



TOWN OF PAONIA
REGULAR TOWN BOARD MEETING AGENDA
THURSDAY, OCTOBER 13, 2022 5:00 PM

Virtual Link: <https://us02web.zoom.us/j/81214701030>

Meeting ID: 812 147 01030
 Dial in 719 359 4580 US

Masks are recommended but are not required.

Special Meeting - Proposed 2023 Budget 5:00 PM

Roll Call

Approval of Agenda

Budget Session #5 Review of 2023 Proposed Budget & Transmittal Letter

Adjournment

Regular Meeting – 6:30 PM

Roll Call

Approval of Agenda

Announcements

Recognition of Community & Guests

Consent Agenda

[Regular Minutes:](#)

[September 22, 2022](#)

[Disbursements](#)

Staff Reports

Town Administrator's Report

Finance/Treasurer Report

Police Report

Public Works Report

Public Hearings/Executive Session

None Scheduled

Unfinished Business

None

New Business

New Business

- [Public Censure of Trustee Markle](#)
- [General](#) Contract Engineering Request for Qualifications
- [Town](#) Clerk Job Description & Hiring Plan
- [2023](#) Property Casualty Renewal - CIRSA
- [2023](#) - Workers Compensation Renewal
- [Planning](#) Commission - Master Plan Request for Proposals
- [One](#) Delta County - Board Member Selection

- [Proposed](#) Accessory Dwelling Unit Ordinance
- [Street](#) Committee Banners & Flags Policies - Final Draft

Mayor's Reports

Commission/Committee Reports

Finance: Weber & Smith

Parks: Knutson & Stelter

Streets: Valentine & Markle

Water/Sewer/Trash: Weber & Markle (This report will include information from AWC Meetings)

Personnel: Smith & Valentine

Public Safety: Knutson & Stelter

Planning Commission: Trustee Knutson

Paonia Tree Board: Trustee Valentine

How Did We Do?

Adjournment

How agenda items are addressed:

- Introduction of agenda item
either community presenter, Board member, or staff member
- Trustees first opportunity for comment/discussion
- Board opportunity to make motion
- Community comment period – no more than 3 minutes, one time
- Motion amendments & Trustees second opportunity for comment/discussion
- Mayor/Mayor Pro Tem to restate motion
- Vote

Agenda Sections open for community comment:

Community Members & Guests

Public Hearings

Unfinished Business

New Business

Executive Sessions

Staff Reports

AS ADOPTED BY:
TOWN OF PAONIA, COLORADO
RESOLUTION NO. 2017-10 – Amended May 22, 2018

I. RULES OF PROCEDURE

Section 1. Schedule of Meetings. Regular Board of Trustees meetings shall be held on the second and fourth Tuesdays of each month, except on legal holidays, or as re-scheduled or amended and posted on the agenda prior to the scheduled meeting.

Section 2. Officiating Officer. The meetings of the Board of Trustees shall be conducted by the Mayor or, in the Mayor's absence, the Mayor Pro-Tem. The Town Clerk or a designee of the Board shall record the minutes of the meetings.

Section 3. Time of Meetings. Regular meetings of the Board of Trustees shall begin at 6:30 p.m. or as scheduled and posted on the agenda. Board Members shall be called to order by the Mayor. The meetings shall open with the presiding officer leading the Board in the Pledge of Allegiance. The Town Clerk shall then proceed to call the roll, note the absences and announce whether a quorum is present. Regular Meetings are scheduled for three hours, and shall be adjourned at 9:30 p.m., unless a majority of the Board votes in the affirmative to extend the meeting, by a specific amount of time.

Section 4. Schedule of Business. If a quorum is present, the Board of Trustees shall proceed with the business before it, which shall be conducted in the following manner. Note that all provided times are estimated:

- (a) Roll Call - (5 minutes)
- (b) Approval of Agenda - (5 minutes)
- (c) Announcements (5 minutes)
- (d) Recognition of Visitors and Guests (10 minutes)
- (e) Consent Agenda including Approval of Prior Meeting Minutes (10 minutes)
- (f) Mayor's Report (10 minutes)
- (g) Staff Reports: (15 minutes)
 - (1) Town Administrator's Report
 - (2) Public Works Reports
 - (3) Police Report
 - (4) Treasurer Report
- (h) Unfinished Business (45 minutes)
- (i) New Business (45 minutes)
- (j) Disbursements (15 minutes)
- (k) Committee Reports (15 minutes)
- (l) Adjournment

* This schedule of business is subject to change and amendment.

Section 5. Priority and Order of Business. Questions relative to the priority of business and order shall be decided by the Mayor without debate, subject in all cases to an appeal to the Board of Trustees.

Section 6. Conduct of Board Members. Town Board Members shall treat other Board Members and the public in a civil and polite manner and shall comply with the Standards of Conduct for Elected Officials of the Town. Board Members shall address Town Staff and the Mayor by his/her title, other Board Members by the title of Trustee or the appropriate honorific (i.e.: Mr., Mrs. or Ms.), and members of the public by the appropriate honorific. Subject to the Mayor's discretion, Board Members shall be limited to speaking two times when debating an item on the agenda. Making a motion, asking a question or making a suggestion are not counted as speaking in a debate.

Section 7. Presentations to the Board. Items on the agenda presented by individuals, businesses or other organizations shall be given up to 5 minutes to make a presentation. On certain issues, presenters may be given more time, as determined by the Mayor and Town Staff. After the presentation, Trustees shall be given the opportunity to ask questions.

Section 8. Public Comment. After discussion of an agenda item by the Board of Trustees has concluded, the Mayor shall open the floor for comment from members of the public, who shall be allowed the opportunity to comment or ask questions on the agenda item. Each member of the public wishing to address the Town Board shall be recognized by the presiding officer before speaking. Members of the public shall speak from the podium, stating their name, the address of their residence and any group they are representing prior to making comment or asking a question. Comments shall be directed to the Mayor or presiding officer, not to an individual Trustee or Town employee. Comments or questions should be confined to the agenda item or issue(s) under discussion. The speaker should offer factual information and refrain from obscene language and personal attacks.

Section 9. Unacceptable Behavior. Disruptive behavior shall result in expulsion from the meeting.

Section 10. Posting of Rules of Procedure for Paonia Board of Trustees Meetings. These rules of procedure shall be provided in the Town Hall meeting room for each Board of Trustees meeting so that all attendees know how the meeting will be conducted.

II. CONSENT AGENDA

Section 1. Use of Consent Agenda. The Mayor, working with Town Staff, shall place items on the Consent Agenda. By using a Consent Agenda, the Board has consented to the consideration of certain items as a group under one motion. Should a Consent Agenda be used at a meeting, an appropriate amount of discussion time will be allowed to review any item upon request.

Section 2. General Guidelines. Items for consent are those which usually do not require discussion or explanation prior to action by the Board, are non-controversial and/or similar in content, or are those items which have already been discussed or explained and do not require further discussion or explanation. Such agenda items may include ministerial tasks such as, but not limited to, approval of previous meeting minutes, approval of staff reports, addressing routine correspondence, approval of liquor licenses renewals and approval or extension of other Town licenses. Minor changes in the minutes such as non-material Scribner errors may be made without removing the minutes from the Consent Agenda. Should any Trustee feel there is a material error in the minutes, they should request the minutes be removed from the Consent Agenda for Board discussion.

Section 3. Removal of Item from Consent Agenda. One or more items may be removed from the Consent Agenda by a timely request of any Trustee. A request is timely if made prior to the vote on the Consent Agenda. The request does not require a second or a vote by the Board. An item removed from the Consent Agenda will then be discussed and acted on separately either immediately following the consideration of the Consent Agenda or placed later on the agenda, at the discretion of the Board.

III. EXECUTIVE SESSION

Section 1. An executive session may only be called at a regular or special Board meeting where official action may be taken by the Board, not at a work session of the Board. To convene an executive session, the Board shall announce to the public in the open meeting the topic to be discussed in the executive session, including specific citation to the statute authorizing the Board to meet in an executive session and identifying the particular matter to be discussed "in as much detail as possible without compromising the purpose for which the executive session is authorized." In the event the Board plans to discuss more than one of the authorized topics in the executive session, each should be announced, cited and described. Following the announcement of the intent to convene an executive session, a motion must then be made and seconded. In order to go into executive session, there must be the affirmative vote of two thirds (2/3) of Members of the Board.

Section 2. During executive session, minutes or notes of the deliberations should not be taken. Since meeting minutes are subject to inspection under the Colorado Open Records Act, the keeping of minutes would defeat the private nature of executive session. In addition, the deliberations carried out during executive session should not be discussed outside of that session or with individuals not participating in the session. The contents of an executive session are to remain confidential unless a majority of the Trustees vote to disclose the contents of the executive session.

Section 3. Once the deliberations have taken place in executive session, the Board should reconvene in regular session to take any formal action decided upon during the executive session. If you have questions regarding the wording of the motion or whether any other information should be disclosed on the record, it is essential for you to consult with the Town Attorney on these matters.

IV. SUBJECT TO AMENDMENT

Section 1. Deviations. The Board may deviate from the procedures set forth in this Resolution, if, in its sole discretion, such deviation is necessary under the circumstances.

Section 2. Amendment. The Board may amend these Rules of Procedures Policy from time to time.

Original Provided October 7, 2022

Dear Honorable Mayor and Members of the Board of Trustees:

In accordance with the Town of Paonia’s policies, we, Corinne Ferguson, Cindy Jones, Matt Laiminger, and Cory Heiniger, present to you the proposed 2023 Budget for the Town of Paonia.

This budget message provides readers with an overview of the regular municipal government services and the projects to be completed in the coming year and how this work is paid for. The narrative tells the story behind the numbers by describing goals, priorities, underlying assumptions, and other factors considered in determining how the Town's available resources are budgeted to be spent. Information is provided to better understand the schedules and supplemental information that comprise the annual budget package.

The Board of Trustees formally adopts a budget and appropriates money to run the Town of Paonia each year. By state law, the governing body must adopt a budget each year and submit a mill levy to the Board of County Commissioners. The Trustee formal budget review began October 13, 2022, and a public hearing on the proposed budget will be held during the regular Board meeting on November 8, 2022.

Budget work sessions included discussions of revenues, sales tax growth assumptions, fees for services, operating expenditures, staffing levels, compensation, capital expenditures, priorities of the community, changes in procedure for preparing the annual budget and capital projects. The Board exercises the most significant degree of flexibility and discretion in one-time spending on capital purchases and capital projects. However, it is important to note that many projects require years of advanced planning and may already have funds committed for design, engineering, and/or matching grant funds. A list of capital projects is included in the budget report. The list includes items that will be classified as fixed assets as well as allowable expenditures for maintenance of assets.

Should readers seek additional information not included in the budget package, it may be requested from the Town Administrator/Clerk or the Finance Director/Treasurer at Town Hall.

BUDGET ASSUMPTIONS AND CHANGES FROM PREVIOUS YEARS

The budget is based on historical trends, current data, and assumptions about the upcoming year. With very few exceptions, we do not know which vendors will be utilized for products and services during 2023. We look back at recent experience and use that data, along with indicators for the future, to estimate costs for many different supplies, utilities, contracted services, repairs, and maintenance. Likewise, the revenue budget is based on limited known data and projections based on several sources for projecting trends.

KNOWN ASSUMPTION PROVIDED BY QUOTE/NEWS NOTIFICATIONS:

Budget assumptions based on historical data are anticipated to remain flat – otherwise defined as stable with minimal change. This is the assumption that the current budget period is a reasonable basis for predicting the future budget period regardless of any positive or negative factors (external or internal) that may have an effect on the current performance.

VENDOR	PRODUCT/SERVICE	FORMATE	2022	2023	% OF CHANGE
CIRSA	WORKERS COMPENSATION	QUOTE	25,628.00	25,101.00	(2.06%)
CIRSA	P&C COVERAGE	QUOTE	76,857.33	83,332.41	8.42%

Black Hills Energy, DMEA, and Elevate – no know changes anticipated for 2023.

GENERAL FUND 2022 BUDGET HIGHLIGHTS

This budget for 2023 attempts to incorporate the Town's priorities considering needs, studies, and state requirements. The following are the highlights of the 2023 budget. The Town's top priorities are as follows:

1. PRV Vaults
2. 1MG (Clock) Treatment Plant
3. Water Rights Attorney
4. Approved 2018 Building Codes
5. Town's Master Plan
6. Staffing and Wage Scales
7. Sewer-line Rehabilitation
8. Automatic Trash Cleaning for sewer in-flow
9. Fifth Street Reconfiguration
10. Third Street Reconstruction
11. Public Safety Training
12. Park Bathroom Upgrades
13. Park Playground Upgrades

ORGANIZATION, STAFFING AND BENEFITS

While we work toward 2023 staffing goals, it is important to keep expectations realistic relative to the resources available and services rendered. An updated salary study was conducted for 2023, as was done in 2020, 2021 and 2022, using Colorado Municipal League data. New ranges are being recommended for this 2023 budget. Public Safety increase are being requested to start in November 2022. In addition, the fact that the employment market is currently an employee market we have budgeted at replacement wages for existing staff. Additionally, we have reviewed the current cost of living in Paonia to ensure the Town salary base will attract potential employees.

Throughout 2021, the Town faced an unusual amount of employee turnover. In 2022, the Board of Trustees voted to separate the position of Town Administrator and Town Clerk. The hiring process has begun for both positions.

At the direction of the Board of Trustees, a substantial percentage of trustee compensation and administrative employee salaries and benefits were adjusted from enterprise funds to the general fund for the 2022 budget. The above-mentioned practice continues in the 2023 budget.

The addition of the following new positions has been included in 2023:

- Public Utilities Assistant –Water and Wastewater department
- (2) Public Works Laborers – Trash department

A modification of duties was proposed for 2022 for the Public Works Director – Operates and supervises the Parks, Streets, and Trash Departments. This modification did not work as proposed and has reverted back to Operates and supervises Parks, Streets, Water, Sewer, and Trash Departments.

Hartford continues to provide life insurance and short-term disability benefits in 2023. Health insurance was provided through Rocky Mountain Health Plans until July of 2021, when the provider changed to United Health Plans. Health Insurance is paid at 90% for employees (except Town Administrator at 100% in 2023) and on a tier basis for dependents and family plans.

The Town also provides the opportunity for employees to purchase and have deducted from their paycheck each pay period the following benefits: Dental Insurance through Delta Dental, Vision Insurance through VSP, and Optional coverage through AFLAC.

ATTORNEY

In 2021, the Town contracted with Attorney Bo James Nerlin for legal service at a fixed price of \$50,000.00 per year, divided into twelve (12) monthly payments. Attorney Nerlin’s contract ended December 31, 2021. In January of 2022, the Town contracted with Attorney Jeff Conklin from Karp Neu Hanlon, PC at an hourly rate, he withdrew his contract effective July 2022. Effective October 2022 the Town is now contracting with Attorney Nick Cotton-Baez from Kelly PC at an hourly rate.

