. The council again inquired about paying down the mortgage. Liz responded that \$100,000 was paid down last year (2013). Paying additional money on our mortgage is an option and a decision for the council. Liz suggested waiting for the audit prior to making the decision. The council requested that this topic be a future agenda item.

M/S/P Tom Clark / John Hoffmann to approve the 2014 budget revisions as presented.

2015 Council Meeting Schedule:

Liz Mullen presented the meeting schedule for 2015. Liz proposed moving strategic planning from September to August. This change would allow more time to apply for the DOLA grant. The council agreed to this request.

A discussion was held regarding a possible tour of the biomass plant in Gypsum. Many council members expressed an interest in seeing this project. The possibility of a plant tour would likely be in May when the council convenes in Gypsum. Jeff Shroll noted he would not facilitate contact with plant managers due to current litigation; however, he suggested the council tour the facility.

A brief discussion took place about the possibility of using GoTo Meeting, or, Skype for future council meetings. Upon further discussion the council felt the schedule had a good blend of face-to-face/in-person meetings and conference call meetings.

M/S/P Tom Clark/John Hoffmann to approve the 2015 meeting schedule as presented.

Mini Grant Process:

Through the DOLA EIAF grant, \$30,000 is available to NWCCOG members in the form of technical assistance grants, also known as mini grants. This is a program that has been done in the past, although not during the last couple of years. Mini grant applications are due to Liz

Mullen by Monday, January 12, 2015. Mini grant applicants must attend the council meeting on January 22, 2015 to present their application. The council will use a scoring system, which has been used in past years to award funds. Applicants awarded funds will be sent an agreement letter stating their project must be completed by year end 2015, and that this is a reimbursement grant. The grant is a dollar for dollar cash match (no in-kind donations). Greg Winkler explained a little about the thinking and rationale behind the DOLA Technical Assistance mini grant funds.

The council raised a number of concerns.

- One concern was the disparity between wealthy and economically depressed regions and their ability, or, inability (lack of resources) to apply for this grant.
- Another concern was the full schedule of the council meeting on January 22, 2015, which includes the Economic Development District (EDD) board meeting, the Northwest Loan Fund (NLF) board meeting, and the presentation of the mini grant applications.
- Depending on how many applications are received, there is the potential that there will not be adequate time. Liz asked for direction regarding the EDD board meeting either to be held in the early morning, or, late afternoon. The council agreed that first on the agenda for the January 22, 2015 council meeting should be the EDD board meeting, followed by the NLF board meeting, then the rest of the session devoted to the council meeting and mini grant presentations.
- The mini grant applications will be included in the council packet which will go to the council 10-days prior to the council meeting.
- The matrix (the scoring system for the mini grant applications) was also in question. Liz will forward the council the matrix via email today for review, comments, and feedback. As James Newberry played a large role in the mini grant program in the past, it would be helpful to include him in the evaluation/matrix process.
- Council members were wondering who had been the past recipients of mini grant funds. Upon further discussion it was determined that past recipients are irrelevant to the awards of the mini grant funds for 2015.
- Liz will notify jurisdictions about the mini grant by emailing town managers, via newsletters, and posting a notice on the NWCCOG web site. The council agreed this communication should be adequate to notify members of the funds available.

Program Updates:

Liz Mullen reviewed program highlights.

Elevator Inspection Program: Program Director, Gene Morse, will be retiring in 2015. Due to the skill set needed for this position, the search for a new program director will be advertised nationally. The job posting will be done within the next few weeks. Per the by-laws, a hiring committee is required. A member of the Executive Committee is needed for the hiring committee as is Liz Mullen (as Executive Staff). Weatherization Program Director, Steve Getz, will sit on the committee as will a building official as a representative for the advisory

committee. Current employees are welcome to apply for this position. Should an internal applicant be selected, a new QEI staff member would need to be hired to backfill the position. Gene Morse has offered to work part-time to assist with the transition and to catch-up on witnessing tests. Interviews will begin at the end of January 2015. The question was raised by the council if the position was going to be posted internally first. This decision is at the discretion of the Executive Director. Liz decided to post it externally as internal applicants are already aware of the open position.

Broadband: The council agreed it would helpful to track the process and progress of the broadband efforts in Red Cliff as they are a leader in this area.

New Business

This is last meeting for Pitkin council member, Rob Ittner. The council thanked Rob for his service with the NWCCOG.

Adjournment:

M/S/P John Hoffmann/Bill Efting to adjourn the Council meeting at 10:58AM.

Karn Stiegelmeier, NWCCOG Chair

Date

Northwest Colorado Council of Governments
Summary Balance Sheet
 As of December 31, 2014

	Dec 31, 14
ASSETS	
Current Assets	
Checking/Savings	711,263.80
Accounts Receivable	844,691.12
Other Current Assets	945,777.20
Total Current Assets	2,501,732.12
Fixed Assets	1,037,622.00
TOTAL ASSETS	3,539,354.12
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	1,303,286.46
Long Term Liabilities	648,139.23
Total Liabilities	1,951,425.69
Equity	1,587,581.43
TOTAL LIABILITIES & EQUITY	3,539,007.12

NWCCOG

STATEMENT OF REVENUES AND EXPENDITURES

12-31-14 - Preliminary

100% of the year

	2014 REVENUE BUDGET	REVENUE YTD ACTUAL	REVENUE BUDGET TO ACTUAL	2014 EXPENSE BUDGET	EXPENSES YTD ACTUAL	EXPENSES BUDGET TO ACTUAL	2013 NET BUDGET	REVENUES OVER EXPENSES ACTUAL	RESERVED PROGRAM FUNDS
COG PROGRAM FUNDS									
Core Programs									
REGIONAL BUSINESS	326,237	325,462	100%	326,237	309,508	95%	0	15,954	
Regional HUB	89,594	52,928	59%	89,594	89,288	100%	0	(36,360)	
NWCCI	0	121		0	121		0	0	
ELEVATOR INSPECTION	505,000	498,038	99%	395,588	403,105	102%	109,412	94,933	22,500
AGE/NUTRITION (non-Grant)	0	5		0	538		0	(533)	11,158
AGE/NUTRITION(State FY 13/14)	382,000	382,254	100%	382,000	382,254	100%	0	0	
AGE/NUTRITION (State FY 14/15)	185,318	206,828	112%	185,318	222,277	120%	0	(15,449)	
CO HEALTH FOUNDATION	0	21,959		0	21,959		0	0	
AGE/NUTRITION TOTAL	567,318	611,046	106%	567,318	627,028	111%	0	(15,982)	0
WATERSHED SERVICES	31,446	33,894	108%	31,446	33,894	108%	0	0	
ECONOMIC DEVELOPMENT DIST	142,555	142,555	100%	142,555	131,233	92%	0	11,322	
WEATHER (non-grant)	0	33,212		0	2,242		0	30,970	
WEATHER (State FY13/14)	818,000	818,809	100%	818,000	818,949	100%	0	(140)	
WEATHER (State FY14/15)	605,862	487,864	81%	605,862	611,688	101%	0	(123,825)	
ENERGY MANAGEMENT TOTAL	1,423,862	1,339,884	90%	1,423,862	1,432,879	101%	0	(92,995)	0
REGIONAL TRANSPORTATION CC	277,640	306,332	110%	277,640	269,874	97%	0	36,459	
Other COG Programs									
HOMELAND SECURITY	282,115	443,994	157%	282,115	444,038	157%	0	(44)	
CO BARK BEETLE COOPERATIVE	13,281	4,483	34%	13,281	4,483	34%	0	0	
CARO	0	4,968		0	4,968	0%	0	0	
SBDC	0	4,134		0	4,134		0	0	
NWCCoG FOUNDATION	0	32		0	32		0	0	
Total COG Program Funds	3,659,048	3,767,872	103%	3,549,636	3,754,585	106%	109,412	13,287	22,500
EXTERNAL PROGRAM FUNDS									
WATER QUALITY/QUANTITY	162,610	153,625	94%	161,882	155,091	96%	728	(1,466)	\$124,930
Q/Q CWCB Grant	0	8,410		0	0		0	8,410	\$0
SWQC	56,000	34,000	61%	56,000	34,000	61%	0	0	0
Total External Program Funds	218,610	196,035	90%	217,882	189,091	87%	728	6,944	124,930
Total Program Funds	3,877,658	3,963,907	102%	3,767,518	3,943,676	105%	110,140	20,231	147,430
INTERNAL SERVICE FUNDS									
INDIRECT	142,709	143,356	100%	142,709	143,009	100%	0	346	4,041
COG BUILDING FUND	76,400	75,856	99%	68,385	67,210	88%	8,015	8,646	8,828
COPIER POOL	12,000	11,799	98%	14,116	14,284	119%	(2,116)	(2,485)	(4,488)
MOTOR POOL	44,100	44,529	101%	43,713	45,505	103%	387	(976)	40,571
Total Service Funds	275,209	275,540	100%	268,923	270,009	100%	6,286	5,531	48,952
REGIONAL LOAN FUND	426,571	431,747	101%	461,333	443,216	104%	(34,762)	(11,469)	247,927
COG FUNDS Subtotal	4,579,438	4,671,193	102%	4,497,774	4,656,901	102%	81,664	14,293	444,309

Date	November 2014 List of Payments	Memo	Credit
11/01/2014	Banner Signs and Decals	ED	1,164.00
11/01/2014	Experian	NLF	53.23
11/03/2014	1st Bank Checking	Credit Card - EIP	244.96
11/05/2014	1st Bank Direct Deposit	SPLIT - Payroll	42,669.40
11/05/2014	Employee Benefits Corporation	SPLIT - FSA	377.33
11/05/2014	US Treasury	SPLIT - Payroll	7,414.42
11/07/2014	Colorado Department of Revenue	SPLIT - Payroll	1,822.00
11/10/2014	A2CL	CO Beetle Bark Corporation	1,112.50
11/10/2014	Black Mountain Glass	WX	185.38
11/10/2014	CIRSA	WX	500.00
11/10/2014	Columbia Industries, Inc.	WX	892.40
11/10/2014	Eagle Rock Supply Co	WX	120.35
11/10/2014	Family Support Registry	Garnishment	181.00
11/10/2014	Ferguson Enterprises Inc #109	WX	27.16
11/10/2014	George T Sanders	WX	12.69
11/10/2014	Lane Wyatt, Inc	QQ	6,173.70
11/10/2014	Lotic Hydrological, LLC	QQ	1,860.50
11/10/2014	MD Electric Services, Inc.	WX	3,398.00
11/10/2014	Pitkin County	Homeland Security	511.93
11/10/2014	Positive Energy	WX	2,193.66
11/10/2014	Quill Corporation	SPLIT - Office Supplies	27.41
11/10/2014	Sullivan Green Seavy, LLC	QQ	3,500.00
11/10/2014	Summit Auto Services, Inc.	SPLIT - Motor Pool Vehicle Service	50.00
11/10/2014	Summit Car Clinic	WX	38.50
11/10/2014	Summit Professional Services Inc	WX	30.00
11/10/2014	Team Clean	SPLIT - Janitorial Services	177.08
11/10/2014	Westland Distributing Group	WX	538.59
11/10/2014	X-cel Energy	WX	96.21
11/11/2014	CCOERA	SPLIT - Payroll	13,187.46
11/11/2014	CCOERA	SPLIT - Payroll	4,437.26
11/11/2014	Grand Junction Winair Co	WX	3,596.61
11/14/2014	Cumberland County Register of Deeds	NLF	56.00
11/14/2014	Franklin County Clerk of Circuit Court	NLF	22.00
11/14/2014	Infinite	SPLIT - Conference Phone	90.91
11/14/2014	People, Plants & Paperwork	AAAA	511.48
11/14/2014	Town of Gypsum Building Department	WX	51.25
11/14/2014	Transplant Living Center	RTCC	4,539.00
11/14/2014	US Bancorp Equipment Finance, Inc.	SPLIT - Copier	1,013.24
11/14/2014	Wex Bank	SPLIT - Fuel Motor Pool/WX	4,780.49
11/14/2014	William Read	RTCC	302.66
11/15/2014	1st Bank Direct Deposit	SPLIT - Payroll	39,920.89
11/17/2014	Whirlpool Contract/Retail	WX	5,179.00
11/20/2014	Employee Benefits Corporation	SPLIT - FSA	377.33

