

# EAST CENTRAL COUNCIL OF LOCAL GOVERNMENTS

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COLORADO'S CENTRAL PLAINS



Box 28 • Stratton, Colorado 80836 • 719-348-5562 • (FAX) 719-348-5887 • [www.eccog.com](http://www.eccog.com)

## EAST CENTRAL COUNCIL OF LOCAL GOVERNMENTS BOARD OF DIRECTORS MEETING MINUTES JANUARY 4, 2017

### Call to Order

Chairman Nancy Bogenhagen called the January 4, 2017, teleconference meeting of the ECCOG Board of Directors to order at 7:01 PM. The Stratton ECCOG office was staffed by Dora King for the public audience to attend. Board members on the call included: Nancy Bogenhagen, Julie Coonts, Linda Corbin, Monica Halde, Dave Hornung, Troy McCue, Hal McNerney, Don Means, Valerie Rhoades, Larry Ross and Maarten Van Zoeren. Staff members present included: Jo Downey, ECCOG Executive Director; Candace Payne, ECCOG Deputy Director/PDC Administrator; and Dora King, Senior and Transit Services Director. Board members Greg King and Gary Beedy were unable to participate.

### Introduction of Board Members and Guests

Each person on the call introduced themselves. There were no guests at the office public site or on the call.

### Approval of November 2, 2016 Minutes

Chairman Bogenhagen asked the Board for any additions or corrections to the Minutes of the November 2, 2016 meeting. Dave Hornung made a motion to approve the Minutes as presented. Motion was seconded by Hal McNerney and carried unanimously.

### Financial Report

Note: The December 7, 2016 Financial Report and the November payroll of \$27,648.83 and bills totaling \$72,059.88 plus \$523.48 in debit card transactions were approved by mail ballot in December.

The Board reviewed the January 4, 2017 Financial Report and the December payroll of \$27,218.36 and bills totaling \$51,781.57 plus debit card transactions of \$18.84. Hal McNerney made a motion to accept the Financial Report for filing and approve payment of payroll and the bills. Monica Halde seconded the motion, which carried unanimously.

### UNFINISHED BUSINESS:

#### Broadband Plan Status

Jo Downey reported the Broadband consultant, Paul Recanzone, has provided the Steering Committee with a draft plan. This draft was also sent electronically to the ECCOG Board in late November. As of January 4, no comments have been received from either group. The El Paso County data is under review by their IT staff and we await their decision on how to proceed with that portion. Jo Downey said that staff would ask Recanzone to update some of the earlier information prior to consideration of adoption.

since so much time has passed. The final draft will be presented to the ECCOG Board for consideration of adoption in early 2017. After the plan is formally in place, the Colorado Central Plains Broadband website will be developed and other promotional materials drafted to convey the importance of continued Broadband use in the four county ECCOG area.

#### **State Unit on Aging/Area Agency on Aging Carry-Over**

Dora King reviewed the carry-over funds distributed as a Board handout. She indicated that much of the money had to be allocated into specific areas and that there was no leeway for this. The money that was allocated into Title III Part C1 and C2 in the line item area of Equipment and Capital Expenses was discussed. Dora stated the reasoning behind this allocation was the age of some existing equipment in the centers and the anticipation of having to replace equipment. Dora also stated that although there was an additional \$12,118.00 added to the HelpMATE program for Material Aid, very little of the money remains in the account as most has already been allocated. Recently, Dora sent out letters to seniors already receiving services, and those letters have generated replenishment back into the HelpMATE program. In December, Dora sent letters to seniors that have received approval for assistance but have not yet used the money allocated. At the time of the Board meeting, she had not received any letters back from these seniors indicating whether they would still be using the money allocated. There was lengthy discussion from the Board regarding the use of HelpMATE funds. Julie Coonts made a motion that staff send letters by February 1, 2017, to any client who had not used their HelpMATE grant funds stating that any funds not expended by April 30<sup>th</sup> would be redistributed to other applicants. Troy McCue seconded the motion. Motion passed unanimously.

Dora reported Cheyenne Wells and Burlington meal sites will have new staff members on board soon due to recent resignations.

#### **Other**

There was no other old business brought forward.

#### **NEW BUSINESS:**

##### **2017 Board Member Selection Status**

Jo Downey reported that the 2017 ECCOG Board Members selection process has been completed and as new commissioners are being sworn in next week; new members will be announced in late January. Hal McNerney was selected on the Kit Carson County municipal ballot over Kevin Slinger of Stratton. The four County Commission representatives are selected at each county's reorganizational meeting in January. Each county's Economic Development Board Member is also selected at the county reorganizational meeting. Troy McCue was appointed by Prairie Development Corporation to serve another term as the official "At-Large" member. Once the appointments are made in each county the Board will be informed.

