



AGENDA
Thursday, March 27, 2014
CALL IN NUMBER: 877-594-8353
PASSCODE: 23878813#

NORTHWEST LOAN FUND BOARD CONFERENCE CALL

10:00 a.m.	1.	Call to Order- Karn Stiegelmeier, Chair	
	2.	Roll Call and Determination of Quorum - Sherry Rogstad	
	*3.	ACTION: Minutes of January 23, 2014 NLF Board Meeting	Pgs. 2-3
	*4.	ACTION: Final December 2013 NLF Financials	Pgs. 5-6
	*5.	ACTION: February 2014 Financials	Pgs. 7-8
	*6.	ACTION: Updated NLF Policies	Pg. 9
	7.	Program Update - Anita Cameron, NLF Director	
	*8.	Adjourn	

NWCCOG COUNCIL CONFERENCE CALL

10:15 a.m.	1.	Call to Order - Karn Stiegelmeier, Chair	
	2.	Roll Call and Determination of Quorum - Sherry Rogstad	
	*3.	ACTION: Minutes of January 23, 2014 Council Meeting	Pgs. 10-13
	*4.	ACTION: Final December 2013 NWCCOG Financials	Pgs. 14-15
	*5.	ACTION: February 2014 Financials	Pgs. 16-24
	*6.	ACTION: Ratify e-mail vote to approve Communications & Marketing Contract	Pgs. 25-26
	*7.	ACTION: Proposed Updates to NWCCOG Salary Ranges	Pg. 27
	*8.	ACTION: CIRSA Public Officials Training	
	*9.	ACTION: Regional Broadband Coordinator position	
	10.	Program Updates	Pgs. 28-34
	11.	New Business	
12:00 p.m.	12.	Adjourn	

* requires a vote



**Northwest Colorado Council of Governments
Northwest Loan Fund (NLF)
Silverthorne Library, Blue River Room, Silverthorne, CO
January 23, 2014**

NLF Board Members Present:

Jeff Shroll, Town of Gypsum
Keith Montag, Eagle County
Karn Stiegelmeier, Summit County
John Hoffmann, Town of Carbondale
James Newberry, Grand County
Tom Clark, Town of Kremmling
Stuart Richardson, Town of Silverthorne
Dave Sturges, City of Glenwood Springs

Others Present:

John Rich, Town of Walden
Kristen Reese, Congressman Scott Tipton's
office via telephone
Liz Mullen, NWCCOG
Anita Cameron, NWCCOG-NLF
Susan Juergensmeier, NWCCOG-RTCC
Laurie Patterson, NWCCOG-RTCC
Sherry Rogstad, NWCCOG

Call To Order:

Karn Stiegelmeier, Chair, called the Northwest Loan Fund (NLF) Board meeting to order at 10:09 a.m. Roll call was taken, there was a quorum.

Approval of Minutes:

M/S/P Tom Clark/Stuart Richardson to approve the minutes of the September 26, 2013 meeting as presented.

Approval of Financials:

Liz explained the December financials contained in the meeting packet were a preliminary report, she recommended that no action be taken at this time. The final reports will be available to the NWCCOG Council at their March 2014 meeting. She did point out NLF has not requested administration funds; the program is not able to do so until a loan is closed; there were none closed in 2013. This agenda item was tabled until the March meeting when the final December 2013 financial reports will be available.

NLF Program Update:

Anita began by explaining the loan application procedure. She also reported there have been six loan applications. They were as follows, along with action taken:

- A restaurant, declined.
- Pet service business, withdrew.
- Safety & Rescue, approved with conditions.
- Bakery related business, declined.
- Beverage business, conditions to be met, may come back.

A book publishing business, going to committee Friday, 1/24.

Anita reported calls continue to come in regarding loans.

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

The NLF Loan Committee will meet in person in February. Anita refreshed the council memories with the names of these committee members. They are as follows:

Jill Klosterman from Eagle County, Nicole Christianson from Garfield County, Roger Hauptman from Grand County, James Carothers from Jackson County, Dave DeRose from Moffat County, Howie Mallory from Pitkin County, Tawny Halandras from Rio Blanco County, John Kerst from Routt County and Brady McMillan from Summit County.

Anita is currently working on new systems, documents and procedures, OEDIT reporting, how to market NLF in all nine counties, and how to work with and educate bankers on complimentary programs.

There is a training scheduled with the Small Business Development Center (SBDC) consultants to help them understand the NLF requirements.

Anita passed out an updated loan portfolio report.

There were questions and discussion on how the NWCCOG representatives can get the word out about NLF, NLF marketing material, educating area bankers of other loan options, and NLF website navigation ease and information.

Anita explained the NLF currently has \$500,000 available in funds for loans along with \$80,000 in administrative funds. To date, \$230,000 of this amount has been approved with the possibility of another \$100,000 approved Friday, 1/24.

Adjournment:

Karn Stiegelmeier adjourned the meeting at 10:45 a.m.

Karn Stiegelmeier, NLF Board Chair

Date

Northwest Loan Fund REVOLVED FUNDS Portfolio 2-28-14

	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
1	9/18/2007	\$30,000	\$3,862	60 mo. \$1,136.97	\$1200 mo	1/10/14	\$2,292	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.	Satisfactory	1%	\$38.62
2	11/25/2010	\$20,000	\$22,729	60 mo.	\$400 mo.	2/24/14	\$299	7/10/2016	5.25%	Yes	2nd DOT behind \$160k	Pay regularly. Note says \$397.21.	Satisfactory	1%	\$227.29
3	6/7/2002	\$15,000	\$4,102 *	invoice \$500 mo.	\$500 mo.	1/6/14	\$350		6.75%		None	Pays randomly. Business closed. No Note or Security Agmt. in file. Oct. 2012 asked to be invoiced \$500 mo.	Substandard	30%	\$1,230.63
4	9/15/2008	\$100,000	\$52,820	60 mo \$1933/mo	\$600 mo.	2/19/14	\$10,449	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.	Satisfactory	1%	\$528.20
5	4/9/2008	\$25,000	\$23,745	24 mo. \$1259.86	\$300 mo.	1/23/14	\$175	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. Construction Starts for 2014 are the best they have been in 5 years.	Substandard	30%	\$7,123.58
			\$107,258												\$9,148

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

January through December 2013

	Jan - Dec 13	Budget	% of Budget	Jan - Dec 13	YTD Budget	% of Budget	Annual Budget
Ordinary Income/Expense							
Income							
4770 · Loan Recovery	1,123.86			1,123.86			
4000 · Grant Income							
4200 · State Grant Income	0.00	88,200.00	0.0%	0.00	88,200.00	0.0%	88,200.00
Total 4000 · Grant Income	0.00	88,200.00	0.0%	0.00	88,200.00	0.0%	88,200.00
4640 · Carryover Revenue	0.00	30,279.00	0.0%	0.00	30,279.00	0.0%	30,279.00
4710 · Interest Earnings	70.06	100.00	70.1%	70.06	100.00	70.1%	100.00
4720 · Revolved Interest	7,940.70	8,300.00	95.7%	7,940.70	8,300.00	95.7%	8,300.00
4730 · Origination Fee	0.00	500.00	0.0%	0.00	500.00	0.0%	500.00
4750 · Loan Application Fee	50.00			50.00			
Total Income	9,184.62	127,379.00	7.2%	9,184.62	127,379.00	7.2%	127,379.00
Gross Profit	9,184.62	127,379.00	7.2%	9,184.62	127,379.00	7.2%	127,379.00
Expense							
6100 · Payroll Expenses							
6112 · Program Director	34,166.68	34,000.00	100.5%	34,166.68	34,000.00	100.5%	34,000.00
6210 · Taxes & Benefits	7,235.91	7,000.00	103.4%	7,235.91	7,000.00	103.4%	7,000.00
6311 · Background check	65.00			65.00			
Total 6100 · Payroll Expenses	41,467.59	41,000.00	101.1%	41,467.59	41,000.00	101.1%	41,000.00
6410 · Contract Staff	595.00			595.00			
6520 · Outside Contract							
6420 · Fiscal Officer Expense	2,100.00	2,100.00	100.0%	2,100.00	2,100.00	100.0%	2,100.00
6510 · Contractor	1,235.00	2,000.00	61.8%	1,235.00	2,000.00	61.8%	2,000.00
Total 6520 · Outside Contract	3,335.00	4,100.00	81.3%	3,335.00	4,100.00	81.3%	4,100.00
6610 · Office Supplies	819.99	900.00	91.1%	819.99	900.00	91.1%	900.00
6620 · Bank Charges	36.95	100.00	37.0%	36.95	100.00	37.0%	100.00
6640 · Postage	130.95	150.00	87.3%	130.95	150.00	87.3%	150.00
6650 · Printing & Publications	85.00	100.00	85.0%	85.00	100.00	85.0%	100.00
6660 · Advertising Expense	583.96	600.00	97.3%	583.96	600.00	97.3%	600.00
6680 · Dues & Subscriptions	332.30	300.00	110.8%	332.30	300.00	110.8%	300.00
6690 · Copier Expense	429.69	500.00	85.9%	429.69	500.00	85.9%	500.00
6730 · Telephone Expense	1,263.59	1,500.00	84.2%	1,263.59	1,500.00	84.2%	1,500.00
6760 · Insurance Premium Expense	24.75			24.75			
6800 · Equip Repair/Maint/Supply	80.00			80.00			
6930 · Bad Debts - written off	72,044.07	72,045.00	100.0%	72,044.07	72,045.00	100.0%	72,045.00
7130 · Travel & Meeting	5,518.91	5,000.00	110.4%	5,518.91	5,000.00	110.4%	5,000.00
7320 · Pass-Through Funds	0.00	70,000.00	0.0%	0.00	70,000.00	0.0%	70,000.00
7910 · Indirect Cost Allocation	3,135.00	3,129.00	100.2%	3,135.00	3,129.00	100.2%	3,129.00
Total Expense	129,882.75	199,424.00	65.1%	129,882.75	199,424.00	65.1%	199,424.00
Net Ordinary Income	-120,698.13	-72,045.00	167.5%	-120,698.13	-72,045.00	167.5%	-72,045.00
Net Income	-120,698.13	-72,045.00	167.5%	-120,698.13	-72,045.00	167.5%	-72,045.00

