



# AGENDA

**Thursday, January 23, 2014**  
**Blue River Room, North Branch Library**  
**Silverthorne**

**CALL IN NUMBER: 877-594-8353**

**PASSCODE: 23878813#**

## NORTHWEST LOAN FUND BOARD

10:00 a.m.	1.	Call to Order – Karn Stiegelmeier, Chair	
	2.	Determination of Quorum - Sherry Rogstad	
	*3.	ACTION: Minutes of September 26, 2013 NLF Board Meeting	Pgs. 2-3
	*4.	ACTION: December 2013 Financials	Pgs. 4-7
	5.	Program Update – Anita Cameron, NLF Loan Officer	
10:30 a.m.	6.	Adjourn NLF Board Meeting	

## NWCCOG COUNCIL MEETING

10:30 a.m.	1.	Call to Order & Introductions – Karn Stiegelmeier, Chair	
	2.	Roll Call and Determination of Quorum - Sherry Rogstad	
	*3.	ACTION: Minutes of December 5, 2013 Council Meeting	Pgs. 8-11
	4.	DISCUSSION: December 2013 Financials	Pgs.12-19
	*5.	ACTION: Ratify e-mail vote to approve Job Posting Policy	Pg. 20
	6.	DISCUSSION: Reserve Funds	
	7.	Review of 2014 Council Handbook	
	8.	Program Updates	Pgs.21-27
	9.	Member Updates	
	*10.	ACTION: Election of Executive Committee municipal members for 2014	
	*11.	ACTION: Election of Officers for 2014	
	12.	New Business	
12:00 p.m.	*13.	Adjourn NWCCOG Meeting / Lunch	

Directions to North Branch Library in Silverthorne  
 651 Center Circle, Silverthorne, CO  
 (970) 468-5887

### From Denver:

Exit 205 off of I-70, bear right onto CO-9 north/Blue River Parkway. Turn right on 6<sup>th</sup> Street. The Silverthorne Town Hall will be on your left, the library is on the far end of the parking lot.

### From Glenwood Springs:

Exit 205 off of I-70, turn left at stop light onto CO-9/Blue River Parkway. Turn right on 6<sup>th</sup> Street. The Silverthorne Town Hall will be on your left, the library is on the far end of the parking lot.

\* requires a vote



**Northwest Colorado Council of Governments  
Northwest Loan Fund (NLF)  
Glenwood Community/REC Center, Glenwood Springs, CO  
September 26, 2013**

**NLF Board Members Present:**

Jeff Shroll, Town of Gypsum  
Sarah Fisher for Keith Montag, Eagle County  
Karn Stiegelmeier, Summit County  
John Hoffmann, Town of Carbondale  
James Newberry, Grand County  
Tom Clark, Town of Kremmling  
Dave Sturges, City of GWS

**Others Present:**

Mark Campbell, Town of Kremmling  
Steve Child, Pitkin County  
Jerry Otero, Senator Udall  
John Rich, Jackson County  
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 approximately 9:38 a.m. Roll call was taken, there was a quorum.

**Approval of Minutes:**

***M/S/P James Newberry/John Hoffmann*** to approve the minutes of the July 25, 2013 meeting as presented.

**Approval of Financials:**

As requested at the July meeting, Anita presented and explained a new financial report providing detail on the existing loans. All present were very receptive of this new report and thanked Anita for the detail included.

***M/S/P Tom Clark/Dave Sturges*** to approve the financials as presented.

**Ratify Email Vote to Approve Loan Committee Members:**

Karn asked for a motion to ratify the e-mail vote from August 20, 2013 to appoint Dave DeRose, Howie Mallory and Braden McMillian to the NLF Loan Committee.

***M/S/P Tom Clark/John Hoffmann*** to ratify the email vote to appoint Dave DeRose, Howie Mallory and Braden McMillian to the NLF Loan Committee.

**Appoint Loan Committee Member Representing Rio Blanco County:**

Anita recommended the NLF Board appoint Tawny Halandras as the Rio Blanco County representative to the NLF Loan Committee.

***M/S/P Sarah Fisher/Dave Sturges*** to appoint Tawny Halandras as the Rio Blanco County representative to the NLF Loan Committee.

**IGA with Eagle County:**

Liz explained that the Eagle County Attorney's Office requested that the NLF Board be added as a signatory to the IGA between Eagle County and NWCCOG because the NLF is a separate 501c6. Liz also noted a minor change in the insurance section that removes "workers compensation" and reduces the volunteer accident medical insurance to a \$10,000 limit.

***M/S/P James Newberry/Tom Clark*** to authorize the chair of the NLF Board to sign the IGA with Eagle County and NWCCOG.

**Proposed Changes to the Loan Policy:**

Anita explained the proposed loan policy changes as suggested by the Loan Committee members at their orientation.

***M/S/P James Newberry/John Hoffmann*** to approve the proposed changes to the Loan Policy as presented.

**Adjournment:**

***Karn Stiegelmeier*** adjourned the meeting at 9:50 a.m.

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Karn Stiegelmeier, NLF Board Chair

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Date

4:05 PM

01/13/14

Accrual Basis

**Northwest Colorado Council of Governments**  
**Balance Sheet by Class -8800- Northwest Loan Fund**  
**As of December 31, 2013**

	8800- Northwest Loan Fund	TOTAL
<b>ASSETS</b>		
<b>Current Assets</b>		
Checking/Savings	130,276.98	130,276.98
Accounts Receivable		
1115 · NLF Loan Receivable	203,696.42	203,696.42
<b>Total Accounts Receivable</b>	203,696.42	203,696.42
Other Current Assets	-94,112.58	-94,112.58
<b>Total Current Assets</b>	239,860.82	239,860.82
<b>TOTAL ASSETS</b>	<b>239,860.82</b>	<b>239,860.82</b>
<b>LIABILITIES &amp; EQUITY</b>		
<b>Liabilities</b>		
<b>Current Liabilities</b>		
Accounts Payable	6,139.26	6,139.26
Credit Cards	4,475.25	4,475.25
Other Current Liabilities	-17,505.77	-17,505.77
<b>Total Current Liabilities</b>	-6,891.26	-6,891.26
<b>Total Liabilities</b>	-6,891.26	-6,891.26
<b>Equity</b>		
3000 · Fund Balance		
3100 · NLF Net Assets	295,406.14	295,406.14
<b>Total 3000 · Fund Balance</b>	295,406.14	295,406.14
Net Income	-48,654.06	-48,654.06
<b>Total Equity</b>	246,752.08	246,752.08
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>239,860.82</b>	<b>239,860.82</b>

