



**AGENDA**  
**Thursday, December 8, 2016**  
**Summit County Commons, Mt. Royal Room**  
**37 Peak One Drive, Frisco, CO**  
**CALL IN NUMBER: 877-594-8353**  
**PASSCODE: 23878813#**

**NWCCOG FOUNDATION BOARD MEETING**

<i>The Foundation is a nonprofit department of NWCCOG designed to accept donations for local projects. There are no projects proposed for 2017. The Foundation Board meets December of every year.</i>		
10:00 a.m.	1.	Call to Order – Karn Stiegelmeier, Chair
	2.	Roll Call and Determination of Quorum
	*3.	ACTION: Minutes of 12/03/15 NWCCOG Foundation Board Meeting <span style="float: right;">Pg. 3</span>
	*4.	ACTION: November 2016 NWCCOG Foundation Financials <span style="float: right;">Pgs. 4-5</span>
	5.	New Business
	6.	Reminder to members of the use and benefit of the NWCCOG Foundation
10:05 a.m.	*7.	Adjourn

**NWCCOG COUNCIL & EDD BOARD MEETING**

10:05 a.m.	1.	Call to Order, Introductions & Determination of a Quorum– Karn Stiegelmeier, Chair
	*2.	ACTION: Minutes of 10/27/16 NWCCOG Council Meeting <span style="float: right;">Pgs. 6-9</span>
	*3.	ACTION: November 2016 Financials <span style="float: right;">Pgs. 10-20</span>
	*4.	ACTION: 2015 Independent Audit report <ul style="list-style-type: none"> <li>- Report is not in packet – attached separately.</li> <li>- Presentation by Paul Niedermuller &amp; Eric Miller from Clifton Larson Allen.</li> <li>- PDF of audit in packet. If you desire hard copy, please request to <a href="mailto:office@nwccog.org">office@nwccog.org</a></li> <li>- Motion: I move to accept the 2015 audit as presented for submission to the state.</li> </ul> <span style="float: right;">(attached separately)</span>
	*5.	ACTION: 2016 Budget Revisions <ul style="list-style-type: none"> <li>- 2016 budget revisions made at the 10/27/16 council meeting.</li> <li>- Any changes will be outlined in this meeting.</li> <li>- Motion: I move to accept the 2016 budget revisions as presented for submission to the state.</li> </ul> <span style="float: right;">Pg. 21</span>
	*6.	ACTION: Proposed 2017 Budget <ul style="list-style-type: none"> <li>- 2017 Budget not in packet – attached separately. Summary page is in packet.</li> <li>- 2017 budget was reviewed at the 10/27/16 council meeting.</li> <li>- Minor changes will be outlined this meeting.</li> <li>- Motion: I move to accept the 2017 budget as presented.</li> </ul> <span style="float: right;">Pg. 22 (full budget attached separately)</span>
	*7.	ACTION: 2017 NWCCOG draft meeting schedule <ul style="list-style-type: none"> <li>- Motion: I move to publically post our January council meeting date as January 26, 2017.</li> <li>- Other meeting dates and times for discussion for final adoption at January 26, 2017 meeting.</li> </ul> <span style="float: right;">Pg. 23</span>
	*8.	ACTION: Title VI Civil Rights Complaint Policy <ul style="list-style-type: none"> <li>- NWCCOG adopted policy May 23, 2013 to comply with federal guidelines. Those guidelines have recently been updated requiring the addition of addendums (1 and 2) in the packet. Original policy is also included.</li> <li>- Motion: I move to approve revision to NWCCOG Title VI Civil Rights Complaint Process and Form.</li> </ul> <span style="float: right;">Pgs. 24-36</span>
	*9.	ACTION: Increase Elevator Inspection Fees – Memo Jon Stavney, Executive Director <ul style="list-style-type: none"> <li>- 2016 Fee Schedule and proposed 2017 Fee Schedule in the packet.</li> <li>- Motion: I move to approve the elevator inspection fee schedule for 2017.</li> </ul> <span style="float: right;">Pgs. 37-41</span>

12:00pm	10.	LUNCH: Catered by Food Hedz	
12:30pm	11.	DISCUSSION: EDD Bylaws– Memo from Rachel Lunney, EDD Director <ul style="list-style-type: none"> <li>- <i>Seeking input on amendment to bylaws re: EDD board composition for January action.</i></li> <li>- <i>Action to change bylaws must be taken by NWCCOG Council.</i></li> </ul>	Pgs. 42-51
	12.	PRESENTATION: CEDS report web site overview <ul style="list-style-type: none"> <li>- <i>Presentation by Rachel Lunney, EDD Director, for action by EDD Board in January, 30 day comment period begins December 15.</i></li> </ul>	
	13.	DISCUSSION: Update on potential fiscal agency to the Learning By Doing (LBD) Cooperative Effort in Grand County – Memo from Torie Jarvis, QQ Co-Director <ul style="list-style-type: none"> <li>- <i>LBD is considering asking us to act as fiscal agents for approval in January.</i></li> </ul>	Pg. 52
1:30pm	14.	Program Updates: <ul style="list-style-type: none"> <li>- <i>Summary document in the packet</i></li> <li>- <i>If you have any questions for our programs that may benefit the whole group, please ask for further detail at this time.</i></li> </ul>	Pgs. 53-64
2:00pm	15.	Member Updates: (try to answer each in under a minute) <ul style="list-style-type: none"> <li>- <i>Some good news.</i></li> <li>- <i>A pending challenge.</i></li> <li>- <i>Praiseworthy internal innovation produced by your organization.</i></li> </ul>	
	16.	New Business	
2:30pm	*17.	Adjourn NWCCOG/EDD Board Meeting	

**\*requires a vote**



# NWCCOG FOUNDATION

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## Northwest Colorado Council of Governments Foundation Meeting December 3<sup>rd</sup>, 2015

### Foundation Members Present:

Tom Clark, Town of Kremmling  
Jeff Shroll, Town of Gypsum  
Karn Stiegelmeier, Summit County

### NWCCOG Staff:

Barbara Green  
Liz Mullen  
Amanda Rens-Moon  
Nate Walowitz

### Council Members Present:

Patti Clapper, Pitkin County  
John Hoffmann, Town of Carbondale  
Jeanne McQueeney, Eagle County  
Jim White, Town of Grand Lake

### Others Present:

Mark Campbell, Town of Kremmling

### Call To Order:

Karn Stiegelmeier, Chair, called the NWCCOG Foundation meeting to order at 10:04AM. Roll call was taken and a quorum was present.

### Approval of December 4th, 2014 NWCCOG Foundation Minutes

Tom Clark alerted the Board to a typo in the meeting minutes. Minutes should say "501(c)(3)" not "501(3)(c)." *M/S/P Tom Clark/Jeff Shroll* to approve the December 4, 2014 minutes, with above correction.

### Approval of October 2015 NWCCOG Foundation Financials

Questions were raised as to why the Foundation appeared to be negative \$57K. Liz Mullen clarified that the balance sheet shows \$97K in retained earnings. (Funds were received in the previous fiscal year, but expenditures occurred in this fiscal year.) Overall, the Foundation is not negative \$57K.

*M/S/P Tom Clark/Jeff Shroll* to approve the October 2015 financials as presented.

### Overview of 2015 Activity & Expected 2016 Activity:

Liz presented on the past and expected activity of the Foundation. At this time, the primary activity of the Foundation is to serve as host for the Small Business Development Center (SBDC). The Foundation's 501(c)(3) status allows the SBDC to elicit tax-exempt donations to meet their grant match. The SBDC provides several conferences and classes throughout the region. They also vet and retain business consultants. This service assists the NWCCOG Northwest Loan Fund (NLF). If a loan applicant needs help compiling loan documentation or creating business plans, they are referred to the business consultants at the SBDC. In the coming year, the SBDC plans to focus less on large events and more on efficient fundraising, strategic training, and business consulting.

The Foundation also assists with pass-through grants approved by the council for Watershed Services, with 5% retained for Foundation administration. It is anticipated that the Foundation's 501(c)(3) status will be utilized more in the upcoming year, as Community Living Services pursues additional grant and donation funding.

### New Business:

There was none.

*M/S/P Tom Clark/Jeff Shroll* to adjourn the Foundation Board meeting at 10:16 AM.

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Karn Stiegelmeier, NWCCOG Foundation Chair

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Date

**NWCCOG Foundation Inc.**  
**Balance Sheet**  
 As of October 31, 2016

Accrual Basis  
Oct 31, 16

ASSETS	
Current Assets	
Checking/Savings	
1006 - 1st Bank - Checking	26,706.64
Total Checking/Savings	<u>26,706.64</u>
Total Current Assets	<u>26,706.64</u>
<b>TOTAL ASSETS</b>	<b><u>26,706.64</u></b>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 - Accounts Payable	35.00
Total Accounts Payable	<u>35.00</u>
Credit Cards	
7218 - LS 7218	391.68
Total Credit Cards	<u>391.68</u>
Total Current Liabilities	<u>426.68</u>
Total Liabilities	426.68
Equity	
3900 - Retained Earnings	29,517.60
Net Income	<u>-3,237.64</u>
Total Equity	<u>26,279.96</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>26,706.64</u></b>

**NWCCOG Foundation Inc.**  
**Profit & Loss by Class**  
 January through October 2016

Accrual Basis

	RTCC	Administration	Total SBDC	Western Conservation Grant	TOTAL
<b>Ordinary Income/Expense</b>					
<b>Income</b>					
<b>4110 · Grants</b>					
4200 · State Grant Income	0.00	0.00	66,286.99	2,500.00	68,786.99
4400 · Foundations & Trusts	367.50	0.00	0.00	0.00	367.50
<b>Total 4110 · Grants</b>	<b>367.50</b>	<b>0.00</b>	<b>66,286.99</b>	<b>2,500.00</b>	<b>69,154.49</b>
4250 · Reimbursed Expenses	0.00	0.00	387.13	0.00	387.13
4600 · Contributions Income	0.00	0.00	7,300.00	0.00	7,300.00
<b>4800 · Program Income</b>					
4860 · Training	0.00	0.00	1,675.00	0.00	1,675.00
4800 · Program Income - Other	0.00	0.00	3,363.16	0.00	3,363.16
<b>Total 4800 · Program Income</b>	<b>0.00</b>	<b>0.00</b>	<b>5,038.16</b>	<b>0.00</b>	<b>5,038.16</b>
<b>Total Income</b>	<b>367.50</b>	<b>0.00</b>	<b>79,012.28</b>	<b>2,500.00</b>	<b>81,879.78</b>
<b>Expense</b>					
6050 · Contract Labor	0.00	0.00	63,917.15	2,500.00	66,417.15
6100 · Advertising & Promotion Expense	0.00	0.00	40.00	0.00	40.00
6155 · Bank Service Charges	0.00	128.00	0.00	0.00	128.00
6180 · Office Supplies	0.00	0.00	44.12	0.00	44.12
6230 · Telephone	0.00	0.00	419.12	0.00	419.12
6240 · Internet/Website Expense	0.00	0.00	59.50	0.00	59.50
6250 · Travel & Meeting Expense	0.00	0.00	5,367.11	0.00	5,367.11
<b>6270 · Professional Fees</b>					
6650 · Accounting	0.00	0.00	261.25	0.00	261.25
6655 · Consulting	0.00	0.00	9,898.76	0.00	9,898.76
6270 · Professional Fees - Other	0.00	0.00	371.75	0.00	371.75
<b>Total 6270 · Professional Fees</b>	<b>0.00</b>	<b>0.00</b>	<b>10,531.76</b>	<b>0.00</b>	<b>10,531.76</b>
6770 · Supplies	0.00	0.00	624.71	0.00	624.71
7320 · Pass Through Funds	444.45	0.00	0.00	0.00	444.45
<b>Total Expense</b>	<b>444.45</b>	<b>128.00</b>	<b>81,003.47</b>	<b>2,500.00</b>	<b>84,075.92</b>
<b>Net Ordinary Income</b>	<b>-76.95</b>	<b>-128.00</b>	<b>-1,991.19</b>	<b>0.00</b>	<b>-2,196.14</b>
<b>Other Income/Expense</b>					
<b>Other Income</b>					
7010 · Interest Income	0.00	1.91	0.00	0.00	1.91
<b>Total Other Income</b>	<b>0.00</b>	<b>1.91</b>	<b>0.00</b>	<b>0.00</b>	<b>1.91</b>
<b>Other Expense</b>					
8010 · Other Expenses	0.00	0.00	1,043.41	0.00	1,043.41
<b>Total Other Expense</b>	<b>0.00</b>	<b>0.00</b>	<b>1,043.41</b>	<b>0.00</b>	<b>1,043.41</b>
<b>Net Other Income</b>	<b>0.00</b>	<b>1.91</b>	<b>-1,043.41</b>	<b>0.00</b>	<b>-1,041.50</b>
<b>Net Income</b>	<b>-76.95</b>	<b>-126.09</b>	<b>-3,034.60</b>	<b>0.00</b>	<b>-3,237.64</b>

**Northwest Colorado Council of Governments  
Council Meeting  
Conference Call Meeting  
October 27, 2016**

**Council & EDD Board Members Present:**

Alyssa Shenk, Town of Snowmass  
Anne McKibbin, Town of Eagle  
Betsy Blecha, Jackson County  
Deborah Shaner, Town of Frisco  
Jane Tollett, Grand County  
Jeanne McQueeney, Eagle County  
Jeff Shroll, Town of Gypsum  
Karn Stiegelmeier, Summit County  
Michelle Eddy, Town of Blue River  
Patti Clapper, Pitkin County  
Tom Clark, Town of Kremmling

**NWCCOG Staff Present:**

Elaina Wiegand  
Jon Stavney  
Liz Mullen  
Nate Walowitz  
Rachel Lunney

**Call to Order:**

*Karn Stiegelmeier*, Chair, called the NWCCOG Council meeting to order at 10:01a.m. Roundtable introductions were completed, and a quorum was present for the group.

**Approval of joint NWCCOG & EDD Board Minutes:**

*M/S/P Tom Clark/Karn Stiegelmeier* to approve the August 25, 2016 joint NWCCOG & EDD Board meeting minutes with a few typo revisions.

**NWCCOG September 2016 Financials:**

*M/S/P Tom Clark/Patti Clapper* to approve the September 2016 NWCCOG financials as presented.

**2016 Budget Revisions:**

Budget revisions were presented to the council before the end of the year due to a few unexpected circumstances. Mike Kurth explains further in the memo included in the board packet.

The most noteworthy changes in the budget were caused by the EEOC claim that we settled and the need to hire new auditors, since our previous auditor did not produce the audit. Regardless, we are expecting everything to work out just fine.

*M/S/P Tom Clark/Karn Stiegelmeier* to approve the 2016 budget revisions.

**Request to serve as fiscal agent for Upper Colorado Wild and Scenic Stakeholder Group:**

The Upper Colorado Wild and Scenic Stakeholder Group is a collaborative funded by counties and the Colorado Water Conservation Board (CWCB). Since they are not a legal entity, they do not need to sign a Memorandum of Understanding MOU. On October 26, 2016, the group decided a resolution would be a legally more reasonable document. The resolution contains information similar to an MOU and

describes expectations for NWCCOG and the scenic group. NWCCOG will serve as fiscal agent with 5% as our fee.

*M/S/P Patti Clapper/Jeanne McQueeney to approve signing request to serve as fiscal agent for Upper Colorado Wild and Scenic Stakeholder Group.*

#### **Follow-up on SBDC direction from 8/25/16 meeting:**

The Small Business Development Center (SBDC) Improvement Committee put together a draft letter to Fiona Arnold and Kelly Manning with recommendations to make the SBDC project sustainable in our region. The State Office is planning to go to the legislature to ask for more funding for the program as a whole, and our letter is predicted to help with the presentation. Regardless, the services provided by the SBDC will still be available in our region (temporarily, without a local host).

*M/S/P Patti Clapper/Jane Tollett to approve sending the letter to Fiona Arnold and Kelly Manning.*

#### **Update on Executive Director search process and timeline:**

Jon Stavney will start as the new NWCCOG Executive Director on Tuesday, November 1, 2016. Liz Mullen will stay on for transition.

#### **Review of draft 2017 NWCCOG Budget:**

2017 draft budget was sent to the council on October 14, 2016. Revisions will be presented at the December 8, 2016 council meeting. Lane Wyatt will take a look at the Summit and Watershed carryovers and revise before the December 8, 2016 meeting.

#### **Program Updates:**

- *Audit, Liz Mullen:* The auditors have a few recommendations on how we can improve current processes, but they did not discover any highly important findings.
- *Member Dues, Liz Mullen:* We sent out member dues in August. We are expecting all members to continue their membership.
- *High County Forestry (HCF), Patti Clapper:* On October 24, 2016, around 20-22 different forestry collaborates met to discuss what each was doing and how they could work together. They agreed not to create a formal collaborative of collaborates, but to continue meeting on a more regular basis.
- *Economic Development District (EDD), Rachel Lunney:* The CEDS revision is nearly completed and will be presented at the December 8, 2016 council meeting. The Working Group met on Wednesday, October 26, 2016 and received a preview of the new website funded by DOLA. The new website will host a plethora of data and be a great marketing tool for the region.
  - *Meetings:* Many EDD board members are on the NWCCOG council. Every EED board member is on the Working Group. Not every Working Group member is on the EDD board. We are able to create the board as we see fit for our region. Therefore, the EDD board is talking about doing away with the Working Group and aligning any necessary members to the board. Typically, the EDD board meets in person with the NWCCOG council 4 times a year. The EDD board would like to propose joint NWCCOG council & EDD board meetings for the 2017 schedule. EDD will present a proposed schedule at the next council meeting on December 8, 2016.
- *Broadband, Nathan Walowitz:* The tower in Red Cliff is now up. We are still waiting for excel power. Nate Walowitz, Greg Winkler, and Liz Mullen presented to the Routt County Commissioners in regards to increasing our communications with them.

### **Member Updates:**

**Summit County, Karn Stiegelmeier:** Summit County finished their broadband study. The next step is to put out an RFI to companies that think they can help accomplish the county's broadband goals. Pressure is increasing to get better broadband and better cell service in the county. Summit Daily has been running a 13 article series focused on housing from multiple perspectives. There is a sales tax increase on the ballot to help fund housing construction.

**Eagle County, Jeanne McQueeney:** Eagle County is excited to welcome the new broadband tower in Red Cliff. Big Castle Peak Senior Center opens on Thursday, October 27, 2016. There are a couple ballot initiatives going forward. Eagle County also has two commissioners running for re-election.