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

	8800- Northwest Loan Fund	TOTAL
ASSETS		
Current Assets		
Checking/Savings	130,951.11	130,951.11
Accounts Receivable	137,461.17	137,461.17
Other Current Assets		
1315 · NLF A/R Loan Reserve	-9,595.00	-9,595.00
Total Other Current Assets	-9,595.00	-9,595.00
Total Current Assets	258,817.28	258,817.28
TOTAL ASSETS	258,817.28	258,817.28
LIABILITIES & EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable	6,347.52	6,347.52
Total Current Liabilities	6,347.52	6,347.52
Total Liabilities	6,347.52	6,347.52
Equity		
3000 · Fund Balance		
3100 · NLF Net Assets	373,167.89	373,167.89
Total 3000 · Fund Balance	373,167.89	373,167.89
Net Income	-120,698.13	-120,698.13
Total Equity	252,469.76	252,469.76
TOTAL LIABILITIES & EQUITY	258,817.28	258,817.28

Northwest Colorado Council of Governments
Balance Sheet by Class -8800- Northwest Loan Fund
As of February 28, 2014

	<u>8800- Northwest Loan Fund</u>	<u>TOTAL</u>
ASSETS		
Current Assets		
Checking/Savings	150,442.58	150,442.58
Accounts Receivable		
1115 · NLF Loan Receivable	107,258.39	107,258.39
Total Accounts Receivable	<u>107,258.39</u>	<u>107,258.39</u>
Other Current Assets		
1100 · Accounts Receivable(Due from)	4,542.65	4,542.65
1315 · NLF A/R Loan Reserve	-9,595.00	-9,595.00
Total Other Current Assets	<u>-5,052.35</u>	<u>-5,052.35</u>
Total Current Assets	<u>252,648.62</u>	<u>252,648.62</u>
TOTAL ASSETS	<u>252,648.62</u>	<u>252,648.62</u>
LIABILITIES & EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable	12,622.82	12,622.82
Total Current Liabilities	<u>12,622.82</u>	<u>12,622.82</u>
Total Liabilities	12,622.82	12,622.82
Equity	240,025.80	240,025.80
TOTAL LIABILITIES & EQUITY	<u>252,648.62</u>	<u>252,648.62</u>

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

January through February 2014

	Jan - Feb 14	Budget	% of Budget	Jan - Feb 14	YTD Budget	% of Budget	Annual Budget
Ordinary Income/Expense							
Income							
4770 - Loan Recovery	322.16			322.16			
4000 - Grant Income							
4200 - State Grant Income	0.00	498,800.00	0.0%	0.00	498,800.00	0.0%	498,800.00
Total 4000 - Grant Income	0.00	498,800.00	0.0%	0.00	498,800.00	0.0%	498,800.00
4710 - Interest Earnings	5.87			5.87			
4720 - Revolved Interest	1,006.04	17,500.00	5.7%	1,006.04	17,500.00	5.7%	17,500.00
4730 - Origination Fee	0.00	7,000.00	0.0%	0.00	7,000.00	0.0%	7,000.00
Total Income	1,334.07	523,300.00	0.3%	1,334.07	523,300.00	0.3%	523,300.00
Gross Profit	1,334.07	523,300.00	0.3%	1,334.07	523,300.00	0.3%	523,300.00
Expense							
6100 - Payroll Expenses							
6112 - Program Director	9,048.00	61,000.00	14.8%	9,048.00	61,000.00	14.8%	61,000.00
6210 - Taxes & Benefits	2,121.14	13,242.00	16.0%	2,121.14	13,242.00	16.0%	13,242.00
Total 6100 - Payroll Expenses	11,169.14	74,242.00	15.0%	11,169.14	74,242.00	15.0%	74,242.00
6520 - Outside Contract							
6420 - Fiscal Officer Expense	175.00			175.00			
6421 - Fiscal Assistant Expense	175.00			175.00			
6510 - Contractor	90.00	2,000.00	4.5%	90.00	2,000.00	4.5%	2,000.00
Total 6520 - Outside Contract	440.00	2,000.00	22.0%	440.00	2,000.00	22.0%	2,000.00
6610 - Office Supplies	196.01	750.00	26.1%	196.01	750.00	26.1%	750.00
6620 - Bank Charges	0.00	50.00	0.0%	0.00	50.00	0.0%	50.00
6640 - Postage	1.63	150.00	1.1%	1.63	150.00	1.1%	150.00
6650 - Printing & Publications	0.00	100.00	0.0%	0.00	100.00	0.0%	100.00
6680 - Dues & Subscriptions	292.00			292.00			
6690 - Copier Expense	152.84	750.00	20.4%	152.84	750.00	20.4%	750.00
6720 - Rent & Utilities	390.72	2,178.00	17.9%	390.72	2,178.00	17.9%	2,178.00
6730 - Telephone Expense	124.92	850.00	14.7%	124.92	850.00	14.7%	850.00
7130 - Travel & Meeting	448.67	8,357.00	5.4%	448.67	8,357.00	5.4%	8,357.00
7150 - Training & Technical Assistance	0.00	500.00	0.0%	0.00	500.00	0.0%	500.00
7320 - Pass-Through Funds	0.00	430,000.00	0.0%	0.00	430,000.00	0.0%	430,000.00
7910 - Indirect Cost Allocation	562.10	3,373.00	16.7%	562.10	3,373.00	16.7%	3,373.00
Total Expense	13,778.03	523,300.00	2.6%	13,778.03	523,300.00	2.6%	523,300.00
Net Ordinary Income	-12,443.96	0.00	100.0%	-12,443.96	0.00	100.0%	0.00
Net Income	-12,443.96	0.00	100.0%	-12,443.96	0.00	100.0%	0.00



MEMORANDUM

NORTHWEST LOAN FUND

To: NLF Board
From: Anita Cameron, NLF Director
Date: March 27, 2014
Re: Additions to Loan Policy

It is my recommendation that we add the following to the Loan Policy:

- 1) Add to section on Allowance for Loan Loss:
Loan Grades and percentage reserve:
 - Satisfactory – 1% reserve
 - Watch – 10% reserve
 - Substandard – 30%
 - Doubtful – 60%

- 2) Add to section on Confidentiality:
 - Confidentiality Agreements have been signed by Loan Committee members, staff and the NWCCOG IT contractor who will or may come in contact with confidential information.
 - A Telecommuting agreement signed by Anita Cameron provides for security of confidential information during travel/off site work.
 - Secure print will be used to protect confidential documents.
 - Security for laptop and smartphone are set to high.
 - Laptop and smartphone access will be protected by Passcodes and Log Off.
 - Passwords will be changed at least quarterly.
 - Social Security numbers will be protected, by black out, when not essential for the recipient.

ACTION REQUESTED: A motion to approved additions to NLF Loan Policy.