4:08 PM

01/13/14

Accrual Basis

**Northwest Colorado Council of Governments**  
**Budget vs Actual - 8800 - Northwest Loan Fund**  
**December 2013**

	Dec 13	Budget	% of Budget	Jan - Dec 13	YTD Budget
<b>Ordinary Income/Expense</b>					
Income					
4770 · Loan Recovery	322.16			1,123.86	
4000 · Grant Income					
4200 · State Grant Income	0.00	0.00	0.0%	0.00	88,200.00
Total 4000 · Grant Income	0.00	0.00	0.0%	0.00	88,200.00
4640 · Carryover Revenue	0.00	0.00	0.0%	0.00	30,279.00
4710 · Interest Earnings	5.90			69.06	
4720 · Revolving Interest	0.00	0.00	0.0%	6,868.89	8,300.00
4730 · Origination Fee	0.00	0.00	0.0%	0.00	500.00
4750 · Loan Servicing Fee	0.00			50.00	
4820 · Interest Income	385.01	0.00	100.0%	1,072.81	100.00
Total Income	713.07	0.00	100.0%	9,184.62	127,379.00
<b>Gross Profit</b>	713.07	0.00	100.0%	9,184.62	127,379.00
Expense					
6100 · Payroll Expenses					
6112 · Program Director	4,333.34	0.00	100.0%	34,166.68	34,000.00
6210 · Taxes & Benefits	989.39	0.00	100.0%	7,235.91	7,000.00
6311 · Background check	0.00			65.00	
Total 6100 · Payroll Expenses	5,322.73	0.00	100.0%	41,467.59	41,000.00
6410 · Contract Staff	0.00			595.00	
6520 · Outside Contract					
6420 · Fiscal Officer Expense	0.00	0.00	0.0%	1,750.00	2,100.00
6421 · Fiscal Assistant Expense	175.00			350.00	
6510 · Contractor	90.00			1,235.00	
Total 6520 · Outside Contract	265.00	0.00	100.0%	3,335.00	2,100.00
6560 · Other Contractor	0.00	0.00	0.0%	0.00	2,000.00
6610 · Office Supplies	33.96	0.00	100.0%	819.99	900.00
6620 · Bank Charges	0.00	0.00	0.0%	36.95	100.00
6640 · Postage	3.45	0.00	100.0%	130.95	150.00
6650 · Printing & Publications	0.00	0.00	0.0%	85.00	100.00
6660 · Advertising Expense	0.00	0.00	0.0%	583.96	600.00
6680 · Dues & Subscriptions	35.90	0.00	100.0%	332.30	300.00
6690 · Copier Expense	65.99	0.00	100.0%	429.69	500.00
6730 · Telephone Expense	65.27	0.00	100.0%	1,263.59	1,500.00
6760 · Insurance Premium Expense	0.00			24.75	
6800 · Equip Repair/Maint/Supply	80.00			80.00	
6930 · Bad Debts - written off	0.00	0.00	0.0%	0.00	72,045.00
7130 · Travel & Meeting	5.96	0.00	100.0%	5,518.91	5,000.00
7320 · Pass-Through Funds	0.00	0.00	0.0%	0.00	70,000.00
7910 · Indirect Cost Allocation	261.00	0.00	100.0%	3,135.00	3,129.00

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01/13/14

Accrual Basis

**Northwest Colorado Council of Governments**  
**Budget vs Actual - 8800 - Northwest Loan Fund**  
**December 2013**

	<u>Dec 13</u>	<u>Budget</u>	<u>% of Budget</u>	<u>Jan - Dec 13</u>	<u>YTD Budget</u>
<b>Total Expense</b>	6,139.26	0.00	100.0%	57,838.68	199,424.00
<b>Net Ordinary Income</b>	-5,426.19	0.00	100.0%	-48,654.06	-72,045.00
<b>Net Income</b>	<u><u>-5,426.19</u></u>	<u><u>0.00</u></u>	<u><u>100.0%</u></u>	<u><u>-48,654.06</u></u>	<u><u>-72,045.00</u></u>

Northwest Loan Fund Portfolio - 9-30-13													
		Loan Date	Original Amount	Current Balance	Original Term	Payment Plan	Last Paid Date	Principle Reduction - Last Pmt	Maturity	Rate	Personal Guaranty	Collateral	Comments
	1	9/18/2007	\$30,000	\$6,154	60 mo. \$1,136.97	\$1200 mo	8/5/2013	\$1,163	9/15/2012	5.25%	Yes	Small Kitchen Equip. & 2000 Volvo No title in file	Paying extra to principal since July 2012. Orig. pmt \$641.11; no modification in file.
	2	11/25/2010	\$20,000	\$23,327	60 mo.	\$400 mo.	9/24/2013	\$293	7/10/2016	5.25%	Yes	2nd DOT behind \$160k	Pay regularly. Note says \$397.21.
	3	6/7/2002	\$15,000	\$4,452	* invoice \$500 mo.	\$500 mo.	5/30/2013	\$287		6.75%		None	Pays randomly. Business closed. No Note or Security Agmt. in file. Oct. 2012 asked to be invoiced \$500 mo.
	4	9/15/2008	\$100,000	\$73,625	60 mo \$1933/mo	\$600 mo.	9/20/2013	\$5,264	8/15/2013	6.00%	Yes	2nd on Business Assets and 2nd DOT behind \$340k	2014 to pay \$10k/mo. to payout (apx. Aug.), then fully bankable. A Success! UCC recorded behind Centennial Bank LOC. Have \$350k LOC at CO Biz Bank.
	5	4/9/2008	\$25,000	\$24,095	24 mo. \$1259.86	\$300 mo.	8/20/2013	\$172	3/15/2010	6.25%	Yes	2000 Subaru, 2002 Dodge pledged but no titles	Pays regularly. Construction related business hit hard by recession. Owner has survived cancer/working full time and biz beginning to come back.
Total Outstanding				\$131,653									



**Northwest Colorado Council of Governments  
Council Conference Call  
December 5, 2013**

**Executive Committee Members Present:**

Jeff Shroll, Town of Gypsum  
Keith Montag, Eagle County  
Karn Stiegelmeier, Summit County  
Rob Ittner, Pitkin County  
John Hoffmann, Town of Carbondale  
James Newberry, Grand County  
Tom Clark, Town of Kremmling

**Council Members Present:**

David Hook, Town of Grand Lake  
Jim White, Town of Minturn  
Tim Westerberg, Town of Dillon  
Stuart Richardson, Town of Silverthorne  
Jane Berry, Town of Walden  
Wally Baird, Town of Granby  
Mark Campbell, Town of Kremmling

**Others Present:**

Liz Mullen, NWCCOG  
Susan Juergensmeier, Mobility Manager  
Sherry Rogstad, NWCCOG

**Call To Order:**

Karn Stiegelmeier, Chair, called the council meeting to order at 10:04 a.m. Roll call was taken, there was a quorum. Karn added an action item to the agenda: authorization for the chair to enter into a contract for the RTCC, which would be discussed later in the meeting.

**Approval of Minutes:**

***M/S/P John Hoffmann/Jane Berry*** to approve the minutes of the October 24, 2013 meeting as presented.

**Approval of Financials:**

***M/S/P Tom Clark/Jim White*** to approve the financials as presented.

**Change to the Bylaws Re: Financial Reserve Requirement:**

In the NWCCOG Bylaws, Article 5-Financial Management, Section 4.-Cash Reserve Accounts, it states, "The Council shall maintain a Restricted Emergency Cash Reserve Account balance equal to ten percent (10%) of the current year budget's projected revenues." During the October 24, 2013 NWCCOG Council conference call, the members present agreed that 10% of the projected revenues of the internal program revenue would be sufficient and satisfy the intent of the requirement.

***M/S/P Tom Clark/John Hoffmann*** to change the NWCCOG Bylaws, Article 5-Financial Management, Section 4.-Cash Reserve Accounts to read, "The Council shall maintain a Restricted Emergency Cash Reserve Account balance equal to ten percent (10%) of the current year budget's projected revenues for internal programs"



**2013 Budget Revisions:**

Liz reviewed the proposed 2013 budget revisions. She stated that when the auditors come in, they look for NWCCOG's actual revenues and expenses to be within 10% of the approved budget. Next Liz talked about the memo from Anita Cameron recommending the NLF loans numbered 3, 7, 9 and 10, totaling \$72,045 be charged off before 12/31/13.

There was more discussion and the fact that the State has a free collection service was brought forward. It was decided to learn more about this State free collection service and share this information with Anita.

***M/S/P Tom Clark/John Hoffmann*** to charge off NLF loans 3, 7, 9 & 10 before 12/31/13.

Liz pointed out the reserve account overage and asked the Council if they would consider using this overage to pay down the principal on the NWCCOG mortgage before the end of the year.

***M/S/P Tom Clark/Jim White*** to approve the budget revisions as presented.

***M/S John Hoffmann/Stuart Richardson*** to use the reserve to pay down the NWCCOG mortgage.

Discussion began about whether or not this was the appropriate use of the reserve account overage and what alternatives should be considered. The Council would like more information on the risks and rewards of applying the funds to the mortgage principal versus other options. Liz recommended that this discussion be tabled until the January 2014 meeting when she and Mike Kurth could present options for the Council's consideration.