Date	November 2014 List of Payments	Memo	Credit
11/21/2014	2-J&J Snow & Skate, LLC	NLF	10,000.00
11/21/2014	Colorado Department of Revenue	SPLIT - Payroll	1,655.00
11/21/2014	County Health Pool	SPLIT - Health Insurance	26,170.66
11/21/2014	E-470 Public Highway Authority	AAAA	6.10
11/21/2014	Employee Benefits Corporation	SPLIT - FSA	376.25
11/21/2014	Ferguson Enterprises Inc #109	WX	153.62
11/21/2014	Grand County Building Department	WX	26.00
11/21/2014	Mountain States	SPLIT - HR Support	812.07
11/21/2014	Pinnacol Assurance	SPLIT - Workers Compensation	8,386.52
11/21/2014	Pitney Bowes	SPLIT - Postage Machine	130.00
11/21/2014	Positive Energy	WX	1,303.34
11/21/2014	Quill Corporation	SPLIT - Office Supplies	404.07
11/21/2014	Routt County Treasurer	WX	8.51
11/21/2014	Samuelson Hardware -9 Craig	WX	34.11
11/21/2014	Sanders True Value	WX	20.13
11/21/2014	Summit Bookkeeping & Payroll, Inc	SPLIT	4,031.33
11/21/2014	Summit Bookkeeping & Payroll, Inc	NLF	175.00
11/21/2014	Summit County Sheriff's Office	WX	63.50
11/21/2014	The Summit Recycler, Inc	SPLIT - Recycling	50.00
11/21/2014	Town of Slit	WX	50.00
11/21/2014	UNUM Life Insurance CO of America	SPLIT - EE Benefit	962.11
11/21/2014	Westland Distributing Group	WX	167.67
11/21/2014	Westland Distributing Group	WX	1,090.09
11/21/2014	X-cel Energy	WX	21.57
11/25/2014	Garfield County SO	Homeland Security	1,709.10
11/25/2014	Karin Wrape	RTCC	8.14
11/25/2014	Nicholas Hope	RTCC	1,446.70
11/25/2014	Quill Corporation	SPLIT - Office Supplies	6.74
11/25/2014	US Treasury	SPLIT - Payroll	5,182.84
11/25/2014	US Treasury	SPLIT - Payroll	1,531.78
11/25/2014	Victoria Jarvis	QQ	3,746.00
11/30/2014	1st Bank Direct Deposit	SPLIT - Payroll	40,186.48
11/30/2014	NWCCOG	NLF	6,144.36

Date	December 2014 List of Payments	Memo	Credit
12/01/2014	BHW Associates	WX	2,575.00
12/01/2014	Chocolate Software, LLC	AAAA	956.25
12/01/2014	Christine Hall Mead	AAAA	1,000.00
12/01/2014	Colorado Legal Services	AAAA	541.00
12/01/2014	Comfort Dental - Silverthorne	AAAA	500.00
12/01/2014	Consortium for Older Adult Wellness	AAAA	845.43
12/01/2014	Eagle Co Health & Human Services	AAAA	2,958.00
12/01/2014	Eagle County Health & Human Services	AAAA	723.00
12/01/2014	Eagle County Healthy Aging	AAAA	2,790.00
12/01/2014	Enterprise Commercial Center Condo Assoc	SPLIT - Building	1,390.57
12/01/2014	Four Sprys Investments	WX	926.48
12/01/2014	Grand County Council on Aging	AAAA	2,578.43
12/01/2014	Grand County Government	AAAA	6,211.00
12/01/2014	Hagen, Betty	AAAA	125.00
12/01/2014	Hendershott, Melaine	AAAA	1,300.66
12/01/2014	Hendershott, Melaine	AAAA	785.00
12/01/2014	Jackson County Council on Aging	AAAA	4,388.00
12/01/2014	Mitch Ringquist	AAAA	50.00
12/01/2014	People, Plants & Paperwork	AAAA	620.65
12/01/2014	Pitkin County Senior Services	AAAA	1,041.67
12/01/2014	Summit County Senior Services	AAAA	2,025.00
12/01/2014	To The Rescue	AAAA	758.33
12/02/2014	1st Bank Checking	EIP - Credit Card	86.93
12/02/2014	1st Bank Credit Card - COG	SPLIT - Credit Card	5,030.36
12/02/2014	1st Bank Credit Card - WX GEO	WX - Credit Card	5,027.86
12/02/2014	Anthony's Quality Quick Print	C4HCO HUB	65.00
12/02/2014	Century Link	WX	201.66
12/02/2014	Century Link	SPLIT - Phone	554.20
12/02/2014	Comcast	SPLIT	133.86
12/02/2014	Family Support Registry	Garnishment	181.00
12/02/2014	Family Support Registry	Garnishment	181.00
12/02/2014	Jean Hammes	AAAA	54.40
12/02/2014	Quill Corporation	SPLIT - Office Supplies	164.09
12/02/2014	Summit Car Clinic	WX	416.79
12/02/2014	Summit County Building Department	WX	50.00
12/02/2014	Sundance Plumbing & Heating, LLC	WX	1,265.74
12/02/2014	Team Clean	SPLIT - Janitorial Services	212.50
12/02/2014	Verizon Wireless Services	WX	294.89
12/02/2014	Walmart Vision Center	AAAA	150.00
12/02/2014	X-cel Energy	SPLIT	164.74
12/03/2014	Colorado Department of Revenue	SPLIT - Payroll	1,666.00
12/03/2014	US Treasury	SPLIT - Payroll	6,758.18
12/05/2014	CCOERA	SPLIT - Payroll	12,524.88

Date	December 2014 List of Payments	Memo	Credit
12/05/2014	CCOERA	SPLIT - Payroll	4,437.26
12/05/2014	Employee Benefits Corporation	SPLIT - FSA	377.33
12/08/2014	Anthony's Quality Quick Print	NLF	23.00
12/08/2014	Consortium for Older Adult Wellness	AAAA	177.89
12/08/2014	Federal Express{vendor}	Homeland Security	40.01
12/08/2014	MD Electric Services, Inc.	WX	560.00
12/08/2014	Midwest Card and ID	Homeland Security	31,597.30
12/08/2014	North Star Consulting Group	RB	1,613.13
12/08/2014	Sullivan Green Seavy, LLC	QQ	3,500.00
12/08/2014	Summit Bookkeeping & Payroll, Inc	WX	783.55
12/08/2014	Town of Frisco Building Dept.	WX	41.25
12/08/2014	Town of Gypsum{vendor}	WX	80.00
12/08/2014	Westland Distributing Group	WX	1,542.51
12/09/2014	Bryant Liles	RTCC	1,091.35
12/09/2014	Connie Livengood	RTCC	390.74
12/09/2014	NW Colorado Center for Independence	RTCC	83.66
12/11/2014	Alpine Electric, Co.	WX	350.00
12/11/2014	American Pride Electric, LLC	WX	148.00
12/11/2014	B&B Plumbing & Heating	WX	1,046.00
12/11/2014	Columbia Industries, Inc.	WX	22.30
12/11/2014	Eagle Rock Supply Co	WX	86.78
12/11/2014	Experian	NLF	52.99
12/11/2014	Grainger	WX	19.72
12/11/2014	Grand Junction Winair Co	WX	46.80
12/11/2014	Lane Wyatt, Inc	QQ	3,859.65
12/11/2014	Lotic Hydrological, LLC	QQ	445.00
12/11/2014	MD Electric Services, Inc.	WX	15,210.00
12/11/2014	Mission Driven Consulting	QQ	1,800.00
12/11/2014	Mr T Hardware & Building Supply	WX	190.91
12/11/2014	North Star Consulting Group	RTCC	965.13
12/11/2014	Positive Energy	WX	165.37
12/11/2014	Quill Corporation	SPLIT - Office Supplies	90.34
12/11/2014	Sanders True Value	WX	25.42
12/11/2014	Summit Professional Services Inc	WX	558.00
12/11/2014	US Bancorp Equipment Finance, Inc.	SPLIT - Copier	1,013.24
12/11/2014	Westland Distributing Group	WX	1,531.91
12/15/2014	Grand County Building Department	WX	15.00
12/16/2014	Aspen Banking Services	NLF	69.00
12/16/2014	Columbia Industries, Inc.	WX	454.50
12/16/2014	E-470 Public Highway Authority	SPLIT	5.00
12/16/2014	Eagle Rock Supply Co	WX	3,511.02
12/16/2014	Employee Benefits Corporation	SPLIT - FSA	26.25
12/16/2014	Ferguson Enterprises Inc #109	WX	605.55

Date	December 2014 List of Payments	Memo	Credit
12/16/2014	Park County Building Department	WX	25.00
12/16/2014	Quill Corporation	SPLIT - Office Supplies	19.38
12/16/2014	Sanders True Value	WX	18.30
12/16/2014	Summit Bookkeeping & Payroll, Inc	NLF	175.00
12/16/2014	Summit Bookkeeping & Payroll, Inc	WX	2,162.31
12/16/2014	Summit Bookkeeping & Payroll, Inc	SPLIT	4,031.33
12/16/2014	Summit Car Clinic	SPLIT - Motor Pool Vehicle Service	190.37
12/16/2014	The Summit Recycler, Inc	SPLIT - Recycling	50.00
12/16/2014	Translation Excellence	RTCC	96.04
12/16/2014	Westland Distributing Group	WX	598.50
12/18/2014	Family Support Registry	Garnishment	181.00
12/19/2014	1st Bank Direct Deposit	SPLIT - Payroll	42,555.25
12/19/2014	Alpine PC	SPLIT - Computer Support	454.99
12/19/2014	Altitude Electric	WX	225.00
12/19/2014	Ashley Butler	RTCC	1,326.69
12/19/2014	Bluelight Software, LLC	EIP	5,100.00
12/19/2014	Claude Basler	RTCC	69.56
12/19/2014	Colorado Department of Revenue	SPLIT - Payroll	1,789.00
12/19/2014	Donald Bongiorno	RTCC	175.22
12/19/2014	Employee Benefits Corporation	SPLIT - FSA	377.33
12/19/2014	Ferguson Enterprises Inc #109	WX	185.13
12/19/2014	Infinite	SPLIT - Conference Phone	45.76
12/19/2014	Jan Stanko	RTCC	126.91
12/19/2014	MD Electric Services, Inc.	WX	5,112.00
12/19/2014	Positive Energy	WX	2,445.00
12/19/2014	Quill Corporation	SPLIT - Office Supplies	88.80
12/19/2014	Summit Auto Services, Inc.	SPLIT - Motor Pool Vehicle Service	50.00
12/19/2014	Town of New Castle	WX	100.00
12/19/2014	US Treasury	SPLIT - Payroll	5,643.84
12/19/2014	US Treasury	SPLIT - Payroll	1,620.08
12/19/2014	Verizon Wireless Services	SPLIT - Cell Phone	502.25
12/19/2014	Wex Bank	SPLIT - Fuel Motor Pool/WX	4,067.83
12/19/2014	Whirlpool Contract/Retail	WX	3,798.00
12/19/2014	X-cel Energy	WX	26.63
12/23/2014	2-Windy Gap Logging	NLF	96,000.00
12/23/2014	Affordable Dentures - Longmont	AAAA	500.00
12/23/2014	City of Rifle	WX	125.00
12/23/2014	Colorado Fiscal Institute	AAAA	50.00
12/23/2014	Colorado Legal Services	AAAA	540.00
12/23/2014	Colorado Senior Lobby	AAAA	330.00
12/23/2014	Consortium for Older Adult Wellness	AAAA	417.00
12/23/2014	Grand County Council on Aging	AAAA	2,552.00
12/23/2014	Grand County Government	AAAA	3,106.00