**Northwest Colorado Council of Governments
Council Meeting
Silverthorne Library, Blue River Room, Silverthorne, Colorado
January 23, 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
John Hoffmann, Town of Carbondale
Stuart Richardson, Town of Silverthorne
Dave Sturges, City of Glenwood Springs
David Hook, Town of Grand Lake via
telephone

Others Present:

John Rich, Walden
Kristen Reese, Congressman Scott Tipton's
office via telephone
Liz Mullen, NWCCOG
Anita Cameron, NWCCOG-NLF
Susan Juergensmeier, NWCCOG-RTCC
Laurie Patterson, NWCCOG-RTCC
Sherry Rogstad, NWCCOG

Call To Order:

Karn Stiegelmeier, Chair, called the NWCCOG Council meeting to order at 10:45 a.m. Because roll call was taken at the NLF Board meeting 30 minutes earlier and no one had left, roll call was not taken a second time. One more attendee was present via telephone. There was a quorum.

Approval of Minutes:

M/S/P Tom Clark/Stuart Richardson to approve the minutes of the December 5, 2013 meeting as presented.

Approval of Financials:

Liz explained the December financials contained in the meeting packet were a preliminary report and she recommended that no action be taken at this time. This agenda item was tabled until the March meeting when the final December 2013 financial reports will be available.

Ratify Email Vote to Approve Job Posting Policy:

On Dec. 16, 2013 Liz sent an email request to the NWCCOG Council asking for a vote via email to approve a proposed job posting policy developed with the assistance of the Personnel Policy Workgroup. The results were 15 members voted to approve the policy as presented, 3 to adopt a policy with a change stating that jobs will be posted internally for 5 days, instead of 2 days. 9 members did not vote.

M/S/P Dave Sturges/James Newberry to ratify the email vote to approve the Job Posting Policy as presented.

Liz reported that this adopted policy was recently implemented in the posting of the Economic Development District (EDD) program director position. Rob Ittner and Liz interviewed Rachel Lunney for this position. Rachel is their recommendation for the position and has been promoted to director of the EDD.

In the interest of time, Karn suggested the council move ahead to program updates, especially the Regional Transportation Coordinating Council (RTCC) portion since both Susan Juergensmeier and Laurie Patterson were in attendance and needed to leave shortly. Susan introduced her new assistant, Laurie Patterson, and reviewed Laurie's duties. Susan reported that the contract with RouteMatch has been signed and they are now in discussions regarding collaboration with participating counties. Both Susan and Laurie are leaving to attend the TPR meeting in Steamboat Springs this afternoon.

Reserve Funds:

At the December 5, 2013 council meeting the Council directed staff to provide information on the risks and rewards of applying excess reserve funds to the mortgage principal versus other options. Liz distributed a memo with NWCCOG's current reserved fund balance specifics, the loan balance for the NWCCOG building mortgage along with the interest rate and mortgage duration, the color copier/fax/scanner lease details, and the average monthly interest rate for reserve funds, and accrued vacation bank as of 12/31/13.

Discussion followed and the Council agreed to apply \$100,000 in excess reserve funds to the principal balance on the building mortgage.

M/S/P James Newberry/Jeff Shroll to apply \$100,000 in excess reserve funds to the principal balance on the building mortgage.

Review of 2014 Council Handbook:

Liz reported that the 2014 member handbooks were complete and ready for anyone who wanted a hardcopy. They are also available online on our website, under the About tab, under NWCCOG Council.

Program Updates:

Liz spoke about the RFP's received for the Communications and Marketing Coordinator. The committee, consisting of Rachel Lunney, Steve Getz, Jean Hammes and herself, received seven proposals and picked the top three to interview. Interviews were held. All three were very impressive and the decision was difficult, but the committee has decided on a candidate. At this time Liz is waiting to hear back from references. The candidate would begin on 2/1/14, their top priorities being to update the NWCCOG website, the 2013 annual report, and develop a Facebook strategy. The council agreed to move forward with this endeavor and directed staff to obtain an e-mail vote from the full Council to approve the contract.

Next Liz talked about the Regional Broadband Coordinator position. The steering committee received two proposals and they were not impressed with either. They have decided to meet again to talk about their next steps and identify an action plan. Liz reported since the funding for this position was through DOLA, she talked with Greg Winkler about extending this funding. She was told it would not be a problem in doing so.

Liz provided an update on the Colorado Bark Beetle Cooperative (CBBC), for which she serves as the NWCCOG representative. The members are presently trying to re-energize this organization. They addressed this at their Fall meeting, planning to continue to facilitate, convene and educate, along with showcasing their accomplishments and what still needs to be done.

Because the meeting was running long, Liz asked the members to look at the program updates specifically the Connect for Health Colorado update. She also pointed out that the Weatherization Program had been awarded more funding from the CO Energy Office.

Member Updates:

Again because the meeting was running behind whoever wanted to share their update was encouraged to do so.

Keith Montag from Eagle County talked about their county's concern over the PILT, Payment in Lieu of Taxes, legislation. He was hoping Congressman Tipton's office was still on the telephone (she was not). This funding is attached to the Farm Bill which is expected to pass in the House and Senate. It was stated that this legislation has Colorado's universal support.

Election of Executive Committee Municipal Members for 2014:

Liz explained that the Executive Committee consisted of NWCCOG's five county members and four municipal members at large who are elected each year. Staff had two volunteers for municipal membership, those being Tom Clark and John Hoffmann. The other two 2013 members, Dave Sturges and Jeff Shroll agreed to serve again in 2014.

M/S/P James Newberry/Keith Montag to authorize to keep the same Executive Committee members.

The 2014 Executive Committee is:

Keith Montag, Eagle County
James Newberry, Grand County
Lanny Weddle, Jackson County
Rob Ittner, Pitkin County
Karn Stiegelmeier, Summit County
Tom Clark, Town of Kremmling
John Hoffmann, Town of Carbondale
Dave Sturges, City of Glenwood Springs
Jeff Shroll, Town of Gypsum

Election of Officers for 2014:

M/S/P James Newberry/John Hoffmann to keep the same officers for 2014.

The 2014 NWCCOG Officers are:

Karn Stiegelmeier, Chair
Jeff Shroll, Vice Chair

Tom Clark Secretary/Treasurer

New Business:

Liz explained with the departure of Derek Johnson of Aspen as a NWCCOG representative, the Council needed to appoint a town representative for the public sector for the EDD Board, (Economic Development District). After discussion the following motion was made.

M/S/P Dave Sturges/James Newberry to appoint Jane Berry of Walden to the EDD Board.

Adjournment:

M/S/P Tom Clark/Jeff Shroll to adjourn the NWCCOG Council meeting at 12:08 p.m.

Karn Stiegelmeier, NWCCOG Chair

Date

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
COG PROGRAM FUNDS									
Core Programs									
REGIONAL BUSINESS	315,691	302,115	96%	318,130	299,506	94%	(2,439)	2,608	
Regional HUB	50,000	38,835	78%	50,000	38,835	78%	0	0	
ELEVATOR INSPECTION	460,000	471,987	103%	378,054	379,778	100%	81,946	92,209	22,500
AGE/NUTRITION (non-Grant)	0	0		0	7,060		0	(7,060)	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	242,299	65%	370,020	242,299	65%	0	0	
AGE/NUTRITION TOTAL	667,523	539,802	83%	667,523	546,862	82%	0	(7,060)	0
WATERSHED SERVICES	49,314	58,590	119%	49,314	58,590	119%	0	0	
ECONOMIC DEVELOPMENT DIST	109,800	93,905	86%	109,800	93,905	86%	0	0	
WEATHER (non-grant)	0	12,027		0	12,027		0	0	
WEATHER (State FY12/13)	800,000	818,600	102%	800,000	818,600	102%	0	0	
WEATHER (State FY13/14)	800,000	677,927	85%	800,000	677,927	85%	0	0	
ENERGY MANAGEMENT TOTAL	1,600,000	1,508,554	94%	1,600,000	1,508,554	94%	0	0	0
REGIONAL TRANSPORTATION CC	206,891	72,731	35%	206,891	72,731	35%	0	0	
Other COG Programs									
HOMELAND SECURITY	446,790	249,822	56%	446,790	249,822	56%	0	0	
CO BARK BEETLE COOPERATIVE	23,965	2,122	9%	23,965	2,122	9%	0	0	
CARO	34,556	17,461	51%	34,556	17,461	51%	0	0	
CO HEALTH FOUNDATION	0	16,596		0	16,596		0	0	
NWCCoG FOUNDATION	105,000	3	0%	105,000	3	0%	0	0	
Total COG Program Funds	4,069,530	3,372,523	83%	3,990,023	3,284,765	82%	79,507	87,758	22,500
EXTERNAL PROGRAM FUNDS									
WATER QUALITY/QUANTITY	163,510	169,134	103%	163,510	142,552	87%	0	26,583	\$104,966
Q/Q CWCB Grant	0	0		0	0		0	0	\$0
SWQC	56,170	29,647	53%	56,170	29,647	53%	0	0	0
SWQC-EROSION CONTROL	0	1,920		0	1,920		0	0	0
SWQC - EPA - EROSION	0	0		0	0		0	0	0
Total External Program Funds	219,680	200,701	91%	219,680	174,119	79%	0	26,583	104,966
Total Program Funds	4,289,210	3,573,224	83%	4,209,703	3,458,884	82%	79,507	114,340	127,466
INTERNAL SERVICE FUNDS									
INDIRECT	139,349	138,836	100%	139,349	134,795	97%	0	4,041	29,717
COG BUILDING FUND	75,648	73,121	97%	75,648	62,598	83%	0	10,523	(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	36,470	101%	0	3	64,679
Total Service Funds	268,997	263,194	98%	268,997	247,535	92%	0	15,659	87,121
REGIONAL LOAN FUND	583,730	9,185	2%	583,730	129,883	22%	0	(120,698)	295,406
COG FUNDS Subtotal	5,141,937	3,845,603	75%	5,062,430	3,836,302	75%	79,507	9,301	509,993