**Pitkin County, Patti Clapper:** Pitkin County has erected a couple new towers and will be moving up the timeline for improvements on other county towers. We have the Open Space and Trails initiative on the ballot and one commissioner race. Due to the expected turnout on Election Day, we may have to finish counting our ballots on the morning of Wednesday, November 9, 2016.

**Grand County, Jane Tollett:** Grand County has a new County Manager. Recently, the county balanced their budget. Diane Butler received the EDD grant. There are a few ballot issues. Seventy-five percent or more of ballots have already returned. The Ski Train is going to start up in January.

**Jackson County, Betsy Blecha:** The Beaver Creek fire is being monitored. The county has a marijuana initiative on the ballot. Jackson County is the only county in the state of Colorado that still hand counts ballots.

**Town of Kremmling, Tom Clark:** The town of Kremmling had a record sales tax for August. There are a couple of delays on Highway 9, each consisting of about 5-10 minutes.

**Town of Frisco, Deborah Shaner:** The town has narrowed down the new Town manager search to 5 candidates to be interviewed during the week of the election. The Peak One neighborhood was awarded the 2016 Eagle Award from Housing Colorado for contributing to affordable housing. The Mountain Mentors premiered their Haunted House on Wednesday, October 27, 2016.

**Town of Snowmass, Alyssa Shaner:** The town is beginning a project to update the community's Comprehensive Plan. The town is inviting the public to join them at "Planapalooza" in the beginning of 2017 to contribute their input on the Snowmass Village planning. There is a school tax on the ballot asking voters for property tax to generate funds for schools. The Fire District is also asking for a tax to rebuild the firehouse.

**Eagle County, Anne McKibin:** Anne McKibin is new to the NWCCOG council. Eagle County is seeing positive sales tax numbers. No ballot issues this fall. The county is excited to welcome the Castle Peak Care Center. The City Market expansion is expected to be completed this winter. Along with the town of Gypsum, Eagle County is gaining control of the Grand Avenue section of Highway 6.



**New Business:**

There was none.

**Adjournment:**

The meeting adjourned at 11:51pm.

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Karn Stiegelmeier, NWCCOG Chair

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Date

## Northwest Colorado Council of Governments

### List of Payments

October 2016

Date	Name	Memo	Credit
10/03/2016	Archibeque, Oralia	RSVP	50.40
10/03/2016	BHW Associates	SPLIT - BUILDING	2,575.00
10/03/2016	Cool Radio LLC	AAAA	475.00
10/03/2016	County Health Pool	SPLIT - BENEFITS	28,150.85
10/03/2016	Enterprise Commercial Center Condo Assc	SPLIT - BUILDING	1,390.57
10/03/2016	Four Sprys Investments	WX	889.40
10/03/2016	Goodway Auto Repair LLC	WX	534.05
10/03/2016	Masterworks Mechanical Inc	WX	340.92
10/03/2016	Quill Corporation	SPLIT - SUPPLIES	865.86
10/03/2016	Salida True Value	WX	25.97
10/03/2016	Westland Distributing Group	WX	314.97
10/03/2016	Whirlpool Contract/Retail	WX	3,413.00
10/04/2016	Andrews, Kate	RTCC - NEMT	72.96
10/04/2016	Cancelosi Consulting, LLC	HOMELAND SECURITY	4,656.44
10/04/2016	Cleghorn, Jill	RSVP	80.00
10/04/2016	CTS LanguageLink	SPLIT	16.31
10/04/2016	Family Support Registry	AAAA	181.00
10/04/2016	Giattini, Theodore	RTCC - NEMT	257.28
10/04/2016	Grant, Piper	RTCC - NEMT	26.22
10/04/2016	Higday, Brenda	RTCC - NEMT	36.10
10/04/2016	Knouse, Trina	RTCC - NEMT	35.72
10/04/2016	Lane Wyatt, Inc	WATERSHED SERVICE	4,433.85
10/04/2016	Linnehan, Miranda	RTCC - NEMT	24.70
10/04/2016	Quill Corporation	SPLIT - SUPPLIES	170.30
10/04/2016	Richardson, Steven	RTCC - NEMT	33.44
10/04/2016	Rutledge, Paul	RTCC - NEMT	34.96
10/04/2016	Sullivan Green Seavy, LLC	QQ	3,740.00
10/04/2016	Summit Geology & Consulting LLC	SWQC	350.00
10/04/2016	Team Clean	OFFICE CONDO	204.53
10/04/2016	Wyatt, Judy	RTCC - NEMT	22.04
10/05/2016	1st Bank Direct Deposit	SPLIT - PAYROLL	47,436.97
10/05/2016	Colorado Department of Revenue	SPLIT - PAYROLL	2,103.00
10/05/2016	US Treasury	SPLIT	8,704.80
10/06/2016	2-First Class Automotive Centre, Inc.		1,774.25
10/06/2016	Kaufman Trailers of NE, Inc.	NLF	18,947.50
10/06/2016	Kaufman Trailers of NE, Inc.	NLF	19,278.25
10/11/2016	Carr, Linda	RSVP	80.00
10/11/2016	Cassidy, Roseanne	RSVP	56.00
10/11/2016	Columbia Industries, Inc.	WX	1,393.40
10/11/2016	Drunken Onion	QQ	503.00
10/11/2016	Einspahr, Sandra	RSVP	6.40
10/11/2016	Glenwright, Stephanie	RSVP	75.12

10/11/2016	Goodway Auto Repair LLC	EIP	3,259.84
10/11/2016	Grand Junction Winair Co	WX	1,110.61
10/11/2016	Infinite	RB	11.36
10/11/2016	Knoll, Arlene	AAAA	600.00
10/11/2016	KYSL-FM	EDD	459.00
10/11/2016	McCafferty, Marlene	RSVP	85.20
10/11/2016	Mr T Hardware & Building Supply	WX	47.32
10/11/2016	North Star Consulting Group	RB	864.90
10/11/2016	Olive, Irene	RTCC - NEMT	67.47
10/11/2016	Palmateer, Paula	RSVP	55.20
10/11/2016	Quill Corporation	SPLIT - SUPPLIES	298.10
10/11/2016	Summit Bookkeeping & Payroll, Inc	ID	33.24
10/11/2016	Summit Bookkeeping & Payroll, Inc	NLF	180.00
10/11/2016	Sundance Plumbing & Heating, LLC	WX	356.37
10/11/2016	US Bancorp Equipment Finance, Inc.	ID	1,160.05
10/11/2016	Vernell, Debbie	RSVP	28.00
10/11/2016	Whirlpool Contract/Retail	WX	3,186.00
10/13/2016	2-Singletrack Trails, Inc.	NLF	6,992.06
10/13/2016	Anthony's Quality Quick Print	SPLIT - CARDS	150.00
10/13/2016	Briggeman, Elizabeth	RTCC - NEMT	690.33
10/13/2016	Castillo, Monica	RTCC - NEMT	316.54
10/13/2016	Giattini, Theodore	RTCC - NEMT	522.90
10/13/2016	Grand County Council on Aging	RTCC - NEMT	451.08
10/13/2016	Higday, Brenda	RTCC - NEMT	72.20
10/13/2016	Jacob, Myriam	RTCC - NEMT	201.78
10/13/2016	Linares Calixto, Alberto	RTCC - NEMT	241.68
10/13/2016	McCauley, Madison	RSVP	12.92
10/13/2016	McLaughlin, LeighAnn	RTCC - NEMT	121.22
10/13/2016	Nieves, Angel	RTCC - NEMT	119.70
10/13/2016	Pitney Bowes	ID	144.07
10/13/2016	Reed, Nicole	RTCC - NEMT	182.78
10/13/2016	Reichel, Dennis	RTCC - NEMT	14.44
10/13/2016	Solorzano, Cleto	RTCC - NEMT	38.76
10/13/2016	TOWN OF BRECKENRIDGE	QQ	5,250.00
10/13/2016	Weitzel, Diana	RTCC - NEMT	59.28
10/13/2016	Welch, Shirley	RSVP	52.00
10/13/2016	Whelan, Erna	RTCC - NEMT	77.90
10/13/2016	X-cel Energy	SPLIT	219.32
10/14/2016	CCOERA	SPLIT - PAYROLL	15,380.84
10/18/2016	1st Bank Credit Card - WX GEO	WX	3,256.28
10/18/2016	Eagle Rock Supply Co	WX	5,903.10
10/19/2016	US Treasury	SPLIT	8,461.92
10/20/2016	1st Bank Direct Deposit	SPLIT - PAYROLL	46,277.83
10/20/2016	Colorado Department of Revenue	SPLIT - PAYROLL	2,049.00
10/20/2016	Employee Benefits Corporation	SPLIT - FSA	302.49
10/20/2016	Employee Benefits Corporation	SPLIT - FSA	302.49

10/20/2016 Positek RFID, LP	NLF	17,381.69
10/21/2016 1st Bank Credit Card - COG	SPLIT	8,062.72
10/21/2016 Century Link	WX	80.49
10/21/2016 Chocolate Software, LLC	AAAA	1,331.25
10/21/2016 Christiansan, Elmer	RSVP	280.40
10/21/2016 Community Systems	EDD	2,410.00
10/21/2016 Cynthia Meeks	RTCC - NEMT	101.06
10/21/2016 Donna Gray	RSVP	20.00
10/21/2016 Doug Jones	WX	89.00
10/21/2016 Einspahr, Sandra	RSVP	10.40
10/21/2016 Employee Benefits Corporation	SPLIT - FSA	52.25
10/21/2016 Faber-Carlin, Ottalie	RSVP	36.00
10/21/2016 Goodway Auto Repair LLC	MOTOR POOL	339.34
10/21/2016 Hagen, Betty	AAAA	107.20
10/21/2016 Hewes, Cherie	RTCC - NEMT	53.58
10/21/2016 Home Care of the Valley	AAAA	1,000.00
10/21/2016 Image Dental, Edwards	AAAA	500.00
10/21/2016 Jenkins, Ashley	RTCC - NEMT	502.74
10/21/2016 Lewitz, Kathleen	RTCC - NEMT	239.78
10/21/2016 Liles, Bryant	RTCC - NEMT	668.80
10/21/2016 Madrid, Darlene	RTCC - NEMT	69.92
10/21/2016 Morning Star Elevator- Vendor	OFFICE CONDO	305.00
10/21/2016 Mott, Dave	RSVP	184.00
10/21/2016 National Research Center	RB	9,666.50
10/21/2016 Nevins, Pamela	RTCC - NEMT	104.88
10/21/2016 Nieves, Angel	RTCC - NEMT	25.84
10/21/2016 NW Colorado Center for Independence	RTCC - NEMT	1,596.35
10/21/2016 Perkins, Cody	AAAA	200.00
10/21/2016 Policastri, Anna	RSVP	48.00
10/21/2016 Port, Sandy	RTCC - NEMT	82.08
10/21/2016 Positive Energy	WX	429.12
10/21/2016 Quill Corporation	SPLIT - SUPPLIES	64.27
10/21/2016 Richardson, Steven	RTCC - NEMT	123.12
10/21/2016 Routt County LiftUp	RTCC - NEMT	46.00
10/21/2016 Silverthorne Recreation Center	ID	165.00
10/21/2016 Sperry, Anthony	RTCC - NEMT	34.20
10/21/2016 Steck, Nancy	RTCC - NEMT	36.86
10/21/2016 Summit Bookkeeping & Payroll, Inc	EDD	165.00
10/21/2016 Summit Bookkeeping & Payroll, Inc	NLF	180.00
10/21/2016 Summit Geology & Consulting LLC	SWQC	1,200.00
10/21/2016 The Summit Recycler, Inc	ID	50.00
10/21/2016 To The Rescue	AAAA	540.00
10/21/2016 UNUM Life Insurance CO of America	SPLIT - BENEFITS	1,072.30
10/21/2016 Vasquez, Lorraine	RSVP	35.60
10/21/2016 Verizon Wireless Services	SPLIT - PHONES	856.04
10/21/2016 Victoria Jarvis	QQ	

10/21/2016 Wang, Michelle	RTCC - NEMT	267.32
10/21/2016 Westland Distributing Group	WW	139.91
10/21/2016 Whirlpool Contract/Retail	WX	2,522.00
10/21/2016 Whitford, Barbara	RSVP	55.60
10/21/2016 William Mead	RTCC - NEMT	157.70
10/21/2016 X-cel Energy	WX	21.72
10/24/2016 Colorado Legal Services (v)	AAAA	731.50
10/24/2016 Eagle Co Public Health	AAAA	19,009.71
10/24/2016 Family Support Registry	AAAA	181.00
10/24/2016 Grand County Council on Aging	AAAA	7,864.60
10/24/2016 Grand County Senior Nutrition	AAAA	8,855.78
10/24/2016 Hendershott, Melaine	AAAA	500.00
10/24/2016 Jackson County Council on Aging	AAAA	2,360.10
10/24/2016 Pitkin County Adult & Family Services	AAAA	3,813.13
10/24/2016 Pitkin County Senior Services	AAAA	9,853.33
10/24/2016 Routt County CEO	NLF	500.00
10/24/2016 Summit County Senior Services	SWQC	1,430.00
10/24/2016 Victoria Jarvis	QQ	5,194.25
10/28/2016 Casebolt, Jerry	RTCC - NEMT	37.47
10/28/2016 Clarke, Rose	RSVP	9.60
10/28/2016 Colorado Mtn News Media{vendor}	EDD	2,453.27
10/28/2016 Colorado Nonprofit Dev. Center	ADRC	12,460.00
10/28/2016 Colorado State Treasurer	SPLIT - PAYROLL	1,191.33
10/28/2016 Comcast	ID	141.01
10/28/2016 Cornerstone Geospatial Consulting	RB	4,525.00
10/28/2016 County Health Pool	SPLIT - BENEFITS	29,759.55
10/28/2016 Cynthia Meeks	RTCC - NEMT	572.72
10/28/2016 DelVillar, Mavy	RTCC - NEMT	495.52
10/28/2016 Employee Development Systems	AAAA	75.00
10/28/2016 Erin Fisher-vendor	AAAA	155.52
10/28/2016 Falk, Amber	RTCC - NEMT	243.76
10/28/2016 Goodway Auto Repair LLC	EIP	80.00
10/28/2016 Halligan, Warren	RTCC - NEMT	266.00
10/28/2016 Higday, Brenda	RTCC - NEMT	72.96
10/28/2016 Jacob, Myriam	RTCC - NEMT	180.88
10/28/2016 Marquess, Debra	RTCC - NEMT	24.70
10/28/2016 McCauley, Madison	RSVP	13.30
10/28/2016 Nieves, Aleida	RTCC - NEMT	237.12
10/28/2016 Nieves, Angel	RTCC - NEMT	
10/28/2016 Olive, Irene	RTCC - NEMT	52.66
10/28/2016 Pinnacol Assurance	GENERAL	3,310.00
10/28/2016 Port, Sandy	RTCC - NEMT	42.94
10/28/2016 Quill Corporation	SPLIT - SUPPLIES	48.97
10/28/2016 Roberts, George	RTCC - NEMT	526.68
10/28/2016 Summit Bookkeeping & Payroll, Inc	SPLIT	6,882.54
10/28/2016 Tompkins, Molly {vendor}	RTCC	236.90

10/28/2016 Wex Bank	SPLIT - FUEL	2,676.70
10/28/2016 Wilcox, Cherisse	RTCC - NEMT	59.28