Date	December 2014 List of Payments	Memo	Credit
12/23/2014	Gregory B Adair, DMD, PC	AAAA	98.00
12/23/2014	Hagen, Betty	AAAA	107.41
12/23/2014	Hendershott, Melaine	AAAA	875.29
12/23/2014	Jackson County Council on Aging	AAAA	2,984.00
12/23/2014	Mitch Ringquist	AAAA	73.04
12/23/2014	Mountain States	AAAA	355.00
12/23/2014	Pitkin County Senior Services	AAAA	13,143.67
12/23/2014	Summit County Govt	AAAA	562.50
12/23/2014	Summit County Senior Services	AAAA	1,462.50
12/23/2014	To The Rescue	AAAA	758.00
12/23/2014	Ward W. Johnson, D.D.S.	AAAA	413.00
12/29/2014	Anita Cameron - vendor	NLF	283.05
12/29/2014	Anthony's Quality Quick Print	WX	500.00
12/29/2014	Best Western	WX	664.00
12/29/2014	Donald Bongiorno	RTCC	123.95
12/29/2014	Flory Ventures Inc	RB	5,000.00
12/29/2014	Glenn Horvath	RTCC	205.35
12/29/2014	Grand County Council on Aging	RTCC	838.20
12/29/2014	Jackie Tilton	RTCC	725.47
12/29/2014	Karin Wrape	RTCC	26.64
12/29/2014	Quill Corporation	SPLIT - Office Supplies	166.94
12/29/2014	Shellie Warren	RTCC	291.70
12/29/2014	Summit Car Clinic	SPLIT - Motor Pool Vehicle Service	433.62
12/29/2014	Transplant Living Center	RTCC	3,249.72
12/29/2014	Victoria Jarvis	QQ	5,045.00
12/30/2014	2-Colorado AleWorks & Vail Brewing Co.	NLF	75,724.00
12/30/2014	2-Colorado AleWorks & Vail Brewing Co.	NLF	20,276.00
12/30/2014	Alpine PC	SPLIT - Computer Support	399.95
12/30/2014	Century Link	SPLIT - Phone	604.87
12/30/2014	Century Link	WX	176.73
12/30/2014	Century Link	WX	49.28
12/30/2014	Comcast	SPLIT	133.86
12/30/2014	MD Electric Services, Inc.	WX	8,226.00
12/30/2014	Midwest Card and ID	Homeland Security	113,364.00
12/30/2014	Morning Star Elevator- Vendor	SPLIT - Building	135.00
12/30/2014	Pitney Bowes	SPLIT - Postage Machine	17.11
12/30/2014	Verizon Wireless Services	WX	294.89
12/31/2014	1st Bank Credit Card - COG	SPLIT - Credit Card	4,123.81
12/31/2014	1st Bank Credit Card - WX GEO	WX - Credit Card	3,436.64
12/31/2014	2-J&J Snow & Skate, LLC	NLF	22,500.00
12/31/2014	NWCCOG	NLF	10,296.24
12/31/2014	NWCCOG	NLF	2,005.12

AUTHORIZATION OF APPROVAL OF AGING AREA PLAN

The Northwest Colorado Council of Governments (NWCCOG) is a contracting agency of the Colorado Department of Human Services , Division of Aging and Adult Services (CDHS); and,

CDHS' State Unit on Aging requires the NWCCOG's Alpine Area Agency on Aging to develop a four-year area plan for funding, delivery, administration and coordination of services for older adults and their family caregivers who live in and are residents of the five-county Region 12 planning and service area; and,

The Alpine Area Agency on Aging has so developed a four-year area plan according to State Unit on Aging planning assistance for area plans (SUA Policy Directive 15-04); and,

The Regional Advisory Council has approved the area plan and recommends area plan approval by NWCCOG's Council; and

The NWCCOG's Council has reviewed the area plan.

Now, therefore, be it authorized that:

1. The Northwest Colorado Council of Governments Council approves the Alpine Area Agency on Aging's four-year area plan for Region 12.
2. The Program Director is authorized to complete the Statement of Intent (Attachment E) and submit the area plan Colorado Department of Human Services, Division of Aging and Adult Services for review and approval.
3. This authorization shall be in effect immediately upon its adoption.

I hereby certify that this authorization was adopted by the Council of the Northwest Colorado Council of Governments on January 22, 2015.

, Chair
Northwest Colorado Council of Governments

REGION 12 PLANNING & SERVICE AREA



FOUR-YEAR AREA PLAN

TITLE III and TITLE VII *OLDER AMERICANS ACT* *and* *STATE FUNDS FOR SENIOR SERVICES*

STATE FISCAL YEARS 2016-2019
(July 1, 2015 to June 30, 2019)

STATUTORY BASIS

The Administration on Aging (AoA), which oversees the Older Americans Act at the national level, requires that each individual Area Agency on Aging (AAA) submit a plan for how they will use the Older Americans Act funds and how they will work on the initiatives set forth by the AoA to its respective State department.

Per the Older Americans Act of 1965 [As Amended Through Public Law 110–246, Effective May 22, 2008], the Area Agencies on Aging (AAA) are required to develop an area plan for its planning and service area at a frequency determined by the State. Each such plan shall be based upon a uniform format for area plans within the State prepared in accordance with Older American’s Act section 307(a)(1). The State Unit on Aging’s Policy Directive 15-04 is the Planning Assistance document provided to Colorado’s sixteen Area Agencies on Aging for their Area Plan. .

PURPOSE

The overall purpose of the Area Plan is for each Area Agency on Aging to realize its full potential by articulating the prioritization, range, and delivery of services to older adults and eligible consumers during SFY 2016-2019.

INTRODUCTION

The following sections are to help guide and focus the Area Plans for more uniformity and continuity as a whole. All Area Agencies on Aging (AAAs) shall include in Section X AREA PLAN CHECKLIST the page numbers where information is found in the column titled: Page Numbers Where Information is Located. Area Agencies on Aging may incorporate additional information into the area plan beyond the requirements of this Planning Assistance document.

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SECTION I: EXECUTIVE SUMMARY

The Area Plan provides the Area Agency on Aging's primary blueprint of action. The Executive Summary incorporates the essential points of the Area Plan.

AAA Response

Every four years, each Area Agency on Aging in Colorado must develop an Area Plan that focuses on the activities, services, and programs to increase or assist in maintaining the independence and well-being of older adults within the community, and enhancing a comprehensive and coordinated community-based system. This Area Plan reflects our commitment to prepare our region for the aging of the population and to use our centralized infrastructure to coordinate activities in order to meet the needs of older individuals. Additional information provides context, including the demographics of our service area, collection of community input, and other data, services, and activities, as well as mandated requirements as part of identifying the priority services and meeting the needs for the next four years. The NWCCOG-Alpine Area Agency on Aging is pleased to present its response to the planning assistance document for the four-year area plan period of July 1, 2015-June 30, 2019.

Since its inception in 1978, the Alpine Area Agency on Aging (AlpineAAA) has been sponsored and housed by the Northwest Colorado Council of Governments (NWCCOG), which is also known as State Planning Region 12 and serves Eagle, Grand, Jackson, Pitkin, and Summit counties and the 21 municipalities contained therein.

The AlpineAAA is part of the Community Living Services Division and is operated under the state designated sponsorship of NWCCOG. It is supported by county and municipal governments in the region to plan, develop, and implement services as guided through the federal Older Americans Act (OAA of 1965 and its subsequent amendments). The Older Coloradans Act established the Older Coloradans program and created the Older Coloradans cash fund. With a General Fund portion, it is known as State Funding for Senior Services. These State funds build on the efforts of the aging network and mirror the service standards and requirements outlined in the OAA.

The Regional Advisory Council (RAC), established in 1980, provides advice and direction to the AlpineAAA and recommends policies for the Council's consideration. The Grant Review Subcommittee of the RAC is convened to evaluate proposals and make funding recommendations to the NWCCOG Council. Created under Section 306 (6) of the Older Americans Act, it is comprised of representatives from each county in State Planning Region 12 plus one elected official.

In 1994, the RAC developed the following vision statement:

To provide a comprehensive and coordinated system of services for the older population [60+] of Region XII.

In 2003, it added a mission statement:

Our mission is to identify needs, provide programs and services, and increase community awareness to promote the dignity, independence, and well-being of Region XII's older citizens.

The Older Americans Act (OAA) intends that the AlpineAAA be the leader relative to all aging issues on behalf of all older persons in the planning and service area; to serve as the advocate and focal point for older adults within the community. The primary goal of the Alpine AAA is to develop a comprehensive and coordinated system of services for its primary residents aged 60 and over.

The aging dynamics are creating new challenges and opportunities for our region's system of care of older adults. The Administration on Aging (AOA) has focused efforts and advanced a framework for modernizing the role of the Aging Services Network in long-term care. This modernization strategy is designed to strengthen the Network's role in helping individuals to learn about and access services, give older persons a greater role in determining the types of services and the manner in which they receive them, and empowering older adults to live healthier and more active lives. The OAA Amendments of 2006 (H.R. 6197), which reauthorized the Act, incorporated the key elements of AoA's modernization strategy into the core components of the OAA.

In 2014, the NWCCOG developed a strategic proposal to develop the business acumen of the agency. The NWCCOG Community Living Services Division was awarded funds for Targeted Technical Assistance to build the business capacity. This work focuses on how to prepare our services and supports to better serve more people and remain viable and relevant. The AlpineAAA believes the impact of this work will continue during SFY 2015-2019.

This Area Plan aims to continue the primary goal of the Alpine AAA: to plan for and facilitate the existence of a comprehensive and coordinated system of services, and to further utilize a consumer-direction and a person-centered approach in the provision of services. Coupled with the objectives of the OAA, this plan aligns the Alpine AAA services and programs with OAA funds to be an adaptable delivery system. Alpine AAA will be prepared for the changes to come and positioned for the opportunities through the system reform efforts that are underway at the national, state, and regional levels.

To achieve these goals during the course of the Area Plan, the AlpineAAA will seek long-time partners and other stakeholders involved or interested in a shared approach to work together to help us all achieve more in meeting the needs of the older adults in Region 12.