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03/17/14

Accrual Basis

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

	<u>Dec 31, 13</u>
ASSETS	
Current Assets	
Checking/Savings	738,227.30
Accounts Receivable	622,158.81
Other Current Assets	596,221.37
Total Current Assets	1,956,607.48
Fixed Assets	1,128,970.00
TOTAL ASSETS	<u>3,085,577.48</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	102,942.54
Credit Cards	-271.41
Other Current Liabilities	937,694.36
Total Current Liabilities	1,040,365.49
Long Term Liabilities	754,687.29
Total Liabilities	1,795,052.78
Equity	1,290,524.70
TOTAL LIABILITIES & EQUITY	<u>3,085,577.48</u>

NWCCOG

STATEMENT OF REVENUES AND EXPENDITURES

2-28-14

16.66% 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	315,691	240,114	76%	318,130	40,057	13%	(2,439)	200,057	
Regional HUB	50,000	569	1%	50,000	13,567	27%	0	(12,998)	
ELEVATOR INSPECTION	460,000	71,504	16%	378,054	62,509	17%	81,946	8,994	22,500
AGE/NUTRITION (non-Grant)	0	0		0	0		0	0	19,051
AGE/NUTRITION(State FY 12/13)	297,503	0	0%	297,503	0	0%	0	0	
AGE/NUTRITION (State FY 13/14)	370,020	38,673	10%	370,020	46,454	13%	0	(7,781)	
AGE/NUTRITION TOTAL	667,523	38,673	5%	667,523	46,454	7%	0	(7,781)	0
WATERSHED SERVICES	49,314	27,408	56%	49,314	3,975	8%	0	23,433	
ECONOMIC DEVELOPMENT DIST	109,800	26,562	24%	109,800	22,063	20%	0	4,499	
WEATHER (non-grant)	0	33,093		0	150		0	32,943	
WEATHER (State FY12/13)	800,000	0	0%	800,000	0	0%	0	0	
WEATHER (State FY13/14)	800,000	122,844	15%	800,000	240,081	30%	0	(117,237)	
ENERGY MANAGEMENT TOTAL	1,600,000	155,937	8%	1,600,000	240,231	15%	0	(84,294)	0
REGIONAL TRANSPORTATION CC	206,891	33,338	16%	206,891	20,280	10%	0	13,058	
Other COG Programs									
HOMELAND SECURITY	446,790	28,242	6%	446,790	28,274	6%	0	(32)	
CO BARK BEETLE COOPERATIVE	23,965	7,508	31%	23,965	1,308	5%	0	6,201	
CARO	34,556	2,596	8%	34,556	2,214	6%	0	382	
CO HEALTH FOUNDATION	0	4,148		0	4,148		0	0	
NWCCoG FOUNDATION	105,000	0	0%	105,000	29	0%	0	(29)	
Total COG Program Funds	4,069,530	636,597	16%	3,990,023	485,108	12%	79,507	151,489	22,500
EXTERNAL PROGRAM FUNDS									
WATER QUALITY/QUANTITY	163,510	152,201	93%	163,510	26,151	16%	0	126,050	\$104,966
Q/Q CWCB Grant	0	8,410		0	0		0	8,410	\$0
SWQC	56,170	29,454	52%	56,170	5,202	9%	0	24,251	0
SWQC-EROSION CONTROL	0	0		0	0		0	0	0
SWQC - EPA - EROSION	0	0		0	0		0	0	0
Total External Program Funds	219,680	190,065	87%	219,680	31,353	14%	0	158,712	104,966
Total Program Funds	4,289,210	826,662	19%	4,209,703	516,461	12%	79,507	310,201	127,466
INTERNAL SERVICE FUNDS									
INDIRECT	139,349	23,784	17%	139,349	22,695	16%	0	1,089	29,717
COG BUILDING FUND	75,648	12,608	17%	75,648	11,354	15%	0	1,254	(1,694.24)
COPIER POOL	18,000	2,147	12%	18,000	2,328	13%	0	(181)	(5,581)
MOTOR POOL	36,000	6,244	17%	36,000	2,763	8%	0	3,481	64,679
Total Service Funds	268,997	44,783	17%	268,997	39,139	15%	0	5,644	87,121
REGIONAL LOAN FUND	583,730	1,334	0%	583,730	13,778	2%	0	(12,444)	295,406
COG FUNDS Subtotal	5,141,937	872,779	17%	5,062,430	569,373	11%	79,507	303,406	509,993

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03/17/14

Accrual Basis

Northwest Colorado Council of Governments
Summary Balance Sheet
As of February 28, 2014

	<u>Feb 28, 14</u>
ASSETS	
Current Assets	
Checking/Savings	1,065,205.13
Accounts Receivable	269,341.21
Other Current Assets	795,223.80
Total Current Assets	<u>2,129,770.14</u>
Fixed Assets	<u>1,128,970.00</u>
TOTAL ASSETS	<u><u>3,258,740.14</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	28,042.88
Credit Cards	7,011.46
Other Current Liabilities	875,068.01
Total Current Liabilities	<u>910,122.35</u>
Long Term Liabilities	<u>754,687.29</u>
Total Liabilities	<u>1,664,809.64</u>
Equity	<u>1,593,930.50</u>
TOTAL LIABILITIES & EQUITY	<u><u>3,258,740.14</u></u>

Northwest Colorado Council of Governments

List of payments

January 2014

Date	Num	Name	Memo	Debit	Credit
Jan 14					
01/01/2014	60647	Cuna Mutual Group-LTD	Split LTD Insurance		1,055.82
01/01/2014	60670	BHW Associates	Split Building Expenses		2,575.00
01/01/2014	60671	Enterprise Commercial Center/ Condo Assoc	Split Building Expenses		1,390.57
01/01/2014	60672	Four Sprys Investments	WX		926.48
01/01/2014	60704	CIRSA	Split		764.75
01/02/2014	60681	Family Support Registry	Garnishments Payable		181.00
01/02/2014	debit	1st Bank Checking	Credit Card Fees		205.66
01/03/2014	EFTPS	US Treasury	Split Payroll Taxes		6,289.90
01/03/2014	EFT	Colorado Department of Revenue	Split Payroll Taxes		1,547.00
01/03/2014	Debit	Employee Benefits Corporation	Split Flex Spending		397.33
01/03/2014	EFT	CCOERA	Split Retirement		11,978.94
01/03/2014	EFT	CCOERA	Split Retirement		6,450.00
01/08/2014	4007	NWCCOG	NLF		6,139.26
01/13/2014	60682	A2CL	CBBC		499.80
01/13/2014	60683	Century Link	Split		651.11
01/13/2014	60684	Chocolate Software, LLC	VOID:Change check date to 2013	0.00	
01/13/2014	60685	CIRSA	Split		21,749.00
01/13/2014	60686	Colorado Water Congress	QQ		650.00
01/13/2014	60687	County Health Pool	Split Health Insurance		24,244.16
01/13/2014	60688	Devi Currin	EDA		257.69
01/13/2014	60689	EfficienctGov	EDA		1,495.00
01/13/2014	60690	Jeff Rundles	EDA		800.00
01/13/2014	60691	PPACG	EDA		750.00
01/13/2014	60692	Quill Corporation	Split Office Supplies		230.92
01/13/2014	60693	Roberta Traverso Mooney	QQ		500.00
01/13/2014	60694	Sullivan Green Seavy, LLC	QQ		3,500.00
01/13/2014	60695	Summit Car Clinic	Split Motor Pool		210.99
01/13/2014	60696	Team Clean	Split Office Cleaning		177.08
01/13/2014	60697	The Summit Recycler, Inc	Split Office Recycling		50.00
01/13/2014	60698	US Bancorp Equipment Finance, Inc.	Split Copier		946.95
01/13/2014	60699	Verizon Wireless Services	Split Cell Phones		164.43
01/13/2014	60700	X-cel Energy	WX		212.94
01/13/2014	4008	Susan Juergensmeier (vendor)	Office Supplies (File Cabinet)		100.00
01/14/2014	60703	Petty Cash-Sherry Rogstad	Petty Cash		51.35
01/15/2014	DD	1st Bank Direct Deposit	Split Payroll		41,332.59
01/16/2014	60705	Family Support Registry	Garnishments Payable		181.00
01/17/2014	EFT	Colorado Department of Revenue	Split Payroll Taxes		1,770.00
01/17/2014	Debit	Employee Benefits Corporation	Split Flex Spending		397.33
01/17/2014	60706	1st Bank Credit Card - WX GEO	WX		5,429.08
01/17/2014	60707	Best Western	WX		308.00
01/17/2014	60708	Denver Winair Co	WX		55.75
01/17/2014	60709	Eagle Rock Supply Co	WX		1,420.80
01/17/2014	60710	Ferguson Enterprises Inc #109	WX		540.67
01/17/2014	60711	George T Sanders	WX		19.38