# Northwest Colorado Council of Governments Summary Balance Sheet

As of October 31, 2016

Accrual Basis

Oct 31, 16

## ASSETS

### Current Assets

Checking/Savings 1,185,076.23

Accounts Receivable 1,334,805.62

Other Current Assets 429,180.63

**Total Current Assets 2,949,062.48**

Fixed Assets 1,028,496.80

**TOTAL ASSETS 3,977,559.28**

## LIABILITIES & EQUITY

### Liabilities

#### Current Liabilities

Accounts Payable 74,566.76

Credit Cards 1,824.99

Other Current Liabilities 419,019.64

**Total Current Liabilities 495,411.39**

Long Term Liabilities 616,408.21

**Total Liabilities 1,111,819.60**

Equity 2,865,739.68

**TOTAL LIABILITIES & EQUITY 3,977,559.28**

# NWCCOG

## STATEMENT OF REVENUES AND EXPENDITURES

10-31-16

83% of the year

	2016 REVENUE BUDGET	REVENUE YTD ACTUAL	REVENUE BUDGET TO ACTUAL	2016 EXPENSE BUDGET	EXPENSES YTD ACTUAL	EXPENSES BUDGET TO ACTUAL	2015 NET BUDGET	REVENUES OVER EXPENSES ACTUAL	Beginning of Year RESERVED PROGRAM FUNDS
<b>COG PROGRAM FUNDS</b>									
<b>Core Programs</b>									
REGIONAL BUSINESS	369,410	407,646	110%	312,337	438,411	140%	57,073	(30,766)	
ELEVATOR INSPECTION	579,000	557,719	96%	321,696	458,253	142%	257,304	99,465	22,500
ADRC- CO HLTH FOUND	0	110,447		110,447	45,448			64,999	
RSVP-VOLUNTEERS	141,631	84,539		55,489	83,794		86,142	745	
SHIP- Insurance Consulting	15,000	16,750		16,750	5,728		(1,750)	11,022	
SMP		6,252			2,689			3,563	
AGE/NUTRITION (non-Grant)	0	7,849		0	0		0	7,849	5,504
AGE/NUTRITION(State FY 15/16)	489,020	525,150	107%	436,497	524,108	120%	52,523	1,042	
AGE/NUTRITION (State FY 16/17)	489,020	250,995	51%	436,497	336,378	77%	52,523	(85,383)	
<b>AGE/NUTRITION TOTAL</b>	<b>1,134,671</b>	<b>1,001,982</b>	<b>79%</b>	<b>1,055,680</b>	<b>998,145</b>	<b>95%</b>	<b>189,438</b>	<b>3,837</b>	<b>5,504</b>
WATERSHED SERVICES	33,300	28,188	85%	33,300	13,622	41%	0	14,566	
ECONOMIC DEVELOPMENT DIST	176,455	288,615	164%	176,455	181,169	103%	0	107,446	
WEATHER (non-grant)	0	26,260		0	2,684		0	23,577	
WEATHER CARE	0	1,666		0	1,758		0	(92)	
WEATHER CIP	0	400		0	341		0	59	
WEATHER (State FY15/16)	623,873	752,463	121%	623,873	752,820	121%	0	(356)	
WEATHER (State FY16/17)	623,873	348,379	56%	623,873	361,166	58%	0	(12,787)	
<b>ENERGY MANAGEMENT TOTAL</b>	<b>1,247,746</b>	<b>1,129,169</b>	<b>88%</b>	<b>1,247,746</b>	<b>1,118,768</b>	<b>90%</b>	<b>0</b>	<b>10,401</b>	<b>0</b>
<b>Other COG Programs</b>									
HOMELAND SECURITY	79,954	226,141	283%	79,954	232,452	291%	0	(6,311)	
CO BARK BEETLE COOPERATIVE	2,500	2,489	100%	2,500	1,099	44%	0	1,390	
NWCCoG FOUNDATION	0	0		0	22		0	(22)	
SBDC	0	1,777		0	1,904		0	(128)	
REGIONAL TRANSPORTATION CC	202,916	363,497	179%	202,916	312,710	154%	0	50,787	
<b>Total COG Program Funds</b>	<b>3,825,952</b>	<b>4,007,222</b>	<b>105%</b>	<b>3,432,584</b>	<b>3,756,556</b>	<b>109%</b>	<b>503,815</b>	<b>250,667</b>	<b>28,004</b>
<b>EXTERNAL PROGRAM FUNDS</b>									
WATER QUALITY/QUANTITY	152,000	152,647	100%	152,000	138,205	91%	0	14,441	\$125,185
SWQC	60,000	34,873	58%	60,000	26,329	44%	0	8,544	0
<b>Total External Program Funds</b>	<b>212,000</b>	<b>187,519</b>	<b>88%</b>	<b>212,000</b>	<b>164,534</b>	<b>78%</b>	<b>0</b>	<b>22,985</b>	<b>125,185</b>
<b>Total Program Funds</b>	<b>4,037,952</b>	<b>4,194,742</b>	<b>104%</b>	<b>3,644,584</b>	<b>3,921,090</b>	<b>108%</b>	<b>503,815</b>	<b>273,652</b>	<b>153,189</b>
<b>REGIONAL LOAN FUND</b>	<b>622,000</b>	<b>499,256</b>	<b>80%</b>	<b>111,894</b>	<b>91,744</b>	<b>15%</b>	<b>510,106</b>	<b>407,512</b>	<b>593,343</b>
<b>INTERNAL SERVICE FUNDS</b>									
INDIRECT	192,327	163,718	85%	192,327	164,176	85%	0	(458)	-
COG BUILDING FUND	75,648	63,040	83%	71,014	58,079	77%	4,634	4,961	17,699
MOTOR POOL	37,000	37,338	101%	44,001	12,601	34%	(7,001)	24,737	38,314
<b>Total Service Funds</b>	<b>304,975</b>	<b>264,096</b>	<b>87%</b>	<b>307,342</b>	<b>234,856</b>	<b>76%</b>	<b>(2,367)</b>	<b>29,240</b>	<b>56,013</b>
<b>COG FUNDS Subtotal</b>	<b>4,964,927</b>	<b>4,958,093</b>	<b>100%</b>	<b>4,063,820</b>	<b>4,247,689</b>	<b>86%</b>	<b>1,011,554</b>	<b>710,404</b>	<b>802,545</b>



**Northwest Colorado Council of Governments**  
**Balance Sheet by Class -8800- NLF**

As of October 31, 2016

Accrual Basis

**8800- Northwest Loan Fund**

**ASSETS**

Current Assets

Checking/Savings

1010 · 1st Bank Operating	100.00
1015 · NLF 1st Bank Checking	501,752.73

**Total Checking/Savings** 501,852.73

Accounts Receivable

1116 · NLF Grant Receivable	46,400.00
1115 · NLF Loan Receivable	1,007,536.23

**Total Accounts Receivable** 1,053,936.23

Other Current Assets

1090 · Undeposited Funds	628.32
1315 · NLF - Allowance for Loan Loss	-33,462.00

**Total Other Current Assets** -32,833.68

**Total Current Assets** 1,522,955.28

**TOTAL ASSETS** 1,522,955.28

**LIABILITIES & EQUITY**

Liabilities

Current Liabilities

Accounts Payable

2000 · Accounts Payable	100.00
2015 · NLF Accounts Payable	17.00

**Total Accounts Payable** 117.00

**Total Current Liabilities** 117.00

**Total Liabilities** 117.00

Equity

3000 · Fund Balance

3100 · NLF Net Assets	570,685.61
-----------------------	------------

**Total 3000 · Fund Balance** 570,685.61

3900 · Retained Earnings 544,640.84

Net Income 407,511.83

**Total Equity** 1,522,838.28

**TOTAL LIABILITIES & EQUITY** 1,522,955.28

**Northwest Colorado Council of Governments**  
**Budget vs Actual - 8800 - NLF**  
 October 2016

Accrual Basis

	<u>Jan - Oct 16</u>	<u>% of Budget</u>	<u>Annual Budget</u>
Ordinary Income/Expense			
Income			
4770 · Loan Recovery	3,283.24		
4000 · Grant Income			
4250 · Administration	62,400.00		
4200 · State Grant Income	390,000.00	67.24%	580,000.00
<b>Total 4000 · Grant Income</b>	<b>452,400.00</b>	<b>78.0%</b>	<b>580,000.00</b>
4720 · Revolved Interest			
4722 · Loans made after 1/1/14	34,772.55	108.66%	32,000.00
<b>Total 4720 · Revolved Interest</b>	<b>34,772.55</b>	<b>108.66%</b>	<b>32,000.00</b>
4730 · Origination Fee	8,800.00	88.0%	10,000.00
<b>Total Income</b>	<b>499,255.79</b>	<b>80.27%</b>	<b>622,000.00</b>
<b>Gross Profit</b>	<b>499,255.79</b>	<b>80.27%</b>	<b>622,000.00</b>
Expense			
6100 · Payroll Expenses			
6112 · Program Director	56,631.62	83.17%	68,088.00
6210 · Taxes & Benefits	12,528.56	82.86%	15,120.00
<b>Total 6100 · Payroll Expenses</b>	<b>69,160.18</b>	<b>83.12%</b>	<b>83,208.00</b>
6130 · Meeting Expense	48.36		
6520 · Outside Contract			
6420 · Fiscal Officer Expense	1,800.00	83.33%	2,160.00
6510 · Contractor	2,298.53	153.24%	1,500.00
<b>Total 6520 · Outside Contract</b>	<b>4,098.53</b>	<b>111.98%</b>	<b>3,660.00</b>
6610 · Office Supplies	2,322.48	232.25%	1,000.00
6620 · Bank Charges	94.00		
6640 · Postage	242.77	40.46%	600.00
6650 · Printing & Publications	0.00	0.0%	800.00
6660 · Advertising Expense	15.00		
6680 · Dues & Subscriptions	776.81	51.79%	1,500.00
6720 · Rent & Utilities	1,953.60	83.35%	2,344.00
6730 · Telephone Expense	517.56	73.94%	700.00
6760 · Insurance Premium Expense	24.75		
6940 · Closing Costs	500.00		
7110 · Program Supplies	100.18		
7120 · License & Permits	27.00		
7130 · Travel & Meeting	5,140.56	57.12%	9,000.00
7910 · Indirect Cost Allocation	6,722.18	83.18%	8,082.00
8000 · Capital Outlay > \$5,000	0.00	0.0%	1,000.00
<b>Total Expense</b>	<b>91,743.96</b>	<b>81.99%</b>	<b>111,894.00</b>
<b>Net Ordinary Income</b>	<b>407,511.83</b>	<b>79.89%</b>	<b>510,106.00</b>
<b>Net Income</b>	<b>407,511.83</b>	<b>79.89%</b>	<b>510,106.00</b>

Northwest Loan Fund OPEN CONTRACT FUNDS Portfolio 10-31-16													
	Loan Date	Original Amount	Current Balance		Original Term	Payment Plan	Last Paid Date	Principle Reduction - Last Pmt	Maturity	Rate	Grade	ALL Reserve %	ALL Reserve Amount
1	5/6/2014	50,000.00	PAID IN FULL		Five/Three	\$951	12/31/2014	\$ 45,474.29	5/6/2017	5.25%	Satisfactory	1%	\$ -
2	5/14/2014	40,000.00	\$ 32,058.42		Ten/Five	\$430	10/6/2016	\$ 298.58	5/14/2019	5.25%	Satisfactory	1%	\$ 320.58
3	6/5/2014	20,000.00	\$ 16,311.05		Ten/Three	\$215	10/14/2016	\$ 162.49	6/5/2017	5.25%	Satisfactory	1%	\$ 163.11
4	10/16/2014	95,000.00	PAID IN FULL		Ten/five	\$1,022.85	12/8/2014	\$ 94,614.44	10/17/2019	5.25%	Satisfactory	1%	\$ -
5	10/16/2014	51,500.00	\$ 41,755.39		Five/skip May Jun	\$967.67	9/19/2016	\$ 100.61	10/17/2019	4.75%	Satisfactory	1%	\$ 417.55
6	12/5/2014	96,000.00	\$ 65,354.15		Five/Five	\$1,828.00	10/12/2016	\$ 1,479.75	12/5/2019	5.25%	Satisfactory	1%	\$ 653.54
7	12/31/2014	52,000.00	\$ 42,424.64		Seven/Three	\$744.00	10/18/2016	568.45		5.25%	Satisfactory	1%	\$ 424.25
8	2/27/2015	60,000.00	\$ 40,396.10		44 months	\$1,505.00	10/11/2016	\$ 1,310.37	10/19/2018	5.25%	Watch	10%	\$ 4,039.61
9	4/22/2015	11,400.00	\$ 8,655.21		Five	\$217.00	10/20/2016	\$ 180.08	4/22/2020	5.25%	Satisfactory	1%	\$ 86.55
10	4/22/2015	86,000.00	\$ 82,037.88		77/36 months	\$1,300.00	3/29/2016	\$ 3,241.37	4/22/2018	5.25%	Substandard	30%	\$ 24,611.36
11	4/22/2015	75,000.00	PAID IN FULL		Five	\$1,430.00	1/26/2016	\$ 72,450.98	4/22/2020	5.25%	Satisfactory	1%	\$ -
12	6/18/2015	80,000.00	\$ 62,263.02		Five/Three	\$1,522.00	10/16/2016	\$ 1,244.29	6/18/2018	5.25%	Satisfactory	1%	\$ 622.63
13	7/29/2015	35,000.00	\$ 24,382.28		42 months	\$915.00	10/25/2016	\$ 842.99	2/3/2019	5.25%	Satisfactory	1%	\$ 243.82
14	8/25/2015	20,000.00	\$ 13,150.96		36 months	\$606	10/18/2016	\$ 550.05	10/25/2018	5.25%	Satisfactory	1%	\$ 131.51
15	9/23/2015	80,000.00	\$ 65,965.67		Five/Three	\$1,522.00	10/19/2016	\$ 2,435.51	9/23/2018	5.25%	Satisfactory	1%	\$ 659.66
16	10/7/2015	40,000.00	\$ 22,287.08		Five/Three	\$971.00	10/26/2016	\$ 14,020.45	10/7/2018	5.25%	Satisfactory	1%	\$ 222.87
17	2/2/2016	20,000.00	\$ 17,009.43		48 months	\$466.00	10/19/2016	\$ 370.41	2/2/2020	5.50%	Satisfactory	1%	\$ 170.09
18	5/2/2016	50,000.00	\$ 46,560.89		48 months	\$1,165.00	10/13/2016	\$ 990.64	5/2/2020	5.50%	Satisfactory	1%	\$ 465.61
19	5/10/2016	280,000.00	\$ 273,286.66		60 months	\$5,359.00	10/18/2016	\$ 6,713.34	5/10/2021	5.50%	Satisfactory	1%	\$ 2,732.87
20	9/22/2016	40,000.00	\$ 40,000.00		60 months	\$767.00	begin 11-15-16		11/22/2021	5.50%	Satisfactory	1%	\$ 400.00
											Satisfactory	1%	\$ -
		1,281,900.00	\$ 893,898.83										\$ 36,365.62

Northwest Loan Fund REVOLVED FUNDS Portfolio - 10-31-16												
	Loan Date	Original Amount	Current Balance	Original Term	Payment Plan	Last Paid Date	Principle Reduction - Last Pmt	Maturity	Rate	Grade	ALL Reserve %	ALL Reserve Amount
5	4/9/2008	\$ 25,000.00	\$ 2,800.00		\$300.00.	10/25/16	\$300	3/15/2010	0.00%	Substandard	30.00%	840.00
<b>20141223</b>	12/30/2014	\$ 95,000.00	\$ 81,352.13	10/5 year	\$1,022.85	10/31/16	\$628	12/30/2019	5.25%	Satisfactory	1.00%	813.52
<b>20160414</b>	9/15/2016	\$ 25,000.00	\$ 13,415.27	2 year	\$1,300	begin 11-15-16		9/15/2018	5.50%	Satisfactory	1.00%	134.15
										Satisfactory	1%	\$ 160.70
19	5/10/2016	16,070.00	\$ 16,070.00	60 months		begin 8-10-16		5/10/2021	5.50%			
												-
			\$ 113,637.40									\$1,948.37

**2016 BUDGET WORKSHEET SUMMARY**

2016 Revenues	Internal COG Programs								Total Internal Program Funds	CBBC	NW All Hazards Region	NWCCOG Foundation	Northwest Loan Fund	Summit Water Quality Committee	Water Quality/Quantity	Total External Program Funds	Internal Service Programs		
	COMMUNITY LIVING SERVICES		Econ. Dev. District	Elevator Inspection	Energy Management	Regional Business	Watershed Services	Indirect									249 Warren Ave	Motor Pool	
	Alpine AAA	RTCC																	
Federal Grant Revenue	\$459,402	\$144,147	\$70,000		\$670,211					79,954					79,954				
State Grant Revenue	\$525,634	\$24,429	\$31,000		\$577,535	\$127,000	\$11,300				82,000	580,000			662,000				
NWCCOG Dues						\$206,354									0				
Q/Q Dues														135,900	135,900				
Water & San Dues														14,900	14,900				
Match - NWCCOG	\$27,400		\$70,000				\$7,000								0				
Local Funding - Other	\$78,705	\$21,600				\$35,256					25,000		32,000	1,200	58,200	192,327	75,648	37,000	
X-cel Energy Co															0				
Fees		\$7,500		\$579,000							5,500	10,000			15,500				
Interest Income						\$800						32,000			32,000				
Carryover	\$26,590	\$5,240	\$5,455				\$15,000		2,500				28,000		30,500				
Miscellaneous In-Kind	\$16,938														0				
<b>TOTAL</b>	<b>1,134,669</b>	<b>202,916</b>	<b>176,455</b>	<b>579,000</b>	<b>1,247,746</b>	<b>369,410</b>	<b>33,300</b>	<b>3,743,496</b>	<b>2,500</b>	<b>79,954</b>	<b>112,500</b>	<b>622,000</b>	<b>60,000</b>	<b>152,000</b>	<b>1,028,954</b>	<b>192,327</b>	<b>75,648</b>	<b>37,000</b>	
<b>2016 EXPENDITURES</b>																			
Salaries	227,481	115,924	98,544	312,079	574,140	148,711		1,476,879				68,088			68,088	45,483			
Fringe Benefits & Taxes	70,234	26,081	31,944	97,368	224,346	38,731		488,704				15,120			15,120	24,145			
Contract Costs	32,328	4,600	25,000	1,500	55,002	54,000	19,000	191,430	2,000	38,986	87,000	3,660	26,000	129,685	287,331	57,266	2,000		
Indirect Costs	27,002	13,760	11,697	37,044	68,150	17,652	1,139	176,444				8,082	1,025	6,804	15,911				
COG Rent	12,784	8,493	1,791	7,500	21,551	3,561		55,680				2,344			2,344	17,361			
Other Expenses	236,670	16,058	7,479	81,550	304,557	21,771	1,850	669,935	500	18,014	25,500	13,601	4,445	15,511	77,571	41,072	69,014	24,001	
Pass-thru/match	528,170					104,400		632,570							0				
Carry forward	0						11,311	11,311					28,530		28,530				
Capital Purchases	0	18,000		20,000				38,000		22,954		1,000			23,954	7,000		20,000	
<b>TOTAL</b>	<b>1,134,669</b>	<b>202,916</b>	<b>176,455</b>	<b>557,041</b>	<b>1,247,746</b>	<b>388,826</b>	<b>33,300</b>	<b>3,740,953</b>	<b>2,500</b>	<b>79,954</b>	<b>112,500</b>	<b>111,895</b>	<b>60,000</b>	<b>152,000</b>	<b>518,849</b>	<b>192,327</b>	<b>71,014</b>	<b>44,001</b>	
<b>2016 Net</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>21,959</b>	<b>-</b>	<b>(19,416)</b>	<b>-</b>	<b>2,543</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>510,105</b>	<b>-</b>	<b>-</b>	<b>510,105</b>	<b>-</b>	<b>4,634</b>	<b>(7,001)</b>	

**Internal Program Reserve Fund Balance**

Beginning Balance	6,312		22,500	Estimated Beginning Reserve	403,842	Beginning Fund Balance	97,301	593,349	125,184	-	17,700	38,316
Change in Reserve Fund	-		-	Change in Reserve for 2016	2,543	YTD 2015 Net estimated	(61,896)	544,013	-	58	8,190	11,215
Ending Balance	6,312		22,500	Projected Ending Reserve	406,385	2015 Net	-	510,105	-	-	4,634	(7,001)
						Ending Internal Fund Balance	35,405	1,647,467	125,184	58	30,524	42,530