MASTER PLAN

The Town continues the process of updating the Master Plan. At twenty-five years old, the current plan no longer effectively leads governmental decisions nor is it acceptable to many organizations that provide grant funding. To-date the process to update the plan has required the compilation of data collected for other purposes as well as public input meetings. The Town has budgeted to contract the completion of the master plan process. Staff may attempt to secure grant funding to defer the cost at a 50/50 match. The matching funds will come from the Capital Improvement Fund.

SIGN PROJECT IN COLLABORATION WITH THE NORTH FORK CREATIVE COALITION

The Town in conjunction with participating agencies, continued to support the Wayfinding Sign project. The 2023 budget includes \$1,000.00 to continue with the town’s obligations with the signage project.

COMPUTERS

In September 2022, the town was awarded a grant for \$6,500.00 to upgrade to the current AV (Audio Visual) system.

HOUSING STRATEGIES PLANNING GRANT

The Town has applied for the Innovative Housing Strategies Planning Grant Program through Department of Local Affairs (DOLA). Working toward a stated goal of “Providing Affordable Housing Opportunities for Residents”.

TOWN BUILDING CODE

As of January 2021, the Town entered into a month-to-month contract with CCC. Administration anticipates an inter-governmental agreement (IGA) with the City of Delta for shared building department services to begin in 2023 following the adoption of the 2018 building codes. The Town has budgeted \$33,300.00 for building services whether internal or contracted.

PUBLIC SAFETY

BACK THE BADGE COUNTY INITIATIVE

In November 2020, the county voted on a ballot question, known as Back the Badge, requesting a .8% county sales tax increase which directly funds the Law Enforcement Agencies in Delta County. This measure passed and the Town began receiving .8% increase in sales tax revenue in 2021. Fiscal year 2022 will mark the first full year of sales tax collected from the successful Back the Badge Campaign.

The purpose of this tax increase of eight tenths of one percent (0.8% of \$0.008 per dollar) of taxable transactions is to fund the urgent and critical public safety need of the town effective January 1, 2021. This will be continuing for ten (10) years through December 31, 2030. For additional information see Resolution 2020-14 Supporting Delta County Law Enforcement and the Back the Badge Sales Tax Initiative.

TRAINING GRANTS

Police Officer’s Standards and Training (POST) provides police departments with reimbursable funding for the training of their officers. They cover training costs, lodging, and travel and meals. This budget includes \$300.00 per officer for non-reimbursed training and \$1,600.00 per officer for reimbursed training.

VICTIMS ADVOCATE

The Victims Advocate (VA) agreement is between the municipalities of Cedaredge, Hotchkiss, and Paonia. The victim services subcontractors service the Cedaredge Police Department, Hotchkiss Police Department, and the Paonia Police Department.

The purpose is to offer municipalities a consistent approach to victim advocacy by providing two part-time advocates who respond to the needs of domestic violence/sexual assault/death notification and other victim-related crimes. A Victim’s Assistance Law Enforcement (VALE) grant of \$18,512.00 was obtained in 2019, \$8,500.00 in 2020, \$20,200.00 in 2021, and \$25,000 in 2022 to cover the cost of this program. The Town continues to provide cell phones for advocates in 2023. In addition, the Town has contributed additional fund out of the budget to cover any expenses not covered by the VALE grant. In 2020 the town contributed \$5,000.00, 2021 \$1,500.00, 2022 \$1,000.00 and for 2023 the town has budgeted \$500.00 due to the increase cost coverage of the VALE grant.

TASER PLAN

In 2017, the Town contracted with Taser International, now known as AXON Enterprise Inc., for a five (5) year Taser plan. The benefits include maintenance, batteries, and cartridges. Additional Tasers can be purchased and added to the plan. The Town updated this service in 2022 and has included the renewal costs at \$3,250.00 per year.

BODY CAMERA PLAN

In 2019, the Town contracted with AXON Enterprise Inc. for a five (5) year Flex Two Replacement Plan. The plan is for five (5) body cameras and will include maintenance, upgraded cameras annually, docking stations, and 1000 GB of offsite data storage with set purge dates. This plan continues at \$3,670.00 per year.

PUBLIC DEFENDER

A new program at the Office of the Alternate Defense Counsel, that ensures indigent defendants charged with municipal ordinance violations are represented by constitutionally effective counsel, was launched in January 2020. Municipal Courts in Colorado are responsible for providing court-appointed counsel to indigent defendants as the statewide public defender’s office and the Office of the Alternate Defense Counsel are only able to provide counsel at the state court level. The Town budgeted \$2,500.00 toward this program in 2021, 2022 and will continue in 2023.

PARKS

TREE BOARD - ARBOR DAY & TREE CITY USA

Per Article 7 of the Municipal Code, the Tree Board holds the responsibility of maintaining both the Arbor Day tradition, education of responsible and sustainable tree planting, and the annual renewal of the Tree City USA designation. Funds have been allocated to help support the costs associated with these requirements. The Tree Board has submitted a budget request for 2022 of \$1,195.00 which includes the planting of a tree for Arbor Day. For 2023, \$1,100.00 has been budgeted for the tree board and Arbor Day.

Arbor Day participation is a requirement for Tree City USA Designation. The Tree City designation is a necessary function for multiple grant and funding opportunities for parks and Town-owned property. Participation in Arbor Day includes the planting of a tree in a public space, and an additional requirement for Tree City USA designation is a \$2 contribution per capita. This equates to a minimum budget of \$3000.00 in tree-related expenditures. Tree Trimming expenses also count toward the per capita amount and is budgeted out of the Conservation Trust Fund.

COLORADO GRAND CHARTIY GRANT FOR RESTROOM RENOVATION

This project would assist in the upgrades on the restrooms in Apple Valley Park and Town Park with a total cost of \$21,500.

OTHER FUNDED PROJECTS IN PARKS are as follows:

- Hill stabilization in Apple Valley Park at \$2,000.00
- Completed walking path and/or removal of park tool shed at Apple Valley Park at \$6,000.00
- Curbing at Lee’s Park (recommended by CIRSA) \$4,000.00
- Tree Trimming at \$10,000.00
- Open space improvements at \$4,000.00
- Stage Improvements \$8,000.00
- Town Park Playground Improvements \$11,747.00

STREET, BRIDGE, ALLEYS, STORM DRAINS & STREET CAPITAL IMPROVEMENTS

The Town of Paonia has limited resources in the General Fund, by which streets & alleys are funded. In an effort to increase revenue to improve the street conditions, the Marijuana initiative passed in November 2020. In 2021, an estimated revenue amount was added to the Street Capital Fund of \$25,000.00 for processing applications. The Town has received \$25,000.00 in application fees. In 2022, the operational tax revenue was budgeted under Street Capital Fund of \$117,000.00. This is based on three (3) stores, twenty-five (25) transactions per day, twenty-six (26) days per month, at \$5.00 per transaction effective January 1, 2021 on the sale of retail and medical marijuana and marijuana products with the town of Paonia with the resulting tax revenue used for infrastructure repair and improvements, including but not limited to town streets, sidewalks, curb, gutter, drainage, landscaping, lighting, and streetscape amenities, through 2025 and thereafter allocated annually by the Board of Trustees. This budget reflects \$192,000 in occupational tax and \$9,200 in renewal fees from 2023.

In 2023, proposed street projects include:

Resurfacing the Samuel Wade Bridge \$125,000.00.

The Town plans to continue to accumulate funds toward a complete reconstruction of Third Street a few blocks at a time. The engineering estimate for two blocks was \$500,000.00 in 2021. At the end of fiscal year 2022, the Town anticipates having accumulated the \$500,000.00 necessary to begin the reconstruction project. The 2023 budget is \$956,122.

SPECIALTY FUND 2022 BUDGET HIGHLIGHTS

SIDEWALK FUND

In 2022, the Town estimates a total of \$64,103.00 for sidewalk repairs. Due to mobilization cost the 2022 project was postponed to 2023. The 2023 budget is for \$94,282.00 for sidewalk repairs.

PASS THROUGH GRANTS

Pass-through grant participation initiated in 2021 and 2022 will continue into 2023 budget will include the Paonia Skate Park and Lone Cabin & Turner Ditch Wildlife Rehabilitation efforts.

CONSERVATION TRUST FUND

In 2019, conservation trust funds were used for tree trimming in the Town Park. In 2020, conservation trust funds were used to improve the Town Park Playground. In 2021, conservation trust funds were slated for Poulos Park upgrades and bike racks in Town Park however, these items were paid for out of the park budget. In 2022 the balance is expected to be \$25,582.00 where slated be used for tree trimming (included in the per capita calculation for Tree City USA requirements), Town Park playground shelter pad, and Town Park playground upgrade from wood chips to pea gravel. In 2023, the balance is estimated to be \$16,747.00 to be used for tree trimming (included in the per capita calculation for Tree City USA requirements) and Town Park playground upgrade from wood chips to pea gravel.

CAPITAL IMPROVEMENTS

The 2023 Budget recommends a capital improvement budget of \$306,174.00 in new projects, in addition to the incomplete projects in the 2022 Budget allocations:

- Paonia Airport \$75,492.00 (This is supported by Cell Phone Tower Rent, which began in 2014.)
- Master Plan Update at \$70,000.00
- Town Hall Upgrades at \$10,000.00
- Public Safety at \$52,924.00
- Public Works Projects and Equipment \$359,679.00
- Transfer to Street Capital \$346,000.00
- Total Capital Improvements \$906,445.00

ENTERPRISE FUNDS 2021 BUDGET HIGHLIGHTS

A Cost-of-Service Analysis and recommendation was prepared by Rural Community Assistance Corporation November 2021. During the Budget work sessions, the Board of Trustees elected to incorporate Scenario #6 as presented in the Paonia Drinking Water Cost-of-Service Analysis. The actual usage of paonia citizens didn't meet the scenario. Therefore, the Town will need to increase rates in 2023 to obtain appropriate revenue to cover estimate expenditures.

A Cost-of-Service Analysis and recommendation is being prepared by Rural Community Assistance Corporation for Sewer and is anticipated to be completed by the end of October 2022. Recommendations and scenarios are forthcoming.

WATER

Water base rates were increased in:

- 2022 (15.63%), In addition, the tier structure for usage was modified.
- 2021 (6.67%),
- 2020 (8.89%), and
- 2017 (2%).

Water base rate increase of \$3.00 is proposed for 2023. This is an 8.11% increase and is as follows:

- In-Town Residential + Stand By increased base rate of \$3.00 to \$40.00/mo.
- Out-of-Town Residential + Stand By increased base rate of \$3.00 to \$50.00/mo.
- In-Town Commercial + Stand By increased base rate of \$3.00 to \$60.00/mo.
- Out-of-Town Commercial + Stand By increased base rate \$3.00 to \$65.00/mo.

2023 Usage Rates Tiers will be increase per 1,000 Gallons as follows:

In-Town Residential – Out of Town Residential – Out of Town Commercial - In-Town Commercial

USAGE		2022	Proposed 2023	
0-1,000	Gallons	\$0.00	\$2.50	Per 1,000 Gallons
0-3,000	Gallons	\$2.40	\$2.50	Per 1,000 Gallons
3,000-10,000	Gallons	\$3.30	\$3.50	Per 1,000 Gallons
10,000-25,000	Gallons	\$4.20	\$4.50	Per 1,000 Gallons
25,000-50,000	Gallons	\$5.50	\$7.50	Per 1,000 Gallons
50,000-75,000	Gallons	\$10.00	\$15.50	Per 1,000 Gallons
75,000-100,000	Gallons	\$11.00	\$20.50	Per 1,000 Gallons
100,001-99,999,999	Gallons	\$12.00	\$20.50	Per 1,000 Gallons

For additional information on the rate increase refer to Resolution 2022-TBD Water Rates and Charges.

Water funding priorities include:

Staffing – Three (3) Full Time plant operators

Debt Service - \$216,340.00

Legal Services – Total \$41,000.00 (Includes: Engineering \$11,000 + Water Attorney \$25,000.00)

Repair & Maintenance Priorities:

General Maintenance \$117,750.00

Spring Repair \$63,500

Pressure Reducer Vault & Valve Repair \$27,000.00

Total \$208,250.00

Bond (Debt Service) requirements for our Bond agreements are as follows:

Colorado Water Resources & Power Development Authority (WPA) Bond

WPA requires water and sewer debt service to be budgeted at 110% of the annual payment.

WPA requires between water and sewer a 110% debt ratio.

WPA requires 25% between water and sewer expenditures in Available Working Capital (calculated during audit).

SEWER (WASTEWATER)

In 2023, sewer rates increases have been proposed from \$3.00 to \$25.00 based on type of service.

Historical sewer rate increases have been as follows 2022-\$0.00, 2020 - \$4.00, 2017 - \$3.00.

Sewer funding priorities include:

Debt Service – \$108,625.00

Repair & Maintenance Priorities:

General Maintenance \$59,965.00

Plant Maintenance \$46,042.00

Total \$106,007.00

Capital Outlay Priorities:

Sewer-line Replacement \$100,000.00

Automatic Trash Cleaner \$40,000.00

Total \$140,000.00

Future funding priorities include:

Sludge removal \$500,000.00

Nitrification Treatment \$500,000.00

Bond (Debt Service) requirements for our Bond agreements are as follows:

WPA requires water and sewer debt service to be budgeted at 110% of the annual payment.

WPA requires between water and sewer a 110% debt ratio.

WPA requires 25% between water and sewer expenditures in Available Working Capital (calculated during audit).

AMKO Bond (sewer only) requires the equivalent of one payment in a reserve account to cover the last payment.

The Town sold sewer property in 2017. At the time of the sale, it was stated that as a condition set by USDA, these funds must be used for future sewer capital projects. The total as of September 2022 is \$534,660.26.

SOLID WASTE (TRASH)

In 2023, trash rates increases have been proposed from \$7.00 to \$15.00 based on type of service.

History of Solid Waste rate increases are as follows: 2021 - \$3.00-\$23.00 and 2018 - \$1.00.

The proposed trash rate increases for 2023 are as follows:

Single Can – \$8.00 increase from \$17.00 to \$25.00

Standard User - \$7.00 increase from \$23.00 to \$30.00.

Heavy User - \$15.00 increase from \$30.00 to \$45.00.

2-Yard Dumpster - \$10.00 increase from \$50.00 to \$60.00.

3-Yard Dumpster - \$10.00 increase from \$60.00 to \$70.00.

Trash funding priorities for 2022 are being extended to 2023 are replacement of Town Dumpsters totaling \$3,600.00.