The AlpineAAA will work to help translate what is happening at the Federal and State levels to our regional level. While each of the AlpineAAA's partner organizations has an individual role in their community and sector, keys to this refined focus will be a shared commitment among the partners, including ongoing engagement with additional stakeholders with aligned interests to collaborate, and where feasible, integrate to achieve the greatest collective success.

Public input is a multi-faceted, on-going process. First and foremost, the AlpineAAA engages its Regional Advisory Council (RAC) members, who attend regular meetings, to provide feedback and assist in determining needs. The RAC hosted a public hearing on January 14, 2015 to receive public comment. The pulse of the aging network and a valuable source of input is received from the service providers. They represent a wide range of regional geography and resources, and a variety of services and organizational capacity. In addition, the public had opportunity to comment on the plan and public notification contained information on how to access a copy of the plan and to submit comments. The NWCCOG Council also reviewed the plan at its public meeting and, as recommended by the RAC, approved the submittal of the plan to the State Unit on Aging.

While Region 12 is becoming more diverse, the minority rates in the region are lower than the national average and the percentage change varies by county. Additionally, the region has lower than average poverty rates compared to the rest of the United States. In contrast, while the forecasted growth in Region 12 is only 6% for all ages, during the next four-year period, Region 12 will mirror the previous few years with exponential growth in its aging demographic characteristics. One common denominator in both our region and across the county is that older adults are redefining the aging process and shattering stereotypes about what it means to grow older, including how they view retirement and health.

The number of people age 60+ is projected to increase by about 16% in Region 12 and these people are living longer, which creates a greater demand for dwindling resources. For 2016-2019, the most growth is within the 75-84 and 85+ age ranges. Among the five counties of Region 12, Summit and Eagle will experience the largest growth percentages in both of these age ranges during this period. As the number of older Americans continues to increase, the Federal support for aging services has not kept pace. Three of Region 12's counties will have a greater than 250% change in their 65+ population by 2030. Targeting and prioritizing OAA funded has become necessary because we cannot serve every older adult with our current limited resources. In addition, the characteristics and needs of the older adult population are also changing. Individuals with disabilities are living longer and are experiencing the effects of aging.

Section VII introduces a new evaluation model that includes outcomes, strategies, and performance measures that will be part of a combination with other tools and approaches used by the AlpineAAA and the State Unit on Aging. This expanded model of evaluation is designed to demonstrate value and performance in serving our older adults and their caregivers. The standardized format specified enables the State and area agencies on aging to monitor program administration and compliance, and to evaluate and compare the effectiveness of the programs. Some of these from the Area Plan will be incorporated into the performance-based contracts.

The Area Plan is a fluid document and will be reviewed annually by the AlpineAAA and RAC to reflect new and changing situations. This will be done in cooperation with

agencies, organizations, and individuals participating in activities under the plan through monitoring, evaluating, and ensuring effective use of the funds. Revisions and updates to the Area Plan and its forms will be submitted to the State Unit on Aging.

DRAFT

Attachment A: Direct Service Waiver Request

Only AAAs providing services directly will submit this form. Waivers for all OAA/SFSS Programs, including those for priority services, are allowable to permit demonstrations and to promote innovations or improve service delivery providing the waiver will not diminish services already provided. A direct service is identified for any service funded with non-administrative funding.

Before requesting a waiver, the AAA shall conduct a public hearing. The AAA shall notify all interested parties in the area of the public hearing and furnish the interested parties with the opportunity to testify. The AAA shall prepare a record of the public hearing and shall furnish the record of the public hearing with the request for a waiver to the SUA when the Area Plan is submitted.

**Region 12
DIRECT SERVICE WAIVER REQUEST**

We hereby request approval of a Waiver to provide the direct services listed below.

1. Material Aid Dental and Vision Assistance; and Visually Impaired services – regional administration and management of a consumer directed voucher service delivery format to eligible older adults for the Region 12 planning and service area.
2. Care Management Services [Options Counseling] as defined in the ADRC policy & procedure manual.
During the course of the Area Plan the Alpine AAA may seek a waiver to regionally administer this as a community resource service providing the oversight and coordination of individuals locally placed in Region 12.
3. Homemaker Services – regional administration and management of a consumer directed voucher service delivery format to eligible older adults for the Region 12 planning and service area.
4. Long Term Ombudsman Services – the Alpine AAA will serve as the Lead Ombudsman and will secure and provide the training, oversight, and management of local Long Term Care Ombudsmen for Region 12.
5. National Family Caregiver Support Programs:
 - Information and Assistance services provided directly to family caregivers;
 - Respite Services - regional administration and management of a consumer directed voucher service delivery format to eligible family caregivers for the Region 12 planning and service area; and
 - Training and Education – provision of community trainings and regional caregiver conference for the Region 12 planning and service area.

STATEMENT OF INTENT

The Area Plan

Is hereby submitted for

AREA AGENCY ON AGING (AAA) NAME

12
REGION

For the period July 1, 2015 through June 30, 2019

This Area Plan includes all assurances plans under provisions of the Older Americans Act during the period identified. The Area Agency on Aging identified above shall assume full responsibility to develop and administer the Area Plan in accordance with the requirements of the Older Americans Act and related State regulations and policy. In accepting this authority, the Area Agency on Aging assumes responsibility to promote the development of a comprehensive and coordinated system of community services and to serve as the advocate and focal point for older persons in the planning and service area.

The four-year area plan has been developed in accordance with the rules and regulations specified under the Older American's Act and Staff Manual Volume 10, and is hereby submitted to the Colorado Department of Human Services, Division of Aging and Adult Services for review and approval.

SIGNATURES:

Program Director,
Area Agency on Aging

DATE

Chairperson,
Area Agency on Aging
Advisory Council

DATE

Chairperson,
Governing Board of the
Area Agency on Aging

DATE



PROGRAM UPDATES

To: NWCCOG Council
From: NWCCOG Staff
Date: January 14, 2015
Re: January 2015 Program Updates

The following are the events of note that have occurred since the December 4, 2014 NWCCOG meeting.

Regional Business/Administration

- Invoices for the 2015 dues were mailed to all NWCCOG members on January 6th.
- Dazzio & Plutt, LLC, NWCCOG independent auditors, will be conducting their field work for the 2014 audit on March 9 – 13, 2015 in the NWCCOG office.

Alpine Area Agency on Aging – *Jean Hammes, Director*

Regional Advisory Council (RAC):

- The Region 12 Regional Advisory Council's (RAC) first meeting of the year will be on January 14, 2015. At the time of this report, the meeting has not yet taken place. The agenda includes:
 - Welcome and introduction of the newly appointed RAC members for Eagle and Grand Counties, and the introduction of the new Optimal members.
 - The election of RAC offices (Chairperson, Vice Chairperson, and Secretary) for two-year terms. The NWCCOG Council serves as the Treasurer for the RAC.
 - Selection of a date and location for the 27th Annual Senior Awards Ceremony to be held in May 2015. Formation of an ad hoc Sr. Awards Committee.
 - The Public Hearing for the Area Plan will also be held in the afternoon.
- In January, each county will hold its own local orientation session for its members that serve on the RAC. The AlpineAAA is available to participate in the orientation sessions if requested.
- The AlpineAAA would like to recognize the following RAC members that have attained the following lengths of service; we are very appreciative of their contributions:

28 Years of Service

- Marty Ames - Pitkin Co. Senior Coordinator alternate

20 Years of Service

- Anne Crane - Summit Co. appointee

14 Years of Service

- Wendy Petefish - Jackson Co. Senior Coordinator alternate

9 Years of Service

- John Bade - Eagle Co. appointee

5 Years of Service

- Bert Roy - Eagle Co. appointee
- Mildred Alsdorf - Garfield Co. representative

4 Years of Service

- Carly Reitman - Eagle Co. Senior Coordinator alternate
- Charlotte Waddell - Grand Co. appointee

3 Years of Service

- Coni Aguilar - At-Large representative
- Geogeanne Waggaman - Pitkin Co. appointee

2 Years of Service

- Peg McGavock

One Year of Service

- Corina Aragon - Summit Co. appointee
- Steve Ladin - Summit Co. appointee
- Terry Myers - Jackson Co. appointee
- Commissioner James Newberry - Grand Co. appointee
- David Pearce - Eagle Co. appointee
- Sunny Scott - Grand Co. Senior Coordinator alternate
- Seth Sachson - Pitkin Co. alternate
- Gayle Stephenson - Jackson Co. appointee
- Dan Waddell - Grand Co. appointee
- Lorie Williams - Summit Co. Senior Coordinator alternate

Region 12 Area Plan on Aging:

- As of the writing of this report the final policy guidance has not yet been received from the State Unit on Aging; it was expected to be received on December 22, 2014. In order to meet the timeline approved by the RAC, the Alpine Area Agency on Aging proceeded with developing the Region 12 Four-Year Area Plan (based on the draft planning assistance). The Public Hearing will take place on January 14, 2015. A copy of the area plan will be made available to the Council members, following the January 14, 2015 Public Hearing, in advance of the Council's January meeting.
- **Public Hearing Notice:** The NWCCOG –Alpine Area Agency on Aging will conduct its public hearing of the Region 12 Four-Year Area Plan on Aging. The Regional Advisory Council and Alpine Area Agency on Aging are hosting the event. The hearing will be held on Wednesday, January 14, 2015, 1:00 p.m., at the Golden Eagle Senior Center, 715 Broadway, in Eagle, Colorado; snacks and beverages will be provided. The hearing will be open to seniors, community leaders, service providers and the general public to comment on the area plan. Interested parties will have an opportunity to testify. The draft version of the area plan, a document that the Alpine Area Agency on Aging must submit to the Colorado State Unit on Aging in early February, will be available for review at www.nwccog.org in January. If you are unable to attend, but would like to comment on services that the Alpine Area Agency on Aging provides, or services that are lacking, please send all comments to Jean Hammes, Program Director, Alpine Area Agency on Aging, PO Box 2308, Silverthorne, CO 80498.

Funds Still Available for Regional Advisory Council (RAC) SFY'14-15 Mini-Grant Program:

- Funds are still available for this fiscal year's Region 12 Regional Advisory Council's Mini-Grant Program. Applications are being accepted. The application may be access on the NWCCOG's website, or, by contacting Jean Hammes. The deadline is 5:00PM, May 8, 2015.

Legislation/Advocacy Efforts:

- **Save the Date!** The 2015 Senior Day at the Capitol will be April 1, 2015. The location will be the Old Supreme Court Chambers at The Colorado State Capitol in Denver. While typically the event has had more attendees that the Old Supreme Court Chambers could hold, the Colorado Senior Lobby feels it is important that the event be held at the Capitol. At the Colorado State Capitol, the Old Supreme Court Chambers is the largest room available.

Colorado Commission on Aging Vacancy:

- There is a vacancy in congressional district 3 (Republican Party affiliation). This district represents part of Region 12. If you are interested in applying, please contact Tara Frank with Aging and Adult Services at (303) 866-5288, or, by email at tara.franck@state.co.us. You may also contact the Governor's Boards and Commission Office directly by email at boards@state.co.us. Applications can also be completed online and submitted directly to the Governor's Office of Boards and Commissions for review.

Fiscal Year 2015 Budget and Older Americans Act:

- President Obama signed the 2015 Omnibus Appropriations Bill on December 16, 2014, ensuring that the federal government will be funded through September 2015. The budget stays within the caps set by Congress last year. For the most part, FY 2015 discretionary funding, including Older Americans Act programs, will remain flat at FY 2014 levels.