**2017 BUDGET WORKSHEET SUMMARY**

2017 BUDGET WORKSHEET SUMMARY																	
Internal COG Programs								External Programs							Internal Service Programs		
COMMUNITY LIVING SERVICES							Total Internal Program Funds						Total External Program Funds				
Alpine AAA	RTCC	Econ. Dev. District	Elevator Inspection	Energy Management	Regional Business	Watershed Services		CBBC	NW All Hazards Region	NWCCOG Foundation	Northwest Loan Fund	Summit Water Quality Committee	Water Quality/Quantity		Indirect	249 Warren Ave	Motor Pool
Federal Grant Revenue	\$517,306	\$119,999	\$73,000		\$809,519	\$20,500	1,540,324		243,331					243,331			
State Grant Revenue	\$560,213	\$22,000	\$5,760		\$122,340	\$236,121	957,734				580,000			580,000			
NWCCOG Dues						\$221,070	221,070							0			
Q/Q Dues							0						139,977	139,977			
Water & San Dues							0						15,553	15,553			
Match - NWCCOG	\$29,633		\$70,000			\$7,000	106,633							0			
Local Funding - Other	\$78,081	\$47,500	\$200,000		\$157,639	\$60,956	544,176					32,000	2,000	34,000	203,457	75,648	40,000
Fees				\$724,000			724,000				10,000			10,000			
Interest Income						\$1,800	1,800				29,000			29,000			
Carryover		\$20,000					31,311	1,200				32,000		33,200			
Miscellaneous In-Kind							0							0			
							0							0			
<b>TOTAL</b>	<b>1,185,233</b>	<b>209,499</b>	<b>348,760</b>	<b>724,000</b>	<b>1,089,498</b>	<b>540,447</b>	<b>4,127,048</b>	<b>1,200</b>	<b>243,331</b>	<b>-</b>	<b>619,000</b>	<b>64,000</b>	<b>157,530</b>	<b>1,085,061</b>	<b>203,457</b>	<b>75,648</b>	<b>40,000</b>
<b>2017 EXPENDITURES</b>																	
Salaries	224,803	134,108	93,323	387,802	515,595	215,564	1,571,195				71,900			71,900	45,461		
Fringe Benefits & Taxes	79,304	27,129	33,977	101,732	164,367	54,513	461,022				15,450			15,450	13,967		
Contract Costs	2,924	3,100		1,000	59,160	90,400	173,984	800	53,986		3,300	28,000	135,486	221,572	40,693		2,768
Indirect Costs	26,684	15,919	11,077	47,312	61,201	26,299	189,634				8,772	1,054	6,994	16,820			
COG Rent	12,944	8,493	1,791	7,763	21,551	3,561	56,103				2,344			2,344	17,361	6000	
Other Expenses	325,074	20,750	8,592	85,950	267,624	126,532	835,922	400	189,345		15,544	3,600	15,050	223,939	85,975	65,260	21,500
Pass-thru/match	513,500		200,000			50,500	764,000				500,000			500,000			
Carry forward						9,669	9,669					31,346		31,346			
Capital Purchases				30,000		1,250	31,250							0			20,000
							0							0			
<b>TOTAL</b>	<b>1,185,233</b>	<b>209,499</b>	<b>348,760</b>	<b>661,559</b>	<b>1,089,498</b>	<b>568,619</b>	<b>4,092,779</b>	<b>1,200</b>	<b>243,331</b>	<b>-</b>	<b>617,310</b>	<b>64,000</b>	<b>157,530</b>	<b>1,083,371</b>	<b>203,457</b>	<b>71,260</b>	<b>44,268</b>
<b>2017 Net</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>62,441</b>	<b>-</b>	<b>(28,172)</b>	<b>34,269</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,690</b>	<b>-</b>	<b>-</b>	<b>1,690</b>	<b>-</b>	<b>4,388</b>	<b>(4,268)</b>
<b>Internal Program Reserve Fund Balance</b>																	
Beginning Balance						Estimated Beginning Reserve	415,918		Beginning Fund Balance						(158)	24,823	49,929
Change in Reserve Fund	-			-		Change in Reserve for 2017	34,269		YTD 2016 Net estimated				-		2,155	4,634	26,500
Ending Balance	-			-		Projected Ending Reserve	450,187		2017 Net		-	1,690	-		-	4,388	(4,268)
									Ending Internal Fund Balance		-	1,690	-		1,997	33,845	72,161

**Thursday, January 26, 2017**

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

Location: Colorado Mountain College Vail Valley, Room #258, Edwards

Time: 9:30 a.m.-2:00 p.m.

Primary Agenda Items: Introduction of new members/representatives; elect executive committee & officers; adopt 2017 meeting schedule; annual NLF Board meeting; EDD Board meeting & election of officers.

**Thursday, March 23, 2017**

***Full Council Meeting***

Location: TBD – NWCCOG Office/Conference Call

Time: TBD

Primary Agenda Items: Approval of final 2016 financials; program updates.

**Thursday, May 25, 2017**

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

Location: TBD – Summit County

Time: TBD

Primary Agenda Items: Review/acceptance of the 2016 audit

**Thursday, July 27, 2017**

***Full Council Meeting***

Location: TBD – Grand County

Time: TBD

Primary Agenda Items: Approval of 2018 dues; approval of 2017 budget revisions; discussion re: Annual Planning Meeting Agenda

**Thursday, August 24, 2017**

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

Location: TBD – Pitkin County

Time: TBD

Agenda Items: Strategic Planning for 2018

**Thursday, October 26, 2017**

***Full Council Meeting***

Location: TBD – NWCCOG Office/Conference Call

Time: TBD

Primary Agenda Items: Review of draft 2018 budget

**Thursday, December 7, 2017**

***Full Council, EDD Board & Foundation Board Meeting***

Location: TBD – Summit County

Time: TBD

Primary Agenda Items: 2017 budget revisions; approve 2018 budget; adopt 2018 meeting schedule; annual NWCCOG Foundation Board meeting.

## **Northwest Colorado Council of Governments Title VI Civil Rights Complaint Process and Form**

The **Northwest Colorado Council of Governments** operates without regard to race, color, or national origin.

**Northwest Colorado Council of Governments** provides equal access to its programs and services to all members of the public. The following information serves to inform the public of its right to this access, and to educate members of the public so that they may understand their rights under the civil rights law which protects the receipt and benefit of services as defined by Title VI of the Civil Rights Act of 1964.

### **What is Title VI?**

Title VI is a section of the Civil Rights Act of 1964 requiring that "No person in the United States shall on the grounds of race, color or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance." Title VI does not address gender discrimination. It only covers race, color and national origin. Other Civil Rights laws prohibit gender discrimination.

For information on Title VI complaint and investigation procedures, or to fill out a Title VI complaint form, please see the following Northwest Colorado Council of Governments Title VI Complaint and Investigation Procedures and [Title VI Civil Rights Complaint Form](#). To obtain more information on Northwest Colorado Council of Governments' non-discrimination obligations, please submit a written request to: Northwest Colorado Council of Governments Attn: Executive Director-Title VI Coordinator, P.O. Box 2308, Silverthorne, CO 80498 or contact the CDOT Civil Rights & Business Resource Center, Colorado Department of Transportation, Title VI Coordinator, 4201 East Arkansas Ave. Denver, CO 80222

### **Northwest Colorado Council of Governments Title VI Complaint and Investigation Procedures**

The following procedures cover complaints filed under Title VI of the Civil Rights Act of 1964 for alleged discrimination in any program or activity administered by Northwest Colorado Council of Governments.

These procedures do not affect the right of the Complainant to file formal complaints with other State or Federal agencies or to seek private counsel for complaints alleging discrimination. Every effort will be made to obtain early resolution of complaints at the lowest level possible. The option of informal mediation meeting(s) between the affected parties and Northwest Colorado Council of Governments may be utilized for resolution. Any individual, group of individuals or entity that believes they have been subjected to discrimination prohibited under Title VI and related statutes may file a written complaint and send it to the following:



Executive Director-Title VI Coordinator  
Northwest Colorado Council of Governments  
P.O. Box 2308  
Silverthorne, CO 80498  
Phone: (970) 468-0295

Complaints may also be filed with the Federal Transit Administration's Office of Civil Rights no later than one-hundred eighty (180) calendar days after the date of the alleged discrimination at 12300 West Dakota Avenue, Suite 310, Lakewood, CO 80228-2583, Phone: (720) 963-3313.

The following measures will be taken to resolve Title VI complaints:

1.) A formal complaint must be filed within one-hundred eighty (180) calendar days of the alleged occurrence. Complaints shall be in writing and signed by the individual or his/her representative, and will include the Complainant's name, address and telephone number; name of the alleged discriminating person(s), basis of complaint (race, color, national origin), and the date of the alleged act or acts. A statement detailing the facts and circumstances of the alleged discrimination must accompany all complaints. A Northwest Colorado Council of Governments Title VI Complaint Form may be requested by calling (970) 468-0295 or writing Northwest Colorado Council of Governments at the address listed below. Northwest Colorado Council of Governments encourages individuals to submit Title VI complaints in writing using this form and mailing to:

Executive Director-Title VI Coordinator  
Northwest Colorado Council of Governments  
P.O. Box 2308  
Silverthorne, CO 80498  
Phone: (970) 468-0295

2.) In the case where a Complainant is unable or incapable of providing a written statement, a verbal complaint of discrimination may be made to the Executive Director, Northwest Colorado Council of Governments. Under these circumstances, the Complainant will be interviewed, and the Executive Director will assist the Complainant in converting the verbal allegations to writing.

3.) When a complaint is received, the Executive Director-Title VI Coordinator will provide written acknowledgment to the Complainant within ten (10) calendar days by registered mail.

4.) If a complaint is deemed incomplete, additional information will be requested, and the Complainant will be provided sixty (60) calendar days to submit the required information. Failure to do so may be considered good cause for a determination of no investigative merit.

5.) Within fifteen (15) calendar days from receipt of a complete complaint, Northwest Colorado Council of Governments will determine its jurisdiction in pursuing the matter and whether the complaint has sufficient merit to warrant investigation. Within five (5) calendar days of this decision, the Executive Director or his/her authorized designee will notify the Complainant and Respondent, by registered mail, informing them of the disposition.

a. If the decision is not to investigate the complaint, the notification shall specifically state the reason for the decision.

b. If the complaint is to be investigated, the notification shall state the grounds of Northwest Colorado Council of Governments' jurisdiction, while informing the parties that their full cooperation will be required in gathering additional information and assisting in the investigation.

6.) When Northwest Colorado Council of Governments does not have sufficient jurisdiction, the Executive Director or his/her authorized designee will refer the complaint to the appropriate State or Federal agency holding such jurisdiction.

7.) If the complaint has investigative merit, the Executive Director or his/her authorized designee will assign an investigator. A complete investigation will be conducted, and an investigative report will be submitted to the Executive Director within sixty (60) calendar days from receipt of the complaint. The report will include a narrative description of the incident, summaries of all persons interviewed, and a finding with recommendations and conciliatory measures where appropriate. If the investigation is delayed for any reason, the investigator will notify the appropriate authorities, and an extension will be requested.

8.) The Executive Director or his/her authorized designee will issue letters of finding to the Complainant and Respondent within ninety (90) calendar days from receipt of the complaint.

9.) If the Complainant is dissatisfied with Northwest Colorado Council of Governments' resolution of the complaint, he/she has the right to file a complaint with the Departmental Office of Civil Rights, U.S. Department of Transportation, 1200 New Jersey Ave., S.E. Washington D.C. 20590, Phone: 202-366-4648

# Northwest Colorado Council of Governments

## Title VI Civil Rights Complaint Form

Instructions: To submit a Title VI complaint to Northwest Colorado Council of Governments, please print and complete the following form, sign and return to: Northwest Colorado Council of Governments, Attention: Executive Director-Title VI Coordinator, P.O. Box 2308, Silverthorne, CO 80498. For questions or a full copy of Northwest Colorado Council of Governments' Title VI policy and complaint procedures, please submit a written request to the above address, call (970)468-0295 or e-mail [mobilitymanager@nwccog.org](mailto:mobilitymanager@nwccog.org)

### Section I:

1. Name (Complainant):

3. Home Address (Street No., City, State, Zip)

3. Phone:

4. Email Address:

5. Accessible format requirements? (please check preference)

Large Print

Other (please indicate)

### Section II:

6. Are you filing this complaint on your own behalf?  Yes  No

(If you answered "yes" to this question, please go to **Section III.**)

7. If you answered "no" to question 6, please describe your relationship to the person (Complainant) for whom you are filing and why you are filing for a third party:

8. Have you obtained permission of the aggrieved party (Complainant) to file this complaint on his or her behalf?

Yes  No

### Section III:

9. Have you previously filed a Title VI complaint with Northwest Colorado Council of Governments?  Yes  No

10. Have you filed this complaint with any other federal, state, or local agencies or with any federal or state court?

Yes  No

11. If "yes," please check all that apply:

Federal Agency    Federal Court    State Agency    State Court    Local Agency

12. If filed at an agency and/or court, please provide information for your point of contact at the agency/court where the complaint was filed:

Agency/Court:

Contact Name:

Address:

Phone Number:

**Section IV:**

13. Date of Incident:	14. If applicable, name of person(s) who allegedly discriminated against you:
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15. Discrimination based on (please check all that apply):      Race      Color      National Origin

16. Please provide a brief explanation of the incident and how you feel you were discriminated against, including how you feel others may have been treated differently than you. If you require additional space or have additional written material pertaining to your complaint, please attach to this form.

17. Why do you believe this event occurred?

19. How can this issue be resolved to your satisfaction?

20. Please list any person(s)/ we may contact for additional information to support or clarify your complaint:

Name:

Address:

Phone Number:

**Section V:**

Signature:

Date of filing:

**Please note: The Northwest Colorado Council of Governments cannot accept your complaint without a signature.**

Please mail your completed form to:

Executive Director-Title VI Coordinator  
Northwest Colorado Council of Governments  
P.O. Box 2308  
Silverthorne, CO 80498

**Northwest Colorado Council of Governments  
Title VI Civil Rights Plan Addendum  
November 30, 2016**

**Additional Information requested in Title VI Review letter Dated November 9, 2016.**

CDOT Civil Rights and Business Resource Center  
Title VI Requirements and Guidelines for Federal Transit Administration Recipients  
FTA Circular 4702.1B

**Title VI Notice of the Public Chap. III-4 FTA Circular 4702.1B Locations where notice is posted**

A copy of the NWCCOG Title VI Plan is posted

- in the lobby of the NWCCOG
- in the staff common area
- On the bulletin board at the Area Agency on Aging.
- Once approved, a link will be placed on our [www.mtnride.org](http://www.mtnride.org) website for the updates plan.

**List of transit related Title VI investigations Chap. III-5 FTA Circular 4702.1B**

We have had no investigations.

**Public Participation Plan Chap. III-5 FTA Circular 4702.1B**

We are committed to reaching out to engage minority and limited English proficient (LEP) populations. Not only on information of the services already available, but to request input on how we can better provide services and what additional services are needed. Our key publications, including brochures and flyers are available in Spanish and English. Intake forms and client reimbursement forms are in Spanish and English.

Our public participation plan includes the following components:

- Make periodic contacts with school districts and other community agencies that may know of minority and LEP persons or groups. Meet with these groups to solicit their input on our program and services.
- Work with the Human Services departments in our multi county area and the Family Intercultural Resource Center in Dillon to reach out to clients for their input on our Call Center.
- Identify additional agencies in our area that may serve minority and LEP populations
- Provide opportunities for minority and LEP populations participation at public meetings, through advertising and conduct of meetings, as appropriate

A recent outreach effort included a presentation at the Community Care Clinic in Frisco in October, 2016 to meet with the care navigators who serve primarily minority and low income clients. I requested their input on how best to serve their clients.

**Language Assistance Plan Chap. III-6 FTA Circular 4702.1B**

LEP plan is completed. See attached document. It includes the four factor analysis

**Race of Council members Chap. III-1 FTA Circular 4702.1B**  
Regional Transportation Coordinating Council

25 members

White/non-Hispanic	24
Hispanic	
Black/African American	
Asian	
American Indian	
other	1

**Copy of Board minutes Chap. III-1 FTA Circular 4702.1B**

See attached

**Title VI Equity analysis for determination of site location Chap. III-11 FTA Circular 4702.1B**

We have not constructed new transportation facilities. We are a call center for transportation coordination.

**Type of transportation service we provide**

As mentioned above. We are a mobility management transportation coordination project. We have a call center with a website and toll free number. We work with existing transportation companies to provide rides for veterans, low income, older adults and people with disabilities. Our brochures are in English and Spanish.

## LIMITED ENGLISH PROFICIENCY PLAN Northwest Colorado Council of Governments

June 27, 2013  
Revised November 30, 2016

### I. INTRODUCTION

This Limited English Proficiency (LEP) Plan, for the Northwest Colorado Council of Governments has been developed in response to federal requirements included under Section 601 of Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d), which provides that no person shall "on the grounds of race, color or national origin be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance."

Federal Executive Order No. 13166, issued in August 2000 by President Clinton, "Improving Access to Services for Persons with Limited English Proficiency," was created to "... improve access to federally conducted and federally assisted programs and activities for persons who, as a result of national origin, are limited in their English proficiency (LEP)..." President Bush affirmed his commitment to Executive Order 13166 through a memorandum issued on October 25, 2001, by Assistant Attorney General for Civil Rights, Ralph F. Boyd, Jr. and Acting Assistant Attorney General, Loretta King directed a strengthening of enforcement of Title VI in a memorandum dated July 10, 2009.

As a sub-recipient of funds from the Federal Transit Administration (FTA), through the Colorado Department of Transportation (CDOT), this Limited English Proficiency (LEP) Plan for the Northwest Colorado Council of Governments has been developed to ensure compliance with Federal LEP regulations. It includes an assessment of the limited English proficiency needs of our area, an explanation of the steps we are currently taking to address these needs, and the steps we plan to take in the future to ensure meaningful access to our transit programs by persons with limited English proficiency.

### II. POLICY

It is the policy of the Northwest Colorado Council of Governments to ensure that our programs and activities, normally provided in English, are accessible to Limited English Proficiency (LEP) persons and thus do not discriminate on the basis of national origin in violation of the Title VI prohibition against national origin discrimination. The Northwest Colorado Council of Governments will, to the maximum extent feasible in its official deliberations and communications, community outreach and related notifications, provide appropriate alternative non-English formats for persons with LEP to access information and services provided.

### III. LIMITED ENGLISH PROFICIENCY NEEDS OF AREA

The *Four-Factor Analysis* developed by the FTA requires that information be included in LEP Plans regarding the number and percentage of LEP persons in our area, and the nature, frequency and importance of the contact we have with LEP persons in providing transit services. Each of these elements is addressed below.