Karn asked John Hoffmann & Stuart Richardson if they were comfortable with rescinding their motion so NWCCOG staff can research options and bring back this information to the January meeting before making a decision. Both John and Stuart agreed to rescind their motion.

**Communications & Marketing Position:**

At the October 24, 2013 Council conference call the Council agreed that a subcommittee consisting of John Hoffmann, Karn Stiegelmeier, Rob Ittner and James Newberry would meet to determine the specific marketing and communication needs of NWCCOG and report back at this December meeting.

Liz explained the tasks to be included in the RFP as:

- Maintain the NWCCOG web site (monthly)
- Produce monthly e-newsletter (monthly)
- Maintain the NWCCOG Facebook page (weekly)
- Create the annual report (annually)
- Write and distribute press releases (as needed/as often as possible to increase exposure)
- Respond to media requests (as needed)
- Assist program directors in developing marketing materials for their programs (annually)
- Create organization-wide marketing materials (annually)
- Develop relationships with local media across the region (on-going)

The 2014 budget includes \$16,200 in Regional Business to hire a part-time Marketing and Communications contractor is based on an estimate of \$45/hour for 30 hours/month for 12 months. This dollar amount and number of hours may be adjusted based on the experience and capability of the individual chosen. NWCCOG would issue an RFP and create a selection committee to review the proposals, interview the applicants and select the appropriate individual for this position. The general consensus by the subcommittee was to take small steps in this direction.

Six council members stated they supported the idea and NWCCOG should move ahead.

**Proposed 2014 Budget:**

Liz explained the only changes to the 2014 budget since the October 24, 2013 Council conference call budget discussion are in the Economic Development District (EDD) and Regional Budget (RB) programs. EDD has been awarded an additional \$6,100 – for a total of \$61,000 in grant funds. This will affect Regional Business due to the required match, which will be satisfied by assigning 20% of Liz’s time to the EDD as match.

The question of what type of salary increases for staff was asked. Liz stated that a 2.5% cost of living and up to 3% merit, based on performance reviews.

The question of health insurance premium sharing by employees was asked. Liz answered NWCCOG uses the County Health Pool and employees pay 15% of their health, dental, and vision premiums, NWCCOG pays 85%. NWCCOG pays 100% of life and long term disability insurance premiums. The only premium rate that went up was health insurance by 10% for 2014, compared to a 9% increase in 2013.

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

**Creation of a Personnel Committee:**

A while back, Jeff Shroll suggested the creation of a personnel committee. This committee would help the executive director review and adjust the salary ranges before the ranges are presented to the council for approval, and be available to assist with other personnel or policy issues as they arise. The committee could also be available to NWCCOG staff should the staff want to report a grievance.

The suggestion is that a total of three NWCCOG Council members, preferably managers with extensive personnel experience, would serve on this committee, which would only meet as needed.

After discussion, Jeff Shroll, who will chair this committee, Keith Montag, Wally Baird and Mark Campbell all volunteered to serve. They will be the “working group” and will bring their research and findings to the Board for discussion and approval.

The first issue to be addressed is the need for an EDD Program Director at NWCCOG. During this discussion, the need for a formal policy on hiring procedures when a new position is available or created came up. Because NWCCOG has not been consistent in the past on this issue, Liz would like some clarification. There is a timeframe that needs to be met regarding the EDD

Director position. The Personnel Committee will meet via conference call in the next week or two.

All were in favor by consensus.

**2014 Meeting Schedule:**

A draft of the 2014 Council meeting schedule was included in the board packets. This schedule was modeled after the 2013 schedule in that there are three face-to-face meetings in January, May and September; and four conference call meetings in March, July, October and December.

***M/S/P John Hoffmann/Tom Clark*** to approve the proposed 2014 meeting schedule.

**Program Updates:**

Susan Juergensmeier, Mobility Manager, provided an update on the Regional Transportation Coordinating Council (RTCC) progress. They had just convened the day before on Wednesday, 12/4. Susan is currently accepting applications for the Mobility Manager Program Assistant position. The group discussed that this person will start with Summit and Grand Counties, working with Joanne Sprouse and Glen Chambers helping with the NEMT medicaid billing service. It was also decided at this 12/4 meeting to select Route Match as the software vendor for the One Click/One Call center. Susan reported she had just received CDOT's vendor approval that morning.

Liz explained that since NWCCOG/RTCC will be entering into a sizeable contract with Route Match, she would like Council authorize Karn Stiegelmeier to sign this contract as NWCCOG Chair.

***M/S/P Tom Clark/Wally Baird*** to authorize Karn Stiegelmeier to sign the RTCC/Route Match software vendor contract.

Liz reported she has received the Broadband strategic document and is in the process of going over it. The Broadband Steering committee will meet via conference call on December 12<sup>th</sup>. The steering committee will also review the draft RFP for the Regional Broadband Coordinator position. Rio Blanco County has agreed to participate in 2014, but Moffat and Routt counties have not yet decided.

At this time John Hoffmann commended Liz and staff for all their hard work and organizational skills in "keeping all the balls in the air".

Liz reported that the auditors' site visit is scheduled for the first week of March 2014.

**Adjournment:**

***M/S/P John Hoffmann/Tim Westerberg*** to adjourn the meeting at 11:18 a.m.

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Karn Stiegelmeier, NWCCOG Chair

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Date

4:02 PM

01/13/14

Accrual Basis

**Northwest Colorado Council of Governments**  
**Summary Balance Sheet**  
**As of December 31, 2013**

	<u>Dec 31, 13</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
Checking/Savings	738,304.30
Accounts Receivable	499,488.07
Other Current Assets	487,869.71
<b>Total Current Assets</b>	1,725,662.08
<b>Fixed Assets</b>	1,128,970.00
<b>TOTAL ASSETS</b>	<u><b>2,854,632.08</b></u>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
Accounts Payable	8,607.00
Credit Cards	4,895.83
Other Current Liabilities	764,914.22
<b>Total Current Liabilities</b>	778,417.05
<b>Long Term Liabilities</b>	755,109.29
<b>Total Liabilities</b>	1,533,526.34
<b>Equity</b>	1,321,105.74
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><b>2,854,632.08</b></u>