Broadband Projects – *Nate Walowitz, Regional Broadband Coordinator*

- Pitkin County has chosen a vendor to meet Phase 1 of their project for a broadband solution for East of Aspen, Redstone, and Marble. Pitkin County has also requested that their selected vendor provide them with an economic and financial model for broadband before they begin network design and deployment.
- Rio Blanco County released the first of many RFPs for its project. Rio Blanco County has submitted a grant application to DOLA for program funding. NWCCOG continues to support Rio Blanco County's grant request to DOLA and Nate has written a supporting article intended for their local newspaper and blogs.
- High Country Internet (HCI) continues to work with Red Cliff on a plan to provide broadband services to the town. The hospital in Leadville is slated to close at the end of March 2015. As the hospital is HCI's headend; HCI is working to determine alternate plans for network connectivity.
- Nate and CenturyLink are having continued conversations about how CenturyLink could provide some type of solution that would be available across the entire NWCCOG region without having to create a completely new network. Mammoth Networks and Forethought.net/Brainstorm continue to work in our region, also proposing middle mile traffic aggregation to lower costs to government entities.
- Focus continues on establishing a Wireless Internet Service Provider (WISP) and enabling cost competitive access to legacy CenturyTel fiber first.
- Mammoth Networks submitted a proposal for Vail Valley Partnership (VVP) to sponsor a meeting with hospitals, schools, and local government agencies to discuss aggregation of traffic using a Mammoth hosted "CNL equivalent" for middle mile broadband in Eagle County. Nate

suggested to Jeremy Reitman of VVP that this become a larger carrier agnostic conversation about broadband needs for the Vail Valley, including commercial and not-for-profit businesses. They are targeting a date of February 26, 2015, to hold this workshop. Nate will be acting as the facilitator for the conversation and all regional providers will be invited.

- Audrey Danner, Director of the Craig Moffat Economic Development Partnership, indicated that she would like to work on developing the Moffat County strategic broadband plan. Nate provided her with a sample format and table of contents and they will start work on this project in January 2015.
- Martin Woros, Grand County IT director, requested Nate's support to provide technical assistance for Tabernash's point to point link. Martin and Nate will work to develop a Tactical and Local Government Outreach Plan to assist Grand County and its municipalities achieve the strategic goals that were detailed in the NWCCOG Strategic Broadband Plan.
- The State of Colorado FirstNet and FirstNet National Board Outreach meeting will be held January 14, 2015. Nate has been invited to participate and represent the interests of NW Colorado governments and Colorado Firefighters and All Hazards teams.
- CenturyLink has indicated that they could support a carrier-based redundant network connectivity between major towns and cities in the region as well as provide Cloud Services to all county seats in the NWCCOG broadband project area. Nate will continue to pursue this and more competitive regional price offers from CenturyLink and other providers. This redundancy could be potentially supported by creating "meet me" locations to interface local governments together. Much research is still needed to investigate if this is a realistic goal and if it could be implemented cost effectively.
- Nate will leverage the work in Rio Blanco County, as well as conversations with engineering resources, to create a draft standard for fiber conduit projects.
- As a result of Nate's encouragement and support, ForeThought.net/Brainstorm has been tentatively awarded \$ 1.7 M from the FCC Rural Broadband Experimental Grant funding for the Rio Blanco County project. Nate has continued to distribute information about the USDA RUS Grant availability. Date for next RUS submittal is February 17, 2015.

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

- The Annual Scope of Work Progress Report/Comprehensive Economic Development Strategy (CEDS) Regional Action Plan update for 2014 was completed and submitted to the Economic Development Administration (EDA) on December 31, 2014.
- Staff is working on recruiting board members for 2015, as there are vacancies in the Pitkin and Jackson County Economic Development stakeholder seat; as well as the tourism industry seat.
- Staff is working on updating the website with current funding opportunities and trainings. The January resources bulletin was emailed on January 9, 2015.
- The NWCCOG EDD will be offering the 2015 Colorado Fiscal Forum on February 25, 2015, from 10:00AM– 4:00PM at the Summit County Community and Senior Center in Frisco. This program is presented by the Colorado Fiscal Institute (CFI), and is a discussion on economic and fiscal trends at the federal and state level.

- Planning is underway for 2015 board of directors and working group meetings for 2015, the schedule is as follows:
 - January 22, 2015**, 1:00 – 3:00PM, Summit County Commons in Frisco, EDD Board of Directors
 - February 25, 2015**, 10:00AM – 4:00PM, 2015 Colorado Fiscal Forum - Presented by the Colorado Fiscal Institute (this event is in place of Feb. EDD Working Group meeting), Summit County Community Center in Frisco
 - April 22, 2015**, 1:00 – 4:00PM, Colorado Mountain College Edwards, EDD Working Group
 - May 28, 2015**, 1:00 – 3:00PM, Gypsum Town Hall, EDD Board of Directors
 - June 24, 2015**, 1:00 – 4:00PM, Colorado Mountain College Dillon, EDD Working Group
 - August 27, 2015**, 1:00 – 3:00PM, Eagle County Admin Building, EDD Board of Directors (strategic planning session w/ NWCCOG Council) *no working group meeting in August*
 - October 28, 2015**, 1:00 – 4:00PM, Colorado Mountain College Dillon, EDD Working Group
 - December 9, 2015**, 1:00 – 4:00PM, Colorado Mountain College Edwards, EDD Working Group
- The EDD Director has been invited to participate in the Basalt Economic Development Partnership as a regional partner; the first meeting of 2015 will be on January 15, 2015.
- The next meeting of the Health and Wellness Sector Partnership will be on February 18, 2015 from 10:00AM – 12:00PM at the Eagle County Administration Building.
- The EDD Director will attend the Rural Resort Region Workforce Investment Board meeting on January 21, 2015.
- The EDD Director will attend The Assembly, a workshop on collaborating for year-round mountain tourism on January 28, 2015. NWCCOG EDD is serving as a promotional partner for this event; therefore NWCCOG members receive a discount on registration fee (contact NWCCOG EDD for promo code).

Elevator Inspection Program (EIP) – *Gene Morse, Director*

In December, NWCCOG announced that Gene Morse, EIP Director, is making plans to retire in 2015 and that a search would begin to find a replacement. NWCCOG has received five applications in response to the EIP Director job announcement. The job announcement appeared in Elevator World (on-line and in the magazine), on the NWCCOG web site, and was sent via e-mail blast from NAESA International and the State of Colorado Conveyance Division to all QEI certified inspectors. A small committee is being formed to review the applications and interview the applicants.

In 2014, NWCCOG completed annual inspections on 1,739 commercial units and processed 174 permits: 37 commercial, 67 residential, and 70 modifications. In 2013, NWCCOG processed 145 permits: 47 commercial, 49 residential, 49 modifications.

Energy Management (Weatherization) – *Steve Getz, Director*

In late September 2014, the NWCCOG Weatherization Team received approval from the Colorado Energy Office to begin weatherization work on two of the five buildings at Riverview Apartments in Eagle-Vail, which is part of the portfolio of the Eagle County Housing Department. Work began October 1, 2014, and continued until late December, to weatherize 27 apartments in two buildings. Long-term plans are to weatherize all of the apartments at Riverview, but with lower post-ARRA funding levels it will likely take two more funding cycles to

complete the work on every apartment. The approved energy audit called for measures such as Air Sealing, insulation of pipes and water heaters, replacing all incandescent lightbulbs with Compact Fluorescent Lightbulbs (CFLs), and installing water-saving showerheads where needed. These measures were installed by the skilled technicians of NWCCOG. Since the apartments have electric heat, which can be very expensive to operate, automatic set-back thermostats were installed by an electrical contractor for all of the baseboard heaters. The electricians also replaced several baseboard heaters that were unsafe or no longer operational. NWCCOG Weatherization also improved the ventilation and indoor air quality of each apartment by installing more powerful bathroom ventilation fans, and working with our electrical contractor to install automatic controls to optimize the indoor air quality inside each apartment. All refrigerators within the 27 apartments were metered for electrical consumption, and where the existing refrigerator used excessive amounts of electricity, an Energy Star® refrigerator was installed and the old unit hauled away for recycling. This was a cooperative project drawing together several players and funding sources. The project is being funded with Department of Energy funds funneled through the Colorado Energy Office. This project is also receiving additional funding contributed by Holy Cross Energy, the utility company that provides electricity to the apartments. The Eagle County Housing Department, led by Jill Klosterman, was instrumental from the start in helping get the project off the ground. She was helpful every step of the way in notifying tenants of the work schedule, working with NWCCOG to perfect the ventilation strategy, coordinating access for the electricians, and many other ways. Riverview's office and maintenance personnel are some of the nicest and most professional apartment managers we have ever worked with. The Riverview residents are also outstanding. They were very friendly and made our crews feel welcome while work was being done on their apartment. NWCCOG wishes to thank the residents of Riverview, the Eagle County Housing Department, Holy Cross Energy, the Colorado Energy Office, The Department of Energy, MD Electrical Services Inc., and the entire NWCCOG Weatherization team, for all doing their part to bring this project to fruition and improve the energy-efficiency of Riverview Apartments.

Northwest All Hazards Emergency Management Region (NWAHEMR)

The 2014 State Homeland Security Grant (SHSG) became effective as of 9/23/14 and includes \$249,730 for three projects: regional coordination (meeting expenses), credentialing equipment for each of the 10 counties (phase 4 of 4 for this project - completed), and equipment for the new Eagle County Emergency Operations Center (EOC).

Northwest Loan Fund (NLF) - Anita Cameron, Director

Two (2) loan applications were approved this month and both closed on New Year's Eve. We finished the year with eight (8) loans approved, of which six (6) are fully funded. These loans will create 19 (or more) jobs in the NLF Territory!

The NLF initial grant contract was \$500,000.00 plus \$80,000.00 for administrative fees. The NLF has loaned \$456,500.00 and drawn \$73,040.00 in administrative fees. The NLF is requesting \$400,000.00 plus \$64,000.00 for administration fees.

The story of Windy Gap Logging was published in the NWCCOG eNews, and a Press Release will go to the Grand County newspaper.

NW Regional Assistance HUB – Connect for Health Colorado- *TJ Dufresne, Coordinator*

The Connect for Health Colorado Marketplace is now in the midst of our 2015 health insurance coverage drive. During the initial push to meet the deadline of November 15, 2014, for January 1, 2015 coverage we saw many of our consumers seek support from our local health coverage guides, the call center, and from local agents and brokers.

There were 151,362 Marketplace private enrollments state-wide through December 31, 2014 for coverage effective January 1, 2015. There were 113,864 enrollments with financial assistance and 10,817 enrollments without financial assistance. The official total numbers of enrollments for January 1, 2015 coverage will be released after pending applications have been processed.

The Connect for Health Colorado full metrics pages may be accessed at <http://connectforhealthco.com/news-events/metrics/> which includes enrollments by county. These figures do not include business enrollment figure.

**Connect for Health Colorado
Individual Enrollment for Northwest Colorado December 31, 2014**

Eagle	1,560	Garfield	1,333	Grand	457
Jackson	37	Moffat	161	Pitkin	780
Rio Blanco	73	Routt	1,266	Summit	890

The majority of enrollees were able to obtain coverage without incident. However, there were cases in which there were technical issues to overcome, workarounds needed, and a need for a workflow to resolve enrollment issues. Particular issues we faced were: identity verification issues, user data entry errors (due to incomplete applications and a misunderstanding of the fields to complete), and system program and database interface problems.