#### Factor 1. Number and Percentage of LEP Persons in Our Area

##### 1. Permanent Population



CDOT has compiled the following data regarding LEP in your area:

TABLE 1 - Individuals Speaking English "Not Well" or "Not at All"

Data Category	Eagle County		Grand County		Jackson County		Pitkin County		Summit County		Houtt County		Garfield County	
	Total #	%	Total #	%	Total #	%	Total #	%	Total #	%	Total #	%	Total #	%
Total Population (5 years old & older)	47,554	100	13,794	100	1,439	100	15,922	100	25,934	100	21,874	100	51,185	100
Population Speaking English "Not Well" or "Not at All"	9565	20%	1228	9%	72	5%	2100	13%	2908	11%	198	1%	3939	8%
Population Speaking English "Not Well" or "Not at All"														
Spanish	7728	81%	745	61%	66	92%	1095	52%	2349	81%	103	52%	3933	100%
Other Indo-European	1455	15%	439	36%	6	8%	866	41%	424	15%	7	4%	2	0%
Asian and Pacific Islander	288	3%	9	1%	0	0%	65	3%	135	5%	88	44%	4	0%
Other	94	1%	35	3%	0	0%	74	4%	0	0%	0	0%	0	0%
Total	9565	100%	1228	100%	72	100%	2100	100%	2908	100%	198	100%	3939	100%

Data Category	Aspen		Basalt		Carbondale		Dillon		Eagle		Frisco	
	Total #	%	Total #	%	Total #	%	Total #	%	Total #	%	Total #	%
Total Population (5 years old & older)	6,188	100	3,577	100	5,599	100	563	100	5,564	100	2,554	100
Population Speaking English "Not Well" or "Not at All"	761	12%	581	16%	1087	19%	15	3%	926	17%	191	7%
Population Speaking English "Not Well" or "Not at All"												
Spanish	329	43%	392	67%	990	91%	7	47%	557	60%	104	54%
Other Indo-European	353	46%	25	4%	36	3%	8	53%	369	40%	87	46%
Asian and Pacific Islander	36	5%	164	28%	0	0%	0	0%	0	0%	0	0%
Other	43	6%	0	0%	61	6%	0	0%	0	0%	0	0%
Total	761	100%	581	100%	1087	100%	15	100%	926	100%	191	100%

Data Category	Glenwood Springs		Granby		Grand Lake		Gypsum		Hot Sulphur Springs		Kremmling		Minturn	
	Total #	%	Total #	%	Total #	%	Total #	%	Total #	%	Total #	%	Total #	%
Total Population (5 years old & older)	8,746	100	2,101	100	343	100	5,580	100	957	100	1,863	100	1,077	100
Population Speaking English "Not Well" or "Not at All"	1388	16%	159	8%	38	11%	1321	24%	19	2%	134	7%	165	15%
Population Speaking English "Not Well" or "Not at All"														
Spanish	1098	79%	124	78%	19	50%	1242	94%	7	37%	101	75%	130	79%
Other Indo-European	215	15%	20	13%	6	16%	23	2%	10	53%	27	20%	35	21%
Asian and Pacific Islander	72	5%	5	3%	0	0%	0	0%	0	0%	4	3%	0	0%
Other	3	0%	10	6%	13	34%	56	4%	2	11%	2	1%	0	0%
Total	1388	100%	159	100%	38	100%	1321	100%	19	100%	134	100%	165	100%

Data Category	Montezuma		Red Cliff		Silverthorne		Snowmass Village		Steamboat Springs		Vail		Walden	
	Total #	%	Total #	%	Total #	%	Total #	%	Total #	%	Total #	%	Total #	%
Total Population (5 years old & older)	77	100	217	100	3,542	100	2,657	100	11,425	100	5,056	100	614	100
Population Speaking English "Not Well" or "Not at All"	0	0%	46	21%	524	15%	295	11%	494	4%	287	6%	22	4%
Population Speaking English "Not Well" or "Not at All"														
Spanish	0	0%	43	93%	491	94%	105	36%	370	75%	196	68%	22	100%
Other Indo-European	0	0%	3	7%	21	4%	161	55%	86	17%	69	24%	0	0%
Asian and Pacific Islander	0	0%	0	0%	12	2%	29	10%	38	8%	0	0%	0	0%
Other	0	0%	0	0%	0	0%	0	0%	0	0%	22	8%	0	0%
Total	0	0%	46	100%	524	100%	295	100%	494	100%	287	100%	22	100%

Source: U.S. Census American Community Survey 2007-2011 estimates, population 5 years old and older, speaking another language in the home, who speak English "Not well" or "Not at All."

## 2. Visitor Population

*Since our call center will be coordinating transportation to medical appointments for veterans, senior citizens and the disabled to medical appointments residing in this multicounty region, there will be minimal use if any by the visitor population.*

## 3. Summary

Based on the research conducted in #1 and #2 above, following is a summary of the key questions.

- a. Do LEP populations exist (5% or 1,000 individuals-whichever is less)  
Yes, there is an LEP population in this region.
- b. What languages do they speak? In all counties Spanish is the predominant LEP language. In all but four towns, Spanish is the predominant language. In Aspen, Snowmass Village, Dillon and Hot Sulfur Springs, other Indo-European languages are predominant.
- c. Where are concentrations of LEP persons in your service area? The concentrations of LEP speaking populations are located in neighboring communities to the ski resort towns such as Silverthorne, Redcliff and Minturn. In these locations reside the service workers who are employed at the resorts and in construction. They are predominately Spanish speaking.

## **Factors 2 & 3 Nature, Frequency and Importance of LEP Contact**

### 1. Nature of Contact

What transit services do you provide? We are not the provider of transportation. We coordinate transportation by means of a One Call/One Click call center. Partner agencies will be providing the actual transportation.

What types of contact do you have or could you have with LEP persons? Verbal information will be provided by customer service call center staff and drivers - either in person or by phone. Information will be conveyed via the Internet and website, public meetings and focus groups.

### 2. Frequency of Contact

Monday – Friday 8:30 – 5:00PM.. Contact – Daily during operating hours.

### 3. Importance of Contact

The nature and importance of LEP contacts is high for public transportation services. Therefore, given the nature of our area, strategies to address this need have been developed and will continually be reviewed, and improved where needed.

## **Factor 4 Resources Available for LEP Outreach**

The resources available for LEP outreach include the Website, internet, local papers, County Departments of Health and Human Services, Community Care Clinics, Senior Centers, Veterans Service Officers, Veterans organizations including the DAV, Am Vets, VFW , American Legion, Veterans medical centers and Veteran projects at Workforce Centers.

## **CURRENT LEP EFFORTS**

We are committed to addressing the need to service LEP individuals. Our key publications, including brochures and flyers are available in Spanish and English. Intake forms and client reimbursement forms are also in Spanish and English. We will have a Title VI notice on our brochures and on our web site.

## **IV. PLANS FOR THE FUTURE LEP EFFORTS**

Given the current and potential future need to respond to individuals with Limited English proficiency our LEP Plan includes the elements identified below.

### **A. Identifying LEP Persons Who Need Language Assistance**

In order to identify future LEP needs with respect to our one call/one click call center we will undertake the following:

- Contact the CDOT Civil Rights & Business Resource Center for updated LEP statics
- Review Census updates as they become available;
- Periodically review perceived LEP needs with partner agencies and call center staff;
- Make periodic contacts with school districts and other community agencies that may know of LEP persons or groups.

### **B. Language Assistance Measures**

As the need arises, we will consider the following to respond to LEP needs:

- Work with the Human Services departments in our multi county area and the Family Intercultural Resource Center in Dillon to access their staff for translation services
- Further develop Spanish versions of marketing materials, customer complaint forms, public notices, and related information, as appropriate;
- Obtain copies of CDOT's "Basic Spanish for Transit Employees" and distribute to customer service staff.
- **We have a contract with CTS LanguageLink to provide translation services**  
<http://www.ctslanguageink.com>.
- Identify other community resources such as agencies serving LEP persons which may have resources to share.

### **C. Staff Training**

As the need arises, we will consider the following staff training topics:

- Federal LEP requirements, the NWCCOG LEP Plan and Title VI;
- Staff awareness training;
- Documenting language assistance requests;
- Use of any of the language assistance measures as described above.

### **D. Outreach Efforts**

As the need arises, we will consider the following outreach topics:

- Identify agencies in our area that may serve LEP populations
- Provide information on our call center to them, as appropriate

- Provide opportunities for LEP participation at public meetings, through advertising and conduct of meetings, as appropriate

#### **E. Monitoring and Updating Plan**

We will monitor and update this plan every 2-3 years, as needed. This will include:

- Reviewing our LEP Plan with staff and make adjustments, as needed
- Pay particular attention to demographic changes in our area and to any LEP-related complaints we receive.

The original plan was created June 27, 2013. It was updated on August 30, 2013 and January 11, 2016. The most recent update was made on November 30, 2016.

#### **F. Disseminating Our LEP Plan**

- Have copies of our plan available to give to agencies serving LEP populations in our area and or for individual requests;
- Post our plan on our website;
- Adopted by the Northwest Colorado Council of Governments Council and the Regional Transportation Coordinating Council



# MEMORANDUM

To: NWCCOG Council  
From: Jon Stavney, Executive Director  
Date: 30 November 2016  
Re: Elevator Fee Increase for 2017

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Council,

**Action Requested:** That the council move to adopt the NWCCOG elevator inspection program schedule of fees as of January 1, 2017 as attached.

After further discussions with Steve Allen, we have decided to propose more comprehensive increase to the Permit and Inspection Fee schedule than was envisioned earlier in the 2017 budget process. As noted in the budget narrative, most of the fees have not been increased since the 1990s while many of our costs have risen. It has also become clear to me observing the hours and workload for current staff that Liz was right to work with Steve Allen to propose funding in 2017 for an additional inspector. I believe they may have been overly cautious in not also raising fees as the additional revenues will be required to cover additional costs related to that inspector as well as the incremental overall increased costs of managing the program. The new inspector in conjunction with the increase of fees will allow NWCCOG staff to continue to provide the high level of service that our customer base have enjoyed in the past and deserve into the future.

We will be posting for the position shortly, though with the hiring process, training, and job shadowing requirements it is unlikely that this additional capacity will be on-line before the second quarter of 2017.

Attached is the proposed 2017 fee schedule and the annotated 2016 fee schedule.

**NORTHWEST COLORADO COUNCIL OF GOVERNMENTS  
ELEVATOR INSPECTION PROGRAM  
FEE SCHEDULE 2017**

<b>ANNUAL INSPECTION FEES</b>		
<b>TYPE OF CONVEYANCE</b>	<b>MEMBER RATE EFF</b>	<b>NON-MEMBER RATE</b>
Dumbwaiter	\$225	\$300
Lift	\$225	\$300
Elevators up to 3 stops	\$225	\$300
Elevators with 4 to 6 stops	\$275	\$350
Elevators with 7 to 9 stops	\$325	\$400
Elevators with 10 or more stops	\$375	\$450
Escalators	\$100 per hour	\$100 per hour

<b>CONVEYANCE ALTERATION PERMIT FEES</b>	
<b>TOTAL VALUATION OF ALTERATION</b>	<b>FEE</b>
\$1.00 to \$10,000	\$350.00
\$10,001 to \$25,000	\$500.00
\$25,001 AND UP	\$500.00 for the first \$25,000 plus \$20.00 for each additional \$1,000, or fraction thereof

<b>NEW CONVEYANCE INSTALLATION PERMIT FEES</b>	
<b>Passenger or freight elevator, lula, escalator, moving walk:</b>	
Valuation of \$1.00 to \$50,000	\$500.00
Valuation \$50,000 and up	\$500.00 for first \$50,000 plus \$20.00 for each \$1,000 or fraction thereof over \$50,000
<b>Lift, Dumbwaiter or private residence elevator:</b>	
Valuation \$1.00 to \$20,000	\$350.00
Valuation \$20,000 and up	\$350.00 for first \$20,000 plus \$10.00 for each \$1,000 or fraction thereof over \$20,000

**NORTHWEST COLORADO COUNCIL OF GOVERNMENTS  
ELEVATOR INSPECTION PROGRAM  
FEE SCHEDULE 2017**

<b>OTHER FEES</b>	
\$150 per hour	Reinspections
\$150 per hour	Witness inspection
\$150 per hour	Inspections outside of normal business hours (minimum charge - two hours)
\$150 per hour	Inspections for which no fee is specifically indicated (minimum charge of one hour)
\$150 per hour	Additional plan review required by changes, additions or revisions to plans (minimum charge of one hour)
\$150 per hour	Elevator Fire Alarm Permit
\$1,000 each	Reinspection fees assessed under provisions of Section 305.8 of Uniform Administrative Code. <b>(ie, Permit Acceptance Failure)</b>
Actual costs (include administrative and overhead costs)	For use of outside consultants for plan checking and inspections, or both

**NORTHWEST COLORADO COUNCIL OF GOVERNMENTS**  
**ELEVATOR INSPECTION PROGRAM**  
**FEE SCHEDULE 2016 (2017 PROPOSED CHANGES IN YELLOW)**

<b>ANNUAL INSPECTION FEES</b>		
<b>TYPE OF CONVEYANCE</b>	<b>MEMBER RATE</b>	<b>NON-MEMBER RATE</b>
Dumbwaiter	\$225	\$300
Lift	\$225	\$300
Elevators up to 3 stops	\$225	\$300
Elevators with 4 to 6 stops	\$275	\$350
Elevators with 7 to 9 stops	\$325	\$400
Elevators with 10 or more stops	\$375	\$450
Escalators	\$75 per hour <b>INCREASE TO \$100/HR</b>	\$75 per hour <b>INCREASE TO \$100/HR</b>

INCREASED  
MAY 2015 from  
Member Rate \$225  
Non-Member Rate \$300

<b>CONVEYANCE ALTERATION PERMIT FEES</b>			
<b>TOTAL VALUATION OF ALTERATION</b>	<b>FEE</b>	<b>VALUATION</b>	<b>FEE</b>
\$1.00 to \$500	\$23.50	\$1.00 to \$10,000	\$350.00
\$501 to \$2,000	\$23.50 for the first \$500 plus \$3.05 for each		
\$2,001 to \$25,000	\$69.25 for the first \$2,000 plus \$14 for each additional \$1,000, or fraction thereof, to and including \$25,000.	\$10,001 to \$25,000	\$500.00
\$25,001 to \$50,000	\$391.25 for the first \$25,000 plus \$10.10 for each additional \$1,000, or fraction thereof, to and including \$50,000.		
\$50,001 to \$100,000	\$643.75 for the first \$50,000 plus \$7.00 for each additional \$1,000., or fraction thereof, to and including \$100,000.	\$25,000 AND UP	\$500.00 for the first \$25,000 plus \$20.00 for each additional \$1,000, or fraction thereof
\$100,001 to \$500,000	\$993.75 for the first \$100,000 plus \$5.60 for each additional \$1,000, or fraction thereof, to and including \$500,000.		
\$500,001 to \$1,000,000	\$3,233.75 for the first \$500,000.00 plus \$4.75 for each additional \$1,000, or fraction thereof, to and including \$1,000,000.		
\$1,000,001 and up	\$5,608.75 for the first \$1,000,000 plus \$3.15 for each additional \$1,000, or fraction thereof.		



# NORTHWEST COLORADO COUNCIL OF GOVERNMENTS

## ELEVATOR INSPECTION PROGRAM

### FEE SCHEDULE 2016 (2017 PROPOSED CHANGES IN YELLOW)

<b>NEW CONVEYANCE INSTALLATION PERMIT FEES</b>
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<b>Passenger or freight elevator, lula, escalator, moving walk:</b>		
Valuation of \$1.00 to \$50,000	\$375	<b>INCREASE TO \$500</b>
Valuation \$50,000 and up	\$375.00 for first \$50,000 plus \$7.00 for each \$1,000 or fraction thereof over \$50,000.	<b>INCREASE TO \$500.00</b> for first \$50,000 plus <b>\$20.00</b> for each \$1,000 or fraction thereof over \$50,000

<b>Lift, Dumbwaiter or private residence elevator:</b>		
Valuation \$1.00 to \$20,000	\$275	<b>INCREASE TO \$350</b>
Valuation \$20,000 and up	\$275.00 for first \$20,000 plus \$4.00 for each \$1,000 or fraction thereof over \$20,000.	<b>INCREASE TO \$350.00</b> for first \$20,000 plus <b>\$10.00</b> for each \$1,000 or fraction thereof over \$20,000

<b>OTHER FEES</b>
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\$75 per hour <b>INCREASE TO \$150/HR</b>	Reinspections
\$75 per hour <b>INCREASE TO \$150/HR</b>	Witness inspection
<del>\$75 per hour</del> <b>DELETE</b>	<del>Consultations</del> <b>DELETE</b>
\$75 per hour <b>INCREASE TO \$150/HR</b>	Inspections outside of normal business hours (minimum charge - two hours)
\$75 per hour <b>INCREASE TO \$150/HR</b>	Inspections for which no fee is specifically indicated (minimum charge of one hour)
\$75 per hour <b>INCREASE TO \$150/HR</b>	Additional plan review required by changes, additions or revisions to plans (minimum charge of one hour)
\$250 for up to four hours; additional hours will be charged at \$75 per hour <b>CHANGE TO \$150/HR</b>	Elevator Fire Alarm Permit
\$450 per unit <b>INCREASE TO \$1,000 per unit</b>	Reinspection fees assessed under provisions of Section 305.8 of Uniform Administrative Code <b>(ie, Permit Acceptance Failure)</b>
Actual costs (include administrative and overhead costs)	For use of outside consultants for plan checking and inspections, or both



# MEMORANDUM

**To:** NWCCOG Economic Development District Board of Directors  
**From:** Rachel Lunney, Director, NWCCOG EDD  
**Date:** 11/30/16  
**Re:** EDD Bylaws and Board Composition  
**Required Action:** Feedback for Action in January to amend EDD Bylaws and Board Roster to remove majority and membership thresholds previously required by the EDA

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**Summary:**

The EDA recently went through process to revise several regulations with respect to bodies that govern economic development districts. EDA’s revised regulations, which took effect on January 20, 2015, promote two key pillars of EDA: innovation and regional collaboration. The final rule encourages coordination and the leveraging of other federal resources while providing greater flexibility to EDA stakeholders. Some key changes were made to the regulations governing the Comprehensive Economic Development Strategies (CEDS) process, EDA’s Planning program and Economic Development Districts (EDDs). These changes include:

Eliminates the current membership thresholds for EDD policy boards, so:

- No longer required that EDD policy boards include at least a majority of its membership being elected officials or employees of a State, local or Indian tribal government appointed to represent the government.
- No longer required that EDD policy boards include at least one private sector Representative.
- No longer required that EDD policy boards include one or more representatives from Chambers of Commerce, institutions of post-secondary education, workforce development groups, or labor groups, all of which must aggregate a minimum of 35 percent of the District Organization’s governing body.
- In lieu of the membership thresholds, EDA maintains the requirement that the governing bodies must demonstrate that they are broadly representative of the principal economic interests of the region and adds the requirement that governing bodies must demonstrate the capability to implement the relevant CEDS.
- District Organizations must meet at least twice a year, instead of annually.

We are not proposing significant changes to the EDD Board of Directors, because we believe that it is currently broadly representative of the principal economic interests of the region. We are proposing to change the language of the bylaws such it remains flexible, and does not bind us to meet majority or membership thresholds for any type of economic stakeholder as was previously required by the EDA. This will allow the EDD to amend the makeup of the board as we see fit, as long as it continues to broadly represent the key economic interests of the region.