# NWCCOG

## STATEMENT OF REVENUES AND EXPENDITURES

12/31/2013 - Preliminary

100% of the year

	2013 REVENUE BUDGET	REVENUE YTD ACTUAL	REVENUE BUDGET TO ACTUAL	2013 EXPENSE BUDGET	EXPENSES YTD ACTUAL	EXPENSES BUDGET TO ACTUAL	2013 NET BUDGET	REVENUES OVER EXPENSES ACTUAL	RESERVED PROGRAM FUNDS
<b>COG PROGRAM FUNDS</b>									
<b>Core Programs</b>									
REGIONAL BUSINESS	315,691	284,066	90%	318,130	301,823	95%	(2,439)	(17,757)	
Regional HUB	50,000	30,019	60%	50,000	39,934	80%	0	(9,915)	
ELEVATOR INSPECTION	460,000	471,987	103%	378,054	379,524	100%	81,946	92,464	22,500
AGE/NUTRITION (non-Grant)	0	0		0	7,441		0	(7,441)	19,051
AGE/NUTRITION(State FY 12/13)	297,503	297,503	100%	297,503	297,503	100%	0	0	
AGE/NUTRITION (State FY 13/14)	370,020	193,624	52%	370,020	204,811	55%	0	(11,187)	
AGE/NUTRITION TOTAL	667,523	491,128	76%	667,523	509,755	76%	0	(18,628)	0
WATERSHED SERVICES	49,314	84,831	172%	49,314	25,755	52%	0	59,076	
ECONOMIC DEVELOPMENT DIST	109,800	110,300	100%	109,800	80,584	73%	0	29,716	
WEATHER (non-grant)	0	44,963		0	12,027		0	32,935	
WEATHER (State FY12/13)	800,000	813,732	102%	800,000	818,600	102%	0	(4,867)	
WEATHER (State FY13/14)	800,000	559,302	70%	800,000	681,272	85%	0	(121,970)	
ENERGY MANAGEMENT TOTAL	1,600,000	1,417,997	86%	1,600,000	1,511,899	94%	0	(93,902)	0
REGIONAL TRANSPORTATION CC	206,891	84,748	41%	206,891	72,421	35%	0	12,327	
<b>Other COG Programs</b>									
HOMELAND SECURITY	446,790	249,915	56%	446,790	249,915	56%	0	0	
CO BARK BEETLE COOPERATIVE	23,965	19,630	82%	23,965	2,122	9%	0	17,508	
CARO	34,556	20,057	58%	34,556	13,947	40%	0	6,110	
CO HEALTH FOUNDATION	0	16,596		0	16,596		0	0	
NWCCoG FOUNDATION	105,000	0	0%	105,000	3	0%	0	(3)	
<b>Total COG Program Funds</b>	<b>4,069,530</b>	<b>3,281,274</b>	<b>81%</b>	<b>3,990,023</b>	<b>3,204,277</b>	<b>80%</b>	<b>79,507</b>	<b>76,997</b>	<b>22,500</b>
<b>EXTERNAL PROGRAM FUNDS</b>									
WATER QUALITY/QUANTITY	163,510	169,134	103%	163,510	138,377	85%	0	30,758	\$104,966
Q/Q CW/CB Grant	0	8,410		0	0		0	8,410	\$0
SWQC	56,170	57,671	103%	56,170	29,647	53%	0	28,024	0
SWQC-EROSION CONTROL	0	2,279		0	1,920		0	359	0
SWQC - EPA - EROSION	0	1,071		0	0		0	1,071	0
<b>Total External Program Funds</b>	<b>219,680</b>	<b>238,565</b>	<b>109%</b>	<b>219,680</b>	<b>169,944</b>	<b>77%</b>	<b>0</b>	<b>68,622</b>	<b>104,966</b>
<b>Total Program Funds</b>	<b>4,289,210</b>	<b>3,519,839</b>	<b>82%</b>	<b>4,209,703</b>	<b>3,374,221</b>	<b>80%</b>	<b>79,507</b>	<b>145,619</b>	<b>127,466</b>
<b>INTERNAL SERVICE FUNDS</b>									
INDIRECT	139,349	143,252	103%	139,349	139,609	100%	0	3,643	29,717
COG BUILDING FUND	75,648	73,589	97%	75,648	62,598	83%	0	10,991	(1,694.24)
COPIER POOL	18,000	14,765	82%	18,000	13,672	76%	0	1,093	(5,581)
MOTOR POOL	36,000	36,472	101%	36,000	36,387	101%	0	85	64,679
<b>Total Service Funds</b>	<b>268,997</b>	<b>268,079</b>	<b>100%</b>	<b>268,997</b>	<b>252,267</b>	<b>94%</b>	<b>0</b>	<b>15,812</b>	<b>87,121</b>
<b>REGIONAL LOAN FUND</b>	<b>583,730</b>	<b>9,185</b>	<b>2%</b>	<b>583,730</b>	<b>57,839</b>	<b>10%</b>	<b>0</b>	<b>(48,654)</b>	<b>295,406</b>
<b>COG FUNDS Subtotal</b>	<b>5,141,937</b>	<b>3,797,103</b>	<b>74%</b>	<b>5,062,430</b>	<b>3,684,326</b>	<b>72%</b>	<b>79,507</b>	<b>112,777</b>	<b>509,993</b>

	Date	Num	Name	Memo	Debit	Credit
Nov 13						
	11/01/2013	60455	County Health Pool	Split health insurance		22,262.78
	11/01/2013	60456	Cuna Mutual Group-LTD	Split LTD insurance		1,059.15
	11/01/2013	60477	BHW Associates	Split building expenses		2,575.00
	11/01/2013	60478	Enterprise Commercial Centerl Condo Assoc	Split building expenses		1,390.57
	11/01/2013	60479	Four Sprys Investments	WX		926.48
	11/04/2013	60480	Family Support Registry	Garnishments payable		181.00
	11/04/2013	4004	NWCCOG	NLF		5,760.31
	11/04/2013	60481	Susan Juergensmeier (vendor)	travel expenses		118.80
	11/04/2013	debit	1st Bank Checking	Credit Card Fees		118.72
	11/05/2013	DEBIT	Employee Benefits Corporation	Split flex spending		327.79
	11/05/2013	60482	Petty Cash-Sherry Rogstad	travel expenses		71.22
	11/05/2013	4005	NWCCOG	NLF		517.20
	11/05/2013	Debit	Otis Elevator	EIP		375.00
	11/06/2013	EFTPS	US Treasury	Split payroll taxes		7,077.32
	11/06/2013	EFT	Colorado Department of Revenue	Split payroll taxes		1,806.00
	11/06/2013	DD	1st Bank Direct Deposit	Split Payroll		639.68
	11/07/2013	EFT	CCOERA	Split retirement		450.00
	11/07/2013	EFT	CCOERA	Split retirement		12,289.68
	11/12/2013	60483	Lane Wyatt, Inc	QQ		5,319.50
	11/12/2013	60484	1st Bank Credit Card - WX GEO	WX		5,325.59
	11/12/2013	60485	Columbia Industries, Inc.	WX		512.10
	11/12/2013	60486	Eagle Rock Supply Co	WX		272.89
	11/12/2013	60487	Ferguson Enterprises Inc #109	WX		133.77
	11/12/2013	60488	Grainger	WX		13.23
	11/12/2013	60489	Mountain Heating, Inc.	WX		1,478.00
	11/12/2013	60490	Mr T Hardware & Building Supply	WX		28.62
	11/12/2013	60491	Sanders True Value	WX		129.13
	11/12/2013	60492	Westland Distributing Group	WX		2,834.56
	11/12/2013	60493	Whirlpool Contract/Retail	WX		1,293.00
	11/13/2013	60494	City of Craig{vendor}	WX		35.70
	11/13/2013	60495	Jim Green -VENDOR	WX		10.36
	11/13/2013	60496	Town of Silt{vendor}	WX		50.00
	11/13/2013	60497	Best Western	WX		308.00
	11/13/2013	60498	Century Link	Split		748.96
	11/13/2013	60499	Colorado River District	QQ		286.55
	11/13/2013	60500	Dell Marketing LP	RTCC		1,657.69
	11/13/2013	60501	Garfield County SO	HLS		5,125.41
	11/13/2013	60502	Infinite	Split conference calls		117.13
	11/13/2013	60503	Lunney, Rachel	travel expenses		139.49
	11/13/2013	60504	Mid-State Consultants	Broadband		960.00
	11/13/2013	60505	Quill Corporation	Split Office Supplies		579.39
	11/13/2013	60506	Routt County Road & Bridge	HLS		377.35
	11/13/2013	60507	Stride	AAA		135.00
	11/13/2013	60508	Sullivan Green Seavy, LLC	QQ		3,649.00