##### **Federal Transit Administration 5311 Funds**

Dora King stated that we had received the FTA Section 5311 Grant Agreement from CDOT at the beginning of December. The agreement between CDOT and ECCOG shows the breakdown of federal and local shares. Administrative costs are split at an 80% Federal share (\$45,540.00) and a 20% Local share (\$11,385.00) for a total of \$56,925.00. Operating costs are split evenly with 50% Federal (\$136,650)

and 50% Local (\$136,650) for a total of \$273,300.00. The Grant Agreement needed to be into CDOT by the end of December so that process had already been executed. Larry Ross made a motion to ratify the contract and use of the 5311 funds as provided in the packet. Linda Corbin seconded the motion, which passed unanimously.

### **Part-Time Staff Salary Schedule**

The 2017 Part-Time Employee Salary Schedule was provided for adoption due to the recent minimum wage increase. Jo explained the base salary for part-time employees will now be \$9.30 per hour. Dave Hornung made a motion to adopt the 2017 revised Part-Time Employee Salary Schedule as presented. Hal McNerney seconded the motion, which passed unanimously.

### **Enterprise Zone Contribution Project Update**

Jo Downey reviewed the East Central Enterprise Zone contribution projects list as approved by ECCOG and the State Economic Development Commission along with the 2016 contributions report emailed earlier to the Board. Of the 19 projects, five did not receive any contributions in 2016 and more focus may be needed to promote the projects to keep them active. Jo explained that a memo was sent to each project administrator to explain the pending state policy changes but none of the projects has contacted ECCOG with a concern, yet. Jo also called attention to the preliminary 2016 EZ Certification Tax Credit Report for the ECCOG Region that had been emailed earlier. Three hundred forty-seven businesses claimed credits totaling \$8,267,167. This was \$2,000,000 less than 2015. The large credit number for both 2015 and 2016 is due principally to the construction of the wind farms (2015 in Lincoln County and 2016 in Kit Carson County). Total Investment Tax Credit Capital qualifying for the 3% ITC for the region in 2016 was \$273,506,615. Qualified Renewable Energy Investment in the Region in 2016 was \$228,378,674 of the total. A final Enterprise Zone tax credit report will be distributed to the Board in March. A copy of the preliminary report is attached to the official file copy of these minutes.

### **Our Journey and Off the Beaten Trail**

Based on the positive response from last year's brochures, Jo stated this year's brochures for Fun, Fairs and Festivals (Events) and Places (Historic Sites and Antiques/Collectibles) will follow the bright color theme. Collection of information for the two brochures will begin in March. Any updates or additions to the museums, historic locations, bed-n-breakfasts, antique stores and other fun places in our region may be submitted to the ECCOG office via email to Eileene Andrews, Candace or Jo.

### **Enhanced Rural Enterprise Zone Counties**

Recently, the criteria to be considered an enhanced rural enterprise zone was reviewed at the state level. In order to be designated "enhanced", a county must meet a minimum of two of the five economic distress criteria. Three of the ECCOG's four counties made the enhanced rural enterprise zone list with the number of criteria met in parentheses as follows: Lincoln (2), Kit Carson (3) and Cheyenne (3). These counties are eligible for additional income tax credits for each new eligible job a business creates. Board handouts included the criteria and the state's qualified county listing for 2017-2018. A copy of the criteria and qualified counties listing is attached to the official file copy of these minutes.

### **Personnel Policy Revision Request**

Although the overtime rules have been delayed by the Department of Justice, a clarification of the holiday policy was presented. Candace explained that over the years, staff may have worked on a

holiday for public transit trips, meals at the senior centers, or were called to fix a problem for a bus driver or meal site or worked in the office to catch up. The revision of the holiday policy presented at the meeting called for all operations to cease on these legally declared holidays to allow all staff to plan their time off and enjoy the benefit ECCOG provides. Hal McNerney made a motion to adopt the policy as presented which was seconded by Dave Hornung. Motion passed unanimously.

#### **Next Two Meeting Dates/Locations**

The first meeting of the 2017 ECCOG Board will be in Limon at the Senior Center on March 1, 2017 at 7 PM. Jenny's Mexican Restaurant was chosen for the evening meal at 5:45PM. The Board decided to meet on April 5<sup>th</sup> in Limon with the meal site to be determined. There will not be a May 2017 meeting. Jo reminded the Board that special tele-conference meetings may also be called at any time by the chairman.

#### **Other**

Chairman Bogenhagen expressed thanks to Larry Ross, Maarten Van Zoeren and Greg King for their service to ECCOG and the residents of the region. These men have given time and thoughtful consideration to the issues and concerns brought before the Board.

The Rush Creek Wind Farm is moving forward and awareness of the EZ tax credit information will be provided to them.

#### **Adjournment**

Meeting declared adjourned at 8:08 PM.