

**Upper Arkansas Area Council of Governments
Board of Directors Meeting Minutes
6266 Cleora Road, Salida, CO 81201 and Zoom
February 18, 2026, at 10:00 am**

Board Members in attendance: Andy Lee (virtual), Buck Wenzel, Dana Green (Virtual), Lucas Epp (virtual), PT Wood, Ryan Stevens, Devin Rowe

Also In attendance: Chris Henager, Dave Paul, Jessica Rathke, Mike Loyd, V Nicholson (virtual), Veronica Vigil, Beth Lenz (virtual), Tom McConaghy, Karin Petrin

Roll call – The chair called the meeting to order and confirmed attendance, establishing a quorum at 10:02 am.

Agenda and Minutes Approval

The board reviewed the agenda with no modifications. Motion to approve 1st by Ryan Stevens and 2nd by PT Wood and approved. The minutes from December 17, 2025, were approved by unanimous consent. 1st by PT Woods and 2nd by Ryan Stevens.

Bank Statement and Building Fund Review – Dave Paul

Financial accounts were reviewed; the board noted that a transfer from Sunflower to CSAFE, UDAC will be made to reflect loan principal reductions and discussed using leftover building funds as a reserve restricted to the building per grant rules, with signage and final expenses still outstanding.

- The board confirmed a planned transfer from the Sunflower account into the CSAFE UDAC account to reflect 2025 loan principal payments.
- Remaining funds from the new facility will be designated as a restricted maintenance reserve per the grant requirements.

Financial Reports and Systems Reconciliation - Karin Petrin

Karin introduced budget-to-actual reports and a balance sheet that reconciles QuickBooks with Aplos, highlighting red-line items that need review and requesting board input on additional reporting needs. The board discussed comfort with current cash reserves and manager involvement in fiscal tracking.

Finance implemented a budget-to-actual report and a balance-sheet reconciliation between QuickBooks and Aplos to improve transparency.

- The board accepted the January 2026 financial report after review. 1st by Devin Rowe and 2nd by Ryan Stevens.

Manager Reports:

Safe Streets – Beth Lenz reported onboarding in January, submission of the first quarterly Safe Streets and Roads for All grant report, setup of the Delphi billing account, contractor meetings for an upcoming RFP with an expected mid-to-late release and a June notice to proceed for a July 2027 completion, and work to obtain missing reimbursements for FY23 COG mini-grants via DOLA portal access.

Beth has set up DOLA portal access and plans to release an RFP for the Safe Streets and Roads for All projects with a notice to proceed targeted for June and project completion in July 2027.

Housing – Mike Loyd reported the housing program is administering approximately 400 vouchers and agreed to take on 12 additional vouchers previously managed by Valleywide, with Total Concept to handle building responsibilities.

- A self-help housing ribbon-cutting occurred on 1/31/26 in Florence, CO on [Channel 5 News video](#) and featured in the [USDA Rural Development Colorado Rural Roundup newsletter](#).
- The rehab program contract is expected to be signed by March 14th, and discussions are underway about reallocating remaining rehab funds.

WIC – Jessica Rathke reported recruitment for the Chaffee/Lake County position remains difficult; interviews are planned for mid-March.

The group discussed a registered dietitian who left after maternity leave, creating a vacancy for a 30-hour/week high-risk counselor position and prompting outreach to potential part-time help.

Head Start — Chris Henager reported the following:

- Head Start scored above quality standards in all three class review content areas.
- Head Start is understaffed after several departures but added two staff who begin onboarding and should be in classrooms by Monday.
- A child at the center experienced RSV, a seizure, aspiration, and remains on a ventilator with hopeful plans to wean in the coming days.
- A program self-assessment was completed in January and will be presented at the next Board meeting, with fiscal non-compliances noted and corrective updates in process.

- The continuation grant for 2026–27 was submitted with budget adjustments including contracting an early childhood coach and hiring a 20-hour family service coordinator. Motion to approve budget 1st by Ryan Stevens and 2nd by Devin Lowe. Motion approved unanimously.
- A capital improvement grant of up to \$50,000 is being drafted for septic, exterior fire doors, and stucco/painting based on preliminary quotes.

CCAAA – Tom reported the following:

The organization will assume management of Arc Valley Helping Hands (retaining the name and leveraging volunteer resources)

- Regulatory Changes and Advisory Council (AAC) Reorganization
- Tom described an October 1, 2025 federal regulation effective date and a state waiver through July 1, 2027, that requires a new AAA policy manual and extensive work; he dissolved the existing RAC, plans to create an Aging Advising Committee (AAC) as a new name. Federal regulatory changes require a new AAA policy manual and prompted dissolution and planned recreation of the advisory council as the AAC, with board support requested for nominations and bylaw revision.

HR – Dave Paul

Finance Office report – Veronica Vigil & Karin Petrin

- The Board approved extending the current UAACOG indirect rate at 9.82% until a new indirect cost proposal is completed. The data is not sufficient and takes longer to get the actuals.
 - Motion to approve Resolution 2026-01 1st by Ryan Stevens and 2nd by PT Woods and unanimously passed.
- Financial policy changes motion to approve 1st by Buck Wenzel and 2nd by Devin Rowe and approved by the Board.

Business Loan Fund and Enterprise Zone Administration – Dave Paul reported on enterprise zone adjustments and his recent work catching up on approvals and program changes, noting specific county areas removed from the program and plans to request reinstatement of components.