Date	Num	Name	Memo	Debit	Credit
11/13/2013	60509	Team Clean	Split office cleaning		177.08
11/13/2013	60510	The Summit Recycler, Inc	Split office recycling		50.00
11/13/2013	60511	US Bancorp Equipment Finance, Inc.	Split copier		946.95
11/13/2013	60512	Verizon Wireless Services	Split cell phones		304.53
11/13/2013	60513	X-cel Energy	WX		159.09
11/14/2013	Debit	Otis Elevator	EIP		321.25
11/14/2013	Debit	Otis Elevator	EIP		389.00
11/15/2013	Debit	Pitney Bowes	Split postage meter		1,000.00
11/20/2013	eftps	US Treasury	Split payroll taxes		6,264.04
11/20/2013	DD	1st Bank Direct Deposit	Split payroll		38,519.52
11/20/2013	Debit	Employee Benefits Corporation	Split flex spending		327.79
11/20/2013	EFT	Colorado Department of Revenue	Split payroll taxes		1,595.00
11/25/2013	60514	Family Support Registry	Garnishments payable		181.00
11/25/2013	60515	Town of Silt{vendor}	WX		62.57
11/25/2013	60516	Dr. Phillip Collinsworth DMD	AAA		500.00
11/25/2013	60517	Eagle Co Health & Human Services	AAA		5,642.14
11/25/2013	60518	Grand County Council on Aging	AAA		3,751.90
11/25/2013	60519	Grand County Government	AAA		3,105.00
11/25/2013	60520	Hagen, Betty	AAA		125.00
11/25/2013	60521	Hendershott, Melaine	AAA		1,271.00
11/25/2013	60522	Jackson County Council on Aging	AAA		494.21
11/25/2013	60523	Jean Hammes	travel expenses		3,471.67
11/25/2013	60524	NW Legal Services	AAA		1,311.00
11/25/2013	60525	NWCCOG- NLF	NLF	0.00	
11/25/2013	60526	Sandra Bainbridge	AAA		225.92
11/25/2013	60527	Summit County Seniors Services	AAA		1,440.00
11/26/2013	60532	Town of Meeker	WX		50.00
11/26/2013	60533	Town of Georgetown	WX		96.80
11/27/2013	60534	Park County Building Department	WX		25.00
11/27/2013	60535	Victoria Jarvis	QQ		6,551.00
11/27/2013	60536	Zuccaro PR LLC	QQ		475.00
11/27/2013	60537	Pinnacol Assurance	Split workers comp		4,558.00
11/27/2013	60538	1st Bank Credit Card - COG	Split		6,402.44
11/27/2013	60539	Alpine PC	Split		810.00
11/27/2013	60540	Anita Cameron - vendor	travel expenses		134.87
11/27/2013	60541	Anthony's of Frisco Inc	Split printing expenses		513.00
11/27/2013	60542	Best Western	WX		332.00
11/27/2013	60543	Black Diamond Gourmet	Catering		608.00
11/27/2013	60544	Comcast	Split internet		130.63
11/27/2013	60545	Employee Benefits Corporation	Split flex spending		336.00
11/27/2013	60546	Firebird Design Works	EDA		5,000.00
11/27/2013	60547	Flory Ventures Inc	GIS		4,000.00
11/27/2013	60548	Language Line Services	AAA/WX		20.90
11/27/2013	60549	Pitney Bowes	Split postage meter		130.00
11/27/2013	60550	Quill Corporation	Split Office Supplies		347.82

Date	Num	Name	Memo	Debit	Credit
11/27/2013	60551	Summit Bookkeeping & Payroll, Inc	Split financial services		6,115.00
11/27/2013	60552	Summit Car Clinic	Car/truck maintenance		39.00
11/27/2013	60553	Verizon Wireless Services	Split cell phones		172.03
11/27/2013	60554	Wex Bank	Split fleet fuel cards		5,502.69
11/27/2013	60555	X-cel Energy	WX		25.56
11/27/2013	60558	Summit Car Clinic	Car/truck maintenance		338.38
11/30/2013	60528	Consortium for Older Adult Wellness	AAA		183.00
11/30/2013	60529	Consortium for Older Adult Wellness	AAA		417.00
11/30/2013	60530	Eagle Co Health & Human Services	AAA		1,149.13
11/30/2013	60531	Pitkin County Senior Services	AAA		7,092.67
11/30/2013	DD	1st Bank Direct Deposit	Split payroll		38,228.85
11/30/2013	60611	1st Bank Credit Card - WX GEO	WX		6,419.53
11/30/2013			Service Charge		111.22

Nov 13



Date	Num	Name	Memo	Debit	Credit
Dec 13					
12/01/2013	60556	County Health Pool	Split health insurance		22,262.84
12/01/2013	60557	Cuna Mutual Group-LTD	Split LTD insurance		1,052.49
12/02/2013	60559	BHW Associates	Split building expenses		2,575.00
12/02/2013	60560	Enterprise Commercial CenterI Condo Assoc	Split building expenses		1,390.57
12/02/2013	60561	Four Sprys Investments	WX		926.48
12/02/2013	debit	1st Bank Checking	Credit card fees		145.15
12/04/2013	60562	Family Support Registry	Garnishments payable		181.00
12/04/2013	60563	Lane Wyatt, Inc	QQ		5,906.79
12/04/2013	60564	Summit County Building Department	WX		50.00
12/05/2013	Debit	Employee Benefits Corporation	Split flex spending		327.79
12/05/2013	4006	NWCCOG	NLF		6,755.83
12/05/2013	60422	Summit Community Care Clinic	AAA		500.00
12/06/2013	EFTPS	US Treasury	Split payroll taxes		6,140.12
12/06/2013	EFT	Colorado Department of Revenue	Split payroll taxes		1,562.00
12/06/2013	EFT	CCOERA	Split retirement		450.00
12/06/2013	EFT	CCOERA	Split retirement		11,504.68
12/10/2013	60566	ZM Consulting, Inc	QQ		937.50
12/10/2013	60567	American Pride Electric, LLC	WX		470.32
12/10/2013	60568	American Windshield Repair	WX	0.00	
12/10/2013	60569	Black Mountain Glass	WX		77.95
12/10/2013	60570	Century Link	WX	0.00	
12/10/2013	60571	Charles D Jones Co	WX		68.93
12/10/2013	60572	Columbia Industries, Inc.	WX		91.55
12/10/2013	60573	Denver Winair Co	WX		100.00
12/10/2013	60574	Energy Conservatory	WX		12.07
12/10/2013	60575	Ferguson Enterprises Inc #109	WX		77.09
12/10/2013	60576	Grand Lake Plumbing Co	WX		259.00
12/10/2013	60577	Home Energy Magazine	WX		150.00
12/10/2013	60578	J&R Products, Inc.	WX		234.56
12/10/2013	60579	Mountain Chevrolet	WX		1,223.75
12/10/2013	60580	Mr T Hardware & Building Supply	WX		13.96
12/10/2013	60581	New Electric Inc.	WX		781.00
12/10/2013	60582	Positive Energy	WX		219.05
12/10/2013	60583	Rocky Mountain Sales & Service Inc	WX		138.25
12/10/2013	60584	Sanders True Value	WX		145.79
12/10/2013	60585	Summit Car Clinic	WX		75.00
12/10/2013	60586	Verizon Wireless Services	WX		294.40
12/10/2013	60587	Westland Distributing Group	WX		68.48
12/10/2013	60588	Whirlpool Contract/Retail	WX		4,128.00
12/10/2013	60589	X-cel Energy	WX		167.37
12/10/2013	60590	Century Link	WX		175.41
12/10/2013	60565	Summit Community Care Clinic	AAA		500.00
12/12/2013	60591	Summit County Building Department	WX		50.00
12/12/2013	60592	Town of New Castle	WX		100.00