Northwest Colorado Council of Governments

List of payments

January 2014

Date	Num	Name	Memo	Debit	Credit
01/17/2014	60712	Grand County Building Department	WX		150.00
01/17/2014	60713	Grand Junction Winair Co	WX		2,641.91
01/17/2014	60714	Moffat County	WX		35.25
01/17/2014	60715	Samuelson Hardware -9 Craig	WX		42.65
01/17/2014	60716	Sanders True Value	WX		28.91
01/17/2014	60717	Westland Distributing Group	WX		1,465.95
01/21/2014	60718	Colorado State Treasurer	Split State Unemployment		842.47
01/22/2014	EFTPS	US Treasury	Split Payroll Taxes		7,150.38
01/23/2014	60719	1st Bank Credit Card - COG	Split		7,831.99
01/23/2014	60720	Alpine PC	Split		649.97
01/23/2014	60721	Black Diamond Gourmet	Split Catering		250.00
01/23/2014	60722	Colorado Department of Natural Resources	QQ		32,835.00
01/23/2014	60723	Colorado Mtn College	ID		665.00
01/23/2014	60724	Colorado Municipal League	QQ		26.00
01/23/2014	60725	Employee Benefits Corporation	Split Flex Spending		31.50
01/23/2014	60726	Employers Council Services Inc	ID		60.00
01/23/2014	60727	Grainger	WX		32.46
01/23/2014	60728	Hummingbird Lodge	EIP		225.00
01/23/2014	60729	Infinite	Split Conference Calls		219.96
01/23/2014	60730	KYSL-FM	HUB		960.00
01/23/2014	60731	Moffat County	WX		100.00
01/23/2014	60732	Mountain States	ID		759.03
01/23/2014	60733	Pitney Bowes	Split Postage Meter		130.00
01/23/2014	60734	Quill Corporation	Split Office Supplies		209.00
01/23/2014	60735	Steve Getz - vendor	WX		82.00
01/23/2014	60736	Summit Bookkeeping & Payroll, Inc	Split Financial Services		6,115.00
01/23/2014	60737	Summit Car Clinic	Split Motor Pool		194.99
01/23/2014	60738	Verizon Wireless Services	Split Cell Phones		508.28
01/23/2014	60739	Victoria Jarvis	QQ		5,167.50
01/23/2014	60740	Wex Bank	Split Fuel Cards		3,506.74
01/23/2014	60742	Comfort Dental	AAAA		500.00
01/23/2014	60743	Consortium for Older Adult Wellness	AAAA		417.00
01/23/2014	60744	Eagle Co Health & Human Services	AAAA		10,295.90
01/23/2014	60745	Grand County Council on Aging	AAAA		2,466.24
01/23/2014	60746	Grand County Government	AAAA		3,105.00
01/23/2014	60747	Grand County Rural Health Network	AAAA		6,750.00
01/23/2014	60748	Hagen, Betty	AAAA		102.61
01/23/2014	60749	Hendershott, Melaine	AAAA		370.00
01/23/2014	60750	Jackson County Council on Aging	AAAA		2,017.61
01/23/2014	60751	NW Legal Services	AAAA		325.61
01/23/2014	60752	Pitkin County Senior Services	AAAA		7,092.67
01/23/2014	60753	Summit County Seniors Services	AAAA		2,565.00
01/23/2014	60754	Vail Valley Surgery Center Edwards	AAAA		150.00
01/23/2014	60755	Consortium for Older Adult Wellness	AAAA		417.00
01/23/2014	60756	Jackson County Council on Aging	AAAA		702.00

Northwest Colorado Council of Governments List of payments

January 2014

Date	Num	Name	Memo	Debit	Credit
01/23/2014	60757	Eagle Co Health & Human Services	AAAA		27.14
01/28/2014	60758	n4a	AAAA		1,300.00
01/28/2014	60759	Colorado Department of Revenue	Split Payroll Taxes		78.00
01/29/2014	60760	Clear Creek County Building Dept	WX		70.00
01/31/2014			Service Charge		134.72

Jan 14

Northwest Colorado Council of Governments

List of payments

February 2014

Date	Num	Name	Memo	Debit	Credit
Feb 14					
02/01/2014	60741	Cuna Mutual Group-LTD	Split LTD Insurance		1,149.84
02/03/2014	60761	BHW Associates	Split Building Expenses		2,575.00
02/03/2014	60762	Enterprise Commercial Center/ Condo Assoc	Split Building Expenses		1,390.57
02/03/2014	60763	Four Sprys Investments	WX		926.48
02/03/2014	60765	County Health Pool	Split Health Insurance		24,244.16
02/04/2014	DD	1st Bank Direct Deposit	Split Payroll		43,434.45
02/04/2014	60764	Family Support Registry	Garnishments Payable		181.00
02/05/2014	EFTPS	US Treasury	Split Payroll Taxes		7,526.98
02/05/2014	EFT	Colorado Department of Revenue	Split Payroll Taxes		1,850.00
02/05/2014	Debit	Employee Benefits Corporation	Split Flex Spending		397.33
02/05/2014	EFT	CCOERA	Split Retirement		12,907.14
02/05/2014	EFT	CCOERA	Split Retirement		1,908.32
02/05/2014	60766	Best Western	WX		332.00
02/05/2014	60767	Columbia Industries, Inc.	WX		108.65
02/05/2014	60768	Denver Winair Co	WX		2,176.22
02/05/2014	60769	Ferguson Enterprises Inc #109	WX		751.23
02/05/2014	60770	Grand Junction Winair Co	WX		543.29
02/05/2014	60771	J&R Products, Inc.	WX		570.88
02/05/2014	60772	Krendl	WX		220.98
02/05/2014	60773	Mr T Hardware & Building Supply	WX		308.54
02/05/2014	60774	Piedmont Plastics	WX		2,103.00
02/05/2014	60775	Positive Energy	WX		109.57
02/05/2014	60776	Sanders True Value	WX		21.98
02/05/2014	60777	Valley Lumber Co	WX		382.78
02/05/2014	60778	Verizon Wireless Services	WX		295.16
02/05/2014	60779	Westland Distributing Group	WX		7,014.73
02/05/2014	60780	Whirlpool Contract/Retail	WX		2,039.00
02/05/2014	60781	X-cel Energy	WX		234.89
02/05/2014	debit	1st Bank Checking	Credit Card Fees		1,139.93
02/05/2014	debit	Pitney Bowes	Split Postage Meter		1,000.00
02/07/2014	60782	Black Diamond Gourmet	Split Catering		270.00
02/07/2014	60783	Century Link	WX		175.64
02/07/2014	60784	Comcast	WX		130.63
02/07/2014	60785	Employers Council Services Inc	RTCC		45.00
02/07/2014	60786	Federal Express{vendor}	Split		50.31
02/07/2014	60787	First Call Communications	Split telephone		144.00
02/07/2014	60788	Lane Wyatt, Inc	QQ		6,546.13
02/07/2014	60789	Mind Springs Health	AAAA		35.00
02/07/2014	60790	Minturn Town Center	RB		25.00
02/07/2014	60791	Quill Corporation	VOID:Forgot Credits	0.00	
02/07/2014	60792	Sullivan Green Seavy, LLC	QQ		3,560.00
02/07/2014	60793	Summit Bookkeeping & Payroll, Inc	ID		46.00
02/07/2014	60794	Susan Juergensmeier (vendor)	Travel		195.10
02/07/2014	60795	The Jackson County Star	VOID:WRONG AMOUNT REISSUE	0.00	