SUMMARY

The following is an explanation of the revenues in the budget:

FUNDS	2022 BUDGET	2022 EST ACTUAL	2023 BUDGET	REASON OF INCREASE
ADMINISTRATION	250,434. <small>2022 over 2021 Increase of \$88,220</small>	250,434.	300,350. <small>2023 over 2022 Increase of \$49,916</small>	PROPERTY TAX DECREASE OF 2.14% SALES TAX-TOWN INCREASED ALLOCATION TOTAL REVENUE INCREASE 19.93%
BUILDING	35,288.	63,800.	41,000.	TOTAL REVENUE INCREASE 16.19%
PUBLIC SAFETY	576,561.	576,561.	713,521.	SO AUTO TAX INCREASE 1.01% SALES TAX-TOWN INCREASED 33.03% SALES TAX-CNTY INCREASED 24.96% POLICE FINES DECREASE 24.05% TOTAL REVENUE INCREASE 23.75%
PARKS	184,592.	138,552.	172,797.	SALES TAX-TOWN INCREASE 14.24% SEVERANCE TAX INCREASE 79.20% RENT & ROYALTIES DECREASE 27.60% TOTAL REVENUE DECREASE 6.39%
STREETS <small>(INCLUDES: BRIDGE, STREET CAPITAL IMPROVEMENT, AND SIDEWALKS)</small>	1,120,801.	505,155.	2,500,029.	SALES TAX-TOWN DECREASE 29.98% FRANCHISE TAX INCREASE 1.14% RESERVES USED FOR MATCHING FUNDS TOTAL REVENUE INCREASE 123.06%
GRANT PASS THROUGH	460,000.	0.	460,000.	BOTH PASS THROUGH GRANTS ARE BEING CARRIED FORWARD FROM 2021
GENERAL FUND	2,627,676.	1,534,502.	4,187,697.	TOTAL REVENUE INCREASE 59.37%
CONSERVATION TRUST	25,582.	9,476.	16,747.	CONSERVATION TRUST INCREASE 11.76% RESERVES CARRIED FORWARD \$7,232. TOTAL REVENUE INCREASE 11.74%
CAPITAL IMPROVEMENT	681,908.	263,200.	905,445.	SALES TAX-TOWN INCREASE 27.57% ALL RESERVES CARRIED FORWARD TOTAL REVENUE INCREASE 23.37%
SPECIALTY FUNDS	707,490.	272,676.	922,192.	TOTAL REVENUE INCREASE 30.35%
WATER	2,558,533.	1,230,244.	1,650,282.	GRANTS CARRIED FORWARD \$369,232. RESERVES USED FOR MATCHING FUNDS TOTAL REVENUE DECREASE 25.76%
SEWER	542,256.	542,256.	778,290	TOTAL REVENUE INCREASE 43.53%
SOLID WASTE	283,100.	248,938.	332,735.	SALES & SERVICE INCREASE 29.88% TOTAL REVENUE INCREASE 17.53%
ENTERPRISE FUNDS	3,383,889.	2,021,438.	2,761,307.	TOTAL REVENUE DECREASE 18.40%
TOTAL BUDGET	6,586,075.	3,876,319.	7,871,196.	TOTAL BUDGET INCREASE 19.51%

MOVING FORWARD

It is impossible to know how the fluctuating economy and fiscal outlook for Paonia will be in the coming years. Looking to the future, the Town needs to ensure that it can handle any unforeseen negative financial situations.

Moving forward into 2023 and beyond, the following security measures need to be maintained or worked into the budget document in the future:

- The continued allocation of 1% of the Town’s 3% sales tax toward the Capital Improvement Plan.
- Increase dwindling reserves to cover at least three (3) months’ worth of expenses (in future years six (6) months’ worth of expenses would be reserved). Excess reserves are needed for any future grant opportunities as a match.
- Investigate the possibility of allocating funds for Capital Equipment Replacement Fund (CERF) funding from revenues; and
- Investigate other possible revenue opportunities.
- Investigate grant opportunities.

These are bold ambitions and, as such, it will take several years to achieve these financial goals. But, by committing to them, the Town will have measures in place to help responsibly address any negative fiscal situations that may arise in the future.

CONCLUSION

The proposed 2023 budget puts forth an implementation plan that actively addresses the goals adopted by the Board of Trustees. The budgetary ‘wish’ list exceeds the funds that are available. The planned creation of a long-term Capital Improvement Budget for 2023 will incorporate items that were eliminated from this budget and plan for the replacement of capital items (rather than always responding with ‘emergency’ appropriations), to create budgetary continuity and improve long-term planning. This is a budget that pushes forward to achieve the goals set by the Board of Trustees, while reflecting an increase in planning for the future based upon those same goals. The Town must not rest on the laurels of past accomplishments but continue to ensure that the high levels of service provided to the community remain. It is with these goals in mind that we respectfully submit this budget for review.

Respectfully,

Corinne Ferguson
Town Administrator/Town Clerk

Cindy Jones
Finance Director/Treasurer

In cooperation with:

Cory Heiniger
Public Works Director

Matt Laiminger
Interim Police Chief

			2022		2022	13	2023	
FUND	TYPE	ACCT	BUDGET	ACTUAL + (13) DEC	ACTUAL	DEC	BUDGET	
ACCOUNT DESCRIPTION								
GENERAL FUND - ADMINISTRATION								
10	31	01	PROPERTY TAXES	149,627.00	149,627.00	146,593.91	3,033.09	146,430.00
10	31	03	SALES TAX - TOWN	17,224.00	57,224.00	17,224.00	40,000.00	114,830.00
10	31	04	SALES TAX - COUNTY	45,000.00	-	-	-	-
10	31	08	PENALTY & INTEREST	400.00	168.49	168.49	-	400.00
10	31	09	DELINQUENT TAX	15.00	0.02	0.02	-	15.00
10	32	01	LIQUOR LICENSES	5,000.00	6,525.00	4,175.00	2,350.00	3,675.00
10	32	04	SPECIAL REVIEWS	750.00	1,000.00	750.00	250.00	1,000.00
10	35	04	INTEREST INCOME	7,200.00	10,813.69	6,513.69	4,300.00	13,200.00
10	35	05	LATE CHARGES	7,075.00	5,412.00	2,412.00	3,000.00	5,400.00
10	35	06	OTHER INCOME	75.00	783.13	783.13	-	100.00
10	35	15	REFUND OF EXP	1,500.00	10,136.81	12,036.54	(1,899.73)	4,000.00
10	35	16	RESTITUTION	1,500.00	4,806.86	4,535.84	271.02	4,800.00
10	35	18	SALES OF ASSETS	-	3,937.00	40.00	3,897.00	-
10	35	20	GRANT REVENUE	15,068.00	-	-	-	66,350.00
			RESERVES					19,950.00
			250,434.00	250,434.00	195,232.62	55,201.38	380,150.00	

				2022		2022	13	2023
FUND	TYPE	ACCT	ACCOUNT DESCRIPTION	BUDGET	ACTUAL + (13) DEC	ACTUAL	DEC	BUDGET
GENERAL FUND - ADMINISTRATION								
10	41	1+	CURRENT PAYROLL	81,036.00	79,129.80	57,384.87	21,744.93	155,413.99
10	41	10	WORK COMP	134.00	137.00	137.00		150.00
10	41	02	CONTRACT LABOR	-	20,000.00	-	20,000.00	-
10	41	15	OFFICE SUPPLIES	4,375.00	5,929.41	5,029.41	900.00	2,876.00
10	41	16	OPERATING SUPPLIES	690.00	1,635.13	1,334.59	300.54	735.00
10	41	17	POSTAGE	695.00	539.70	314.70	225.00	500.00
10	41	20	LEGAL SERVICES/ENGINEERING	76,317.00	67,023.41	46,365.91	20,657.50	62,070.00
10	41	21	AUDIT & BUDGET EXPENSE	4,500.00	4,500.00	-	4,500.00	4,500.00
10	41	25	TOWN HALL EXPENSE	11,890.00	16,229.62	13,188.55	3,041.07	12,485.00
10	41	26	TRAVEL & MEETINGS	3,950.00	307.46	307.46	-	4,841.00
10	41	27	INSURANCE & BONDS	2,780.00	3,062.89	3,062.89	-	3,240.00
10	41	28	UTILITIES	5,785.00	6,096.57	4,055.57	2,041.00	6,120.00
10	41	29	TELEPHONE	3,030.00	2,541.43	1,840.96	700.47	2,652.00
10	41	30	PUBLISHING & ADS	6,360.00	5,173.58	4,581.58	592.00	3,678.00
10	41	31	DUES & SUBSCRIPTIONS	12,230.00	12,216.11	9,761.11	2,455.00	13,171.00
10	41	90	CNTY TREASURER'S FEE	3,300.00	3,289.22	3,079.22	210.00	3,290.00
10	41	33	DATA PROCESSING	13,619.00	14,347.67	8,946.09	5,401.58	12,528.00
10	41	43	CULTURAL EVENTS	-	-	-	-	1,000.00
10	41	44	HUMAN SERVICES	4,675.00	4,675.00	3,325.00	1,350.00	4,600.00
TOTAL FIXED COST								293,850.00
REVENUE-FIXED COSTS								86,300.01
10	41	70	CAPITAL OUTLAY	15,068.00	3,600.00	3,600.00	-	86,300.00
10	41	71	PASS THRU FUNDS		-	-	-	
10	41	99	TRANSFER		-	-	-	
TOTAL EXPENDITURES				250,434.00	250,434.00	166,314.91	84,119.09	380,150.00
NET = REVENUE-EXPENSE				-	-	28,917.71		(0.00)
RESERVES						150,744.28		

FUND	TYPE	ACCT	ACCOUNT DESCRIPTION	2022 BUDGET	ACTUAL + (13) DEC	2022 ACTUAL	13 DEC	2023 BUDGET
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GENERAL FUND - BUILDING								
12	32	03	BUILDING PERMITS	30,000.00	44,774.10	31,074.19	13,699.91	41,000.00
12	31	03	SALES TAX - TOWN	5,288.00	19,026.00	-	-	-
				35,288.00	63,800.10	31,074.19	13,699.91	41,000.00

GENERAL FUND - BUILDING								
12	43	1+	CURRENT PAYROLL	3,695.00	3,093.68	2,156.84	937.00	5,285.00
12	43	10	WORKMANS COMPENSATION	18.00	23.00	23.00	-	25.00
12	43	02	BUILDING INSPECTOR	28,500.00	53,693.00	29,250.00	24,443.00	33,600.00
12	43	15	OFFICE SUPPLIES	500.00	90.00	90.00	-	-
12	43	16	OPERATING SUPPLIES	-	-	-	-	-
12	43	17	POSTAGE	-	16.85	16.85	-	-
12	43	20	LEGAL SERVICES	750.00	4,906.37	2,406.37	2,500.00	1,000.00
12	43	23	VEHICLE EXPENSE	-	-	-	-	-
12	43	27	INSURANCE & BONDS	880.00	872.61	872.61	-	945.00
12	43	29	TELEPHONE	-	-	-	-	-
12	43	30	PUBLISHING & ADS	-	61.74	61.74	-	-
12	43	31	DUES & SUBSCRIPTIONS	945.00	1,042.85	742.85	300.00	145.00
				35,288.00	63,800.10	35,620.26	28,180.00	41,000.00
				0.00	-	(4,546.07)		0.00
						2,100.00		

FUND	TYPE	ACCT	ACCOUNT DESCRIPTION	2022 BUDGET	ACTUAL + (13) DEC	2022 ACTUAL	13 DEC	2023 BUDGET
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GENERAL FUND - PUBLIC SAFETY								
14	31	02	S.O. AUTO TAXES	23,315.00	23,552.26	13,552.26	10,000.00	23,550.00
14	31	03	SALES TAX - TOWN	182,000.00	182,250.00	153,349.68	28,900.32	242,111.00
14	31	04	SALES TAX - COUNTY	325,845.00	356,063.36	237,854.50	118,208.86	168,720.00
14	31	04	BACK THE BADGE	-	-	-	-	238,440.00
14	31	06	CIGARETTE TAX	1,785.00	1,076.19	944.55	131.64	1,100.00
14	33	02	MOTOR VEHICLE - \$1.50	2,750.00	2,532.14	1,362.14	1,170.00	2,600.00
14	33	03	MOTOR VEHICLE - \$2.50	3,966.00	3,770.00	2,000.00	1,770.00	3,800.00
14	34	01	COURT FINES	825.00	200.00	200.00		200.00
14	34	02	POLICE FINES	27,650.00	4,591.00	3,622.00	969.00	21,000.00
14	34	03	MISC FINES-BONDS	200.00	90.00	45.00	45.00	200.00
14	34	05	DOG TAGS	300.00	260.00	180.00	80.00	300.00
14	34	50	PD GRANT	6,000.00	-	-	-	10,000.00
14	34	4	OTHER AGENCY CONT	-	1,236.05	1,236.05	-	-
14	32	06	VIN INSPECTIONS	1,925.00	940.00	630.00	310.00	1,500.00
				576,561.00	576,561.00	414,976.18	161,584.82	713,521.00

				2022		2022	13	2023
FUND	TYPE	ACCT	ACCOUNT DESCRIPTION	BUDGET	ACTUAL + (13) DEC	ACTUAL	DEC	BUDGET
GENERAL FUND - PUBLIC SAFETY								
14	42	1+	CURRENT PAYROLL	465,914.00	364,468.60	226,277.68	141,855.00	596,570.00
14	42	10	WORK COMP	9,690.00	8,551.00	8,551.00	-	9,235.00
14	42	15	OFFICE SUPPLIES	1,200.00	1,767.38	1,384.87	382.51	1,263.00
14	42	16	OPERATING SUPPLIES	6,910.00	18,412.74	5,547.74	12,865.00	4,630.00
14	42	17	POSTAGE	254.00	171.53	109.84	61.69	170.00
14	42	20	LEGAL SERVICES	2,500.00	3,867.50	867.50	3,000.00	2,500.00
14	42	22	REPAIRS & MAINTENANCE	800.00	834.01	834.01	-	850.00
14	42	23	VEHICLE EXPENSE	12,340.00	75,886.09	5,317.09	70,569.00	13,894.00
14	42	26	TRAVEL & MEETINGS	10,100.00	16,008.84	10,008.84	6,000.00	15,900.00
14	42	27	INSURANCE & BONDS	25,764.00	25,243.19	25,108.19	135.00	27,528.00
14	42	28	UTILITIES	2,002.00	3,009.82	1,549.82	1,460.00	2,926.00
14	42	29	TELEPHONE	5,027.00	5,942.90	3,548.90	2,394.00	5,292.00
14	42	30	PUBLISHING & ADS	230.00	732.35	677.35	55.00	190.00
14	42	31	DUES & SUBSCRIPTIONS	4,685.00	18,822.75	2,747.75	16,075.00	8,795.00
14	42	33	DATA PROCESSING	28,070.00	24,329.83	11,779.83	12,550.00	22,978.00
14	42	42	CONTRACT SERVICES		6,890.80	6,890.80		
14	42	44	HUMAN SERVICES	1,075.00	1,621.67	921.67	700.00	800.00
TOTAL FIXED COSTS								713,521.00
REVENUE-FIXED COSTS								0.00
14	42	70	CAPITAL OUTLAY	-	-	-	-	-
PUBLIC SAFETY				576,561.00	576,561.00	312,122.88	268,102.20	713,521.00
				-	(0.00)	102,853.30		0.00
						316,175.49		