The Single Application System (a shared financial assistance application for Medicaid, CHP+, and the Marketplace) experienced technical issues. To address the issues, there was round-the-clock work to address the IT issues identified mostly by Health Coverage Guides. A successful streamlined communication system was developed to report customer accounts that experienced a delay or incorrect financial assistance eligibility determinations. The Support Center is working to resolve the incident cases; with a priority for individuals with pressing medical intervention needs and/or other extenuating circumstances.

Our Health Coverage Guides have focused on outreach efforts, in-person customer assistance, system issue identification; and keeping up-to-date with new information, processes, and best practices. Our Health Coverage Guides in Northwest Colorado have been invaluable in the

identification of system issues, policy concerns, and the establishment of workarounds. The HUB continues to provide support for Assistance Site and Health Coverage Guides, Connect for Health Colorado systemic support, and training guidance for the rest of the state.

At the state level, our focus now turns to strengthening our advertising, community outreach, small business outreach, and training opportunities. We also look for more effective and efficient communication systems between the Assistance Sites and the centralized Customer Service Center. We continue to identify areas for improvement on the website as well as inter-departmental communication, professional development, and technical training.

As we move forward through the “2015 Get Covered, Stay Covered” enrollment period, there will be more open enrollment events scheduled. We have received feedback from enrollees which indicate that the statewide advertising campaigns Connect for Health Colorado has run are planting the seed that health coverage is important for one’s physical and financial health. So far, our enrollment numbers are higher than our projected enrollment figures. We continue to hold education and outreach opportunities throughout the region. We have strengthened partnerships with health service providers, faith based organizations, and school districts.

Regional Transportation Coordinating Council (RTCC) – *Susan Juergensmeier, Mobility Manager*

The Mountain Ride Transportation Resource Call Center (One-Call/One-Click) is now live. The testing phase was started in August with the completion at the end of December. All trips that have been coordinated and booked to date are part of the regional Non-Emergent Medical Transportation (NEMT) Medicaid billing project. As of December 2014, 862 rides have been booked through the Call Center: 860 were Medicaid medical and two were pharmacy trips. Following are the number of one way trips by county:

- Grand - 586 trips
- Jackson - 24 trips
- Routt - 171 trips
- Summit – 81 trips

Agencies we collaborated with included the Grand County Council on Aging, the Northwest Colorado Center for Independence, and the Summit Seniors. The Memorandum of Understanding (MOU) for Eagle County has been signed. We are working with their Health and Human Services staff on the transition. The MOU with Pitkin County is being routed to County Officials for approval and signatures.

To market this project we have contracted with North Star Consulting Group to develop marketing materials for all targeted populations, especially veterans. The other targeted populations include older adults, people with disabilities, and low income.

The next Regional Transportation Coordinating Council (RTCC) meeting will be held on February 4, 2015 at 10:00AM at ECO Transit in Gypsum.

Water Quality and Quantity Committee (QQ) – Lane Wyatt and Torie Jarvis, Co-Directors

QQ continues close work on the formulation of the Colorado Water Plan. Governor Hickenlooper issued an Executive Order in May of 2013 directing State agencies and statewide water leaders to begin work on drafting the first Colorado Water Plan, aimed at outlining future water supply needs and development. The Colorado Water Conservation Board delivered the first full draft of the Plan to the Governor in December of 2014. QQ continues to advocate for the interests of headwaters local governments and communities in the process, both at a statewide level and with the Colorado River Basin Roundtable. QQ County Commissioners hosted the first in a series of meetings with the Metro Area County Commissioner to develop language on the importance of the role of local governments for submission to the Water Plan process.

The Colorado General Assembly convened on January 7, 2015, to begin their 2015 session. QQ will represent members in water-related legislative matters at the capitol and will provide regular updates on the session moving forward. QQ will continue close involvement with the Colorado Water Congress as part of these efforts. Water issues the legislature may decide to tackle include incentivizing the integration of land use planning and water supply planning locally, allowing a limited number of residential rain barrels, developing a phreatophyte eradication grant programs, and possible legislation addressing local government regulation of oil and gas (based on the ongoing work of the Colorado Oil and Gas Task Force).

QQ will submit an amicus brief to the Colorado Court of Appeals in the case of *Ft. Collins vs. Colorado Oil and Gas Association (COGA)*. COGA sued Ft Collins over its five-year moratorium on hydraulic fracturing; claiming state regulations preempt the moratorium. QQ is concerned about the broad language from the District Court relating to moratorium and the authority of local governments, and will point out the importance of local land use tools for oil and gas development and for the QQ region more broadly.

QQ continues work with the Upper Colorado Wild and Scenic Alternatives Stakeholders Group (Stakeholder Group or SG). As the management plan for the Upper Colorado River developed by SG moves towards incorporation into the BLM and Forest Service's regional management plans, QQ assisted in developing the local government protocol to outline the group's governance.



Town of Frisco ♦ P.O. Box 4100 ♦ Frisco, Colorado 80443

TO: Liz Mullen
From: Jocelyn Mills, Community Development Director
RE: NWCCOG Technical Assistance Grant 2015
Date: January 12, 2015

Please see attached grant request from the Town of Frisco. Please let me know if you need anything further (contact information on grant application).

We look forward to making a five minute presentation at the January 22, 2015 NWCCOG meeting.

NWCCOG 2015 TECHNICAL ASSISTANCE GRANT APPLICATION

January 12, 2015

1. **Jurisdiction:** *Town of Frisco*
2. **Name of Person Completing Application & Contact Info:** *Jocelyn Mills, Community Development Director, Town of Frisco, PO Box 4100, Frisco, CO 80443; 970.668.9130; jocelynm@townoffrisco.com*
3. **Project Title:** *Frisco Design Guidelines User Manual*
4. **Name of Person Responsible for Completion of Project:** *Jocelyn Mills, contact information listed above*
5. **Amount Requested:** *\$5,000*
6. **Category of Application:** *Small Community, particularly lacking adequate staff*

7. Describe in detail the rationale for your choice of category in question #6.

Frisco's Community Development Department has two planners, two building division staff, and one director. The department does not have the expertise or skills of graphic design / layout to create a design guideline manual for the Town. Additionally, based on the increase in development in Frisco over the last couple of years and the project workload planned for 2015, the department lacks adequate staff resources to dedicate for creation of a design guideline manual.

8. Please provide the following information. Provide a separate attachment if necessary (two pages maximum):

- A. *Briefly describe the project. Why is the project needed at this time? How does the implementation of the project address the need?*

The Town's land use regulations and zoning codes have not gone through a complete review since the early 1980's. As such, oftentimes community members have a hard time reading and understanding the regulations and codes. Part of the zoning codes include building design requirements, which are required to be followed for all development in town. The project is to create a design guidelines user manual with architectural graphics and photograph examples to explain the regulations in an easy to read format using laymen terms. It will be used as a companion guide to the Town's zoning codes.

One project Community Development staff is tasked with undertaking in-house this year is a complete review of the Town's land use regulations and zoning codes. At Town Council's direction and based on community input, the two primary goals of the update project are to ensure the land use regulations and zoning codes retain and enhance Frisco's character/sense of place (mountain town, eclectic style and historical influences), and to present the updated rules in a "user-friendly" format for the community.

Creation of a design guidelines user manual, in conjunction with a complete review of Frisco's land use regulations and zoning codes, provides a timely opportunity to further explain the Town's design requirements, and to include any new design rules that may come out of the review process. The user manual can be viewed as a needed tool to ensure the community easily understands the Town's building design regulations. Such a document will provide the public, property owners, prospective property owners, contractors and architects with visual graphics and photograph examples to continue to guide the designs of the built environment, and also meet the community requested need that Frisco's mountain character is retained.

B. What measurable results do you expect? How will these results be measured?

The measurable result expected is a tangible document to be used by staff and the community. Once completed, the design guidelines user manual will be posted on the Town's website as well as paper copies will be available at the Community Development Department. Community staff will use the user manual to explain to the public, property owners, prospective property owners, contractors and architects, Frisco's design regulations. Short-term results include a tool to help the community better understand in layman terms, the Town's design requirements. Long-term indirect results will be buildings that are constructed that further compliment the community's character and sense of place.

C. How could this project be useful to other jurisdictions in the region? Is it something that could be replicated by another jurisdiction?

Creation of a design guidelines user manual, which will be used as a companion document to Frisco's zoning code, can be used as a template for other jurisdictions in the region to create design guidelines manuals in their communities. The format of the user manual is to provide visual examples of building designs that explain Frisco's code requirements; all of the information will be presented in layman terms in a "user friendly" format for the Frisco community to easily understand the Town's building design requirements. The concept and process to create the design guidelines user manual can easily be transferable to other jurisdictions. Frisco staff is willing to share the project with other NWCCOG municipalities.

D. Assuming the project is funded, when will it begin and what is the timeframe for completion?

Community Development Department's zoning review project will be completed by the beginning of September of this year. If the design guidelines user manual project is funded, the timeframe would be bidding and hiring of a consultant in mid September / early October, with completion of the project to be the end of November/early December, 2015.

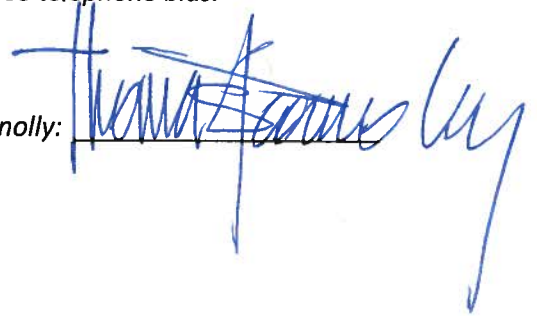
E. Total Cost of Project: \$10,000 Cash Match Provided: \$5,000

F. Provide a budget for your project clearly listing both revenues and expenses in a table format. What is your jurisdiction's 2014 General Fund Budget. Total: \$9,033,073 What is your jurisdiction's 2014 General Fund – Fund Balance (do not include restricted funds, i.e. TABOR reserve): \$3,821,403

Project	Expenses	Revenues
Design Guidelines Manual - hire consultant*	\$10,000 for the project. <i>Deliverables include:</i> <ul style="list-style-type: none"> • An initial meeting with staff about the details for the manual; • A draft of the manual for staff review; • And, a final "user friendly" design manual with architectural graphics and photograph examples. This will include a PDF version of the final document as well as an electronic working copy of the document for use by staff, if any future updates are needed. 	NA

* Frisco will bid the project and obtain (and record) a minimum of three telephone bids.

Signature of Frisco's NWCCOG Representative, Council member Tom Connolly:



8. Please provide the following information. Provide a separate attachment if necessary (two pages maximum):

A. Briefly describe the project. Why is the project needed at this time? How does the implementation of this project address the need?

We are starting a project to bring high-speed internet into our town with help from NWCCOG and DOLA. Currently we do not have that capability and have only satellite. We will be purchasing property for a tower and replacing a second tower that is on town-owned land. This grant request is for attorney fees for the land purchase/exchange and engineering and survey fees in conjunction with the purchase/exchange. This request does not include the purchase price for the land.

B. What measurable results do you expect? How will these results be measured?

The product will be a successful exchange of property ownership for the tower site and the planning of the installation of towers.

C. How could this project be useful to other jurisdictions in the region? Is it something that could be replicated by another jurisdiction?