Northwest Colorado Council of Governments

List of payments

February 2014

Date	Num	Name	Memo	Debit	Credit
02/07/2014	60796	Town of Kremmling (AP)	HLS		26,750.00
02/07/2014	60797	X-cel Energy	WX		28.87
02/07/2014	60798	Your Financial Shepherd - MTECH	EDA		65.00
02/07/2014	60799	Quill Corporation	Split Office Supplies		352.94
02/07/2014	60800	The Jackson County Star	HUB		45.00
02/13/2014	60801	Independent Business Specialists	EDA		695.50
02/15/2014	DD	1st Bank Direct Deposit	Split Payroll		40,279.94
02/18/2014	60802	Summit County Building Department	WX		50.00
02/19/2014	60803	Family Support Registry	Garnishments Payable		181.00
02/20/2014	Debit	Employee Benefits Corporation	Split Flex Spending		397.33
02/20/2014	60804	1st Bank Credit Card - COG	Split		4,494.58
02/20/2014	60805	A2CL	CBBC		400.50
02/20/2014	60806	Anthony's of Frisco Inc	Split Printing		85.00
02/20/2014	60807	Best Western	WX		332.00
02/20/2014	60808	Century Link	Split WX/ID 800 number		485.03
02/20/2014	60809	CSU Denver Extension	CBBC		157.03
02/20/2014	60810	Dell Marketing LP	RTCC		1,448.48
02/20/2014	60811	Diann Sanchez	Split Typewriter Clean/Maintenance		110.00
02/20/2014	60812	Employee Benefits Corporation	Split Flex Spending		31.50
02/20/2014	60813	Erin Fisher-vendor	Travel		46.00
02/20/2014	60814	Flory Ventures Inc	GIS		4,000.00
02/20/2014	60815	Foods of Vail-Home Catering Inc	Split Catering		191.25
02/20/2014	60816	Garfield County SO	HLS		490.76
02/20/2014	60817	Infinite	Split Conference Calls		140.70
02/20/2014	60818	James Carothers	EDA		289.15
02/20/2014	60819	Mid-State Consultants	Broadband		3,808.64
02/20/2014	60820	Pikes Peak Area Council of Govt.	EDA		2,142.33
02/20/2014	60821	Pitney Bowes	Split Postage Meter		155.31
02/20/2014	60822	Quill Corporation	Split Office Supplies		82.79
02/20/2014	60823	Sherry Rogstad	Meeting Expense		31.29
02/20/2014	60824	Summit Bookkeeping & Payroll, Inc	Split Financial Services		6,115.00
02/20/2014	60825	TDS Consulting Inc	QQ		1,200.00
02/20/2014	60826	The Summit Recycler, Inc	Split Office Recycling		50.00
02/20/2014	60827	TJ Dufresne- Vendor	Travel		15.68
02/20/2014	60828	US Bancorp Equipment Finance, Inc.	Split Copier		946.95
02/20/2014	60829	Verizon Wireless Services	Split Cell Phones		215.83
02/20/2014	60830	Victoria Jarvis	QQ		5,681.55
02/20/2014	60831	X-cel Energy	WX		28.46
02/21/2014	EFTPS	US Treasury	Split Payroll Taxes		6,774.48
02/21/2014	EFT	Colorado Department of Revenue	Split Payroll Taxes		1,673.00
02/24/2014	60832	Eagle Co Health & Human Services	AAAA		1,500.00
02/24/2014	60833	Grand County Council on Aging	AAAA		300.00
02/24/2014	60834	Grand County Government	AAAA		1,428.00
02/24/2014	60835	Consortium for Older Adult Wellness	AAAA		66.00
02/24/2014	60836	Eagle Co Health & Human Services	AAAA		23.00

Northwest Colorado Council of Governments

List of payments

February 2014

Date	Num	Name	Memo	Debit	Credit
02/24/2014	60837	Grand Co Nursing Service	AAAA		14.00
02/24/2014	60838	Grand County Council on Aging	AAAA		2,492.24
02/24/2014	60839	Grand County Government	AAAA		1,677.00
02/24/2014	60840	Grand County Rural Health Network	AAAA		1,351.00
02/24/2014	60841	Hagen, Betty	AAAA		101.81
02/24/2014	60842	Hendershott, Melaine	AAAA		340.00
02/24/2014	60843	Jackson County Council on Aging	AAAA		1.00
02/24/2014	60844	Marge Spruit	AAAA		50.00
02/24/2014	60845	Mitch Ringquist	AAAA		50.00
02/24/2014	60846	NW Legal Services	AAAA		543.17
02/24/2014	60847	Pitkin County Senior Services	AAAA		4,953.00
02/24/2014	60848	Summit County Seniors Services	AAAA		2,445.00
02/24/2014	debit	CIMARRON CONDO	EIP		575.00
02/26/2014	60849	1st Bank Credit Card - WX GEO	WX		5,674.71
02/26/2014	60850	American Pride Electric, LLC	WX		336.95
02/26/2014	60851	B&B Plumbing & Heating	WX		198.00
02/26/2014	60852	Black Mountain Glass	WX		52.98
02/26/2014	60853	California Contractors Supplies Inc	WX		1,074.00
02/26/2014	60854	City of Craig{vendor}	WX		45.00
02/26/2014	60855	Eagle Rock Supply Co	WX		2,795.20
02/26/2014	60856	Ferguson Enterprises Inc #109	WX		404.73
02/26/2014	60857	George T Sanders	WX		91.43
02/26/2014	60858	Grand Junction Winair Co	WX		1,709.89
02/26/2014	60859	Grand Lake Plumbing Co	WX		138.09
02/26/2014	60860	Mr T Hardware & Building Supply	WX		298.66
02/26/2014	60861	Positive Energy	WX		352.44
02/26/2014	60862	RIS - Denver	WX		7,780.25
02/26/2014	60863	Salida True Value	WX		3.58
02/26/2014	60864	Samuelson Hardware -9 Craig	WX		146.63
02/26/2014	60865	Sanders True Value	WX		50.99
02/26/2014	60866	Summit Car Clinic	WX		220.98
02/26/2014	60867	Sundance Plumbing & Heating, LLC	WX		846.10
02/26/2014	60868	Valley Lumber Co	WX		22.66
02/26/2014	60869	Whirlpool Contract/Retail	WX		4,206.00
02/26/2014	60870	Alpine PC	Split		610.00
02/26/2014	60871	Best Western	WX		332.00
02/26/2014	60872	Comcast	Split Internet		130.63
02/26/2014	60873	Independent Business Specialists	EDA		1,964.00
02/26/2014	60874	Kaynette LLC	EDA		276.50
02/26/2014	60875	Motus Design Group, LLC	EDA		105.00
02/26/2014	60876	Pitney Bowes	Split Postage Meter		65.44
02/26/2014	60877	Quill Corporation	Split Office Supplies		37.94
02/26/2014	60878	Team Clean	Split Office Cleaning		177.08
02/26/2014	60879	Wex Bank	Split Fleet Fuel Cards		5,250.83
02/28/2014	DD	1st Bank Direct Deposit	Split Payroll		40,046.39

Northwest Colorado Council of Governments

List of payments

February 2014

Date	Num	Name	Memo	Debit	Credit
02/28/2014			Service Charge		118.84

Feb 14



MEMORANDUM

To: NWCCOG Council
From: Liz Mullen, Executive Director
Date: March 19, 2014
Re: Ratify e-mail vote to approve the Communication & Marketing Contract

On January 28, 2014 I sent the following message to the NWCCOG Council:

NWCCOG issued an RFP for a Communications & Marketing Coordinator in December 2013 and received seven proposals by the deadline on January 6, 2014. A selection committee (Liz Mullen, Jean Hammes, Rachel Lunney, Steve Getz) interviewed the top three candidates and recommends awarding the contract to North Star Consulting Group/Judi LaPoint. This was reported at the January 23, 2014 NWCCOG Council meeting, and the Council directed staff, if Ms. LaPoint is inclined to accept the offer, to have the Council approve the contract via e-mail vote. I have contacted Ms. LaPoint's references, all of whom are known to me, and they recommend her enthusiastically.