FUND	TYPE	ACCT	ACCOUNT DESCRIPTION	2022 BUDGET	ACTUAL + (13) DEC	2022 ACTUAL	13 DEC	2023 BUDGET
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GENERAL FUND - PARKS								
16	31	03	SALES TAX - TOWN	132,100.00	113,480.98	67,759.98	45,721.00	150,915.00
16	33	07	SEVERANCE TAX	1,300.00	4,021.41	4,021.41		4,000.00
16	33	08	MINERAL LEASING	6,680.00	10,330.31	10,330.31		10,300.00
16	35	01	RENTS & ROYALTIES	10,472.00	9,305.00	4,500.00	4,805.00	7,582.00
16	35	09	PARK CONTRIBUTIONS	-	200.00	25,200.00	(25,000.00)	-
16	35	04	GRANT REVENUE	34,040.00	1,214.30	1,214.30	-	18,000.00
16	39	99	TRANSFER		-	-		-
				184,592.00	138,552.00	113,026.00	25,526.00	190,797.00

				2022		2022	13	2023
FUND	TYPE	ACCT	ACCOUNT DESCRIPTION	BUDGET	ACTUAL + (13) DEC	ACTUAL	DEC	BUDGET
GENERAL FUND - PARKS								
16	46	3+	CURRENT PAYROLL	90,752.00	75,596.50	53,068.44	22,527.52	82,682.00
16	46	10	WORK COMP	1,820.00	2,376.00	2,376.00		2,566.00
16	46	02	CONTRACT LABOR	-	100.00	100.00	-	-
16	46	15	OFFICE SUPPLIES	-	10.17	10.17	-	25.00
16	46	16	OPERATING SUPPLIES	6,107.00	6,582.81	5,117.49	1,465.32	5,685.00
16	46	17	POSTAGE	50.00	50.00	50.00	-	50.00
16	46	20	LEGAL SERVICES	-	-	-	-	-
16	46	22	REPAIRS & MAINTENANCE	14,728.00	6,960.17	4,765.24	2,194.93	9,325.00
16	46	23	VEHICLE EXPENSE	4,475.00	3,664.11	2,709.09	955.02	2,900.00
16	46	24	RENTALS	725.00	1,040.00	540.00	500.00	550.00
16	46	25	SHOP EXPENSE	1,595.00	1,080.36	688.68	391.68	1,150.00
16	46	26	TRAVEL & MEETINGS	-	-	-	-	-
16	46	27	INSURANCE & BONDS	4,300.00	5,108.17	5,108.17	-	5,534.00
16	46	28	UTILITIES	7,895.00	8,949.64	6,602.28	2,347.36	9,000.00
16	46	29	TELEPHONE	709.00	510.31	359.63	150.68	480.00
16	46	30	PUBLISHING & ADS	146.00	38.85	38.85	-	100.00
16	46	32	FEES & PERMITS	750.00	748.45	748.45	-	750.00
16	46	40	MISCELLANEOUS	-	-	-	-	-
16	46	42	CONTRACT SERVICES	3,000.00	2,505.49	2,505.49	-	3,000.00
TOTAL FIXED COSTS								123,797.00
REVENUE-FIXED COSTS								67,000.00
16	46	70	CAPITAL OUTLAY	13,500.00	-	-	-	45,750.00
16	46	75	GRANT PROJECTS	34,040.00	23,230.97	23,230.97	-	21,250.00
16	49	99	TRANSFER IN - (OUT)	-	-	-	-	-
PARKS				184,592.00	138,552.00	108,018.95	30,532.51	190,797.00
						5,007.05	(0.00)	
						109,464.27		

FUND	TYPE	ACCT	ACCOUNT DESCRIPTION	2022 BUDGET	ACTUAL + (13) DEC	2022 ACTUAL	13 DEC	2023 BUDGET
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GENERAL FUND - STREETS								
20	31	03	SALES TAX - TOWN	127,388.00	139,118.48	68,365.71	70,752.77	89,192.00
20	31	05	SALES TAX-STATE		16,328.63	16,328.63		28,980.00
20	31	07	FRANCHISE TAX	61,375.00	50,257.41	39,167.86	11,089.55	62,075.00
20	32	02	MISCELLANEOUS PERMITS	1,450.00	1,706.65	1,706.65	-	1,450.00
20	33	01	HIGHWAY USERS TAX	49,916.00	39,099.88	21,599.88	17,500.00	49,916.00
20	33	10	ROAD & BRIDGE	8,050.00	7,926.55	7,926.55		8,050.00
			GRANT REVENUE	18,250.00	-	-		
			RESERVE	18,250.00	-	-		192,000.00
20	35	02	MOTOR FUEL TAX REFUND	1,875.00	582.48	582.48		
				286,554.00	255,020.08	155,677.76	99,342.32	431,663.00

FUND	TYPE	ACCT	ACCOUNT DESCRIPTION	2022 BUDGET	ACTUAL + (13) DEC	2022 ACTUAL	13 DEC	2023 BUDGET
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GENERAL FUND - STREETS								
20	45	1+	CURRENT PAYROLL	191,449.00	146,537.29	91,797.43	54,740.00	166,423.00
20	45	10	WORK COMP	3,570.00	4,542.00	4,542.00		4,905.00
20	45	02	CONTRACT LABOR		-	-		
20	45	15	OFFICE SUPPLIES	-	160.37	160.37	-	100.00
20	45	16	OPERATING SUPPLIES	625.00	1,734.42	1,639.42	95.00	1,920.00
20	45	17	POSTAGE	-	50.00	-	50.00	50.00
20	45	20	LEGAL & ENGINEERING SERV	36,755.00	260.00	135.00	125.00	500.00
20	45	22	REPAIRS & MAINTENANCE	8,510.00	19,323.00	9,545.00	9,778.00	10,500.00
20	45	23	VEHICLE EXPENSE	8,753.00	12,098.17	7,848.17	4,250.00	10,225.00
20	45	24	RENTALS	-	-	-		-
20	45	25	SHOP EXPENSE	6,083.00	13,910.33	3,035.33	10,875.00	4,380.00
20	45	26	TRAVEL & MEETINGS	-	956.67	956.67		-
20	45	27	INSURANCE & BONDS	3,905.00	3,745.91	3,745.91	-	4,330.00
20	45	28	UTILITIES	10,620.00	11,042.53	7,742.53	3,300.00	10,750.00
20	45	29	TELEPHONE	709.00	1,123.09	963.09	160.00	480.00
20	45	30	PUBLISHING & ADS	75.00	88.85	38.85	50.00	100.00
20	45	31	DUES & SUBSCRIPTIONS	-	-	-	-	-
20	45	32	FEES & PERMITS	-	-	-		-
20	45	40	MISCELLANEOUS	-	-	-		-
20	45	42	SNOW REMOVAL	15,500.00	39,447.45	8,297.45	31,150.00	25,000.00
20	45	44	STREET CLEANING	-	-	-		-
			TOTAL FIXED COSTS					239,663.00
			REVENUE-FIXED COSTS					192,000.00
20	45	70	CAPITAL OUTLAY	-	-	-	-	-
20	45	99	TRANSFERS		-	-		192,000.00
STREETS				286,554.00	255,020.08	140,447.22	114,573.00	431,663.00
				-	-	15,230.54		(0.00)
						192,009.71		

FUND	TYPE	ACCT	ACCOUNT DESCRIPTION	2022 BUDGET	ACTUAL + (13) DEC	2022 ACTUAL	13 DEC	2023 BUDGET
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GENERAL FUND - BRIDGE								
24	35	04	INTEREST INCOME	300.00	4,818.08	4,818.08	2,600.00	5,000.00
24	35	13	BRIDGE RESERVE	40,000.00	40,000.00	40,000.00		40,000.00
24	39	99	RESERVES	80,000.00	-	-		80,000.00
				120,300.00	44,818.08	44,818.08	2,600.00	125,000.00

GENERAL FUND - BRIDGE								
24	45	22	BRIDGE REPAIR	120,300.00	-	-		125,000.00
				120,300.00	-	-	-	125,000.00
				-	44,818.08	44,818.08		-
						229,524.76		

FUND	TYPE	ACCT	ACCOUNT DESCRIPTION	2022 BUDGET	ACTUAL + (13) DEC	2022 ACTUAL	13 DEC	2023 BUDGET
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GENERAL FUND SUMMARY								
GENERAL BEGINNING RESERVE				980,742.00	980,742.00	980,742.00		980,742.00
GENERAL INCOME				1,453,729.00	1,329,185.26	954,804.83		1,882,131.00
GENERAL EXPENSE				1,453,728.99	1,284,367.17	762,524.22		1,882,130.99
AUDIT ADJUSTMENT								
NET CHANGE				0.01	44,818.09	192,280.61		0.01
GENERAL ENDING RESERVE				980,742.01	1,025,560.09	1,173,022.61	-	980,742.01
LESS CLASSIFIED FUND BALANCE								
NONSPENDABLE								
RESTRICTED								
TABOR				43,611.87		28,644.14		56,463.93
COMMITTED								
BRIDGE RESERVE				110,868.00		231,168.00		110,868.00
AIRPORT								
ASSIGNED								
CAPITAL PURCHASES								
CAPITAL PROJECTS								
TOTAL CLASSIFIED FUND BAL				154,479.87		259,812.14		167,331.93
UNASSIGNED FUND BAL				826,262.14		913,210.47		813,410.08
EST UNASSIGNED								
		10%		145,372.90		76,252.42		188,213.10
		25%		363,432.25		190,631.06		470,532.75
		50%		726,864.49		381,262.11		941,065.50

			2022		2022	13	2023
FUND	TYPE	ACCT	BUDGET	ACTUAL + (13) DEC	ACTUAL	DEC	BUDGET
GENERAL FUND - STREET CAPITAL							
22	31	03	SALES TAX - TOWN	4,000.00	-	-	-
			OPERATIONAL TAX	117,000.00	165,945.00	93,945.00	192,000.00
22	32	01	LICENSE FEES		9,200.00	9,200.00	9,200.00
			CDOT GRANT				792,961.00
			TRANSFER STREETS		-	-	192,000.00
			TRANSFER CAPITAL	244,325.79	-	-	346,000.00
22	39	99	RESERVES	163,043.00	-	-	316,922.43
			528,368.79	175,145.00	103,145.00	72,000.00	1,849,083.43
22	45	70	STREET CAPITAL	528,368.79	-	-	1,849,083.43
			528,368.79	-	-	-	1,849,083.43
			-	175,145.00	103,145.00	72,000.00	-
					141,777.43		
			BEGINNING RESERVE		141,777.43	141,777.43	-
			INCOME	528,368.79	175,145.00	103,145.00	1,849,083.43
			EXPENSE	528,368.79	-	-	1,849,083.43
			AUDIT ADJUSTMENT				
			NET CHANGE	-	175,145.00	103,145.00	-
			ENDING RESERVE	-	316,922.43	244,922.43	-

FUND	TYPE	ACCT	ACCOUNT DESCRIPTION	2022 BUDGET	ACTUAL + (13) DEC	2022 ACTUAL	13 DEC	2023 BUDGET
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GENERAL FUND - SIDEWALK								
26	30	01	SIDEWALK REVENUE	31,068.00	30,171.93	17,671.93	12,500.00	31,068.00
26	39	99	RESERVES	33,035.00	-	-	-	63,214.65
TOTAL INCOME				64,103.00	30,171.93	17,671.93	12,500.00	94,282.65
26	45	22	REPAIRS & MAINTENANCE	64,103.00	-	-	-	94,282.65
TOTAL EXPENDITURES				64,103.00	-	-	-	94,282.65
				-		17,671.93		-
BEGINNING RESERVE				-	33,042.72	33,042.72		-
INCOME				64,103.00	30,171.93	17,671.93		94,282.65
EXPENSE				64,103.00	-	-		94,282.65
AUDIT ADJUSTMENT								
NET CHANGE				-	30,171.93	17,671.93		-
ENDING RESERVE				-	63,214.65	50,714.65		-

FUND	TYPE	ACCT	ACCOUNT DESCRIPTION	2022 BUDGET	ACTUAL + (13) DEC	2022 ACTUAL	13 DEC	2023 BUDGET
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PASS THROUGH GRANT FUND								
30	35	04		460,000.00		-		460,000.00
TOTAL INCOME				460,000.00		-		460,000.00
30	46	20		460,000.00				460,000.00
TOTAL EXPENDITURES				460,000.00		-		460,000.00
				-		-		-
BEGINNING RESERVE				-				-
INCOME				460,000.00		-		460,000.00
EXPENSE				460,000.00		-		460,000.00
AUDIT ADJUSTMENT				-				-
NET CHANGE				-		-		-
ENDING RESERVE				-		-		-

FUND TYPE ACCT	ACCOUNT DESCRIPTION	2022 BUDGET	ACTUAL + (13) DEC	2022 ACTUAL	13 DEC	2023 BUDGET
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FUND	TYPE	ACCT	ACCOUNT DESCRIPTION	2022 BUDGET	ACTUAL + (13) DEC	2022 ACTUAL	13 DEC	2023 BUDGET
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CONSERVATION TRUST FUND								
40	38	01	CONSERVATION TRUST	8,500.00	9,463.19	4,663.19	4,800.00	9,500.00
40	38	02	INTEREST	15.00	13.21	8.21	5.00	15.00
			RESERVES	17,067.00		-	-	13,232.00
			TOTAL INCOME	25,582.00	9,476.40	4,671.40	4,805.00	22,747.00
40	46	20	EXPENDITURES-CTF	25,582.00	13,476.40	-	13,476.40	22,747.00
			TOTAL EXPENDITURES	25,582.00	13,476.40	-	26,952.80	22,747.00
				-	(4,000.00)	4,671.40		-
			CONS TRUST BEGINNING RESERVE		17,232.00	17,331.89		-
			CONS TRUST INCOME	25,582.00	9,476.40	4,671.40		22,747.00
			CONS TRUST EXPENSE	25,582.00	13,476.40	-		22,747.00
			AUDIT ADJUSTMENT					
			NET CHANGE	-	(4,000.00)	4,671.40		-
			CONS TRUST ENDING RESERVE	-	13,232.00	22,003.29		-