**Options:**

1 – No revision. No change to bylaws or board makeup. Keep membership and majority thresholds. See 2016 EDD Board Roster for current board structure.

2 – Open distribution.

3 – Amend bylaws to reflect the elimination of membership and majority thresholds. Board makeup, with specific membership categories, proposed in the amended bylaws.

**Recommendation:**

Option 3. Please see attached draft 2017 EDD Board of Directors Roster and proposed amended bylaws. This information is for discussion at the December 8, 2016 EDD Board of Directors meeting, and as an action item at the January 26, 2017 EDD Board of Directors meeting.

**BYLAWS OF THE  
NORTHWEST COLORADO COUNCIL OF GOVERNMENTS  
ECONOMIC DEVELOPMENT DISTRICT**

**ARTICLE I  
Adoption and Effect**

These Bylaws shall become effective upon the adoption thereof by a majority of the voting representatives of the Northwest Colorado Council of Governments Economic Development District (hereinafter, the " District" or "EDD Board") at any regular meeting, and shall not be construed to operate in contravention of any provision of the Articles of Association, Northwest Colorado Council of Governments/Economic Development District ("Articles of Association"). Any provision herein determined to be contrary to or in violation of the Articles of Association shall be null, void, and of no effect.

**ARTICLE II  
Representation, and Voting**

**1. Representation**

The EDD Board shall consist of ~~representatives that are are broadly representative of the principal economic interests of the region. no less than fifty-one percent (51%) governmental representatives and no less than thirty-five percent (35%) non-governmental representatives.~~

The EDD Board shall comprise the following representation:

- ~~a. One (1) elected official, or their chief administrative official, from each county within the District, to be appointed by the individual county.~~
- ~~b. Six (6) representatives of the municipalities located within Region 12, to be elected by ballot vote of the Council.~~
- ~~c. One (1) representative from a non-governmental stakeholder organization from each county within the District, to be appointed by the individual county.~~
- ~~d. One (1) representative of the Colorado Mountain College, to be appointed by the College President.~~
- ~~e. One (1) representative from the State office of Workforce Development, to be appointed by the Colorado Workforce Center.~~
- ~~f. One (1) representative from the resort industry, to be appointed in the first year by the NWCCOG Council and thereafter to be appointed by the EDD Board of Directors~~

- ~~g. One (1) representative from the health care industry, to be appointed in the first year by the NWCCOG Council, and thereafter to be appointed by the EDD Board of Directors~~
- ~~h. One (1) representative from each Member Jurisdiction located outside of Region 12, appointed by the jurisdiction.~~
- o One representative from each of NWCCOG's Member County Governments (Eagle, Grand, Jackson, Pitkin, Summit)
- o At least one representative from NWCCOG Member Municipal Government –at least one from each County:
  - o At least one municipal government representative from a municipality in Eagle County
  - o At least one municipal government representative from a municipality in Grand County
  - o At least one municipal government representative from a municipality in Jackson County
  - o At least one municipal government representative from a municipality in Pitkin County
  - o At least one municipal Government representative from a municipality in Summit County
  - o At least one municipal government representative from a municipality in one of NWCCOG's affiliated member municipalities outside Region 12 (i.e. Steamboat Springs, Carbondale, or Glenwood Springs)
- o One Economic Development Organization (EDO) Representative from each of NWCCOG's Member Counties (could be a Chamber of Commerce, Business Association, Visitor's Bureau, DMO, etc.)
- o One representative from Workforce
- o One representative from Education
- o One representative from each of the region's key industries:
  - o Tourism & Outdoor Recreation
  - o Health & Wellness
  - o Creative Industries
  - o Infrastructure & Engineering (Construction)
  - o Technology & Information

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- i. Each appointing authority may also appoint or elect one alternate for each representative it appoints or elects to the Board.

2. **EDD Board Officers.**

EDD Board officers shall be elected by majority vote of the representatives. Officers shall serve for a term of two (2) years from the date of their election.

- a. **Chairman.** The Chairman shall preside at all meetings of the EDD Board and shall be the chief officer of the EDD Board .

- b. **Vice Chairman.** The Vice Chairman shall exercise the functions of the Chairman in the Chairman's absence or incapacity.
- c. **Secretary-Treasurer.** The Secretary-Treasurer shall exercise the functions of the Vice Chairman in the absence or incapacity of the Vice Chairman and shall perform such other duties as may be consistent with the office of Secretary-Treasurer or as may be required by the Chairman.

3. **Term of Representation**

Each representative shall serve a two year term unless sooner replaced by the appointing authority. Representatives shall serve on the EDD Board at the will of the appointing authority. All representatives serving on the original EDD Board shall serve from the EDD Board's inception until the second January following the EDD Board's creation.

4. **Allocation of Voting Rights**

Each representative shall be entitled to vote on any matter that requires a vote by the Board. Each representative shall have a total of one vote. Only the representatives of those appointing authorities whose dues payments are current are entitled to cast a vote at a meeting of the EDD Board.

5. **Quorum**

A quorum shall consist of no less than seven representatives or their alternates. To pass a budget or set dues, the majority of the representatives comprising the quorum shall be government representatives.

6. **Telephone Polling**

In order to achieve a quorum, the EDD Board may poll by telephone, not more than two representatives, with respect to a specific matter before the EDD Board on motion or resolution. Such telephone polling shall constitute the equivalent of a physical presence at the meeting of the representative(s) so polled, shall be carried out by the Chairman, and the results of the poll reported to the EDD Board by the Chairman. The minutes for the meeting shall reflect that a telephone poll was taken, the results thereof, and the representative(s) polled by telephone. Further, a memorandum of the telephone poll shall be approved and signed by the polled representative. If the representative(s) does not approve and sign the memorandum, the action upon which the vote, including the poll, was taken shall be null, void and of no effect.

7. **Electronic Voting**

With prior approval by the EDD Board, the representatives may vote via electronic means on subjects not related to the budget or the setting of dues.

**ARTICLE III**  
**Annual Dues Assessment Policies**

1. **Dues Assessment and Payment**

- a. The EDD Board will receive a dues payment from the Council equal to 50% of the EDD's adopted budget minus other revenues received or budgeted to be received.
- b. The EDD Board shall adopt a voluntary dues structure that applies to private sector representation, to offset the costs of adding the private sector representatives to the EDD Board and to be applied toward matching the federal dollars.
- c. By August 31st, the EDD Board shall send notices stating the amount of the next calendar year's annual dues assessment. Confirmation of intention to pay the assessment is due to the EDD Board by October 31st. Dues assessments are due and payable on an annual basis by February 28<sup>th</sup>.

2. **Required Withdrawal from EDD Board**

In the event of non-payment of dues the EDD Board may by majority vote require that the non-paying entity withdraw its representation on the EDD Board.

**ARTICLE IV**  
**Financial Management**

1. **Annual Budget**

Each year between October 1 and October 15, the Chairman shall submit, by mail, to the EDD Board an estimate of the budget required for the operation of the EDD Board during the ensuing calendar year.

2. **Funding Sources**

The EDD Board is specifically empowered to contract or otherwise participate in and to accept grants, funds, gifts or services from any Federal, State or local government or its agencies or instrumentality thereof, and from private and civic sources, and to expend funds received therefrom, under provisions as may be required of and agreed to by the EDD Board, in connection with any program or purpose for which the EDD Board exists.

3. **Accounting**

The EDD Board shall arrange for a systematic and continuous record of its financial affairs and transactions and shall obtain an annual audit of its financial transactions and expenditures.

**ARTICLE V**  
**Executive Staff**

**1. Hiring and Termination**

The NWCCOG Executive Committee shall appoint professional Executive Staff who shall serve at the pleasure of the EDD Board, and may be hired and/ or terminated only by a vote of the Council pursuant to Article II Section 3 of the Amended and Restated Bylaws of the Northwest Colorado Council of Governments.

**2. Duties**

The Executive Staff shall serve as the general administrators of the EDD Board and shall oversee the daily affairs in a manner that carries out the will of the EDD Board, including but not limited to the following authority:

- a. The Executive Staff shall implement personnel policies, and shall hire, supervise and terminate employment for the staff of the EDD Board.
- b. The Executive Staff shall have the authority to enter into contracts for services and materials on behalf of the EDD Board provided, however, that the EDD Board has previously approved budget items encompassing such services and materials, and the contracts implement items in the Work Program approved by the EDD Board. In no event may the Executive Staff enter into contracts in excess of \$20,000. The Executive Staff shall have the authority to dispose of, by sale or exchange, property and equipment of the EDD Board up to and including a value of \$1,000 per unit or market lot, as appropriate, without prior approval of the EDD Board. Upon approval of the EDD Board or Executive Committee, as appropriate, the Executive Staff may dispose of EDD Board property or equipment valued in excess of \$1,000.
- c. The Executive Staff shall have the authority to bind the EDD Board during the course of contract negotiations with present or future contractors with the EDD Board provided, however, that the specific contract under negotiation has previously been approved by the EDD Board. The Executive Staff shall have the authority to implement change orders and contract amendments consistent with the intent and purpose of previously approved contracts.

**ARTICLE VI**  
**Amendment**



These Bylaws may be amended by resolution of the EDD Board, approved by majority vote of the EDD Board.

**ARTICLE VII**  
**Rules of Order**

Except as otherwise provided in these Articles, Robert's Rules of Order shall prevail for the conduct of business of the EDD Board.

**ARTICLE VIII**  
**Meetings**

The EDD Board shall hold meetings open to the public at least ~~once~~-twice a year and shall also publish the date and agenda of such meetings sufficiently in advance to allow the public a reasonable time to prepare in order to participate effectively.

The EDD shall provide information sufficiently in advance of decisions to give the public adequate opportunity to review and react to proposals. The EDD shall communicate technical data and other material to the public so they may understand the impact of public programs, available options and alternative decisions.

The EDD shall make available to the public such audited statements, annual budgets and minutes of public meetings, as may be reasonably requested.

The EDD and its board of directors shall comply with all Federal and State financial assistance reporting requirements and the conflicts of interest provisions set forth in CFR § 302.17.

**ARTICLE IX**  
**Committees**

The EDD Board may establish advisory committees as may be necessary from time to time.

**ARTICLE X**  
**Indemnification**

The EDD Board shall indemnify, to the extent permitted by law, any person who is an officer, agent, fiduciary or employee of the EDD Board against any claim, liability or expense arising against or incurred by such person as a result of actions reasonably taken by him at the direction of the EDD Board. The EDD Board shall further have the authority to the full extent permitted by the law to indemnify its directors, officers, agents, fiduciaries and employees against any claim, liability or expense arising against or incurred by them in all other circumstances and to maintain insurance providing such indemnification.

**NWCCOG – Economic Development District  
Governing Body  
EDD Board of Directors 2016**

**1. Government Representatives** (*Dues Paying Region 12 Jurisdictions*) **(11)**

Name	Jurisdiction	Position
Kathy Chandler-Henry	Eagle County	County Commissioner
DiAnn Butler	Grand County	Economic Development Coordinator ( <i>appointed by Commissioner</i> )
Betsy Blecha	Jackson County	County Commissioner
Patti Clapper	Pitkin County	County Commissioner
Karn Stiegelmeier	Summit County	County Commissioner
Jeremy Rietmann	Town of Gypsum	Economic Development Director ( <i>appointed by Mayor</i> )
Tom Clark	Town of Kremmling	Mayor
Kelli McDonald	Town of Vail	Economic Development Director ( <i>appointed by Mayor</i> )
Denise Tomasic	Town of Basalt	Planner ( <i>appointed by Mayor</i> )
Ben Raitano	Town of Dillon	Councilmember
Suze Kanack	Town of Walden	Town Clerk

**2. Non-Government Representatives (9)**

**A. Private Sector Representatives (2)**

Name	Company	Position
Doris Kirchner	Vail Valley Medical Center (Healthcare Rep)	President & CEO
Vacant	Resort Industry Representative	TBD

**B. Stakeholder Organization Representatives (7)**

Name	Organization	Position
Chris Romer	Vail Valley Partnership <i>This is the chamber of commerce for Town of Vail</i>	Executive Director
Catherine Ross	Winter Park/Fraser Valley Chamber of Commerce	Executive Director
Vacant	Jackson County Stakeholder Organization	TBD
Robin Waters	Basalt Chamber of Commerce	President & CEO
Corry Mihm	Summit Independent Business Alliance	Executive Director
Dr. Matt Gianneschi	Colorado Mountain College	Chief Operating Officer and Chief of Staff
Jack Taylor	Colorado Workforce Center	Business Services Representative

**Calculations:**

	<u>Number</u>	<u>Percent</u>
1. Government Representatives (51 - 65%)	11	<u>55%</u>
2. Non-Government Representatives (35 - 49%)	<u>9</u>	<u>45%</u>
A. Private Sector Representatives (at least 1)	2	
B. Stakeholder Organization Representatives (at least 1)	<u>7</u>	
Total Board Membership	<u>20</u>	<u>100%</u>

**Ex Officio Representatives (3)**

Name	Jurisdiction	Position
John Hoffmann	Town of Carbondale	Trustee
Kathryn Trauger	City of Glenwood Springs	Councilmember
Walter Magill	City of Steamboat Springs	Councilmember

**[Proposed – with Option 3]**

**NWCCOG – Economic Development District  
EDD Board of Directors  
2017**

<b>County Government Representatives</b>			
Eagle County	Kathy Chandler-Henry	Commissioner	Eagle County
Grand County	DiAnn Butler	Economic Development Coordinator	Grand County
Jackson County	Betsy Blecha	Commissioner	Jackson County
Pitkin County	Patti Clapper	Commissioner	Pitkin County
Summit County	Karn Stiegelmeier	Commissioner	Summit County
<b>Municipal Government Representatives</b>			
Eagle County	Jeremy Rietmann	Economic Development Director	Town of Gypsum
Eagle County	Kelli McDonald	Economic Development Manager	Town of Vail
Grand County	Tom Clark	Mayor	Town of Kremmling
Jackson County			Town of Walden
Pitkin County			
Summit County			
<b>Economic Development Organization Representatives</b>			
Eagle County	Chris Romer	President/CEO	Vail Valley Partnership
Grand County	Catherine Ross	Executive Director	Winter Park/Fraser Chamber of Commerce
Jackson County			
Pitkin County	Robin Waters	President/CEO	Basalt Chamber of Commerce
Summit County	Corry Mihm	Executive Director	SIBA/Summit Chamber of Commerce
<b>Key Industry Representatives</b>			
Tourism & Outdoor Recreation			
Health & Wellness	Susan Fairweather	Community Relations Manager	Kaiser Permanente
Creative Industries			
Infrastructure & Engineering			
Technology & Information	Amy Kemp	Founder/Owner	Elevate CoSpace/Mountain Top Media
Agriculture			
<b>Workforce and Education Representatives</b>			
Workforce	Jack Taylor	Business Services Manager	Colorado Workforce Center - Frisco
Education	Matt Gianneschi	COO/Chief of Staff	Colorado Mountain College

## MEMORANDUM

To: Jon Stavney and NWCCOG Council

From: Torie Jarvis, contract staff to QQ

Date: November 28, 2016

### **RE: Potential fiscal agency to the Learning By Doing Cooperative Effort in Grand County**

This memorandum is an update only; no action is requested.

The Learning By Doing Cooperative Effort (“Learning By Doing” or “LBD”) has asked NWCCOG to consider acting as a fiscal agent for potential grant opportunities that may arise for the group. At this time, LBD is identifying projects and potential grant opportunities, so funding amounts are unknown. NWCCOG/ QQ plans to work with Jon Stavney and the LBD Management Committee to develop a resolution outlining fiscal agency duties similar to the one the NWCCOG Board signed onto last month for the Upper Colorado Wild & Scenic Stakeholder Group.

LBD was formed by two intergovernmental agreements, one between Northern Water Conservancy District and West Slope entities on the Management Committee, and one IGA between Denver Water and the West Slope entities. The overarching goal of LBD is to maintain and, where reasonably possible, restore or enhance the condition of the aquatic environment in Grand County. The participants in LBD have a mutual interest in protecting the aquatic environment and commit to work together in a cooperative and comprehensive manner to address issues related to maintaining and, when reasonably possible, enhancing the condition of the aquatic environment in Grand County.

The Management Committee for Learning By Doing is comprised of Grand County, the Colorado River Water Conservation District, Middle Park Water Conservancy District, Northern Water Conservancy District, Denver Water, and Trout Unlimited. NWCCOG/ QQ provides technical and legal assistance to the group. LBD is examining whether to become a nonprofit corporation under Colorado law and also about whether to apply for tax exempt status through the IRS. In the interim, and possibly more long term, they have requested NWCCOG serve as a fiscal agent so the group can apply for grants to start working on the group’s mission.



# PROGRAM UPDATES

**To:** NWCCOG Council  
**From:** NWCCOG Staff  
**Date:** December 1, 2016  
**Re:** Program Updates

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The following are the events of note that have occurred since the October 27, 2016 NWCCOG meeting.

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

The ED transition with Liz went smoothly on Nov 1<sup>st</sup>. My orientation continues with much support from staff. Beyond day-to-day interactions for business purposes, I've met with each Director for an extended discussion of their program at least once, and will follow through on 2017 goals with employee reviews in December. Besides keeping the trains running on time, while learning internal processes and policies, I will begin to assess and recommend changes of these internal functions in 2017 (the last comprehensive review of P&P was in 2011, Employee Handbook in 2014).

Press Release on ED transition was sent out, which led to follow up interviews with Vail Daily and with Ski Hi News both of which published profile stories

Staff has worked with CliftonLarsonAllen LLP for the past month to complete our 2015 audit. In discussing the 2016 Audit with Mike Kurth, it is our intent to RFP for this at the first of the year in order to choose a firm and get audits back on schedule. We are still catching up on various reporting deadlines that were missed because of late completion of the 2015 audit.

I worked on completion of the 3 year EIAF grant with Greg Winkler from DOLA, including securing funding from Rio Blanco and Routt county, only to hear from Greg this past week that the grant cycle (Due Dec 1) has been postponed until February. I will continue working with Greg to reshape the draft grant, primarily to tailor it from a 3 year to a 1 year grant request.

NRC has completed the draft Gap Analysis for the Aging Population. I will be working with Erin to provide feedback on the draft document for publication in mid-December.