The initial budget amount for this position is \$16,200. The proposal from North Star Consulting Group was for \$27,500. I have discussed with Ms. LaPoint a contract "not to exceed \$20,000 without Council approval" and she has indicated she would accept. I will work with Ms. LaPoint to prioritize how her time is spent to stay within the contacted amount. The \$3,800 in additional funds can be covered with elevator inspection program revenue.

E-Mail Vote: Please vote via return e-mail:

*"yes" to authorize the NWCCOG Executive Director to offer a contract, beginning on 2/1/14 and expiring on 12/31/14, to North Star Consulting Group "not to exceed \$20,000 without Council approval", or
"no" to not authorize this contract.*

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

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

- 15) Tom Clark, Kremmling
- 16) Jim White, Minturn
- 17) Jake Spears, Red Cliff
- 18) Jeff Durbin, Fraser

19) Dave Sturges, Glenwood Springs

The remaining 8 members did not vote.

ACTION REQUESTED: Motion to ratify the e-mail vote to approve the Communications & Marketing Contract as presented.

Proposed 2014 Salary Ranges

Job Classification	2011 Low	2011 High	Proposed 2014 Low	Proposed 2014 High	Current Salary	# Positions
AAA Director	\$56,000	\$84,000	\$56,000	\$84,000	\$72,703	1
AAA Program Specialist	\$40,000		\$40,000	\$60,000	\$42,220	1
Administrative Assistant (0.8 FTE)	\$29,120	\$43,680	\$29,120	\$43,680	\$31,366	1
Economic Development District Director	\$54,860		\$54,860	\$74,860	\$54,860	1
Elevator Inspection Program Director	\$56,000	\$84,000	\$66,000	\$94,000	\$78,195	1
Elevator Inspector (certified)	\$43,680	\$65,520	\$58,680	\$80,520	\$65,520	2
EIP Program Assistant (0.8 FTE)	\$35,360		\$35,360	\$55,360	\$37,315	1
Executive Director	\$100,000	\$150,000	\$100,000	\$150,000	\$106,000	1
Mobility Manager	\$48,000		\$48,000	\$68,000	\$52,062	1
Mobility Program Assistant (0.8 FTE)	\$35,360		\$35,360	\$55,360	\$35,360	1
NLF Director	\$50,000	\$75,000	\$50,000	\$75,000	\$54,288	1
Regional Hub Coordinator	\$50,000		\$50,000	\$70,000	\$52,550	1
Weatherization Director	\$65,000	\$97,500	\$65,000	\$97,500	\$97,500	1
Weatherization Field Supervisor	\$48,500	\$72,750	\$48,500	\$72,750	\$68,042	1
Weatherization Auditor/Inspector	\$42,000	\$63,000	\$42,000	\$63,000	\$45,260	4
					\$45,323	
					\$45,260	
					\$52,624	
Weatherization Field Worker	\$32,000	\$48,000	\$32,000	\$48,000	\$37,336	6
					\$38,334	
					\$38,688	
					\$39,000	
					\$39,229	
					\$40,019	
Weatherization Program Assistant	\$29,120	\$43,680	\$29,120	\$43,680	\$37,814	1



PROGRAM UPDATES

To: NWCCOG Council
From: NWCCOG Staff
Date: March 19, 2014
Re: March 2014 Program Updates

The following are the events of note that have occurred since the January 23, 2014 NWCCOG meeting.

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

- ◆ All 27 NWCCOG members have paid their 2014 dues. Breckenridge and Avon continue to participate in QQ only. Avon will consider joining NWCCOG again in 2015.
- ◆ NWCCOG's auditors, Dazzio & Plutt, LLC, completed their field work in the NWCCOG offices during the week of March 3 – 7, 2014. They are drafting the report, which will be presented to the Council at the May 22, 2014 meeting.
- ◆ A new roof layer has been added to the 249 Warren Avenue building in Silverthorne to address several leaks that have developed over the winter. The building association is covering the cost.
- ◆ NWCCOG is contracting with North Star Consulting/Judi LaPoint for communication and marketing services. Judi has been working to update the web site, develop a 2013 annual report, and an electronic newsletter.
- ◆ NWCCOG submitted a letter of interest to the FCC for the New Generation Network Experiment program. We hope to receive an invitation to submit a proposal. If successful, NWCCOG would be awarded funding to expand broadband in the region.

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

REGIONAL ADVISORY COUNCIL (RAC)

Materials for the RAC MEMBER HANDBOOK were updated, and per the decision at the RAC's November 13th meeting each county is holding an orientation for its county's RAC members. The next RAC meeting is Wednesday, April 9, 2014 at 10:30 a.m.

RAC SFY'13-14 MINI-GRANT PROGRAM

Reminder that the mini-grant program application submittal process is now open; application deadline is 5:00 pm, May 9, 2014. The Region 12 Regional Advisory has designated these SFY'14 state funds for mini-grant awards to assist the aging network to better serve the older persons (60 years of age or older) and/or their family caregivers in the Region 12 area. The identified priority projects for the SFY'14 mini-grant funds are:

- ◆ Advocacy,

- ◆ Coordination,
- ◆ Emergency Situation,
- ◆ Equipment,
- ◆ Program Development, and
- ◆ Training and Professional Development.

The mini-grant program information and application are on the NWCCOG website.

LEGISLATION/ADVOCACY EFFORTS

Colorado General Assembly and State Funding. On February 12 the Joint Budget Committee approved the request for a \$4 million increase in “State Funding for Senior Services” in the Long Bill. Thank you to Colorado Senior Lobby and AARP Colorado for all the hard work with legislators and at the Capitol to get this request in the Long Bill. Thanks to those in Region 12 who contacted JBC members and other legislators. At the meeting, they were clear about having heard from a wide array of people and organizations from all over the state in support of this. Senator Pat Steadman and Representative Cheri Gerou in particular made strong statements about the importance of these services to older adults in need and their cost effectiveness for the state. Clearly, they got the message, they understand the issue, and they value the work all of you do. We will continue to monitor the Long Bill process and will send out additional updates as appropriate

PROGRAM OPERATIONS

Audits and Evaluations- The Alpine AAA was selected for a single audit for the NWCCOG audit; provided the information requested to the auditors. Per Volume 10 regulations, the program is conducting its annual provider on-site monitoring and assessment during March 10 through April 3. This year’s provider on-site assessments are being completed in coordination with the State Unit on Aging’s annual evaluation of the Region 12 area agency on aging program. This year Region 12 is having a desk evaluation which is due to the State by April 7.

Certified Application Assistance Site. On March 11, NWCCOG staff completed the Certified Application Assistance Site (CAAS) training. This training reviews the Colorado PEAK application, CAAS roles and responsibilities, document verification, HIPPA and confidentiality protocols, and submitting the PEAK application for eligibility determination. The Community Living Services of 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 public or medical assistance. The staff members who completed the training are TJ Dufresne, Erin Fisher, Steve Getz, Jean Hammes, Susan Juergensmeier, Laurie Patterson and Victoria Swain.

SAVE THE DATE-the 6th Annual Regional Caregiver Conference will be held June 12 at the Glenwood Springs High School from 8:30 am-1:30 pm. This annual conference is a joint partnership of the Garfield County Health & Human Services, Northwest Options for Long Term Care, and the Alpine AAA.

Economic Development District (EDD) – Rachel Lunney, Director

Economic Development District

The new EDD website is up and running: www.nwcoloradobusiness.org. As a follow up to the launch of the Health and Wellness Sector Partnership in NWCCOG's region, there will be a presentation on the Statewide Strategic Plan for the Health and Wellness Industry on Wednesday, March 19, 2014 from 3:15 pm - 5:00 pm at a Manor Vail Lodge in Vail. NWCCOG EDD is partnering with the Vail Valley Partnership to bring this presentation to the region. NWCCOG EDD will sponsor a workshop on brownfields redevelopment on April 24, 2014 at the Gypsum Town Hall. The workshop will be presented by Kansas State University's Technical Assistance for Brownfields program and will present on various federal, state, and local resources available for brownfields redevelopment as an economic development tool. The NWCCOG EDD working group met on February 26 at the Vail Leadership Institute's Entrepreneurial Base Camp in Avon. Presentations were made by representatives of several entrepreneurial programs in the region including Ross Iverson, CEO of the Vail Leadership Institute and Garret Fisher, CEO of the Institute for Economic Innovation. The next working group meeting will be held on Wednesday, April 23 at Colorado Mountain College in Dillon.