			2022		2022	13	2023
FUND	TYPE	ACCT	BUDGET	ACTUAL + (13) DEC	ACTUAL	DEC	BUDGET
CAPITAL IMPROVEMENT FUND							
50	31	03	SALES TAX - CAP. IMPROVEMENTS	234,000.00	255,549.73	153,349.73	298,524.00
50	31	06	AIRPORT	7,650.00	7,650.00	5,100.00	7,650.00
50	39	99	RESERVES	492,258.00	-	-	599,271.00
TOTAL INCOME			733,908.00	263,199.73	158,449.73	104,750.00	905,445.00
50	70	20	CAPITAL OUTLAY	421,740.00	131,974.66	16,974.66	491,603.00
			ADMINISTRATION				MASTER PLAN BUILDING EXT CARPET KITCHEN INT DOORS STORAGE UPSTAIRS
			PUBLIC SAFETY				VEHICLE RECONFIGURE ELECTRIC UTV
			PUBLIC WORKS				SHOP REPAIR VEHICLE 90,000.00 TOOLS TOOLBOX WATER/VAC TR STORAGE STORAGE BOX 25,000.00 ST OVERLAY
			TRACTOR SUPPLY				
50	70	20	AIRPORT	19,842.00	-	-	67,842.00
50	70	99	TRANSFERS	244,326.00	-	-	346,000.00
TOTAL EXPENDITURES			685,908.00	131,974.66	16,974.66	115,000.00	905,445.00
			48,000.00	131,225.07	141,475.07		-
CAPITAL FUND BEGINNING RESERVE					468,046.72	468,046.72	-
CAPITAL INCOME				733,908.00	263,199.73	158,449.73	905,445.00
CAPITAL EXPENSE				685,908.00	131,974.66	16,974.66	905,445.00
AUDIT ADJUSTMENT							
NET CHANGE				48,000.00	131,225.07	141,475.07	(0.00)
CAPITAL FUND ENDING RESERVE				48,000.00	599,271.79	609,521.79	(0.00)
LESS CLASSIFIED FUND BALANCE							
RESTRICTED : TABOR							
COMMITTED							
			AIRPORT	48,000.00	60,192.00	60,192.00	-
TOTAL CLASSIFIED FUND BAL			48,000.00	60,192.00	60,192.00		-
UNASSIGNED FUND BAL			-	539,079.79	549,329.79		(0.00)

FUND	TYPE	ACCT	ACCOUNT DESCRIPTION	2022 BUDGET	ACTUAL + (13) DEC	2022 ACTUAL	13 DEC	2023 BUDGET
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WATER FUND - INCOME								
60	36	01	WATER CHARGES-BASE RATE	806,402.00	760,169.68	595,169.68	165,000.00	788,352.00
60	36	04	STANDBY TAP FEES		54,698.80	41,798.80	12,900.00	56,856.00
			BASE RATE INCREASE		-	-		58,302.00
60	36	02	WATER CHARGES-USAGE	697,524.00	216,123.64	174,123.64	42,000.00	310,240.00
			USAGE RATE INCREASE		-			54,200.00
60	36	03	SALES & SERVICES	7,000.00	1,686.52	1,161.52	525.00	2,000.00
60	36	05	BULK WATER	6,025.00	6,074.00	4,574.00	1,500.00	7,600.00
60	36	07	GRANT FUNDS	704,732.00	184,616.39	184,616.39	-	704,732.00
60	36	09	PENALTIES	350.00	5,875.00	4,075.00	1,800.00	7,500.00
60	36	12	RENTS	1,000.00	1,000.00	1,000.00	-	1,000.00
			RESERVES	335,500.00	-	-	-	
WATER INCOME				2,558,533.00	1,230,244.03	1,006,519.03	223,725.00	1,990,782.00

				2022		2022	13	2023
FUND	TYPE	ACCT	ACCOUNT DESCRIPTION	BUDGET	ACTUAL + (13) DEC	ACTUAL	DEC	BUDGET
WATER FUND - EXPENDITURES								
60	50	2+	CURRENT PAYROLL	267,419.00	185,148.97	124,108.21	61,038.64	375,987.00
60	50	02	CONTRACT LABOR	-	-	-	-	5,000.00
60	50	44	NORRIS RETIREMENT	20,160.00	18,480.00	12,880.00	5,600.00	13,440.00
60	50	10	WORK COMP	3,315.00	3,776.00	3,776.00	-	4,080.00
60	50	15	OFFICE SUPPLIES	415.00	1,017.19	917.19	100.00	1,125.00
60	50	16	OPERATING SUPPLIES	23,415.00	32,536.71	32,001.35	535.36	32,300.00
60	50	17	POSTAGE	5,550.00	5,160.75	3,742.22	1,418.53	5,760.00
60	50	20	LEGAL & ENGINEERING SERVICES	28,000.00	16,702.11	16,702.11	-	26,000.00
60	50	21	AUDIT	12,500.00	12,500.00	-	12,500.00	13,000.00
60	50	22	REPAIRS & MAINTENANCE	227,750.00	243,975.29	119,510.03	124,465.26	157,146.00
60	50	23	VEHICLE EXPENSE	20,360.00	8,243.34	2,443.34	5,800.00	9,000.00
60	50	24	RENTALS	-	360.00	360.00	-	400.00
60	50	25	SHOP EXPENSE	1,950.00	5,090.39	2,905.39	2,185.00	5,000.00
60	50	26	TRAVEL & MEETINGS	1,200.00	1,534.66	1,034.66	500.00	2,240.00
60	50	27	INSURANCE & BONDS	27,550.00	26,389.56	26,389.56	-	28,625.00
60	50	28	UTILITIES	34,654.00	31,025.47	22,225.47	8,800.00	30,600.00
60	50	29	TELEPHONE	5,088.00	5,072.96	3,648.96	1,424.00	4,812.00
60	50	30	PUBLISHING & ADS	200.00	441.31	241.31	200.00	425.00
60	50	31	DUES & SUBSCRIPTIONS	20,658.00	22,380.00	17,250.00	5,130.00	20,670.00
60	50	32	FEES & PERMITS	12,015.00	9,766.20	7,241.20	2,525.00	11,900.00
60	50	33	DATA PROCESSING	29,630.00	36,517.89	30,032.89	6,485.00	21,200.00
60	50	42	CONTRACT SERVICES	-	68,467.62	63,967.62	4,500.00	18,000.00
60	50	50	WATER POWER AUTHORITY LOAN	191,225.00	173,818.91	173,818.91	-	192,500.00
60	50	51	DRINKING WATER REVOLVING FUND	23,344.00	23,343.70	11,671.70	11,672.00	23,345.00
60	50	52	FCNB INTERIM FINANCING	-	495.00	495.00	-	495.00
TOTAL FIXED COSTS								
REVENUE-FIXED COSTS								
60	50	70	CAPITAL OUTLAY	1,278,395.00	-	-	-	342,232.00
60	50	75	GRANT PROJECTS		-	-	-	-
60	59	90	DEPRECIATION	323,740.00	298,000.00	-	298,000.00	310,000.00
WATER EXPENDITURES				2,558,533.00	1,230,244.03	677,363.12	552,878.79	1,655,282.00
				-	-	329,155.91		335,500.00

FUND	TYPE	ACCT	ACCOUNT DESCRIPTION	2022 BUDGET	ACTUAL + (13) DEC	2022 ACTUAL	13 DEC	2023 BUDGET
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SEWER FUND - INCOME								
70	37	01	SEWER CHARGES - RECEIVED	536,856.00	531,245.03	398,045.03	133,200.00	536,856.00
70	37	01	INCREASE		-	-		222,804.00
70	37	04	SEWER TAPS	5,000.00	5,000.00	5,000.00		10,000.00
70	37	09	INTEREST	400.00	6,010.77	3,699.77	2,311.00	8,630.00
SANITATION INCOME				542,256.00	542,255.80	406,744.80	135,511.00	778,290.00

			2022		2022	13	2023	
FUND	TYPE	ACCT	BUDGET	ACTUAL + (13) DEC	ACTUAL	DEC	BUDGET	
ACCOUNT DESCRIPTION								
SEWER FUND - EXPENDITURES								
70	51	+1	CURRENT PAYROLL	135,048.00	96,187.44	68,475.48	27,711.13	228,395.00
70	51	02	CONTRACT LABOR		-	-		5,000.00
70	51	10	WORK COMP	975.00	1,027.00	1,027.00		1,150.00
70	51	15	OFFICE SUPPLIES	50.00	910.09	810.09	100.00	900.00
70	51	16	OPERATING SUPPLIES	16,605.00	15,676.30	12,499.96	3,176.34	16,105.00
70	51	17	POSTAGE	2,695.00	2,653.55	1,852.74	800.81	2,800.00
70	51	20	LEGAL & ENGINEERING SERV	1,000.00	-	-	-	1,000.00
70	51	21	AUDIT	4,500.00	4,500.00	-	4,500.00	5,000.00
70	51	22	REPAIRS & MAINTENANCE	59,965.00	43,496.34	26,986.95	16,509.39	112,734.00
70	51	23	VEHICLE EXPENSE	20,300.00	7,362.98	2,672.48	4,690.50	11,388.00
70	51	24	RENTALS	-	3,520.00	3,520.00	-	-
70	51	25	SHOP EXPENSE	6,130.00	4,947.13	2,427.77	2,519.36	3,225.00
70	51	26	TRAVEL & MEETINGS	2,400.00	1,263.18	963.18	300.00	2,400.00
70	51	27	INSURANCE & BONDS	11,195.00	10,901.01	9,841.01	1,060.00	12,045.00
70	51	28	UTILITIES	35,951.00	37,021.60	23,009.90	14,011.70	37,050.00
70	51	29	TELEPHONE	1,973.00	1,917.36	1,389.16	528.20	1,956.00
70	51	30	PUBLISHING & ADS	140.00	73.52	23.52	50.00	50.00
70	51	31	DUES & SUBSCRIPTIONS	560.00	571.40	571.40	-	572.00
70	51	32	FEES & PERMITS	7,382.00	6,736.50	4,770.50	1,966.00	6,520.00
70	51	33	DATA PROCESSING	13,650.00	10,880.92	8,306.92	2,574.00	12,275.00
70	51	43	GAGING STATION	4,100.00	2,865.00	2,865.00	-	4,100.00
70	51	54	DEBT SERVICE	108,625.00	98,000.00	74,000.00	24,000.00	108,625.00
TOTAL FIXED COSTS								573,290.00
REVENUE - FIXED COSTS								205,000.00
70	51	70	CAPITAL OUTLAY		191,744.48	141,744.48	50,000.00	95,000.00
SEWER REPLACEMENT						50,000.00		
70	59	90	DEPRECIATION	109,012.00	-	-		110,000.00
SEWER EXPENDITURES			542,256.00	542,255.80	387,757.54	154,497.43		778,290.00
			-	-	18,987.26			(0.00)

FUND	TYPE	ACCT	ACCOUNT DESCRIPTION	2022 BUDGET	ACTUAL + (13) DEC	2022 ACTUAL	13 DEC	2023 BUDGET
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SEWER FUND - SUMMARY								
	SEWER BEGINNING RESERVE			461,740.91	1,306,299.00	1,306,299.00		1,306,299.00
	SEWER INCOME			542,256.00	542,255.80	406,744.80		778,290.00
	SEWER EXPENSE			542,256.00	542,255.80	387,757.54		778,290.00
	NET CHANGE			-	-	18,987.26		(0.00)
	AUDIT ADJUSTMENT							
	SEWER ENDING RESERVE			461,740.91	1,306,299.00	1,325,286.26		1,306,299.00
	SOURCE (USE) OF FUNDS							
	LESS CLASSIFIED FUND BALANCE							
	RESTRICTED							530,000.00
	COMMITTED							
	DEPRICIATION			102,000.00		110,000.00		110,000.00
	DEBT RESERVE (3MO)			135,564.00		96,939.39		194,572.50
	DEBT RESERVE 110%							176,000.00
	PAYMENT RESERVE			101,040.00		101,040.00		101,040.00
	ASSIGNED							
	CAPITAL PURCHASES							
	CAPITAL PROJECTS							
	TOTAL CLASSIFIED FUND BAL			338,604.00		307,979.39		1,111,612.50
	UNASSIGNED FUND BAL			123,136.91		1,017,306.88		194,686.50
	EST UNASSIGNED			54,225.60		38,775.75		77,829.00
				135,564.00		96,939.39		194,572.50
				271,128.00		193,878.77		389,145.00

FUND	TYPE	ACCT	ACCOUNT DESCRIPTION	2022 BUDGET	ACTUAL + (13) DEC	2022 ACTUAL	13 DEC	2023 BUDGET
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TRASH FUND - INCOME								
80	37	02	GARBAGE FEES - RECEIVED	254,340.00	246,798.51	185,298.51	61,500.00	247,325.00
80	37	02	INCREASE		-	-		83,010.00
80	37	03	SALES & SERVICE	10,000.00	2,139.00	1,659.00	480.00	2,400.00
80	39	99	RESERVE	18,760.00	-	-		
INCOME				283,100.00	248,937.51	186,957.51	61,980.00	332,735.00

FUND	TYPE	ACCT	ACCOUNT DESCRIPTION	2022 BUDGET	ACTUAL + (13) DEC	2022 ACTUAL	13 DEC	2023 BUDGET
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TRASH FUND - EXPENDITURES								
80	52	3+	CURRENT PAYROLL	174,850.00	152,048.43	112,225.52	39,823.76	222,106.00
80	50	02	CONTRACT LABOR	-	50.00	50.00		-
80	52	10	WORK COMP	6,250.00	5,196.00	5,196.00		5,625.00
80	52	15	OFFICE SUPPLIES	160.00	401.41	401.41	-	499.00
80	52	16	OPERATING SUPPLIES	1,205.00	2,136.84	1,878.84	258.00	1,905.00
80	52	17	POSTAGE	1,793.00	1,598.33	1,168.33	430.00	1,750.00
80	52	21	AUDIT	4,500.00	4,500.00	-	4,500.00	4,000.00
80	52	22	REPAIRS & MAINTENANCE	1,600.00	369.61	369.61	-	100.00
80	52	23	VEHICLE EXPENSE	16,760.00	20,409.61	16,359.61	4,050.00	21,280.00
80	52	25	SHOP EXPENSE	1,420.00	1,654.64	1,654.64	-	1,725.00
80	52	27	INSURANCE & BONDS	6,695.00	6,900.39	6,725.39	175.00	7,410.00
80	52	28	UTILITIES	2,671.00	2,710.18	1,858.18	852.00	3,429.00
80	52	29	TELEPHONE	750.00	509.63	359.63	150.00	480.00
80	52	30	PUBLISHING & ADS	140.00	138.86	38.86	100.00	200.00
80	52	33	DATA PROCESSING	2,740.00	3,055.23	1,563.23	1,492.00	2,980.00
80	52	42	LANDFILL FEES	37,320.00	36,895.75	27,295.75	9,600.00	38,000.00
80	52	43	CLEAN-UP DAY	3,000.00	4,173.60	4,173.60	-	-
			TOTAL FIXED COSTS					311,489.00
			REVENUE - FIXED COSTS					21,246.00
80	52	70	CAPITAL OUTLAY	3,600.00	-	-	-	3,600.00
80	59	90	DEPRECIATION	17,646.00	17,646.00	-	17,646.00	17,646.00
TRASH EXPENDITURES				283,100.00	260,394.51	181,318.60	79,076.76	332,735.00
				-	(11,457.00)	5,638.91		(0.00)

FUND	TYPE	ACCT	ACCOUNT DESCRIPTION	2022 BUDGET	ACTUAL + (13) DEC	2022 ACTUAL	13 DEC	2023 BUDGET
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TRASH FUND - SUMMARY								
			GARBAGE BEGINNING RESERVE	109,382.02	142,652.00	142,652.00		131,195.00
			GARBAGE INCOME	283,100.00	248,937.51	186,957.51		332,735.00
			GARBAGE EXPENSE	283,100.00	260,394.51	181,318.60		332,735.00
			AUDIT ADJUSTMENT					-
			NET CHANGE	-	(11,457.00)	5,638.91		(0.00)
			GARBAGE ENDING RESERVE	109,382.02	131,195.00	148,290.91		131,195.00
			CAPITAL PURCHASES					
			TOTAL CLASSIFIED FUND BAL	-		-		-
			UNASSIGNED FUND BAL	109,382.02		148,290.91		131,195.00
			EST UNASSIGNED	28,310.00		18,131.86		33,273.50
		25%		70,775.00		45,329.65		83,183.75
		50%		141,550.00		90,659.30		166,367.50

TOTAL BUDGET SUMMARY								
			BEGINNING RESERVE	2,162,652.93		3,700,679.76		3,029,024.00
			INCOME	6,649,579.79		2,838,964.23		8,315,496.08
			EXPENSE	6,601,579.78		2,025,938.14		7,979,996.08
			AUDIT ADJUSTMENT	-		-		-
			NET CHANGE	48,000.01		813,026.09		335,500.00
			ENDING RESERVE	2,210,652.94		4,513,705.85		3,364,524.01

Minutes
Regular Town Board Meeting
Town of Paonia, Colorado
September 22, 2022

RECORD OF PROCEEDINGS

Mayor Bachran called the meeting to order.