I am also working closely with Rachel, as well as representatives from Grand and Clear Creek Counties on selection of a firm through RFP to perform an "Economic Resurgence and Resiliency Action and Implementation Plan"

I will work with our PR consultant on the 2016 Annual Report

**Alpine Area Agency on Aging (Alpine AAA)** – *Erin Fisher, Director*

**AAAA Website** – The AlpineAAA has a new website! Check out the site for great information for seniors, caregivers, and resources for aging well. [www.alpineaaa.org](http://www.alpineaaa.org)

**REST Training** – In September, we hosted a train-the-trainer REST (Respite Education & Support Tools) event in Frisco. Now the trainers are scheduling training events for the respite volunteers. The first one is slated for January



28th, [REST Companion Training](#), Grand County—Grand County Senior Center, 129 3rd Street, Granby, CO 80446  
9:30 a.m.-5:30 p.m.



**Being Mortal Discussions** – We were accepted to be a host of the Being Mortal Project through the Hospice Foundation of America. The project uses PBS’s FRONTLINE film “Being Mortal,” based on the book of the same name by Atul Gawande, MD, to educate audiences and encourage people to take concrete steps to identify and communicate their wishes for end-of-life care.

More events are being scheduled, but click on the links for more information for the following dates:

- January 11th, 2017 from 5:30 p.m. to 8:00 p.m., [Being Mortal Community Screening & Discussion](#)—Summit County at the Summit County Community and Senior Center—0083 Nancy’s Place CR 1014, Frisco, CO 80443
- January 12th, [Being Mortal Community Screening & Discussion](#)—Granby Library, 55 Zero Street Granby, CO 80446 5:30 p.m. to 8:00 p.m.

**Enight Low Vision Assessments and Training** – We are using state vision impairment funding to partner with Enight Skills Center, Inc. to bring free low vision assessments and training to Granby on February 22<sup>nd</sup>, 2017. To register and for more information, visit our website: <http://alpineaaa.org/index.php/wdevent/ensight-low-vision-assessments-training/2017-02-22/>



**CASOA & Gap Analysis Draft Complete** – We have received the draft of the Regional Senior Services Gap Analysis from National Research Center, Inc. NRC is the entity that completed the 2010 analysis and the report compares the current data with 2010’s data, creating a more robust and complete analysis. We are currently reviewing the document internally, and the final report will be disseminated after any revisions are completed.

**Carryover Funds** – The State Unit on Aging has released the Carryover amounts for SFY 2016.

Funding Part	SFY 2016 Initial Estimated Budget Amount	2015 Carryover	Total SFY 2016 Budget	SFY 2016 YTD Expenses	SFY 2016 Budget Balance	Amount allowed to be carried over	Final Carryover Allocation By Part
Federal Admin	35,140.00	0.00	35,140.00	35,140.00	0.00	35,140.00	<b>0.00</b>
TITLE III - Part B	89,050.00	5,459.00	94,509.00	50,102.09	44,406.91	9,706.45	<b>19,376.00</b>
TITLE III - Part C1	127,930.00	13,052.00	140,982.00	100,526.09	40,455.91	13,944.37	<b>14,194.00</b>
TITLE III - Part D	5,422.00	70.00	5,492.00	5,345.00	147.00	591.00	<b>678.00</b>
TITLE III - Part E	36,930.00	3,877.00	40,807.00	38,456.75	2,350.25	4,025.37	<b>4,025.00</b>
TITLE III - PartC2	77,595.00	4,116.00	81,711.00	65,244.39	16,466.61	8,457.86	<b>8,458.00</b>
TITLE VII - EA	736.00	11.00	747.00	747.00	0.00	80.22	<b>15.00</b>
TITLE VII - OMB	198.00	5.00	203.00	203.00	0.00	21.58	<b>0.00</b>

**Ombudsman** – The Alpine AAA is researching the feasibility of adding a part time, contract Ombudsman to the team. As more Assisted Living and Skilled Nursing Facilities come to the region, it is stretching our capacity to serve as the Lead Ombudsman and work a caseload to the seven facilities we are responsible for, in addition to the regular Alpine AAA responsibilities. We are working with the State Ombudsman to decipher the federal and state regulations around this potential new role.

**Regional Advisory Council (RAC) Meeting Dates & Member Recruitment** – The 2017 meeting dates for RAC meetings are now available online: <http://alpineaaa.org/index.php/get-involved/regional-advisory-council/>. The RAC acts as the grassroots arm of Alpine Area Agency on Aging and is instrumental in the research, development, and monitoring of our four year Area Plan. The RAC involves individuals from the community who have a broad based knowledge of the needs and desires of older individuals and is comprised of at least 50% older adults.

We’re looking for seniors and advocates for seniors to represent the region on the RAC. If you or someone you know is interested in becoming a Regional Advisory Council member, please contact Erin at the Alpine Area Agency on Aging at 970-468-0295 or [aaa12@nwccog.org](mailto:aaa12@nwccog.org).

**Alpine Area Retired and Senior Volunteer Program (RSVP)** – *C.J. Grove, Alpine RSVP & NWCCOG Volunteer Program Coordinator*

**Alpine Area RSVP (Eagle County only)** – Our service numbers for the period of October 1st – October 31st are as follows: We have a total of 133 volunteers.

**Capacity building – 115 hours:** the majority of these hours were worked at the Eagle Valley Community Fund Rummage Sale

**Education –91.50 hours:** After school meal program & school nurse

**Healthy Futures – 612.25 hours:** coaching/training classes, distributing information, preventing elder abuse, companionship, food delivery, transportation, food collection and congregate meals sites

**Other Community Priorities – 119.50 hours**

**Veterans transportation – 28.00 hours**

We are sponsoring Project Visibility (Providing Services to LGBTQ Seniors) training in Edwards on December 9<sup>th</sup>

**Alpine Area Agency on Aging (Eagle, Grand, Jackson, Pitkin and Summit)** – We had to postpone our REST training in November and are looking to reschedule for January.

**State Health Insurance Assistance Program (SHIP)/Senior Medicare Patrol (SMP)** –*T.J. Dufresne, Health Insurance Assistance Coordinator*

The SHIP Medicare Counseling Program's Part D annual Open Enrollment Period (OEP) officially started October 15th. It runs through December 7<sup>th</sup>.

Our main focus in October and November has been meeting the demand for Medicare assistance. We receive calls requesting appointments for assistance over the phone and in-person. Contract year to date we have had 476 individual contacts. That is a 237% increase in assistance from last year.

Our local senior centers have been very helpful not only to raise awareness of our Medicare services, but also to schedule appointments and reserve space for our in-person appointments in each county. The Alpine Area on Aging Agency is proud of our strong relationship with our contracted programs in the region which have significantly helped increase the ease of access to and utilization of Medicare assistance.

We receive many referrals from our other community partners in addition to our contracted agencies. Noteworthy partners include Middle Park Medical Center patient navigators, Mountain Family Rural Health, Senior Centers in all five counties, Connect for Health Colorado's Health Coverage Guides through Summit FIRC (Family & Intercultural Resource Center Summit) and Grand County Rural Health Network, Centura Health Care in Summit County, Summit Medical Center, and Social Services in all five of our region's counties. We continue to strengthen our partnerships and continue to work to develop new partnerships with more organizations who serve our Medicare beneficiary populations and those soon to become Medicare beneficiaries. We currently have five active volunteers who assist Medicare beneficiaries. Our three new counselors recently started to take appointments independently. They have been very successful when they help our Medicare beneficiaries compare Part C Advantage health plans and Part D prescription plans. They are eager to learn more of the nuances of the Medicare world and are very grateful to be able to offer important assistance and support in our community and realize the importance of the volunteer work they do.

We still struggle to find Medicare volunteer counselors in Pitkin, Grand, and Jackson counties. The online training for new volunteers still has not been released for those who will work directly with beneficiaries, and we think it may be easier to recruit counselors when it is released. We have been able to recruit volunteers to assist with data entry, community education, a monthly newsletter, presentations, and promotion of education events.

**Broadband Program** – *Nate Walowitz, Regional Broadband Coordinator*

\*\*Please see end of Program Updates for Broadband report.

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

**CEDS Update:** The CEDS document and website will be presented to the NWCCOG Council and EDD Board of Directors on December 8<sup>th</sup>.

**OEDIT Blueprint 2.0 Technical Assistance Program** – NWCCOG has been awarded an OEDIT Blueprint 2.0 technical assistance grant for “Incubator/Accelerator Best Practices”. The award is not cash, only technical assistance through OEDIT. We intend to send a team from our region to visit a successful project in the state. We are having a stakeholder planning meeting on December 6<sup>th</sup> to discuss timeline and logistics of the trip which will happen in the spring of 2017.

**WorkWell Collaborative** – the WorkWell Collaborative team had a facilitated strategic planning session on Friday, November 18<sup>th</sup>. The meeting was attended by all Health Links county-level advisors, Health Links staff, Eagle County Public Health staff, and NWCCOG staff. The purpose of the meeting was to discuss next steps for the near future. Action items that resulted from that meeting include: issue an RFP and hire "marketing contractor" (freelance designer, copy editor, PR and marketing); do another Accelerator Program; develop a more refined training schedule; partnerships (define what we want out of them, Chamber recognition programs, etc.); identify top health priorities by community (via local public health agencies); regularly share best practices; Workforce Development Board follow-up on regional worksite wellness subcommittee.

**EDA** – Economic Adjustment Assistance grant for Grand/Clear Creek Counties: the grant in the amount of \$100,000 (matched by \$100,000 from Climax Molybdenum) has been awarded. The grant funds will be used to hire a contractor to conduct a study of the economic impacts of the imminent closure of the Henderson Mill and Mine in those 2 counties. Ten proposals were received from prospective firms/companies to complete the project. Five finalists will be interviewed by the project team on Friday, December 9. The company selected will enter into a contract with NWCCOG (grant applicant), and work will commence in January 2017.

**Elevator Inspection Program (EIP)** – Steve Allen, Director

The Elevator Inspection Program continues to be very busy with the annual inspections and new conveyances turnovers while increasing the number of 5-Year witnessing tests. To date, 151 permits for new or modified units have been issued in 2016.

**Energy Management (Weatherization)**- Nate Speerstra, Weatherization Program Specialist

At the end of November we will have completed our multi-year, multi-family project in Eagle County. We weatherized 2 buildings in our 14/15 grant year, 2 in our 15/16 grant year, and the final building is being completed and inspected this week. With the planned production of 19 finished units this month we will be at 48 completions which is exactly half of our contracted units for the year.

With the heating season properly upon us the Crisis Intervention Program has started to take on a more important role in our daily operations. Since October we have had 3 furnace replacements and 3 heating service calls to attend to. Additionally, our CARE work has continued to grow. We have signed on with another CARE provider to do sub-contracting work in the Roaring Fork Valley. We have at least 17 jobs through the 6 CARE organizations working in Eagle, Garfield, Lake, Pitkin, Routt, and Summit counties. We have 3 CARE jobs completed and 7 more already in production.

**Northwest All Hazards Emergency Management Region (NWAHEMR)** – Kim Cancelosi, Coordinator

The HSAC (Homeland Security Advisory Council) 2016 grant formula for Homeland Security Grant Program was discussed during the November 2, 2016 Interface meeting at the Department of Homeland Security and Emergency Management. Five regions in Colorado saw a decrease in funding in 2016. Representatives from each of the nine regions discussed possible changes to the formula and how to define the baseline based on the grant guidance. DHSEM will decide what formula it will present to HSAC and FEMA. The 2017 Grant Guidance will disclose the funding details. It is anticipated the 2017 funds will be close the amount of the 2016 funds.



On November 16, 2016 the NWAHEMR hosted its annual Summit Workshop in Rifle. Over 65 Emergency Managers and Function Representatives from the ten northwest counties attended the workshop. Chris Bornholdt, Garfield Office of Emergency Management; Chuck Vale, DHSEM Regional Field Manager; and Nowell Curran, Training and Exercise Specialist for DHSEM, ran the workshop. The workshop focused on capability assessment using the regional THIRA (Threat and Hazard Identification and Risk Assessment) and county plans, training and exercises plans, the importance of all the function groups working together regionally, and grants deliverables compliance. The workshop helped define what projects, training, and exercises are needed in 2017-2019. It also kicked off the Project Proposal Application process for the 2017 Homeland Security Grant Project. All grant applications are due to Kimberly Cancelosi by the close of the business day on February 1, 2017.

The equipment monitoring for the ten counties has been completed. Additionally, the region was notified by DHSEM that the regional THIRA meets the grant requirements.

**Northwest Loan Fund (NLF)** – Anita Cameron, Director

A loan was approved at the November meeting. The NLF is a sponsor of the only High School Entrepreneurship curriculum in Colorado. A loan recommendation is being submitted for the December 8 Loan Committee meeting. Whitney Smith has been contracted to work part-time for the NLF.

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

NWCCOG has received the contract from the Colorado Department of Transportation (CDOT) for funding of the FTA 5310 Mobility Management program for 2017. We have been awarded \$90,000 which involves an 80/20 match (\$72,000 from CDOT and \$18,000 local funds). The local funds are partially contributed by the four transit companies in the RTCC region –Summit Stage, Steamboat Springs Transit, Eagle County Regional Transportation Authority and Roaring Fork Transportation Authority. We appreciate the continued support of the transit agencies for regional Mobility Management.

CDOT has informed the RTCC that the FTA will permit the extension of the Veterans Transportation and Community Living Initiative (VTCLI) grant through December, 2017. There is approximately \$100,000 remaining on the award. This will help fund the operation of the Mountain Ride Transportation Resource Call Center.

For the first ten months of 2016 we have coordinated 7,014 one-way trips through the Mountain Ride Transportation Resource Center. During the same time in 2015 we coordinated 4,143 trips.

Molly Tompkins, who has worked as Call Center Support in our Mountain Ride Call Center since April, 2015, has been promoted to Mobility Assistant to replace Laurie Patterson who left at the end of October. Chelsey Voden has been hired as Call Center Support.

The next Regional Transportation Coordinating Council (RTCC) meeting will be held on February 1, 2017.

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

QQ's next board meeting is scheduled for Thursday, March 2nd. Location is TBD.

QQ is participating in the upcoming Gunnison Basin Water Quality Standards Rulemaking on behalf of Crested Butte, Gunnison County, and the Upper Gunnison Water Conservancy District. QQ is participating in this rule making to track the way the Division and Commission handle temperature issues, specifically, changes to the shoulder season standards, as we focused heavily on these issues during this year's Basic Standards rule making.

Funding for boat inspections that prevent the introduction of aquatic nuisance species like quagga and zebra mussels has been steadily declining in the past couple of years. To make matters significantly worse, a recent Colorado Supreme Court case drastically reduced available severance tax spending, meaning that funding for the boat inspection program for 2017 and onwards is completely gone. Due to the successful boat inspection program to date, Colorado is one of few Western states without an infestation in any of its lakes and reservoirs. QQ has been a leader in advocating for

increased funding from state and federal agencies and will continue to work on this importation issue.

**Update:** Contributions from other agencies and governments remain slim, so currently there is no funding available for boat inspections in the NWCCOG region.

QQ members recently requested the contract staff team develop a memorandum explaining how the Water Quality Control Commission designates stream segments and water bodies as Outstanding Waters and how such a designation affects its members. QQ contract staff sent that memo to members at the end of November.

QQ continues to work on cooperative adaptive management on the Upper Colorado River system, including the Learning By Doing Cooperative Effort, implementing the CRCA, the Grand Lake Clarity Adaptive Management efforts, and the Upper Colorado Wild and Scenic Stakeholder Group.

QQ is looking forward to working with NWCCOG to commission an update of it's [2011 study](#), *Water & Its Relationship to the Economies of the Headwaters Counties*, along with an update of QQ's [Model Water Quality Standards & Definitions](#) from the 1990s during 2017. Thank you to NWCCOG for your support!

### **Broadband Program** – *Nate Walowitz, Regional Broadband Coordinator*

#### **Broadband summary October Summary:**

- NWCCOG Broadband grant application for 2017-2020 Broadband is being prepared by Jon Stavney for DOLA.
- Nate Walowitz, Liz Mullen and Greg Winkler presented the broadband project status and future plans to the Routt County BOCC.
- CenturyLink continues to ask for continued partnership to leverage state funding. They have appealed the State of Colorado Broadband Deployment Board awards. Hearing for potential resolution of this issue is November 15.
- ForeThought has been approved by the Colorado Broadband Deployment Board for the radio and site infrastructure for middle and last mile for Red Cliff at the Ski Cooper Site. Buildout is scheduled for Spring/Summer 2017. Summit County selected CTC for their strategic plan and has received a DOLA matching administrative grant. Final report and resulting RFIs are in draft mode as of 11/7.
- Pitkin County has submitted a grant application for buildout of three mountaintop microwave system and reconstruction/enhancement of existing county owned tower sites for broadband and DTRS radio sites. DOLA hearing is scheduled for 11/16.
- Fraser and Winter Park broadband sub-plan for their towns continues. Vantage Point is working as their consultant and meeting with local constituents and providers.
- Red Cliff tower project is complete for the winter. Town is meeting with USFS in hopes of having their application for use of Ski Cooper as a relay communications site approved under a CE.
- Rio Blanco County FTTx Project
  - o Meeker/Rangely – Revenue customers being added to the system. Estimates are to have between 300 and 600 paying subscribers on the system by February.
  - o Current consumer and business take rate is over 60%. Estimates were in the high 40% range.
- Tower Project
  - o Construction on primary towers has been completed. Radio equipment is being installed and tested. Broadband deployment from the towers will be fully implemented summer 2017.