Date	Num	Name	Memo	Debit	Credit
12/12/2013	60593	Elmer Glass Co of Rifle Inc	WX		40.72
12/12/2013	60594	Best Western	WX		332.00
12/12/2013	60595	Economic Development Council of Colorado	EDA		275.00
12/12/2013	60596	Federal Express{vendor}	Split		19.36
12/12/2013	60597	Infinite	Split conference calls		90.05
12/12/2013	60598	Joe's Lock & Key	NLF		80.00
12/12/2013	60599	Mid-State Consultants	Broadband		3,360.00
12/12/2013	60600	MTECH	EDA		120.00
12/12/2013	60601	NRC Broadcasting Inc	Connect for Health		1,000.00
12/12/2013	60602	Quill Corporation	Split office supplies		197.89
12/12/2013	60603	Summit Bookkeeping & Payroll, Inc	Split financial services		6,115.00
12/12/2013	60604	Summit Car Clinic	Car/truck maintenance		125.49
12/12/2013	60605	Team Clean	Split office cleaning		177.08
12/12/2013	60606	US Bancorp Equipment Finance, Inc.	Split copier		946.95
12/16/2013	60607	Town of Georgetown	WX		96.80
12/18/2013	60608	Sullivan Green Seavy, LLC	QQ		3,500.00
12/18/2013	60609	City of Craig{vendor}	WX		111.25
12/18/2013	60610	Park County Building Department	WX		100.00
12/18/2013	60680	Samuelson Hardware -9 Craig	WX		19.93
12/19/2013	60612	Family Support Registry	Garnishments payable		181.00
12/19/2013	60613	AIRS	AAA		100.00
12/19/2013	60614	APRIL	AAA		100.00
12/19/2013	60615	Chocolate Software, LLC	AAA		390.00
12/19/2013	60616	Colorado Fiscal Institute	AAA		100.00
12/19/2013	60617	Eagle Co Public Health	AAA		125.00
12/19/2013	60618	Granby Dental, PC	AAA		703.00
12/19/2013	60619	Grand County Council on Aging	AAA		2,511.24
12/19/2013	60620	Grand County Government	AAA		3,105.00
12/19/2013	60621	Hagen, Betty	AAA		125.00
12/19/2013	60622	Hendershott, Melaine	AAA		1,143.68
12/19/2013	60623	Jackson County Council on Aging	AAA		4,615.97
12/19/2013	60624	Lamont G McMurtrey, DDS, MS	AAA		500.00
12/19/2013	60625	NW Legal Services	AAA		700.70
12/19/2013	60626	Pitkin County Senior Services	AAA		7,092.67
12/19/2013	60627	Sandra Bainbridge	AAA		250.00
12/19/2013	60628	Summit County Seniors Services	AAA		3,555.00
12/19/2013	60629	Thomas J Marquardt, OD	AAA		100.00
12/20/2013	EFTPS	US Treasury	Split payroll taxes		6,181.94
12/20/2013	EFT	Colorado Department of Revenue	Split payroll taxes		1,570.00
12/20/2013	Debit	Employee Benefits Corporation	Split flex spending		327.79
12/20/2013	DD	1st Bank Direct Deposit	Split payroll		38,506.39
12/26/2013	60630	Century Link	Split		474.14
12/26/2013	60631	Employee Benefits Corporation	Split flex spending		21.00
12/26/2013	60632	Erin Fisher-vendor	travel expenses		138.00
12/26/2013	60633	Jean Hammes	travel expenses		66.00

Date	Num	Name	Memo	Debit	Credit
12/26/2013	60634	Mid-State Consultants	Broadband		3,840.00
12/26/2013	60635	National Assoc of Development Organization	EDA		500.00
12/26/2013	60636	Pitney Bowes	Split postage meter		130.00
12/26/2013	60637	Quill Corporation	Split office supplies		105.23
12/26/2013	60638	Sandra Bainbridge	AAA		100.00
12/26/2013	60639	Susan Juergensmeier (vendor)	travel expenses		138.00
12/26/2013	60640	The Summit Recycler, Inc	Split office recycling		50.00
12/26/2013	60641	Unleaded Software	EDA		195.00
12/26/2013	60642	Verizon Wireless Services	Split cell phones		179.69
12/26/2013	60643	Victoria Jarvis	QQ		4,880.00
12/26/2013	60644	Wex Bank	Split fleet fuel cards		4,307.63
12/26/2013	60645	X-cel Energy	WX		28.29
12/26/2013	60646	Pinnacol Assurance	Split workers comp		4,558.00
12/30/2013	60648	City of Idaho Springs (Vendor)	WX		103.80
12/31/2013	60649	B&B Plumbing & Heating	WX		498.45
12/31/2013	60650	Best Western	WX		308.00
12/31/2013	60651	Buffalo Construction LLC	WX		260.00
12/31/2013	60652	Columbia Industries, Inc.	WX		968.05
12/31/2013	60653	Denver Winair Co	WX		1,933.43
12/31/2013	60654	Ferguson Enterprises Inc #109	WX		121.14
12/31/2013	60655	Four Sprys Investments	WX		3,576.32
12/31/2013	60656	Hagemeyer North America Inc	WX		852.70
12/31/2013	60657	Hylton Lumber Co	WX		30.77
12/31/2013	60658	Krendl	WX		48.68
12/31/2013	60659	Mountain States	WX		485.00
12/31/2013	60660	Mr T Hardware & Building Supply	WX		3,180.66
12/31/2013	60661	RIS - Denver	WX		9,224.00
12/31/2013	60662	Rocky Mountain Sales & Service Inc	WX		737.50
12/31/2013	60663	Samuelson Hardware -9 Craig	WX		163.35
12/31/2013	60664	Sanders True Value	WX		156.60
12/31/2013	60665	Valley Lumber Co	WX		236.59
12/31/2013	60666	Welch Equipment	WX		144.03
12/31/2013	60667	Westland Distributing Group	WX		4,321.97
12/31/2013	60668	Whirlpool Contract/Retail	WX		3,220.00
12/31/2013	60669	Lane Wyatt, Inc	QQ		6,740.95
12/31/2013	60673	Alpine PC	Split		1,524.90
12/31/2013	60674	Comcast	Split internet		130.63
12/31/2013	60675	Federal Express{vendor}	Split		96.52
12/31/2013	60676	Flory Ventures Inc	GIS		2,000.00
12/31/2013	60677	Mid-State Consultants	Broadband		640.00
12/31/2013	60678	Susan Juergensmeier (vendor)	travel expenses		78.10
12/31/2013	60679	Verizon Wireless Services	Split cell phones		130.30
12/31/2013	DD	1st Bank Direct Deposit	Split payroll		39,539.12
12/31/2013	60701	Chocolate Software, LLC	AAA		1,341.07
12/31/2013	60702	Chocolate Software, LLC	AAA		1,023.75



# MEMORANDUM

To: NWCCOG Council  
From: Liz Mullen, Executive Director  
Date: January 15, 2014  
Re: Ratify e-mail vote to approve the Job Posting Policy

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On December 16, 2013 I sent the following message to the NWCCOG Council:

*At the December 5, 2013 Council meeting, a Personnel Policy Workgroup was created (Jeff Shroll, Keith Montag, Wally Baird, Mark Campbell). Attached is the proposed job posting policy developed with the assistance of the Personnel Policy Workgroup. **Please vote via return e-mail either yes, to adopt the policy as presented; or no, to not adopt the policy.***

The following members voted via e-mail to approve the policy as presented:

- |                                     |                                     |
|-------------------------------------|-------------------------------------|
| 1) Keith Montag, Eagle County       | 9) Bill Efting, Frisco              |
| 2) James Newberry, Grand County     | 10) Dave Sturges, Glenwood Springs  |
| 3) Lanny Weddle, Jackson County     | 11) Wally Baird, Granby             |
| 4) Rob Ittner, Pitkin County        | 12) David Hook, Grand Lake          |
| 5) Karn Stiegelmeier, Summit County | 13) Jeff Shroll, Gypsum             |
| 6) Steve Barwick, Aspen             | 14) Stuart Richardson, Silverthorne |
| 7) Mike Scanlan, Basalt             | 15) Jane Berry, Walden              |
| 8) Tim Westerberg, Dillon           |                                     |

Three votes were received to adopt the policy with a change stating that jobs will be posted internally for 5 days, instead of 2 days.

- 1) Tom Clark, Kremmling
- 2) John Hoffman, Carbondale
- 3) Jim White, Minturn

The remaining 9 members did not vote.

**ACTION REQUESTED:** Motion to ratify the e-mail vote to approve the Job Posting Policy as presented.



# PROGRAM UPDATES

**To:** NWCCOG Council  
**From:** NWCCOG Staff  
**Date:** January 15, 2014  
**Re:** January 2014 Program Updates

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The following are the events of note that have occurred since the December 5, 2013 NWCCOG meeting.