Roll Call

PRESENT

- Mayor Mary Bachran
- Trustee Dave Knutson
- Trustee Paige Smith
- Trustee Thomas Markle
- Trustee Dave Weber
- Trustee John Valentine
- Trustee Rick Stelter

Approval of Special Meeting Agenda

Motion made by Trustee Stelter, Seconded by Trustee Weber to approve the agenda as presented. Motion carried unanimously.

Motion made by Trustee Knutson, Seconded by Trustee Stelter to amend the agenda to include a brief summary of the previous budget session #2 - Public Safety.

Discussion ensued regarding expenditures requested by staff and recommended by the Public Works Committee, which included a public safety vehicle and the previously approved Lexipol program. Direction given was to move forward with police vehicle estimates, with and without the hybrid feature. A profit-loss for fuel vs. electric option was suggested.

Discussion ensued.

Motion made by Trustee Stelter, Seconded by Trustee Knutson to approve public safety salary increases effective immediately and the purchase of a police vehicle in the 2022 budget. Motion carried with four (4) ayes and two (2) nays from Trustees Markle and Smith.

As requested by the Board the updated 2023 budget calendar was included in the packet.

Budget Session #3 Enterprise Funds Led by Finance Director Cindy Jones and Water/Sewer/Trash Committee Trustees Weber & Markle

Finance Director Jones turned the discussion regarding the enterprise funds, to Trustee Weber, a member of the Water/Sewer/Trash committee.

Trustee Weber discussed the water rate study from 2021 and the necessity for a rate change in 2022. Other items discussed were:

- Revenues
- Expenditures
- Reserves
- Salaries
- Current fund deficit

Trustee Markle stated he did not see anything out of line within the proposed budget as presented.

Trustee Markle concurred with the direction to increase rates within the water use tiers.

Discussion ensued regarding the impact on the balanced general fund that reallocation of administrative salaries from enterprise funds would have, the amount of time spent by administration in enterprise activities, and staffing changes that can be made to impact the enterprise funds positively, such as removing new positions in water department and administrator from the proposed 2023 budget.

Motion made by Trustee Markle, Seconded by Trustee Smith to reallocate all administrative salaries to the general fund. Motion failed unanimously.

No further motion or direction was given.

Trustee Weber began the presentation of the Sewer Fund which included discussion of the current deficit within the fund. No further motion or direction was given.

Trustee Weber began the presentation of the Trash Fund which included discussion of the current deficit within the fund.

Discussion ensued regarding landfill fees, and other money saving efforts such as dissolution of trash services.

No further motion or direction was given.

Motion made by Trustee Knutson, Seconded by Trustee Markle to adjourn. Motion carried unanimously.

The special session adjourned at 6:24 pm.

Call to Order

Mayor Bachran opened the meeting with Roll Call.

PRESENT

Mayor Mary Bachran

Trustee Dave Knutson - entered at 6:34pm
Trustee Paige Smith
Trustee Thomas Markle - entered at 6:33pm
Trustee Dave Weber
Trustee John Valentine
Trustee Rick Stelter

Approval of Agenda

Motion made by Trustee Weber, Seconded by Trustee Valentine to approve the agenda as presented. Motion carried unanimously.

Announcements

None.

Recognition of Community & Guests

Ms. Suzanne Watson - Second Street - stated two items on unfinished business should be new business since it has not been considered previously and streets money allocated from the "Pot for Potholes" fund can be used on trees as well.

Medina Ryan - North Fork Senior Connections - updated the Board on the event in Crawford.

Consent Agenda

Regular Minutes
Special Meeting Minutes
Disbursements

Trustee Markle questioned the Administrators hiring practices and used a current temporary employee as an example. Administrator Ferguson stated for full transparency the temporary employee is her son's friend who at the request of Public Works is helping fill vacancies in the department and utilizing his expert experience in concrete work and as a cdl driver. She added that he has in the past and currently rents a room in her home.

Trustee Markle moved to direct Administrator Ferguson to attend ethics classes.

Administrator Ferguson provided verbal resignation effective December 31st.

Motion made by Trustee Stelter Seconded by Trustee Knutson to approve the consent agenda. Motion carried unanimously.

Staff Reports

Town Administrator's Report
Finance/Treasurer Report
Police Report
Public Works Report
 Town Administrator's Report
 Finance/Treasurer Report

Police Report

Administrator Ferguson provided updates on the contract obligation with previous officers with the Town which have been successfully paid in full.

Police Blotter code enforcement information was provided.

Public Works Report

Unfinished Business

Acceptance of the Unmodified 2021 Paonia Audit as Presented 9/15/2022

The Board acknowledged the clean audit and praised Ms. Jones and staff for the effort. Community member questioned the use of the trash fund terminology.

Motion made by Trustee Stelter, Seconded by Trustee Markle to accept the unmodified 2021 Paonia Audit as presented. Motion carried unanimously.

Continued from July 28, 2022, Regular Meeting: Citizens’ Initiative to Repeal the Water Moratorium

Tabled until Mr. Brunner can be present.

Community Member Bill Brunner - Colorado Open Records Act Policy Discussion

Tabled until Mr. Brunner can be present.

Department of Local Affairs (DOLA) Innovative Housing Planning Grant

Mayor Bachran provided an overview of the proposed housing grant.

The sixteen (16) strategies were discussed by the Board. The strategies are:

1. The use of vacant publicly owned real property within the local government for the development of affordable housing;
2. The creation of a program to subsidize or otherwise reduce local development review or fees, including but not limited to building permit fees, planning waivers, and water and sewer tap fees, for affordable housing development;
3. The creation of an expedited development review process for affordable housing aimed at households the annual income of which is at or below one hundred twenty percent of the area median income of households of that size in the county in which the housing is located;
4. The creation of an expedited development review process for acquiring or repurposing underutilized commercial property that can be rezoned to include affordable housing units, including the preservation of existing affordable housing units;
5. The establishment of a density bonus program to increase the construction of units that meet critical housing needs in the local community;
6. With respect to water utility charges, the creation of processes to promote the use of sub-metering of utility charges for affordable housing projects and the creation of

- expertise in water utility matters dedicated to affordable housing projects;
- 7. With respect to infrastructure, the creation of a dedicated funding source to subsidize infrastructure costs and associated fees related to publicly owned water, sanitary sewer, storm sewers, and roadways infrastructure;
- 8. Granting duplexes, triplexes, or other appropriate multi-family housing options as a use by right in single-family residential zoning districts;
- 9. The classification of a proposed affordable housing development as a use by right when it meets the building density and design standards of a given zoning district;
- 10. Authorizing accessory dwelling units as a use by right on parcels in single family zoning districts that meet the safety and infrastructure capacity considerations of local governments;
- 11. Allowing planned unit developments with integrated affordable housing units;
- 12. Allowing the development of small square footage residential unit sizes;
- 13. Lessened minimum parking requirements for new affordable housing developments;
- 14. The creation of a land donation, land acquisition, or land banking program;
- 15. An inclusionary zoning ordinance (per CRS 29-20-104(1)); and
- 16. Other novel, innovative or creative approaches to incentivize affordable housing development.

Discussion continued regarding home ownership incentives.

Motion by Trustee Weber, Seconded by Trustee Knutson to approve and move forward with the DOLA Innovative Housing Grant Application, to include strategies 4, 10, and 12.

Motion to amend the main motion made by Trustee Valentine, Seconded by Trustee Smith to include strategy 16 in the grant application.

Motion to amend the main and amended motion by Trustee Markle, Seconded by Trustee Valentine to include strategy 7 in the grant application. Motion failed with one (1) aye and five (5) nays from Trustees Smith, Valentine, Stelter, Weber, and Knutson.

The discussion was opened to the community. Topics discussed were:

Affordable housing for those living here.

Medical staff housing.

Overburdened housing costs which are currently over 33% on average.

Motion made by Trustee Knutson, Seconded by Trustee Valentine to submit the Innovative Housing Grant application once completed, including strategies 4, 10, 12, and 16. Motion carried unanimously.

Resolution TBD-2022 Revision of Resolution 2017-10 Rules of Procedure

Motion made by Trustee Knutson, Seconded by Stelter to accept all items recommended by Trustee Knutson and former Trustee Thompson.

Motion made by Trustee Weber, Seconded by Trustee Smith to table until referenced document was included in the packet. Motion carried unanimously.

New Business

None.

Mayor's Reports

Colorado Grand grant update, including an increase in the ask to include Town Park restroom updates.

Park tree maintenance was discussed as an alternative.

Commission/Committee Reports

Finance: Weber & Smith – nothing new to report.

Parks: Knutson & Stelter – Trustee Knutson provided the parks report having met in the Paonia River Park. There is currently no regular restroom facility at the river park. Town should review the MOU between the WSCC and the Town. The committee will be presenting a draft plan to the Board at a future date.

Streets: Valentine & Markle – nothing new to report.

Water/Sewer/Trash: Weber & Markle – Will report following AWC meeting.

Personnel: Smith & Valentine – Trustee Valentine provided an update on the request for proposals for assistance with a recruitment of an Administrator. There are currently eleven (11) applications.

Public Safety: Knutson & Stelter – Meeting with Interim Chief Laiminger next week.

Paonia Tree Board: Trustee Valentine informed the Board the tree board will have a booth during Mountain Harvest Festival this weekend and the next meeting Tuesday October 2nd at 5pm in Town Park.

A personnel committee meeting, to include Mayor Bachran was scheduled for Monday, September 26th at 3pm to discuss filling open administrator and clerk position.

How Did We Do?

It was a very quick meeting.

Adjournment

7:55pm.

J. Corinne Ferguson, Town Clerk

Mary Bachran, Mayor

FOR: 10/13/2022

UBB OPS DISBURSEMENT SUMMARY		
DESCRIPTION	DATES	AMOUNT
CURRENT FSBC OPS BALANCE		328,535.38
ACCOUNTS PAYABLE	09/16/2022 - 10/11/2022	(93,140.89)
LOAN PAYMENT	WPA-D08F212-11/1/22	(11,671.70)
BOND PAYMENT	AMKO-0096754NS-10/3/22	(23,250.00)
NORRIS RETIREMENT PAYMENT	10/25/2022	(1,120.00)
CHASE CREDIT CARD	08/24/22 - 09/23/22	(3,244.43)
PHILLIPS 66	08/24/22 - 09/23/22	(1,917.18)
TRANSFER TO SUMMIT		*
TRANSFER TO PAYROLL	9/23/2022	(24,907.53)
TRANSFER TO PAYROLL	10/7/2022	(24,752.53)
PAYROLL TAXES	9/23/2022	(26,699.69)
PAYROLL TAXES	10/7/2022	(10,187.65)
BALANCE AFTER PAYMENT		107,643.78

UBB SUMMIT/PAYROLL DISBURSEMENT SUMMARY		
DESCRIPTION	DATES	AMOUNT
CURRENT FSBC SUMMIT BALANCE		2,195,905.28
TRANSFER FROM OPS		-
TRANSFER FROM INT. GRANTS		-
TRANSFER TO OPS		
CURRENT FSBC PAYROLL BALANCE		209.70
TRANSFER FROM OPS	9/23/2022	24,907.53
TRANSFER FROM OPS	10/7/2022	24,752.53
PAYROLL (DIRECT DEPOSIT)	9/23/2022	(24,907.53)
PAYROLL (DIRECT DEPOSIT)	10/7/2022	(24,752.53)
BALANCE AFTER PAYMENT		2,196,114.98

UBB INTERNAL GRANT DISBURSEMENT SUMMARY		
DESCRIPTION	DATES	AMOUNT
CURRENT INTERNAL GRANT BALANCE	SALE OF ASSETS-AUCTION	40,912.00
BALANCE AFTER PAYMENT		40,912.00

*Transfer from Operations Account to Payroll Account then disbursed as Direct Deposit

BANK BALANCES				
	FSBC	COLOTRUST	TOTAL	DESCRIPTION
10/11/2022				
GENERAL		536,586.07		COMBINED FUNDS
SEWER RESTRICTED		534,660.26		PROPERTY SALE-RESTRICTED
DEBT RESERVE		107,731.95		AMKO BOND REQUIRED RESERVE
BRIDGE RESERVE		593,340.81		BRIDGE RESERVE
CONS.TRUST	10,416.92			RESTRICTED TO PARK USE ONLY
GRANT PASS THRU	25,025.00			PLACE HOLDER-COMBINED FUNDS
INT GRANT	40,912.00			PLACE HOLDER-COMBINED FUNDS
OPS	328,535.38			COMBINED FUNDS
PARK CONTRIBUTIONS	12,799.23			SPECIFIC PARK PROJECTS
PAYROLL	209.70			PLACE HOLDER-COMBINED FUNDS
SPACE-TO-CREATE	CLOSED			SPACE TO CREATE ONLY
SUMMIT	2,195,905.28			COMBINED FUNDS
WWTP	58,572.59			OLD SEWER REHAB ONLY
CD#2-402	203,772.64			COMBINED FUNDS-LOC COLLATERAL
CD#3-2578	261,115.54			COMBINED FUNDS
	3,137,264.28	1,772,319.09	4,909,583.37	