Elevator Inspection Program (EIP) – Gene Morse, Director

The three NWCCOG elevator inspectors are preparing to renew their Qualified Elevator Inspector (QEI) certifications through the National Association of Elevator Safety Authorities (NAESA). QEI certification requires an eight-hour exam to be completed annually. In the first two months of 2014, NWCCOG EIP has inspected 264 elevators and issued 13 new permits.

Energy Management (Weatherization) – Steve Getz, Director

At the end of 2013, the Colorado Energy Office offered NWCCOG a special one-time grant of \$90,000 of Stimulus (ARRA) funds from unspent ARRA funds still at CEO. NWCCOG gladly accepted, and used these funds to weatherize additional homes in January and February 2014. The work has all passed inspections, and the final accounting for these special funds is scheduled to be completed with CEO on March 18th 2014. NWCCOG appreciated this opportunity to make additional public investments in the homes of low-income clients. The clients are also grateful for the work performed on their homes, as it will help permanently lower the energy usage at their residences.

In late February, CEO and NWCCOG also finalized our contract for the remainder of the Weatherization fiscal year, which parallels the State of Colorado fiscal year of July 1st 2013 through June 30th 2014. The total amount of grant funds available have been negotiated to approximately \$1,500,000, up from the original contracted amount of \$777,000.

NWCCOG Weatherization also submitted our proposal in late February 2014 for the next fiscal year (July 1, 2014 to June 30, 2015). The proposal contains grant revenues of approximately \$950,000, but, as in past years, we expect more funds to be made available as CEO gains greater clarity on exact funding amounts as the fiscal year progresses.

Network of Care (NOC)–Erin Fisher, Program Manager

Senior Awards Ceremony – May 21

On May 21st, we will celebrate the seniors and friends of seniors who have volunteered their time and talents to help our region. Nominations are now being accepted for Senior of the Year and Friend of the Seniors, both on the county and regional level. If you are interested in a nomination form or would like more information, please contact Erin Fisher (970-468-0295 / noc12@nwccog.org).

- SENIOR CITIZEN OF THE YEAR: should be an older adult (60 or older) who has dedicated himself or herself to helping other older adults and whose exemplary service, peer relationships, and contribution of leadership knowledge, skills, and time have made a difference in the community. Two people, such as couples/partners, may be nominated.
- FRIEND OF THE SENIORS: should be an individual, business, agency, or organization whose relationship and specific contributions/service has positively impacted the older adult community and has facilitated positive change in making the community aging-friendly and a better place to live.

n4a Leadership Institute

In February, Erin Fisher attended the n4a Leadership Institute in Washington, D.C. The Leadership Institute is specifically designed to assist AAA directors and their employees discover and hone the leadership skills that are needed to forge the future of aging and the Aging Network. Led by Doug Krug, the attendees learned how to develop leadership methods through positive forward-thinking and creative problem-solving, reframe and redirect necessary objectives when envisioning goals, ask effective questions through thoughtful and positive composition, and understand and accept unique communication styles.



Northwest All Hazards Emergency Management Region (NWAHEMR)

The NWAHEMR continues to manage the 2011, 2012, and 2013 State Homeland Security Grants (SHSG). Unspent 2011 SHSG funds have been reallocated to purchase a credentialing system for each of the ten counties that will align with the State's new credentialing system. This will be the final project for the 2011 grant. The final project for the 2012 SHSG is equipment for the Vail Emergency Operations Center, which is expected to be completed by the end of March. The 2013 SHSG includes a mobile generator for Kremmling (completed), fire shelters for the public works departments (on order), a regional Nuclear Weapon Accident Incident Exercise (NUWAIX) exercise scheduled for April 1 – 3, 2014 in Grand Junction, air monitors for Mesa County, and Hazmat Training and Equipment.

Northwest Loan Fund (NLF) - Anita Cameron, Director

On March 13 the Loan Committee met in person. Bob Todd from OEDIT spoke to the committee on 'The appropriate amount of reach outside the Banker Box' for a newly recapitalized loan fund. The loan committee approved a \$20,000 loan. Marketing is necessary to keep the pipeline flowing. On March 4, Anita spoke at the Gypsum Town Chat; she met town council members, a local banker, and had three prospects approach her after the meeting. Calls of inquiry continue, and a new application has been received. Now www.NorthwestLoanFund.org (or .com) will take you to the NLF page on the NWCCOG website. Judi LaPoint is working on upgrades to the page including a printable brochure.

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

Since January, educational outreach efforts were in full force throughout the nine counties. Open enrollment day-long events were successful in promoting through word-of-mouth among communities. We had many people come in later in the day indicating a friend, boss, neighbor, and even the checker at the grocery suggested they come over to the event.

There were 84,881 in Marketplace private enrollments state-wide. You may go to <http://connectforhealthco.com/news-events/metrics/> to see the most recent Connect for Health Colorado full metrics including enrollment by county.

Connect for Health Colorado Individual Enrollment for Northwest Colorado as of March 8, 2014

Eagle	1,076	Garfield	752	Grand	408
Jackson	23	Moffat	142	Pitkin	1,210
Rio Blanco	51	Routt	967	Summit	702

The Connect for Health Colorado Marketplace continues to receive accolades nationwide. The majority of system difficulties have centered on the eligibility determination system. Applicants needed to receive their eligibility determination by completing an application through the state PEAK system. It is an online system for Coloradans to screen and apply for food, medical, and cash assistance programs. This eligibility determination tool has gone through several upgrades. Health Coverage Guides report they now have a much better client and system experience. In the coming months the PEAK system will be revamped to be a single point of entry for both the Medicaid/CHP+

and the Connect for Health Colorado financial assistance eligibility for health coverage. It is expected that this change will further improve the consumer experience.

As health insurance Open Enrollment Period comes to an end on March 31 for 2014 coverage, all of the Assistance Sites have held, or will hold, March enrollment events. The final push includes reminders that this is the last chance for most people to obtain health insurance coverage. The people who may still purchase health insurance through the Marketplace and in the private market are those who experience a qualifying life event during the year and must report life event changes within 30 days of the event. Qualifying life events include events such as having a baby, marrying, and losing employment.

There will be concentrated targeting of seasonal employees late spring and summer. There will also be continued community education surrounding health insurance in general to include the value of health insurance. Information about financial assistance eligibility and open enrollment periods will be heavily targeted in later summer and throughout the next open enrollment period. All education efforts will also include targeting small businesses.

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

The kick-off meeting with RouteMatch for the development of the One Click/One Call Center for regional transportation serving veterans, senior citizens and the disabled was held on March 17. Susan Juergensmeier and Laurie Patterson will be attending the RouteMatch Users' Conference in Atlanta March 31 – April 3 to be trained on the new system. Approval from CDOT has been received for this trip.

During the past month, meetings have been held with the Summit County Department of Health & Human Services, Grand County Department Social Services (including Jackson County), and the Routt County Department of Human Services to discuss regional Non-Emergent Medical Transportation (NEMT) Medicaid billing. Memorandums of Understanding have been drafted. We are waiting for confirmation from the Colorado Department of Health Care Policy and Finance indicating that we can proceed with our plan.

The next Regional Transportation Coordinating Council (RTCC) meeting will be held on April 2 at 10:00 a.m. by conference call.

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

QQ remains actively engaged with the process to develop Colorado's first Water Plan. On May 14, 2013, Governor Hickenlooper signed an Executive Order directing the Colorado Water Conservation Board (CWCB) to develop a Colorado Water Plan. A draft plan is due to the Governor's office no later than December 10, 2014, so with that short timeframe, a wide range of interests are scrambling to understand and weigh in on the plan. Most recently, QQ attended various statewide meetings to represent member interests, comments on several draft documents from the CWCB, and released a

white paper about future water planning, called *Responding to Perceptions Influencing the Colorado Water Plan*. These documents are posted on QQ's website.

QQ members and staff participate in the Colorado River Basin Roundtable. The Roundtable will be developing a Basin Implementation Plan describing, among other things, consumptive and nonconsumptive water needs. These Basin Plans will be a key component of the Colorado Water Plan.

QQ is working with members to identify interest in pending hearings on the Upper Colorado River water quality standards, key water quality rules for QQ's interests.

QQ is monitoring legislation at the Capitol, advocating for QQ's interests, and keeping members informed and engaged is water-related legislation as it arises.

QQ held its quarterly board meeting on Thursday, March 13. The meeting was well-attended and productive. Discussion focused on the Colorado Water Plan and current water-related legislation.