## **Administration/Regional Business** – *Liz Mullen, Executive Director*

- NWCCOG issued an RFP for a Communications & Marketing Coordinator in December 2013 and has received seven proposals in response. Liz Mullen, Jean Hammes, Rachel Lunney, and Steve Getz are serving as the selection committee and have identified three applicants for interviews on Tuesday, January 21, 2103.
- NWCCOG issued and RFP for a Regional Broadband Coordinator in December 2013 and has received two proposals in response. The Regional Broadband Steering Committee is serving as the selection committee and will review the two proposals on a conference call on Friday, January 17, 2013.
- Invoices for the 2014 NWCCOG and QQ dues were mailed on January 3, 2013.
- Dazzio & Plutt, LLC are scheduled to complete the field work for the 2013 NWCCOG independent audit during the week of March 3, 2014.
- The final NWCCOG Regional Broadband Strategic Plan document is available on the NWCCOG web site's home page.
- NWCCOG has subscribed to Grant Finder by EfficientGov for 2014. All NWCCOG member jurisdictions are eligible for a free user account to Grant Finder under NWCCOG's 2014 subscription. Grant Finder is an independent grant search database that provides information on all federal, state, foundation, and corporate grants, including the types of programs/projects they fund, application deadlines and instructions, average grant award amount, etc.

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

### **REGIONAL ADVISORY COUNCIL**

As we begin 2014, the AlpineAAA would like to recognize the following Regional Advisory Council members that have attained the following lengths of service; we are very appreciative of their contributions:

<u>Twenty-seven Years of Service</u>	<u>Four Years of Service</u>
<ul style="list-style-type: none"><li>• Marty Ames-Pitkin Co. Senior Coordinator</li></ul>	<ul style="list-style-type: none"><li>• Bert Roy (Vice-Chair)-Eagle Co. appointee</li></ul>

alternate	<ul style="list-style-type: none"> <li>Mildred Alsdorf – Garfield Co. representative</li> </ul>
<u>Nineteen Years of Service</u> <ul style="list-style-type: none"> <li>Anne Crane (Secretary)-Summit Co. appointee</li> </ul>	<u>Three Years of Service</u> <ul style="list-style-type: none"> <li>Marijke Brofos-Eagle Co. appointee</li> <li>Carly Reitman-Eagle Co. Senior Coordinator alternate</li> <li>Charlotte Waddell-Grand Co. appointee</li> </ul>
<u>Thirteen Years of Service</u> <ul style="list-style-type: none"> <li>Wendy Petefish-Jackson Co. Senior Coordinator alternate</li> </ul>	<u>Two Year of Service</u> <ul style="list-style-type: none"> <li>Coni Aguilar-At-Large representative</li> <li>Geogeanne Waggaman-Pitkin Co. appointee</li> </ul>
<u>Eight Years of Service</u> <ul style="list-style-type: none"> <li>John Bade (Chair)-Eagle Co. appointee</li> </ul>	<u>One Year of Service</u> <ul style="list-style-type: none"> <li>Commissioner James Newberry-Grand Co. appointee</li> <li>Dan Waddell- At-Large representative</li> </ul>

The Region 12 Regional Advisory Council (RAC) held their first meeting for the 2014 year on January 8. The following actions were made by the Council:

- The RAC decided to not have mentor-mentee pairings in 2014, and instead to meet a bit more often within their county with their local representatives.
- The county RAC representatives will take on the responsibility and hold a local orientation session on the RAC for the local RAC representatives. This is in lieu of the AlpineAAA conducting a single, regional orientation session.
- May 21<sup>st</sup> was selected as the date for the 26<sup>th</sup> annual Senior Awards Ceremony to be held at the Summit Co. Community-Senior Center in Frisco.
- An ad-hoc Senior Awards Event Committee was formed to develop the program for May 21.

In addition, a review of the Region 12 Regional Advisory Council's Bylaws will begin in February. The RAC's Bylaws Review Committee will reconvene to conduct a review and analysis of the bylaws to assure that they are current and accurate and to see if any changes are necessary. The committee will recommend and present to the RAC any changes by amendment, addition or deletion, as it deems necessary and desirable. It is anticipated that the committee will present the Bylaws with a list proposed revisions and amendments for discussion and vote by the RAC members at its April 9, 2014 meeting. The proposed bylaws must be furnished in writing at least seven days prior to voting to all County Coordinators and representatives of the RAC.

#### **RAC SFY'13-14 MINI-GRANT PROGRAM**

In December the Region 12 Regional Advisory Council's Mini-Grant Program Application SFY'13-14 was released. Announcements on the availability of these funds were included in the NWCCOG newsletter and other news releases announcements throughout Region 12. The mini-grant program application is also on the NWCCOG website. The mini-grant application deadline is 5:00 pm, May 9, 2014.

## **LEGISLATION/ADVOCACY EFFORTS**

Senior Day at The Capitol. Jackson County will be putting together materials and information on concerns or issues from Region 12 to share with the region's state legislators at the April 2 Senior Day at The Capitol.

Colorado General Assembly and State Funding. Members of the Joint Budget Committee have been meeting regarding the allocation of funds. The Colorado Senior Lobby noted that they are advocating for an increase funding of the Older Coloradans Act by \$4 million. To date a bill has not been introduced to increase funding for senior services.

### Older Americans Act Reauthorization.

There has been no activity on the Senate Older Americans Act (OAA) reauthorization bill (S. 1562) since the December report. Although marked-up and passed unanimously by the Senate HELP Committee on October 30, the bill is unlikely to advance until contentious funding formula issues are resolved to the satisfaction of all 100 Senators. This is being handled by a workgroup created by HELP Chairman Tom Harkin (D-IA) that is made up of Senators both on and off the HELP Committee. Because this is a confidential working group, no details have emerged, but meetings continue to occur.

FY2014 Funding. The Bipartisan Budget Act. Approved by both houses of Congress this act started on October 1, 2013. Congress has only partially offset sequestration for FY 2014 and FY 2015. While there is some relief from sequestration for the next two fiscal years, it is not a full reprieve by any measure. The budget deal reached by Congress handed appropriators a heavy task: reconcile your differences across all 12 annual spending measures and have it ready to pass before January 15, when the current continuing resolution (CR) expires. As of now it is expected the Appropriations Committee will need to pass a very short-term CR to be able to complete this task. Roughly 90 percent of the details are settled on this omnibus bill covering all 12 measures. Absent any last-minute political battles, our national aging advocates are expecting the omnibus bill to pass before Congress recesses for the week of January 20.

## **PROGRAM OPERATIONS**

Certified Application Assistance Site. In November the AlpineAAA submitted an application to the state, and in early January the Northwest Colorado Council of Governments received approval to serve as a Certified Application Assistance Site. Certified Application Assistance Sites (CAAS) are volunteer facilities, organizations and individuals who agree to be a community resource, authorized by the Department of Health Care Policy & Financing, to verify the authenticity of citizenship and identity documents required of Colorado citizens applying for medical benefits, and/or in need of assistance completing an Application for Health Coverage & Help Paying Costs or an Application for Public Assistance. This includes assisting applicants in completing the Application for Medical Assistance and the Colorado PEAK online application. Before receiving final certification to process applications and being listed on the Department's website staff persons who will be providing CAAS assistance will need to complete trainings, ensure that we have appropriate HIPPA and confidentiality protocols in place, and then submit the *CAAS Employee Information Sheet* verifying those staff persons have undergone the most current trainings. This service will be a nice

complement to the activities of not only the AlpineAAA, but also for other programs administered under the NWCCOG.

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

Rachel completed the Annual CEDS/Scope of Work report for 2013 and sent it to the EDA on 12/31/13, per EDA grant requirements.

Planning is underway for the 2014 working group meetings including lining up speakers of interest. The first working group meeting will be held on Wednesday, Feb. 26<sup>th</sup> from 1 – 4 pm at Vail Leadership Institute's Entrepreneurial Basecamp in Avon (this is their new co-working space). Ross Iverson, President of the Vail Leadership Institute, will give a presentation on his organizations' programs. There will also be presentations made by other business incubator projects in the works in the region.