CASH POSITION

CASH POSITION

	COMBINED	RESTRICTED	TOTAL	DESCRIPTION
10/11/2022				
GENERAL	536,586.07			
SEWER RESTRICTED		534,660.26		RESTRICTED TO SEWER CAPITAL PROJECT
DEBT RESERVE		107,731.95		RESTRICTED LOAN REQUIREMENT
BRIDGE RESERVE		593,340.81		RESTRICTED TO BRIDGE REPAIRS
CONS.TRUST		10,416.92		RESTRICTED TO PARK CAPITAL PROJECT
GRANT PASS THRU	25,025.00			
INT GRANT		40,912.00		RESTRICTED LOAN REQUIREMENT
OPS	328,535.38			
PARK CONTRIBUTIONS		12,799.23		SPECIFIC PARK PROJECTS AS DONATED
PAYROLL	209.70			
SPACE-TO-CREATE		CLOSED		SPACE TO CREATE ONLY
SUMMIT	2,195,905.28			
WWTP		58,572.59		OLD SEWER REHAB ONLY
CD#2-402	203,772.64			
CD#3-2578	261,115.54			
	3,551,149.61	1,358,433.76	4,909,583.37	

Due date(s): All-All

Oct 11, 2022 05:34PM

Check Issue Date: 10/11/2022

Due Date	Vendor Number	Vendor Name	Invoice Number	Invoice Amount	Discount Amount	Partial Payments	Net Due Amount	Pay	Partial Pmt Amt	Part Pmt Disc Amt	
10/13/2022	933	A Life Remembere	958	150.00	.00	.00	150.00				EVIDENCE BURN - 144242
10/13/2022	1245	Archuleta, Benny	ARCH10012	1,500.00	.00	.00	1,500.00				ORC CONTRACT AGREEMENT-605042
10/13/2022	1275	Association of Idah	11648	25.00	.00	.00	25.00				JOB ADVERTISEMENT - 104130
10/13/2022	987	Black Hills Energy	09-2022	202.83	.00	.00	202.83				UTILITIES - ALLOCATED
10/13/2022	14	Bolinger & Queen I	112483	30.12	.00	.00	30.12				WATER PLANT REPAIR-605022
10/13/2022	1126	Brown Hill Enginee	818	1,710.00	.00	.00	1,710.00				2022 SCADA LEASE-605031
10/13/2022	21	Caselle, Inc	120080	1,261.00	.00	.00	1,261.00				MONTHLY SOFTWARE FEE - ALLOCATED
10/13/2022	1102	Chadwick, Steinkir	66585	25,000.00	.00	.00	25,000.00				2021 AUDIT-ALLOCATED
10/13/2022	24	City of Delta	080422+090	542.00	.00	.00	542.00				SEWER SAMPLES-705132
10/13/2022	673	City Of Grand Junc	2022-000731	112.50	.00	.00	112.50				WATER SAMPLES-605032
10/13/2022	1183	Column Software	8DFD59D8-0	207.32	.00	.00	207.32				LEGAL NOTICES - 104130
10/13/2022	1183	Column Software	8DFD59D8-0	161.47	.00	.00	161.47				LEGAL NOTICES - 104130
10/13/2022	1183	Column Software	8DFD59D8-0	67.62	.00	.00	67.62				LEGAL NOTICES - 104130
10/13/2022	1183	Column Software	8DFD59D8-0	14.21	.00	.00	14.21				LEGAL NOTICES - 104130
10/13/2022	56	Delta County Land	385516-3872	2,882.50	.00	.00	2,882.50				LANDFILL FEES-805242
10/13/2022	43	Delta Montrose Ele	10-2022-W	1,904.80	.00	.00	1,904.80				UTILITIES - ALLOCATED
10/13/2022	43	Delta Montrose Ele	9-2022-S	2,397.48	.00	.00	2,397.48				UTILITIES - 705128
10/13/2022	46	Dependable Lumb	2209-247060	582.50	.00	.00	582.50				VARIOUS-ALLOCATED
10/13/2022	48	Don's Market	01-1624489	15.18	.00	.00	15.18				PARK SUPPLIES-164616
10/13/2022	48	Don's Market	01-1624656	14.99	.00	.00	14.99				BATTERIES - 605016
10/13/2022	368	Double J Disposal	51419	199.50	.00	.00	199.50				TOWN HALL PORTA POTTY-104116
10/13/2022	368	Double J Disposal	51420	84.00	.00	.00	84.00				1MG PORTA POTTY-605016
10/13/2022	368	Double J Disposal	51421	220.50	.00	.00	220.50				PARK PORTA POTTIES-164616
10/13/2022	944	Edwards, Roger	2022-BOOT	100.00	.00	.00	100.00				BOOT ALLOWANCE - 805203
10/13/2022	1190	Empower Trust Co	355253	250.00	.00	.00	250.00				QUARTERLY MONITORING FEE-104131
10/13/2022	1221	ENVIRO-CHEM A	14170478	61.00	.00	.00	61.00				SEWER SAMPLES-705132
10/13/2022	1246	Green Analytical L	GAL2209-07	325.00	.00	.00	325.00				WATER SAMPLES-605032
10/13/2022	1124	JDS-Hydro Consul	INV-0822-13	677.50	.00	.00	677.50				WATER INFRASTRUCTURE ANALYSIS - 605020
10/13/2022	1276	Justin-Case Constr	09272022	750.00	.00	.00	750.00				CONCRETE FINISHING - 404620
10/13/2022	1277	Kelly PC	09302022	2,705.10	.00	.00	2,705.10				ATTORNEY - ALLOCATED
10/13/2022	482	Larry D Gillenwate	423100	83.00	.00	.00	83.00				CAR WASH - ALLOCATED
10/13/2022	470	Leon, Susan	10012022-10	750.00	.00	.00	750.00				CLEANING CONTRACT-104125
10/13/2022	1274	LEXIPOL, LLC	INVLEX1246	1,150.69	.00	.00	1,150.69				SOFTWARE ANNUAL FEE - 144233
10/13/2022	1274	LEXIPOL, LLC	INVLEX1246	14,000.00	.00	.00	14,000.00				SOFTWARE IMPLEMENTATION FEE - 144233
10/13/2022	1234	MERIT ELECTRIC	1229	1,420.35	.00	.00	1,420.35				WATER TREATMENT PLANT - 605022
10/13/2022	141	North Fork Service	730073-7300	648.94	.00	.00	648.94				FUEL-ALLOCATED
10/13/2022	1083	North Fork Valley	0062945-IN	586.63	.00	.00	586.63				LIGHT POLE BANNERS-204525
10/13/2022	1278	O'Shaughnessy, M	DON'S MAR	60.78	.00	.00	60.78				REIMBURSEMENT-164616
10/13/2022	122	Paonia Auto Parts	392568-3933	416.30	.00	.00	416.30				VARIOUS-ALLOCATED
10/13/2022	125	Paonia Farm & Ho	134283-1368	229.21	.00	.00	229.21				VARIOUS-ALLOCATED
10/13/2022	1119	Peak Alarm Co., In	1235734	137.64	.00	.00	137.64				QUARTERLY MONITORING FEE-104131
10/13/2022	499	Phonz +	13866	1,223.28	.00	.00	1,223.28				ADOBE SUBSCRIPTION-ALLOCATED
10/13/2022	520	PR Diamond Prod	0062713-IN	1,384.00	.00	.00	1,384.00				SAW BLADES-ALLOCATED
10/13/2022	1224	Rhinehart Oil Co.,L	16863CT	621.81	.00	.00	621.81				FUEL-805223
10/13/2022	931	Roop Excavating L	1403	240.00	.00	.00	240.00				GRAVEL DELIVERY-204525
10/13/2022	1170	Shums Coda Asso	16096	1,860.00	.00	.00	1,860.00				BUILDING INSPECTOR-PLAN REVIEWS-124302
10/13/2022	1170	Shums Coda Asso	16097	1,800.00	.00	.00	1,800.00				BUILDING INSPECTOR-INSPECTION SERVICES-124302
10/13/2022	1170	Shums Coda Asso	16098	1,980.00	.00	.00	1,980.00				BUILDING INSPECTOR-CONSULTING SERVICES-124302
10/13/2022	1181	STALKER RADAR	S274679	2,717.50	.00	.00	2,717.50				LIDAR-144233
10/13/2022	156	TDS Telecom	10-2022	230.33	.00	.00	230.33				UTILITIES - ALLOCATED
10/13/2022	1256	The UPS Store #5	CU00265049	137.17	.00	.00	137.17				SHIPPING WATER SAMPLES-605017
10/13/2022	161	UNCC	222091080	32.50	.00	.00	32.50				LOCATES-ALLOCATED
10/13/2022	162	United Companies	1488518	1,593.60	.00	.00	1,593.60				WATER LEAK-605022
10/13/2022	162	United Companies	1489202	2,144.43	.00	.00	2,144.43				COLD MIX-204522
10/13/2022	162	United Companies	1490631	2,291.49	.00	.00	2,291.49				COLD MIX-204522
10/13/2022	441	USA Blue Book	105205	332.23	.00	.00	332.23				WATER PLANT-605022

Due Date	Vendor Number	Vendor Name	Invoice Number	Invoice Amount	Discount Amount	Partial Payments	Net Due Amount	Pay	Partial Pmt Amt	Part Pmt Disc Amt	
10/13/2022	1064	Wain, Simon	09292022	4,000.00	.00	.00	4,000.00				REMEDIAL TREE WORK-404620
10/13/2022	588	Wilbur-Ellis Compa	12859371	1,237.50	.00	.00	1,237.50				SEWER CHEMICALS-705116
10/13/2022	177	Wilmore & Compa	10840	1,017.50	.00	.00	1,017.50				PEDESTRAIN PATH-164640
10/13/2022	491	Winwater Corp	065778-02	1,945.76	.00	.00	1,945.76				WATER PARTS-605022
10/13/2022	491	Winwater Corp	066121-01	831.54	.00	.00	831.54				WATER PARTS-605022
10/13/2022	491	Winwater Corp	066464-01	1,862.43	.00	.00	1,862.43				WATER PARTS-605022
10/13/2022	491	Winwater Corp	066588-01	20.16	.00	.00	20.16				WATER PARTS-605022
Grand Totals:			63	93,140.89	.00	.00	93,140.89				

Cash Requirements Summary

Date	Invoice Amount	Discount Amount	Partial Payments	Net Due Amount	Net Cumulative Amount
10/13/2022	93,140.89	.00	.00	93,140.89	93,140.89
Grand Totals:		93,140.89	.00	.00	93,140.89



COLORADO WATER RESOURCES & POWER DEVELOPMENT AUTHORITY
1580 N Logan Street, Suite 820, Denver, Colorado 80203
303-830-1550 / Fax 303/832-8205 / info@cwprda.com

(Transmitted via email)

October 1, 2022

Corinne Ferguson
Town of Paonia
P.O. Box 460
Paonia, CO 81428

**RE: Colorado Water Resources and Power Development Authority
Drinking Water Revolving Fund Direct Loan Program**

Dear Corinne Ferguson:

Below is a breakdown of your loan repayment due: 11/1/2022

Loan Number	Principal	Interest	Total
D08F212	\$10,331.52	\$1,340.18	\$11,671.70

Wire and ACH Instructions

Please note: If the ACH form requires a payment type, select "DDA"

RBK: U.S. Bank N.A.
ABA: 091000022
BNF: USBANK Trust NA
777 E. Wisconsin Avenue
Milwaukee, WI 53202-5300
ACCT NO: 104792954745
Ref No: 14878100

**Per the loan agreement, this
loan is not payable by check.**

If you have other loans with the Authority in other programs, please remit separate payments for each program as specified by the Loan Agreement or loan repayment letter. You will receive separate loan repayment letters for each program.

If you have any further questions, or you are unable to comply with this procedure, please call me prior to the payment date at (303) 830-1550 extension 1021. Please notify me of any address or contact personnel changes by e-mail at accounting@cwprda.com or by phone at the number listed above.

If you would like to make your payments by automatic debit, please contact the Authority's Trustee, Yia Vue at U.S. Bank, (Yia.Vue@USBank.com or (651)-466-6136). Loan servicing letters will continue to be sent but for reference purposes only.

Sincerely,

Valerie Lovato

Valerie Lovato
Senior Accountant II

cc: Jennifer.Petruno@usbank.com, Lucy.Vang@usbank.com, Yia.Vue@usbank.com

Invoice Date: 8/9/2022
 Invoice Number: 2054766

Funds due on 10/3/2022

Town of Paonia, CO
 214 Grand Ave
 Paonia, Colorado 81428

Contact	Phone	Fax	Email
Cindy Jones, Finance Officer	(970)-527-4101		finance@townofpaonia.com
Corinne Ferguson, Interim Administrator	(970)-527-4101		corinne@townofpaonia.com

Account Number: 0096754NS

Town of Paonia, Delta County, Colorado Water and Sewer Revenue Refunding Bonds Series 2020A

Invoice for Debt Service Payment on 10/1/2022

Cusip	Maturity Date	Accrual Start Date	Accrual End Date	No. of Days	Principal Balance	Interest Rate	Interest	Principal	Premium/Discount
69881CAC6	4/1/2023	4/1/2022	9/30/2022	180	\$50,000.00	3.00%	\$750.00	\$0.00	
69881CAD4	4/1/2024	4/1/2022	9/30/2022	180	\$55,000.00	3.00%	\$825.00	\$0.00	
69881CAE2	4/1/2025	4/1/2022	9/30/2022	180	\$55,000.00	3.00%	\$825.00	\$0.00	
69881CAF9	4/1/2026	4/1/2022	9/30/2022	180	\$55,000.00	3.00%	\$825.00	\$0.00	
69881CAG7	4/1/2027	4/1/2022	9/30/2022	180	\$60,000.00	3.00%	\$900.00	\$0.00	
69881CAH5	4/1/2028	4/1/2022	9/30/2022	180	\$60,000.00	3.00%	\$900.00	\$0.00	
69881CAJ1	4/1/2029	4/1/2022	9/30/2022	180	\$60,000.00	3.00%	\$900.00	\$0.00	
69881CAK8	4/1/2030	4/1/2022	9/30/2022	180	\$65,000.00	3.00%	\$975.00	\$0.00	
69881CAL6	4/1/2031	4/1/2022	9/30/2022	180	\$65,000.00	3.00%	\$975.00	\$0.00	
69881CAP7	4/1/2034	4/1/2022	9/30/2022	180	\$210,000.00	3.00%	\$3,150.00	\$0.00	
69881CAS1	4/1/2037	4/1/2022	9/30/2022	180	\$230,000.00	3.00%	\$3,450.00	\$0.00	
69881CAV4	4/1/2040	4/1/2022	9/30/2022	180	\$250,000.00	3.00%	\$3,750.00	\$0.00	
69881CAZ5	4/1/2044	4/1/2022	9/30/2022	180	\$335,000.00	3.00%	\$5,025.00	\$0.00	
					\$1,550,000.00		\$23,250.00	\$0.00	