We would be happy to share any of our product with other jurisdictions. We would also share the tower with others that may need this capability, such as the EPA project currently about a half to one mile from the tower location.

D. Assuming the project is funded, when will it begin and what is the timeframe for completion?

It could begin as soon as the project is funded. Completion within 3 months

E. Total Cost of Project \$7000 Cash Match Provided \$3500
Each project must provide a dollar-for-dollar cash match.

F. Provide a budget for your project clearly listing both revenues and expenses in a table format.

Planning for Tower Installation

Legal fees for land use approval, transfer of deed,
surveying and engineering for plan implementation

Total	NWCCOG	Town of Red Cliff
\$7,000.00	\$3,500.00	\$3,500.00

What is your jurisdiction's 2014 General Fund Budget Total: \$ 199,328.00

What is your jurisdiction's 2014 General Fund - Fund Balance (do not include restricted funds i.e. TABOR reserve) \$604,258 - this balance includes money due from our water and sanitation fund of \$593,007 which will be written off in the 2014 audit.

Signature of Jurisdiction's NWCCOG Representative: _____

Applications are due before 5:00 p.m. on Monday, January 12, 2015 to NWCCOG, Attn: Liz Mullen, at P.O. Box 2308, Silverthorne, Colorado 80498, or e-mail to lmullen@nwccog.org

NWCCOG 2015 TECHNICAL ASSISTANCE GRANT APPLICATION

1. **Jurisdiction** Walden, Colorado

2. **Name of Person Completing Application** Suze M. Kanack

Address 513 Harrison Street

Phone Number 970-723-4344 **e-mail address** suzetownofwalden@gmail.com

3. **Project Title** **Training for Staff at Colorado Institute for Municipal Clerks**

4. **Name of Person Responsible for Completion of Project:** *Suze M. Kanack*

Address *513 Harrison Street*

Phone Number *970-723-4344* **e-mail address** *suzetownofwalden@gmail.com*

5. **Amount Requested** *\$3,000*

6. **Category of Application (you may choose more than one)**

XX Community with Mining, Oil & Gas Employment - Number of employees: _____

XX Small Community, particularly lacking adequate staff

XX Economically Challenged Community

____ Other: _____

7. **Describe in detail the rationale for your choice of category(s) in question #6.**

In our office we have had a 100% turn over in the last year so there has been a lack of cross training or in my case any training.

8. Please provide the following information. Provide a separate attachment if necessary (two pages maximum):

- A. Briefly describe the project. Why is the project needed at this time? How does the implementation of this project address the need?

What we are hoping to accomplish is to have an educated staff. The Town of Walden is in a great need because our current staff has to become technical experts. With the help of other town clerks in Colorado their help will take us a long way to understanding and doing our job to the best of our abilities. There are many opportunities offered by the Colorado Municipal Clerk Association. There are the Institutes that CMCA offer and I would like to attend and also have my Deputy attend. But for both of us to attend we would need to hire a part time person to cover the office in our absence. There is also the 2015 CML Conference that I would like to attend that is being held in Breckenridge June 16-19th. The project is needed at this time because we are learning on the job; it would to the town of Walden advantage for us to have help from subject experts such as the other clerks and instructors.

- B. What measurable results do you expect? How will these results be measured?

I think the first results are the town running more effectively. And with education comes expanded horizon I need to learn what I need to know and this is not only for me but for my staff. I think the only way that it can be measured at this time is when you know your job you can do your job.

- C. How could this project be useful to other jurisdictions in the region? Is it something that could be replicated by another jurisdiction?

This is really only useful for our jurisdiction because of an unusually set of circumstances that led to the great need for the education.

- D. Assuming the project is funded, when will it begin and what is the timeframe for completion?

The conference is held in June 19th to the 21st. But the CMCA Institute & Academy will be held July 26-31. So by the end of summer we should have measurable information about the completion of the Grant

- E. Total Cost of Project \$6,000 Cash Match Provided \$3,000

F.

Each project must provide a dollar-for-dollar cash match.

G. Provide a budget for your project clearly listing both revenues and expenses in a table format.

What is your jurisdiction's 2014 General Fund Budget Total: \$861,290

What is your jurisdiction's 2014 General Fund - Fund Balance (do not include restricted funds i.e. TABOR reserve) \$ 20,951

Signature of Jurisdiction's NWCCOG Representative: _____

Applications are due before 5:00 p.m. on Monday, January 12, 2015 to NWCCOG, Attn: Liz Mullen, at P.O. Box 2308, Silverthorne, Colorado 80498, or e-mail to lmullen@nwccog.org

Colorado Institute for Municipal Clerks

2015 CML Conference - Breckenridge, Co.	\$215.00
Rooms	\$800.00
Travel	\$200.00
CMCA Institute & Academy - July 26-31	\$750.00
Room	\$1,000.00
Travel	\$200.00
for Deputy	\$750.00
	\$1,000.00
	\$200.00
wages to cover office	\$450.00
misc. expence	\$435.00
	\$6,000.00

F. **Each project must provide a dollar-for-dollar cash match.**

G. Provide a budget for your project clearly listing both revenues and expenses in a table format.
What is your jurisdiction's 2014 General Fund Budget Total: \$861,290
What is your jurisdiction's 2014 General Fund - Fund Balance (do not include restricted funds i.e. TABOR reserve) \$ 20,951

Signature of Jurisdiction's NWCCOG Representative: *Jay M. Howell*

Applications are due before 5:00 p.m. on Monday, January 12, 2015 to NWCCOG, Attn: Liz Mullen, at P.O. Box 2308, Silverthorne, Colorado 80498, or e-mail to lmullen@nwccog.org

NWCCOG 2015 Technical Assistance Grant Awards -- Grant Application Evaluation Form

			RATE ON A "1 TO 5" SCALE						
Jurisdiction	Project	Grant Requested	Perceived Project Need to the Community (1=Low; 5=High)	Demonstrated Financial Need (1 = Not Demonstrated; 5 = Very Well Demonstrated)	Benefit to NWCCOG Members/Region (1 = Low; 5 = High)	Demonstrated Category of Application (1=Not Demonstrated; 5=Very Well Demonstrated)	Ability to Complete the Project (1 = Not Demonstrated; 5 = Very Well Demonstrated)	Comments	Recommended Grant Award
1	Town of Frisco	Frisco Design Guidelines User Manual	\$5,000						
Previous Grants Received:									
2	Town of Red Cliff	TA for Towers	\$3,500						
Previous Grants Received:									
3	Town of Walden	Training for Staff at Colorado Institute for Municipal Clerks	\$3,000						
Previous Grants Received:									
TOTAL AMOUNT REQUESTED		\$11,500							

NORTHWEST COLORADO COUNCIL OF GOVERNMENTS
Technical Assistance Grants
1997 –2010

PROJECT	JURISDICTION
1997	
Administration for Rural Resort Region	Pitkin, Eagle and Summit Counties
Transportation Focus Group	Aspen
GOCO Grant Applications	Silverthorne, Montezuma
OEC Transportation Partnership Grant	Colorado Association of Ski Towns
Senior Citizen Survey	Grand County
Update to Zoning Regulations	Kremmling
GIS Database	Jackson County
Facilitated Downtown Merchants Association meeting	Minturn
Concurrency Regulation	Basalt
Myron Orfield Workshop: Equity, Public Policy and Resort Economies	Regional
1998	
Aligning of Master Plan with County Strategic Growth Plan	Hot Sulphur Springs
Growth Management Planning Assistance	Gypsum
Three Mile Plan	Fraser
Senior Citizen Needs Assessment	Jackson County
Open Space Plan	Frisco
Zoning Map	Minturn
Transit Oriented Development Model	Basalt
NWCCOG Planners Resource Network	Regional
1999	
Senior Citizen Survey	Eagle County
Sensible Growth Symposium	Basalt
Shared Parking Study	Vail
Source Water Protection Program	Kremmling
GIS System Enhancements	Jackson County
Business Attraction Plan	Walden
Shaping Our Summit Assistance	Summit County
Three Mile Plan Update	Montezuma
2000	
Town Addressing System Study	Vail
Historic Downtown Redevelopment Plan	Gypsum
Smart Growth Scenario Planning Initiative	Basalt
Planning and Research for the Grand County/Jackson County Transportation Development Plan	Grand County, Jackson County
Studies: Annexation Policies/Home Rule Status	Grand Lake
Community Indicators Project / Planning Process for Multi-cultural Service Center	Summit County
Development of Municipal Building Code	Montezuma

2001	
GIS Customization	Jackson County
Truscott Car Share Pilot Program	Aspen
Design Review Guidelines	Avon
Typology Design Guidelines	Basalt
Market Development for Recyclable Materials (Summit Recycling Project)	Breckenridge & Silverthorne
Willow Preserve Inventory	Frisco
Three Mile Plan	Granby
Update of Subdivision Regulations	Hot Sulphur Springs
Survey and Analysis of Downtown Buildings for Historic Design Opportunities	Kremmling
Update of Master Plan	Montezuma
Study of Housing Development Potential	Vail
2002	
Implementing Plans for Environmentally Sensitive Areas	Basalt
Study of Fiscal Impacts of Residential Property Annexation	Grand Lake
Boxcar Water Exploration Project	Kremmling
North Park Health Care Master Plan	Walden
Community Survey	Winter Park
Eagle County Workforce Solutions Seminar	Eagle County
GIS Hardware Upgrades	Jackson County
Inter-jurisdictional Use of Transferable Development Rights (TDRs)	Pitkin County
2003	
Implementing Plans for Environmentally Sensitive Areas	Basalt
Open Space and Trails Database Assistance	Breckenridge
2003 Community Survey	Dillon
2003 Community Survey	Frisco
Grant Writing Assistance	Grand Lake
County Road System GIS Implementation	Jackson County
EIS for Supplemental Water Support System	Kremmling
Administrative and Organizational Assistance	Red Cliff
Digital 3D Model Base Map Construction	Vail
2004	
Comprehensive Plan Update	Avon
2004 Community Survey	Eagle
Master Plan – Middlepark Fairgrounds	Grand County
Comprehensive Plan Update – Community Viz Project	Grand Lake
Parcel Line Addition to Town Zoning Maps	Gypsum
Planning & Development of Fire Station	Hot Sulphur Springs
Cost of Services Program Research	Pitkin County
Intercept Study for Economic Development Task Force	Silverthorne
State of Summit Youth Study	Summit County
Summer Planning Intern	Vail

2005	
Downtown Granby Façade Enhancement Plan	Granby
Community Center Planning	Hot Sulphur Springs
Minturn Community Survey	Minturn
Town land Survey & Mapping for Town Code	Montezuma
Update of Master Plan w/focus on 3 mile plan	Red Cliff
Tourism and Promotion Plan	Walden
GIS Software Purchase and Implementation	Winter Park
2006	
2006 Community Survey	Breckenridge
Assisted Living and Skilled Nursing Market Research Study	Eagle County
Community Center Tot Lot	Glenwood Springs
Riparian and Wetlands Revegetation Guidelines	Pitkin County
Master Plan Update/Downtown Design Guidelines	Red Cliff
Summit Housing Authority NEXUS Study	Summit County
Town Vision Statement	Walden
2007	
Community Housing Survey	Carbondale
Town Boundaries & Title Search	Red Cliff
Master Plan Revision	Walden
2008	
Traffic & Parking Assessment	Carbondale
Climate Action Plan	Frisco
Water Supply to Fairgrounds	Jackson County
Feasibility Analysis for West Grand Recreation District	Kremmling
Storm Water Best Management Practices	Pitkin County
Utilities Asset GPS Survey	Silverthorne
2009	
Workforce Housing – Employee Occupied Market Unit Preservation Strategy (project cancelled)	Breckenridge
Noxious Weed Management Plan (grant declined)	Carbondale
Housing Support Study for Commercial Linkages Ordinance	Glenwood Springs
Codifying Municipal Code	Red Cliff
Records Management System (grant extended to 03/31/2010)	Silverthorne
Feasibility Study & Design Guidelines for Pay-As-You-Throw Recycling Program	Vail
2010	
Tree Inventory Project	Carbondale
West Eagle Revitalization Project	Town of Eagle & Eagle County
Sustainable Community Health System Business Planning	Grand County
BEDA Technical Assistance Programs	Grand County
Advanced GIS Technical Assistance	Grand Lake
Water Treatment Facility Telemetry Improvements	Minturn
Records Preservation & Management	Montezuma