Rachel is working with Lindsey Stapay with the NW Small Business Development Center to get everything in place for the NWCCOG Foundation to serve as host. Rachel and Lindsey have been meeting frequently to discuss collaborative projects including expanding business consulting services as well as trainings, workshops and business conferences in 2014.

Rachel met with Garrett Fisher with the Institute for Economic Innovation on January 10<sup>th</sup> to discuss his organization and how the NWCCOG EDD can partner in bringing this program to entrepreneurs in the region.

Rachel participated in an orientation for new board members for the Workforce Investment Board for the rural resort region (Rachel serves on this board as an economic development representative for the region).

Rachel gave a presentation on Summit County Demographic and Economic Trends to approximately 30 realtors on January 8<sup>th</sup> at the request of Land Title Guarantee.

Planning for the new stand-alone NWCCOG EDD website is underway.

Planning is underway to host a "Brownfields 101" workshop sometime in the spring.

The first economic development resources bulletin was sent out on January 7<sup>th</sup>; this will be sent out monthly.

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

In 2013, The EIP completed annual inspections on 1,710 units and issued 145 permits (47 new commercial units, 49 new residential units, and 49 modifications).

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

NWCCOG Weatherization recently signed a contract with the Colorado Energy Office (CEO) to weatherize additional homes, using ARRA (Stimulus) funds that were recently made available by CEO. Although ARRA funding definitely included more administrative requirements and paperwork than traditional Department of Energy, State of Colorado, or utility funds, it will definitely be worth accepting these funds that will be sufficient to weatherize additional homes in our region. \$90,000 was the contract amount negotiated by NWCCOG with CEO. NWCCOG Board Chair Karn Stiegelmeier signed the contracts the week of December 6<sup>th</sup>, and now the contracts are at the CEO office awaiting the proper signatures and issuing of funds that will grant spending authority to NWCCOG.



Weatherization was also granted approximately \$11,000 to purchase tools and equipment, either equipment worn out during the height of ARRA production, or new needs as the technology available to Weatherization continues to improve.

Lastly, Weatherization is in the process of another Amendment to the current budget. Xcel has withdrawn much of their projected funding for 2014 for Low-Income Weatherization sponsored through the CEO, however, newly added additional DOE and State of Colorado funds are approximately sufficient to make up for the Xcel shortfall. Weatherization agencies were assured by the new CEO Weatherization Director Joe Pereira on a conference call Friday January 10<sup>th</sup> that Xcel is a temporary situation provided Weatherization agencies are able to make good use of funds we have been granted, and that Xcel is amenable to devoting additional funding in the future to supporting their low-income customers who are struggling to keep up with winter heating bills.

### **Northwest All Hazards Emergency Management Region (NWAHEMR)**

No report.

### **Northwest Loan Fund (NLF)** - Anita Cameron, Director

Six applications have been received and analyzed. Calls of inquiry continue. On December 12, 2013, the NLF Loan Committee approved one loan in the amount of \$230,000. The Loan Committee has agreed to a special meeting to accommodate the volume of applications.

Experian has approved the NLF to pull credit reports on business owners. Their process included an audit to insure locking doors and file cabinets, secure printing and computer security for this confidential information.

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

The Connect for Health Colorado Marketplace saw a surge of enrollment in the marketplace in December, 2013 with the end of enrollment for January 1, 2014 effective coverage date. There was an extension to December 23, 2014 in order to allow for last minute enrollees to complete their enrollment. There were 52,728 in Marketplace private enrollments state-wide. There were 3683 small businesses that created enrollment accounts and 101 small businesses that finalized their enrollments by December 31, 2013. The Connect for Health Colorado full metrics page may be accessed at <http://connectforhealthco.com/news-events/metrics/> including enrollment by county.

#### Connect for Health Colorado Individual Enrollment for Northwest Colorado December 31, 2013

Eagle	492	Garfield	387	Grand	215
Jackson	16	Moffat	68	Pitkin	667
Rio Blanco	13	Routt	613	Summit	365

Our Health Coverage Guides have focused on outreach efforts, scheduling and meeting with customers, reporting system issues, participating in on-going training and keeping up-to-date with new information and processes. There were three Health Coverage Guide Conferences December

16, 17, and 19 for Health Coverage Guides throughout the state. The conferences allowed Health Coverage Guides to network with one another, learn about and share best practices, and provide valuable feedback going forward. The majority of our Northwest Health Coverage Guides were able to attend despite the extension of enrollment deadline past December 15<sup>th</sup>.

At the state level, our focus now turns to strengthening our advertising, community outreach, small business outreach, and training opportunities. We are in the beginning stages of creating a certification process for Health Coverage Guide trainers, and creating more effective 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 and training.

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

RouteMatch has been selected as the software vendor for the One Call/One Click center. The contract is in the review process. Susan Juergensmeier met with the RouteMatch staff on January 13 to discuss contract details.

As of January 15, Laurie Patterson has been hired as the new part-time Mobility Program Assistant. Laurie is a retired chiropractor and has recently been employed at the Park County Senior Coalition as the Programs Coordinator. The major responsibilities for this new position include assisting with the development and operation of the One Click/One Call Center for regional transportation for veterans, older adults, and ADA eligible individuals, RTCC administrative duties plus processing regional Non-Emergent Medical Transportation (NEMT) Medicaid billing.

The next Regional Transportation Coordinating Council (RTCC) meeting will be held on February 5 at the ECO Transit office in Gypsum at 10:00 a.m.

**Watershed Services and Water Quality and Quantity Committee (QQ) –**

*Lane Wyatt and Torie Jarvis, Co-Directors*

QQ continues close work on the Colorado Water Plan formulation process. Gov. Hickenlooper issued an Executive Order 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. QQ continues to advocate for the interests of headwaters local governments and communities in the process. We have attended numerous meetings, submitted extensive comments on draft documents, and met with the Colorado Water Conservation Board director with six QQ members (and many more on the phone) in person in Denver this December.

The Water Quality Control Commission will review water quality standards for the Upper Colorado River in 2014. QQ will be a party to these hearings to represent our members.

The Colorado General Assembly convened on January 8th to begin their 2014 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 mandating a limit on irrigated turf grass in new developments across the state, requiring only water efficient indoor plumbing fixtures be sold by retailers, and alternative measures to temporarily convert agricultural water to other water uses (called a FLEX water right).

# **2014 NWCCOG COUNCIL MEETING SCHEDULE**

## **CONFERENCE CALL INFORMATION**

**CALL IN NUMBER: 1-877-594-8353**

**PASSCODE: 23878813#**

**Thursday, January 23, 2014**

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

Location: Blue River Room, Silverthorne Library

Time: 10:00 a.m.-3:00 p.m.

Agenda Items: Introduction of new members/representatives; Elect executive committee & officers; Joint meeting with both the NLF and EDD boards

**Thursday, March 27, 2014**

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

Location: NWCCOG Office/Conference Call

Time: 10:00 a.m.-noon

Agenda Items: Approval of final 2013 financials; Program updates

**Thursday, May 22, 2014**

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

Location: Eagle County Courthouse, Garden Level Classroom

Time: 10:00 a.m.-3:00 p.m.

Agenda Items:

**Thursday, July 24, 2014**

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

Location: NWCCOG Office/Conference Call

Time: 10:00 a.m.-noon

Agenda Items: Approval of 2015 dues; Review/acceptance of 2013 audit; Approval of 2014 budget revisions; Discussion re: Annual Planning Meeting Agenda

**Thursday, September 25, 2014**

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

Location: Minturn Town Center

Time: 9:00 a.m.-3:00 p.m.

Agenda Items: Strategic Planning

**Thursday, October 23, 2014**

Conference Call to review draft 2015 budget (to be sent out by Oct. 15<sup>th</sup> per by-laws)

**Thursday, December 4, 2014**

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

Location: NWCCOG Office/Conference Call

Time: 10:00 a.m.-noon

Agenda Items: 2014 budget revisions; review draft 2015 budget; adopt 2014 meeting schedule