Dave stated that most borrowers are paying on time and that the portfolio is generally healthy, except for a Leadville coffee-shop loan involving partner communication breakdowns that may require mediation and potential in-person follow-up.

Dave stated that Wilkins Lumber as three years delinquent on interest-only payments, said he would visit the facility to verify collateral and intends to rewrite the loan while possibly forgiving late charges. He added that the borrower is employed elsewhere and that most funding originated from the Forest Service.

Dave summarized efforts to reconcile Simpson loans—zero interest, approximately \$400,000 borrowed by a prior executive director for housing projects—stating records are incomplete and he seeks to determine delinquency before seeking rewrites or collection.

He encouraged referrals of businesses needing loans and noted limited bank activity, with one potential rental-car applicant working with SBDC in Canon City.

Dave described a disputed lease term that allocated utilities and janitorial costs between UAACOG and Workforce.

- A lease dispute with Workforce over janitorial and utility charges resulted in the workforce tenant agreeing to vacate by the end of March, yielding ~4,000 sq ft for repurposing.
- The team aims to have repurpose plans for the vacant space by the end of Q2.

Executive Session: Under CRS 24-6-402(4)(f) personnel matter

Motion to move to Executive Session 1st by Ryan Stevens and 2nd by PT Woods and was unanimously approved.

BOD moved to Executive Session at 11:00

Regular Board Meeting reconvened at 12:10

PT Wood – Common ground fund – not trying to spend out every year. Hold back to tackling large projects in the valley. For larger landscape projects.

Andy Lee – Lake County housing project moving along well. Discussions regarding a couple of new projects. More information to come. \$62,000 grant towards public transportation for the community. Skijouring is a big business here. 12,000 people attended the event. It is a go and getting help from a lot of partners. CMC and Parkville Water. Parkville is donating water for snow guns for the event. Fire Awareness – we are pushing out messaging about what summer could look like as an at risk for the area this summer. Seniors Feb. was a big month at the Senior Center. Lake county “diet” for fiscal and operational reform continues.

Ryan Stevens - Bustang has returned to Canon City and will stop at the Chamber of Commerce. CDOT has contract with Chamber. Housing developer going after low-income tax credit for a housing development. Negotiating with 4-mile ranch to set up a new urban renewal authority.

Devin Rowe – Purchased a water storage in Clear Creek Reservoir. Water plant extension to maximize water right. Working on a day care facility. It's built and finishing with grants from federal government. Negotiating with an entity to run the program. Maybe Montessori. Updating Master Transportation Plan. Not updated since 2004. Budget is flatlining due to inflation, etc. 2 seats for board and mayor for election. Short term rental board to fix rental policy.

Buck Wenzel – congratulate Tom with an amazing job with new location. We cancelled our election for April. Incumbents are in. Saved a lot of money since cancelled. Town Plaza is having to endure another hoop from HUD. An old dump from 1870s was located. Curator from museum went and picked up items. Placed an order for 400,000 - short \$40K for baseball field.

Adjournment at 12:23

Action Items Summary:

- **Dave** will transfer funds from the Sunflower account into the CSAFE UDAC account to reflect 2025 loan principal payments before the next board meeting.
- **Tom** will establish the remaining funds in the AAA account as a restricted maintenance reserve for the new building per grant requirements.
- **Board members** will provide input to Dave and Karin on which financial reports or specific markers they want regularly produced (e.g., loan balances).
- **Beth** will complete setup of the Delphi billing account for the agency.
- **Beth** will release the RFP for the Safe Streets and Roads for All project mid-to-late (target) with a notice to proceed aimed for June and project completion in July 2027.
- **Beth** will work to obtain reimbursement documentation and resolve the eight outstanding FY23 COG mini-grant awards via the DOLA grants portal.
- **Mike** will contract with Total Concept to administer building responsibilities for the 12 vouchers being transferred from Valleywide.
- **Mike** will convene the planned March meeting to discuss next slots and start the new self-help build grant process.
- **Mike** - Rehab program staff will finalize and sign the rehab contract by March 14.
- **Jae** will continue recruitment for the Chaffee/Lake County position and aim to interview candidates by mid-March.
- **Tom** - Board members will send names of potential AAC candidates to Tom for outreach and application processing.
- **Tom** will reach out to nominated AAC candidates and rewrite the AAC bylaws.
- **Tom** will provide a written AAC role description/application to the Board.

- **Dave** will ensure an onboarding coordinator is assigned for the newly hired staff and that onboarding occurs promptly.
- **Karin** will complete the updated indirect cost proposal to replace the extended 9.82% rate.
- **Dave** will follow up in person in Leadville regarding the delinquent coffee-shop loan and partner communication issues
- **Dave** will visit Wilkins Lumber's facility today to photograph collateral and assess condition
- **Dave** will continue reconciling the Simpson loans' payment records and determine the accurate outstanding balance
- **Dave** will solicit and accept referrals from businesses seeking funding and pursue loan applications for qualified candidates
- **Dave** and staff will develop repurposing plans for the vacated ~4,000 sq ft and aim to have a plan by the end of Q2
- **Dave** will distribute reports with the BOD meeting packet so members can digest them prior to the meetings

Next meeting on 4/15/26 from 10:00 am – 12:00 pm, 3224-A Independence Road, Canon City, CO 81212