#### **October Regional Impact Projects:**

1. NWCCOG Regional Broadband Network – Timeframe: CY 2016-2020 – Priority: A
  - Nate is conducting meetings throughout NWCCOG to share the objectives of the Regional Broadband Network project to local governments and partners.
  - Grant application for 2017-2020 being prepared for DOLA.
2. Broadband Legislation and State Broadband Policy – Timeframe: CY 2016 – Priority: A
  - Legislature not in session.
3. NWCCOG Service Provider Relationships – Timeframe: CY 2016/2017 – Priority: A

- CenturyLink continues to not release county and statewide maps for CAF II funding locations. They are unresponsive as to reasons for the delay beyond their promised July 2016 public release date.
  - CenturyLink continues to ask for continued partnership to leverage state funding. They have appealed the State of Colorado Broadband Deployment Board awards. Hearing for potential resolution of this issue is November 15.
  - CenturyLink submitted a proposal to the Colorado Broadband Deployment Board for more than the available funds. No CenturyLink projects were approved. Please look at <https://www.colorado.gov/pacific/dora/applications-received> to view the proposals.
  - ForeThought submitted a proposal to the Colorado Broadband Deployment Board for the radio and site infrastructure for middle and last mile for Red Cliff at the Ski Cooper Site. Buildout is scheduled for Spring/Summer 2017. ForeThought was awarded the grant. CenturyLink has not exercised their right of first refusal for this project.
  - Mammoth Networks is working in Grand County to enable fiber broadband services to a number of businesses in Tabernash. Comcast quoted \$100,000 build project required to enable these businesses that are less than a quarter mile from the fiber node.
4. DOLA Broadband Grants – Timeframe: CY 2016/2017 – Priority: A
    - Fraser and Winter Park broadband sub-plan for their towns continues. Vantage Point is working as their consultant
    - Summit County selected CTC for their strategic plan and has received a DOLA matching administrative grant. Final report and resulting RFIs are in draft mode as of 11/7.
    - Pitkin County has submitted a grant application for buildout of three mountaintop microwave system and reconstruction/enhancement of existing county owned tower sites for broadband and DTRS radio sites. DOLA hearing is scheduled for 11/16.
  5. State of Colorado OIT Broadband Mapping Project – Timeframe: CY 2016/2017 – Priority: A
    - Megan Chadwick and the State GIS team is having issues supporting our needs for a customized NWCCOG speedtest and survey.
  6. Grant Funding – USDA, FCC Broadband, FCC CAF, DOLA, Broadband Deployment Board – Timeframe: CY 2016 – Priority: A
    - CenturyLink has accepted the CAF II statewide funding and in buildout mode. However, they have not disclosed details of where buildout in Routt and Grand counties has/is occurring.
    - Colorado Telehealth Network (CTN) program funds medical and mental health care provider broadband grant funding from USAC.
    - The Broadband Deployment Board funding is available to providers. Forethought/Brainstorm to submit an application for grant funding of the Ski Cooper and Mosquito Pass broadband sites in cooperation with Red Cliff, Ski Cooper, and Park County.
  7. Create a new Website with Economic Development that includes broadband data for CEDS – Timeframe: Q2 - Q4 2016 – Priority: B
    - New NWCCOG economic development website is available. Broadband and ED information will be published to the site as the CEDs December deadline approaches.
    - Site will be populated in late November 2016.
  8. FirstNet Colorado – Timeframe: CY 2016/2017 – Priority: B
    - To maintain fiscal due diligence, local governments need to start planning and budgeting for use of site infrastructure, costs, long-term public safety communications system investment, potential IT impacts, and long term changes in communication center policies, procedures, and first responder protocols and SOGs.
    - FirstNet Colorado continues to evaluate options and network coverage needs to ensure that the FirstNet national proposal responses and FirstNet’s design meets the needs around the state.
    - FirstNet Colorado is providing training and information seminars around the state.
    - FirstNet Colorado has released an RFI to the state managed RAN network, should Colorado choose to manage their own RAN and/or Opt-Out and build a state funded, not federally funded public safety broadband network.
  9. Work with Estes Park and Grand County on Adams Tunnel Fiber Project – Timeframe: CY 2016/2017 – Priority: D

- Adams Tunnel Fiber Project will be built in Fall/Winter 2016/2017.
  - CenturyLink has interest in using this connection to deliver redundant path bandwidth to/from Estes Park and Grand Lake.
  - Nate Walowitz spoke with Ken Fellman about commercial use of existing utility and WAPA fiber on June 2. He believes that there is some progress on the federal side but there is still no definitive policy for all federal agencies or quasi-public agencies like WAPA on fiber use for commercial broadband applications.
10. Broadband pricing in CenturyTel of Eagle markets – Timeframe: CY 2016 – Priority: D
- While this issue still exists, Eagle County has partnered with Mammoth Networks to provide a 10 Gbps alternate path at very competitive pricing. This broadband network path is available at the Eagle County Government Center in Gypsum.
  - Jackson and Routt Counties still have broadband pricing challenges.
11. Shared Data Repository for Cable Franchise Agreements – Timeframe: CY 2016/2017 – Priority: D
- NWCCOG solicited and posted Cable Franchise Agreements from local jurisdictions on the NWCCOG Google Drive. This was shared with Local/County government officials and the NWCCOG Broadband Steering Committee. This shared folder will be updated as new agreements are received.
  - These files have started to be referenced by Pitkin County.
  - If you have any updates, please forward them for posting to the repository.
12. Statewide economic development GIS data project – Timeframe: 2016/2017 – Priority: D
- Providing COG perspective on data and mapping requirements for statewide GIS integration project. This project is attempting to create a single statewide program that can be leveraged by multiple agencies and COGs.
  - Updated SIO scoring and Top 4 initiatives selected to begin project implementation.
  - Data project will provide mapping of both geocoded and data and non-geocoded data.
  - NWCCOG input is no longer needed.
13. Ensure Steamboat Springs and Craig fiber connections have carrier-based dynamic routing and redundancy – Timeframe: CLOSED – Priority: A
- This issue was reopened based on the July CenturyLink outage.
  - CenturyLink updated Routt, County, Grand County and Kremmling on May 10th with the status of these network upgrades/updates.
  - Path redundancy for voice and 911 voice operations are completed. No data circuits are included in this network update.
14. NWCCOG Internal Network and Hosted VoIP Phone System – Timeframe: CLOSED – Priority: A
- NWCCOG VoIP hosted phone service from Fluent Stream is fully operational.
  - The only component remaining is the need for additional training on their reporting package.

**October County/Local Government Projects:**

1. Eagle County – Timeframe: CY 2016 – Priority: A
  - Mammoth has resolved technical issues with their 10 Gbps wave circuit. Eagle County and San Isabel Telecom are connected and operational.
  - Some western Eagle County residents will benefit from the tower and microwave project that they submitted to DOLA for Broadband Grant Funding.
  - Town of Gypsum is interested in engaging in conversations with providers about deploying broadband in the town.
2. Grand County – Timeframe: CY 2016 – Priority: A
  - Grand County is currently searching for a new IT Director.
  - CenturyLink is installing fiber along U.S. 40 in Fraser in support of CAF 2 deployment.
  - CenturyLink has proposed the county waiving all Right of Way fees for the CAF II construction project. CenturyLink says that they will roll the savings into additional resource deployments. County BOCC will need to evaluate and either approve or reject this CenturyLink proposal.
  - Adams Tunnel project will directly benefit Grand County government, residents, businesses and ISPs. NWCCOG Region will also benefit if CenturyLink supports diverse, redundant routing using this link through Kremmling and potentially into Clear Creek County and I-70.

- CDOT has an interest in developing fiber along the U.S. 40 corridor from Empire through Kremmling. Investigating with Comcast to learn how this project could be of mutual benefit and potential cost sharing.
  - Mountain Parks Electric has contracted with a consultant to investigate FTTH.
3. Jackson County – Timeframe: CY 2016 – Priority: A
- The CenturyLink Central Office is out of broadband bandwidth to Walden. This means they cannot add any new internet customers.
  - Mountain Parks Electric has contracted with a consultant to investigate fiber to the home and broadband support.
  - NWCCOG created a draft of an RFP for County-wide broadband engineering services. The RFP is based on the successful Pitkin County RFP. Jim Murphy needs cooperation from his fellow commissioners and County Manager to complete this effort.
4. Kremmling – Timeframe: CY 2016 – Priority: A
- Comcast continues to work to run fiber to Kremmling from Hot Sulphur Springs, turning over right of way perfection to the retail unit of the company. Project is stalled once again.
  - Mountain Parks Electric has contracted with a consultant to investigate fiber to the home and broadband support. This could provide the town with the alternate provider and path they need to receive more affordable broadband at front range speeds to every home.
5. Pitkin County – Timeframe: CY 2016 – Priority: A
- The County will create a multi-use fiber/wireless broadband loop connecting all their mountaintop sites, local government buildings, businesses and residents for public broadband deployment, public safety communications and County IT network redundancy.
  - A DOLA broadband grant application has been submitted for a Microwave and Tower project to support public safety and broadband throughout Pitkin, Southern Garfield, Western Eagle and Northern Gunnison Counties.
  - Pitkin County is also working on two additional public safety projects; building out and moving their public safety radio communications from VHF to the State DTRS system;
  - Public Safety Answering Point (PSAP) relocation is complete.
8. Rio Blanco County – Timeframe: CY 2016 – Priority: A
- FTTx Project
    - o Meeker/Rangely – Revenue customers being added to the system. Estimates are to have between 300 and 600 paying subscribers on the system by February.
    - o Current consumer and business take rate is over 60%. Estimates were in the high 40% range.
    - o Lit CAI's - Pioneers Medical Center, Meeker School District, Rio Blanco County
  - Tower Project
    - o Construction on primary towers has been completed. Radio equipment is being installed and tested. Broadband deployment from the towers will be fully implemented summer 2017.
9. Routt County – Timeframe: Q3/Q4 2015 – Priority: A
- Liz Mullen, Nate Walowitz, and Greg Winkler presented to Routt County BOCC. They requested more information about the current broadband project status, future fiscal commitments, and an advanced copy of the NWCCOG/Regional Broadband Project application to determine their level of future participation in the project.
  - DOLA awarded a grant for fiber extension to connect County Justice Center and Yampa Valley Electric Association to the NCB CNL.
  - Routt County is working with fiber contractor to install network conduit and fiber.
10. Summit County – Timeframe: CY 2016 – Priority: A
- CTC is working to finalize the county broadband sub-plan that includes broadband and cellular planning for the county. This includes strategy in the Lower Blue, the Lower Blue cellular tower site, the Landfill tower site, communications in Summit Cove, the Town of Heeney and the Town of Montezuma.
  - CTC has also produced drafts of two RFIs to assist the county in gauging interest and support in improving broadband and cellular service throughout the county.

- Summit County and Frisco businesses are interesting in obtaining business class broadband at lower prices. NWCCOG is working with them and the providers to determine best way forward; aggregation, affinity marketing programs, etc.
11. Town of Frisco – Timeframe: Q1/Q2 2016 – Priority: B
    - Comcast stated that they have an ongoing fiber project in town which can assist Frisco in connecting their government buildings.
    - Interest by Frisco/Summit County business community in forming a LTPC. Jack Taylor and Rachel Lunney are working on this with Elevate.
  12. Town of Red Cliff – Timeframe: CY 2016– Priority: A
    - Red Cliff has submitted an application to the USFS for a communications site at Ski Cooper.
    - NWCCOG, Red Cliff, ForeThought and Mammoth Networks are working with Ski Cooper, to use for ski lift terminal structures as mounting locations for poles to host microwave antennas for links from Red Cliff to Ski Cooper and Ski Cooper to Mosquito Pass.
    - Construction on the Red Cliff tower is complete. Xcel power pole placement and running lines is still in progress.
  13. Town of Fraser – Timeframe: Q3/Q4 2016 – Priority: A
    - Fraser and Winter Park are working together on broadband sub-plan for both towns.
    - Vantage Point Consulting is the consultant.
  14. Towns of Winter Park – Timeframe: Q3/Q4 2016 – Priority: A
    - Fraser and Winter Park are working together on broadband sub-plan for both towns.

**November Summary:**

- NWCCOG Broadband grant application for 2017-2020 Broadband has been submitted to DOLA by Jon Stavney.
- Routt County BOCC approved funding their project contribution for July 2017 – June 2018.
- CenturyLink continues their appeal of the State of Colorado Broadband Deployment Board awards. This affects the approved radio and site infrastructure for middle and last mile for Red Cliff at the Ski Cooper Site project.
- CTC completed the final report for Summit County. RFIs for both Fiber to the Premise and Wireless Broadband/Cellular Coverage on posted. NWCCOG assisting in comments and collaborated on the final work products.
- Pitkin County has submitted a grant application for buildout of three mountaintop microwave system and reconstruction/enhancement of existing county owned tower sites for broadband and DTRS radio sites. The DOLA hearing was held on 11/16 and they are awaiting DOLA’s response.
- Fraser and Winter Park broadband sub-plan for their towns continues. Vantage Point is working as their consultant and meeting with local constituents and providers.
- Nate Walowitz is working with Mountain Parks Electric, advising them on broadband issues. The final report from their consultant came back with valuable market and business case information. The Mountain Parks Electric board will be meeting in the near future to decide how to proceed.
- Red Cliff tower project is complete for the winter. Town is meeting with USFS in hopes of having their application for use of Ski Cooper as a relay communications site approved under a CE.
- Town of Gypsum is working with providers to determine how to leverage affordable middle mile bandwidth that is now installed within the town limits.
- Momentum for the creation of a regional broadband transport network is building. Nate will be scheduling a January meeting with the Broadband Steering Committee to discuss a project plan and desired timetables for action.

**November Regional Impact Projects:**

1. NWCCOG Regional Broadband Network – Timeframe: CY 2016-2020 – Priority: A
  - Nate is conducting meetings throughout NWCCOG to share the objectives of the Regional Broadband Network project to local governments and partners.

- New NWCCOG Executive Director, Jon Stavney and Nate will start on regional listening tour in the first quarter of 2017. We will be meeting with counties and towns across NW Colorado to educate public officials on the 2017-2020 regional plans.
  - Grant application for 2017-2020 has been submitted to DOLA.
2. Broadband Legislation and State Broadband Policy – Timeframe: CY 2016 – Priority: A
    - At the CUA conference a representative of the cable industry suggested during a panel discussion the cable providers in Colorado would be interested in updating SB-152. It will also be interesting to learn what CML and CCI plan for the upcoming session.
  3. NWCCOG Service Provider Relationships – Timeframe: CY 2016/2017 – Priority: A
    - CenturyLink continues to not release county and statewide maps for CAF II funding locations. The company is now publically stating that they hope to release these detailed maps of buildouts in December of this year.
    - CenturyLink continues to ask for continued partnership to leverage state funding. They have appealed the State of Colorado Broadband Deployment Board awards. Public meeting for potential resolution of this issue is mid-December.
    - CenturyLink submitted a proposal to the Colorado Broadband Deployment Board for more than the available funds. No CenturyLink projects were approved. Please look at <https://www.colorado.gov/pacific/dora/applications-received> to view the proposals.
    - ForeThought submitted a proposal to the Colorado Broadband Deployment Board for the radio and site infrastructure for middle and last mile for Red Cliff at the Ski Cooper Site. Buildout is scheduled for Spring/Summer 2017. ForeThought was awarded the grant. CenturyLink has not exercised their right of first refusal for this project.
    - Mammoth Networks is working in Grand County to enable fiber broadband services to a number of businesses in Tabernash. Comcast quoted \$100,000 build project required to enable these businesses that are less than a quarter mile from the fiber node.
  4. DOLA Broadband Grants – Timeframe: CY 2016/2017 – Priority: A
    - Fraser and Winter Park broadband sub-plan for their towns continues. Vantage Point is working as their consultant
    - CTC completed the strategic plan for Summit County and has received a DOLA matching administrative grant. Final report and resulting RFIs have been released.
    - Pitkin County has submitted a grant application for buildout of three mountaintop microwave system and reconstruction/enhancement of existing county owned tower sites for broadband and DTRS radio sites. DOLA hearing was held 11/16. Decision is pending.
    - NWCCOG Regional Broadband Grant application was submitted on 11/28.
    - Routt County BOCC approved funding for July 1, 2017 - June 30, 2018.
  5. State of Colorado OIT Broadband Mapping Project – Timeframe: CY 2016/2017 – Priority: A
    - State OIT is working on a number of projects including e-Rate, mapping and broadband speed-test/surveys. Brian Shepherd provides expertise and comments on DOLA grant applications. No current coordination with them on any NWCCOG projects.
  6. Grant Funding – USDA, FCC Broadband, FCC CAF, DOLA, Broadband Deployment Board – Timeframe: CY 2016 – Priority: A
    - CenturyLink has accepted the CAF II statewide funding and in buildout mode. However, they have not disclosed details of where buildout in Routt and Grand counties has/is occurring.
    - Colorado Telehealth Network (CTN) program funds medical and mental health care provider broadband grant funding from USAC.
    - The Broadband Deployment Board has approved projects for funding. CenturyLink has appealed the award process. All awards on hold.
    - Forethought has been approved by the Broadband Deployment Board for funding of the Ski Cooper and Mosquito Pass broadband sites in cooperation with Red Cliff, Ski Cooper, and Park County.
  7. Create a new Website with Economic Development that includes broadband data for CEDS. – Timeframe: Q2 - Q4 2016 – Priority: B

- New NWCCOG economic development website is available. Broadband and ED information will be published to the site as the CEDs December deadline approaches.
  - Site will be populated in late November 2016.
  - Cedar Networks, CenturyLink, ForThought/Brainstorm, Mammoth Networks and Sundial Communications have provided information for the CEDS. Other service providers including Comcast, Slopeside Internet, and Zirkel Wireless have not provided information for this Region 12 document.
8. FirstNet Colorado – Timeframe: CY 2016/2017 – Priority: B
- To maintain fiscal due diligence, local governments need to start planning and budgeting for use of site infrastructure, costs, long-term public safety communications system investment, potential IT impacts, and long term changes in communication center policies, procedures, and first responder protocols and SOGs.
  - FirstNet Colorado continues to evaluate options and network coverage needs to ensure that the FirstNet national proposal responses and FirstNet’s design meets the needs around the state.
  - FirstNet Colorado is providing training and information seminars around the state.
  - FirstNet Colorado has released an RFI to the state managed RAN network, should Colorado choose to manage their own RAN and/or Opt-Out and build a state funded, not federally funded public safety broadband network.
9. Work with Estes Park and Grand County on Adams Tunnel Fiber Project – Timeframe: CY 2016/2017 – Priority: D
- Adams Tunnel Fiber Project will be built in Fall/Winter 2016/2017.
  - CenturyLink has interest in using this connection to deliver redundant path bandwidth to/from Estes Park and Grand Lake.
  - Nate Walowitz spoke with Ken Fellman about commercial use of existing utility and WAPA fiber on June 2. He believes that there is some progress on the federal side but there is still no definitive policy for all federal agencies or quasi-public agencies like WAPA on fiber use for commercial broadband applications.
10. Broadband pricing in CenturyTel of Eagle markets – Timeframe: CY 2016 – Priority: D
- While this issue still exists, Eagle County has partnered with Mammoth Networks to provide a 10 Gbps alternate path at very competitive pricing. This broadband network path is available at the Eagle County Government Center in Gypsum.
  - Jackson and Routt Counties still have broadband pricing challenges.
  - Walden is now out of broadband capacity at their CO despite there being available fibers. CenturyLink will not invest funds improving network capacity to support the market. No CAF II funding is currently targeted for Walden or Jackson County.