Files Management/Archive System	Pitkin County
Noxious Weed Control Cost Share Program	Pitkin County
Regional Energy Efficiency Training & Existing Building Analysis Project	Vail



**Northwest Colorado Council of Governments (NWCCOG)
Economic Development District (EDD) Board Meeting Minutes
Frisco Adventure Park Day Lodge, Frisco, Colorado
September 25, 2014**

Presiding:

Rob Ittner, Pitkin County Commissioner

EDD Board Members Present:

DiAnn Butler, Grand County
Karn Stiegelmeier, Summit County
Tom Clark, Town of Kremmling
Chris Romer, Vail Valley Partnership
Kelli McDonald, Town of Vail
Ben Raitano, Town of Dillon
John Hoffman, Town of Carbondale
Chris Romer, Vail Valley Partnership
Corry Mihm, Summit Independent Bus. Alliance
Lana Gallegos, Town of Gypsum
John Rich, Richland Propane LLC.
Jeremy Kennell, Fraser / Winter Park Chamber
Katherine Ross, Fraser/ Winter Park Chamber
Matt Gianneschi, Colorado Mtn. College
Sara Fisher, Eagle County
Suze Kanack, Town of Walden
Rachel Lunney, NWCCOG

Others Present:

Mark Campbell, Town of Kremmling
Lindsey Stapay, Northwest Colorado SBDC
Greg Winkler, State of Colorado

NWCCOG Staff:

TJ Dufresne, NWCCOG
Erin Fisher, NWCCOG
Alissa Hack, NWCCOG
Jean Hammes, NWCCOG
Liz Mullen, NWCCOG

Call To Order:

Rob Ittner, Chair, called the Northwest Colorado Council of Governments Economic Development District (NWCCOG EDD) Board meeting to order at 1:12 p.m. Roll call was not conducted as roundtable introductions of Board members were done instead. A quorum was present.

Approval of January 23, 2014 and May 22, 2014 Minutes:

M/S/P John Hoffman/Tom Clark to approve the January 23, 2014 meeting minutes as presented.

M/S/P Tom Clark/Ben Raitano to approve the May 22, 2014 meeting minutes as presented.

August 2014 Financials:

M/S/P Tom Clark/Ben Raitano to approve the August 2014 financials as presented.

Changes to the 2014 EDD Board of Directors:

Rachel gave an overview of the changes to the 2014 EDD Board of Directors.

M/S/P Katherine Ross/Chris Romer to approve the changes as presented by Rachel to the 2014 EDD Board of Directors.

- The changes include Jack Taylor will replace Rosemary Pettus as the primary board member for the Colorado Workforce Center. Rosemary will be the alternate.
- Currently, a vacancy still exists for the Jackson County non-governmental stakeholder.
- Jane Berry is no longer with the Town of Walden; Suze Kanack to fill in The Town of Walden.
- Corry Mihm with the Summit Independent Business Alliance will replace Frank Lilly.
- Ben Raitano is the replacement for the Town of Dillon.

The duration of service on the EDD Board are two year terms, EDD Board is coming up on its second year. The changes indicated are to the end of this term. In January 2015, a new EDD Board of Directors will be determined for the next two years.

Program Updates:

Per the EDD by-laws representatives from the health care industry and tourism industry need to be represented. Currently Doris Kirchner from Vail Valley Medical Center represents the health care industry and Drew Schiller from Aspen Skiing represents the tourism industry. The EDD Board agreed to extend the offer once again to Doris Kirchner and Drew Schiller.

Rachel Lunney of the NWCCOG provided a brief update on activities.

- EDA partnership grant for 2015, requesting same amount \$61,000 matched dollar for dollar by NWCCOG.
- Health & Wellness Sector Partnership: A meeting with providers (primary care & hospitals) took place one year ago. Katy Haas from Eagle County already in process of applying for a grant for a comprehensive worksite wellness program. Collaboration as a regional project. TJ Dufresne and Rachel Lunney with the NWCCOG and Jeremy Reitmann with Vail Valley partnership are working to help build capacity with what we're already doing. Health Links works with small businesses to offer assistance to build wellness program. Grant due September 30, 2014 and will be awarded in December 2014 with funds available in July 2015. Eagle County is the recipient/fiscal agent, and Eagle County will contract with NWCCOG to be the regional coordinator. Amount requested is \$250,000 each year for 3 years beginning July 1, 2015. NWCCOG applied for health links kick start program. NWCCOG got funding to get program off the ground. Businesses get certified as a "healthy business". A minimum number of employees is not required.
- Working with Anita Cameron, NWCCOG Northwest Loan Fund on a class created for applicants, taking them through the loan application process. A class held in Summit County was great success. A class will be offered in Grand County in October 2014. Tracking inquiries from individuals who contact the Northwest Loan Fund and with their permission getting information out to them.

Presentation by Lindsey Stapay, Director, Northwest Colorado Small Business Development Center (SBDC):

NWCCOG is the fiscal host of the Northwest Colorado SBDC.

2015 Scope of Work:

Rachel Lunney reviewed the 2015 Scope of Work.

M/S/P John Rich /Ben Raitano to approve the 2015 Scope of Work as presented.

NWCCOG EDD Board of Directors will continue to host the Northwest Colorado SBDC. The NWCCOG EDD Board will continue to offer training programs of interest such as the Northwest Loan Fund class walking participants through the loan application process, as well as the worksite wellness program, regional broadband projects.

New Business:

John Rich expressed frustration with lending requirements/process for business owners/self-employed for primary residences. The overall concern is that the EDD Board can provide an environment that encourages small business, however, if these self-employed individuals or business owners can't secure housing, that's a significant economic barrier.

Adjournment:

M/S/P John Hoffman/Tom Clark to adjourn the EDD meeting at 2:07p.m.

Rob Ittner, NWCCOG EDD Chair

Date

**Northwest Colorado Council of Governments
Budget vs Actual - 3810 - Economic Development Planning
December 2014**

	Dec 14	Budget	% of Budget	Jan - Dec 14	YTD Budget	% of Budget	Annual Budget
Ordinary Income/Expense							
Income							
4000 · Grant Income							
4100 · Federal Grant Income	0.00	5,083.33	0.0%	61,000.00	61,000.00	100.0%	61,000.00
4200 · State Grant Income	0.00			4,160.00			
Total 4000 · Grant Income	<u>0.00</u>	<u>5,083.33</u>	<u>0.0%</u>	<u>65,160.00</u>	<u>61,000.00</u>	<u>106.8%</u>	<u>61,000.00</u>
4510 · Local Funding							
4630 · NWCCOG Matching	5,083.33	5,083.33	100.0%	60,999.96	61,000.00	100.0%	61,000.00
Total 4510 · Local Funding	<u>5,083.33</u>	<u>5,083.33</u>	<u>100.0%</u>	<u>60,999.96</u>	<u>61,000.00</u>	<u>100.0%</u>	<u>61,000.00</u>
4640 · Carryover Revenue	0.00	0.00	0.0%	16,395.11	10,000.00	164.0%	10,000.00
Total Income	<u>5,083.33</u>	<u>10,166.66</u>	<u>50.0%</u>	<u>142,555.07</u>	<u>132,000.00</u>	<u>108.0%</u>	<u>132,000.00</u>
Gross Profit	5,083.33	10,166.66	50.0%	142,555.07	132,000.00	108.0%	132,000.00
Expense							
6100 · Payroll Expenses							
6110 · Executive Director	2,775.22	1,865.33	148.8%	24,370.50	22,384.00	108.9%	22,384.00
6121 · Gen Program Staff	0.00	4,571.67	0.0%	45,716.59	54,860.00	83.3%	54,860.00
6210 · Taxes & Benefits	1,913.46	2,175.67	87.9%	25,763.70	26,108.00	98.7%	26,108.00
Total 6100 · Payroll Expenses	<u>4,688.68</u>	<u>8,612.67</u>	<u>54.4%</u>	<u>95,850.79</u>	<u>103,352.00</u>	<u>92.7%</u>	<u>103,352.00</u>
6410 · Contract Staff	0.00	183.33	0.0%	0.00	2,200.00	0.0%	2,200.00
6520 · Outside Contract							
6510 · Contractor	0.00	258.33	0.0%	154.95	3,100.00	5.0%	3,100.00
Total 6520 · Outside Contract	<u>0.00</u>	<u>258.33</u>	<u>0.0%</u>	<u>154.95</u>	<u>3,100.00</u>	<u>5.0%</u>	<u>3,100.00</u>
6550 · Consultant	0.00	833.37	0.0%	10,128.75	10,000.00	101.3%	10,000.00
6610 · Office Supplies	0.00	8.33	0.0%	262.50	100.00	262.5%	100.00
6640 · Postage	0.48	8.33	5.8%	40.89	100.00	40.9%	100.00
6660 · Advertising Expense	0.00	279.75	0.0%	1,181.46	3,357.00	35.2%	3,357.00
6670 · Internet /Website Expense	0.00	199.00	0.0%	315.50	2,388.00	13.2%	2,388.00
6680 · Dues & Subscriptions	0.00	22.92	0.0%	454.00	275.00	165.1%	275.00
6690 · Copier Expense	0.00	25.00	0.0%	262.74	300.00	87.6%	300.00
6720 · Rent & Utilities	181.54	181.50	100.0%	2,178.48	2,178.00	100.0%	2,178.00
7110 · Program Supplies	0.00	20.83	0.0%	212.58	250.00	85.0%	250.00
7130 · Travel & Meeting	0.00	250.00	0.0%	7,318.34	3,000.00	243.9%	3,000.00
7150 · Training & Technical Assistance	0.00	116.67	0.0%	880.00	1,400.00	62.9%	1,400.00
7320 · Pass-Through Funds							
7382 · Coord & Advocacy	0.00			84.00			
Total 7320 · Pass-Through Funds	<u>0.00</u>			<u>84.00</u>			
Total Expense	<u>4,870.70</u>	<u>11,000.03</u>	<u>44.3%</u>	<u>119,324.98</u>	<u>132,000.00</u>	<u>90.4%</u>	<u>132,000.00</u>
Net Ordinary Income	<u>212.63</u>	<u>-833.37</u>	<u>-25.5%</u>	<u>23,230.09</u>	<u>0.00</u>	<u>100.0%</u>	<u>0.00</u>
Net Income	<u>212.63</u>	<u>-833.37</u>	<u>-25.5%</u>	<u>23,230.09</u>	<u>0.00</u>	<u>100.0%</u>	<u>0.00</u>