Interest Due:	\$23,250.00
Principal Deposit Due:	
Net Due:	\$23,250.00

PAYMENT SUMMARY

Total Interest Due: \$23,250.00

TOTAL DUE 10/3/2022 \$23,250.00

Notes



Employee Number	Name	85-00 Net Pay Emp Amt
1058	Beardslee, Dominic D	1,465.45
1055	Byrge, Rodney A	1,281.91
1053	Cecil, Raymond Cole	1,099.43
1052	Edwards, Roger	1,045.38
1002	Ferguson, J.Corinne	2,168.83
1061	Garcia, Jeremiah	1,389.65
1050	Heiniger, Cory	2,070.16
1025	Henderson, Garrett W	1,264.99
1022	Hinyard, Patrick	1,674.47
1001	Jones, Cynthia	1,884.97
1010	Katzer, JoAnn	971.50
1023	Kramer, Lance W	1,607.95
1021	Laiminger, Matt	1,391.69
1003	Mojarro-Lopez, Amanda	456.91
1060	Redden, Jordan	1,451.23
1051	Reich, Dennis	1,126.17
1005	Vetter, Samira	2,401.84
Grand Totals:		
	17	24,752.53

Employee Number	Name	85-00 Net Pay Emp Amt
1300	Bachran, Mary A	184.70
1058	Beardslee, Dominic D	1,436.57
1055	Byrge, Rodney A	1,281.92
1053	Cecil, Raymond Cole	1,188.28
1052	Edwards, Roger	1,045.37
1002	Ferguson, J. Corinne	2,168.84
1061	Garcia, Jeremiah	1,666.33
1050	Heiniger, Cory	2,070.16
1025	Henderson, Garrett W	1,293.02
1022	Hinyard, Patrick	1,604.25
1012	Huffman, Julie J	484.84
1001	Jones, Cynthia	1,884.97
1010	Katzer, JoAnn	971.49
1301	Knutson, David A	92.35
1023	Kramer, Lance W	1,383.67
1021	Laiminger, Matt	1,333.77
1305	Markle, Thomas	92.35
1003	Mojarro-Lopez, Amanda	591.57
1060	Redden, Jordan	1,455.65
1051	Reich, Dennis	1,126.16
1303	Smith, Paige W	92.35
1304	Stelter, Rick	92.35
1302	Valentine, John C	92.35
1005	Vetter, Samira	1,181.87
1306	Weber, David	92.35
Grand Totals:		
	25	24,907.53

Report Criteria:
 Unpaid transmittals included
 Begin Date: ALL
 End Date: ALL

Transmittal Number	Name	Invoice Number	Pay Per Date	Pay Code	Description	GL Account	Amount
2							
2	IRS Tax Deposit		09/16/2022	74-00	Federal Tax Deposit Social Security	10-0216	1,505.72
2	IRS Tax Deposit		09/16/2022	74-00	Federal Tax Deposit Social Security	10-0216	1,505.72
2	IRS Tax Deposit		09/16/2022	75-00	Federal Tax Deposit Medicare Pay P	10-0216	461.76
2	IRS Tax Deposit		09/16/2022	75-00	Federal Tax Deposit Medicare Pay P	10-0216	461.76
2	IRS Tax Deposit		09/16/2022	76-00	Federal Tax Deposit Federal Withhold	10-0216	2,078.29
Total 2:							6,013.25
4							
4	Aflac		09/02/2022	63-01	Aflac Pre-Tax Pay Period: 9/2/2022	10-0225	71.34
4	Aflac		09/02/2022	63-02	Aflac After Tax Pay Period: 9/2/2022	10-0225	24.90
4	Aflac		09/16/2022	63-01	Aflac Pre-Tax Pay Period: 9/16/2022	10-0225	71.34
4	Aflac		09/16/2022	63-02	Aflac After Tax Pay Period: 9/16/2022	10-0225	24.90
Total 4:							192.48
6							
6	Colorado Dept of Labor		06/24/2022	98-00	SUTA State Unemployment Tax Pay	10-0218	67.77
6	Colorado Dept of Labor		07/08/2022	98-00	SUTA State Unemployment Tax Pay	10-0218	72.70
6	Colorado Dept of Labor		07/22/2022	98-00	SUTA State Unemployment Tax Pay	10-0218	61.46
6	Colorado Dept of Labor		08/05/2022	98-00	SUTA State Unemployment Tax Pay	10-0218	61.89
6	Colorado Dept of Labor		08/19/2022	98-00	SUTA State Unemployment Tax Pay	10-0218	65.52
6	Colorado Dept of Labor		09/02/2022	98-00	SUTA State Unemployment Tax Pay	10-0218	67.42
6	Colorado Dept of Labor		09/16/2022	98-00	SUTA State Unemployment Tax Pay	10-0218	65.13
6	Colorado Dept of Labor		09/16/2022	98-00	SUTA	10-0218	.26-
Total 6:							461.63
9							
9	Colorado Dept of Revenue		09/02/2022	77-00	State Withholding Tax Pay Period: 9/2	10-0217	1,079.00
9	Colorado Dept of Revenue		09/16/2022	77-00	State Withholding Tax Pay Period: 9/1	10-0217	1,012.00
Total 9:							2,091.00
30							
30	Empower Retirement		09/16/2022	51-01	Retirement Plan Retirement Plan Pa	10-0220	696.40
30	Empower Retirement		09/16/2022	51-01	Retirement Plan Retirement Plan Pa	10-0220	1,112.60
30	Empower Retirement		09/16/2022	51-02	Retirement Plan Retirement Loan Pa	10-0220	213.58
Total 30:							2,022.58
33							
33	FPPA - Fire & Police Pensi		09/16/2022	50-00	FPPA Pay Period: 9/16/2022	10-0219	918.24
33	FPPA - Fire & Police Pensi		09/16/2022	50-00	FPPA Pay Period: 9/16/2022	10-0219	688.68
33	FPPA - Fire & Police Pensi		09/16/2022	90-00	Death & Disability Pay Period: 9/16/2	10-0219	244.86
Total 33:							1,851.78
70							
70	Rocky Mountain HMO		09/02/2022	60-01	RMHMO - Employee Only Pay Period	10-0223	329.44
70	Rocky Mountain HMO		09/02/2022	60-01	RMHMO - Employee Only Pay Period	10-0223	5,930.29

Transmittal Number	Name	Invoice Number	Pay Per Date	Pay Code	Description	GL Account	Amount
70	Rocky Mountain HMO		09/02/2022	60-02	RMHMO - Employee + 1 Pay Period:	10-0223	118.91
70	Rocky Mountain HMO		09/02/2022	60-02	RMHMO - Employee + 1 Pay Period:	10-0223	696.21
70	Rocky Mountain HMO		09/02/2022	60-03	RMHMO - Employee + Family Pay Pe	10-0223	711.42
70	Rocky Mountain HMO		09/02/2022	60-03	RMHMO - Employee + Family Pay Pe	10-0223	3,900.51
70	Rocky Mountain HMO		09/02/2022	60-07	RMHMO - Employee + Spouse Pay P	10-0223	90.29
70	Rocky Mountain HMO		09/02/2022	60-07	RMHMO - Employee + Spouse Pay P	10-0223	1,010.67
70	Rocky Mountain HMO		09/16/2022	60-01	RMHMO - Employee Only Pay Period	10-0223	334.49
70	Rocky Mountain HMO		09/16/2022	60-03	RMHMO - Employee + Family Pay Pe	10-0223	711.42
70	Rocky Mountain HMO		09/16/2022	60-07	RMHMO - Employee + Spouse Pay P	10-0223	90.29
70	Rocky Mountain HMO		09/16/2022	60-01	Adjustment	10-0223	608.26-
Total 70:							13,315.68
71							
71	The Harford		09/02/2022	65-01	Group#013307460001 Hartford Basic	10-0226	16.96
71	The Harford		09/02/2022	65-02	Group#013307460001 Hartford Suppl	10-0226	26.38
71	The Harford		09/02/2022	65-03	Group#013307460001 Hartford Disab	10-0226	71.25
71	The Harford		09/16/2022	65-02	Group#013307460001 Hartford Suppl	10-0226	26.37
71	The Harford		09/16/2022	65-01	Adjustment	10-0226	49.55
Total 71:							190.51
73							
73	Delta Dental of Colorado		09/02/2022	60-05	Dental RMHMO - Dental Pay Period:	10-0223	245.72
73	Delta Dental of Colorado		09/16/2022	60-05	Dental RMHMO - Dental Pay Period:	10-0223	210.05
73	Delta Dental of Colorado		09/16/2022	60-05	Adjustment	01-0223	72.03-
Total 73:							383.74
75							
75	VSP Insurance CO (CT)		09/02/2022	60-04	RMHMO - Vision Pay Period: 9/2/202	10-0223	95.07
75	VSP Insurance CO (CT)		09/16/2022	60-04	RMHMO - Vision Pay Period: 9/16/20	10-0223	84.38
75	VSP Insurance CO (CT)		09/16/2022	60-04	Adjustment	10-0223	2.41-
Total 75:							177.04
Grand Totals:							26,699.69

Report Criteria:
 Unpaid transmittals included
 Begin Date: ALL
 End Date: ALL

Report Criteria:
 Unpaid transmittals included
 Begin Date: ALL
 End Date: ALL

Transmittal Number	Name	Invoice Number	Pay Per Date	Pay Code	Description	GL Account	Amount
2							
2	IRS Tax Deposit		09/30/2022	74-00	Federal Tax Deposit Social Security	10-0216	1,494.68
2	IRS Tax Deposit		09/30/2022	74-00	Federal Tax Deposit Social Security	10-0216	1,494.68
2	IRS Tax Deposit		09/30/2022	75-00	Federal Tax Deposit Medicare Pay P	10-0216	464.79
2	IRS Tax Deposit		09/30/2022	75-00	Federal Tax Deposit Medicare Pay P	10-0216	464.79
2	IRS Tax Deposit		09/30/2022	76-00	Federal Tax Deposit Federal Withhold	10-0216	2,265.85
Total 2:							6,184.79
4							
4	Aflac		09/30/2022	63-01	Aflac Pre-Tax Pay Period: 9/30/2022	10-0225	71.34
4	Aflac		09/30/2022	63-02	Aflac After Tax Pay Period: 9/30/2022	10-0225	24.90
Total 4:							96.24
6							
6	Colorado Dept of Labor		09/30/2022	98-00	SUTA State Unemployment Tax Pay	10-0218	67.16
Total 6:							67.16
9							
9	Colorado Dept of Revenue		09/30/2022	77-00	State Withholding Tax Pay Period: 9/3	10-0217	1,084.00
Total 9:							1,084.00
30							
30	Empower Retirement		09/30/2022	51-01	Retirement Plan Retirement Plan Pa	10-0220	786.80
30	Empower Retirement		09/30/2022	51-01	Retirement Plan Retirement Plan Pa	10-0220	1,105.20
30	Empower Retirement		09/30/2022	51-02	Retirement Plan Retirement Loan Pa	10-0220	213.58
Total 30:							2,105.58
33							
33	FPPA - Fire & Police Pensi		09/30/2022	50-00	FPPA Pay Period: 9/30/2022	10-0219	940.80
33	FPPA - Fire & Police Pensi		09/30/2022	50-00	FPPA Pay Period: 9/30/2022	10-0219	705.60
33	FPPA - Fire & Police Pensi		09/30/2022	90-00	Death & Disability Pay Period: 9/30/2	10-0219	250.88
Total 33:							1,897.28
70							
70	Rocky Mountain HMO		09/30/2022	60-01	RMHMO - Employee Only Pay Period	10-0223	334.49
70	Rocky Mountain HMO		09/30/2022	60-01	RMHMO - Employee Only Pay Period	10-0223	6,021.19
70	Rocky Mountain HMO		09/30/2022	60-03	RMHMO - Employee + Family Pay Pe	10-0223	711.42
70	Rocky Mountain HMO		09/30/2022	60-03	RMHMO - Employee + Family Pay Pe	10-0223	3,900.51
70	Rocky Mountain HMO		09/30/2022	60-07	RMHMO - Employee + Spouse Pay P	10-0223	90.29
70	Rocky Mountain HMO		09/30/2022	60-07	RMHMO - Employee + Spouse Pay P	10-0223	1,010.67
Total 70:							12,068.57
71							
71	The Harford		09/30/2022	65-01	Group#013307460001 Hartford Basic	10-0226	16.96
71	The Harford		09/30/2022	65-02	Group#013307460001 Hartford Suppl	10-0226	26.38

Transmittal Number	Name	Invoice Number	Pay Per Date	Pay Code	Description	GL Account	Amount
71	The Harford		09/30/2022	65-03	Group#013307460001 Hartford Disab	10-0226	71.25
Total 71:							114.59
73							
73	Delta Dental of Colorado		09/30/2022	60-05	Dental RMHMO - Dental Pay Period:	10-0223	210.03
Total 73:							210.03
75							
75	VSP Insurance CO (CT)		09/30/2022	60-04	RMHMO - Vision Pay Period: 9/30/20	10-0223	84.38
Total 75:							84.38
Grand Totals:							23,912.62

Report Criteria:

Unpaid transmittals included
 Begin Date: ALL
 End Date: ALL



Manage your account online at : www.chase.com/cardhelp

Customer Service: 1-800-945-2028

Mobile: Download the Chase Mobile® app today

October 2022						
S	M	T	W	T	F	S
25	26	27	28	29	30	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

New Balance
\$3,244.43
 Minimum Payment Due
\$40.00
 Payment Due Date
10/17/22

Late Payment Warning: If we do not receive your minimum payment by the due date, you may have to pay a late fee, and existing and new balances may become subject to the Default APR.

Minimum Payment Warning: Enroll in Auto-Pay and avoid missing a payment. To enroll, go to www.chase.com

ACCOUNT SUMMARY

Account Number: 4246 3152 5990 8901	
Previous Balance	\$2,295.83
Payment, Credits	-\$2,295.83
Purchases	+\$3,244.43
Cash Advances	\$0.00
Balance Transfers	\$0.00
Fees Charged	\$0.00
Interest Charged	\$0.00
New Balance	\$3,244.43
Opening/Closing Date	08/24/22 - 09/23/22
Credit Limit	\$45,000
Available Credit	\$41,755
Cash Access Line	\$2,250
Available for Cash	\$2,250
Past Due Amount	\$0.00
Balance over the Credit Limit	\$0.00

YOUR ACCOUNT MESSAGES

Your next AutoPay payment for \$3,244.43 will be deducted from your Pay From account and credited on your due date. If your due date falls on a Saturday, we'll credit your payment the Friday before.

0000001 FIS33339 C 1

N Z 23 22/09/23

Page 1 of 3

05686 MA DA 24205

26610000010002420501

This Statement is a Facsimile - Not an original



42463152599089010000400000324443000000008

P.O. BOX 15123
 WILMINGTON, DE 19850-5123
 For Undeliverable Mail Only

AUTOPAY IS ON
 See Your Account Messages for details.

Payment Due Date: 10/17/22
New Balance: \$3,244.43
Minimum Payment Due: \$40.00

Account number: 4246 3152 5990 8901

\$ _____ Amount Enclosed
AUTOPAY IS ON

24205 BEX Z 26622 C
 CINDY JONES
 TOWN OF PAONIA
 PO BOX 460
 PAONIA CO 81428-0460

CARDMEMBER SERVICE
 PO BOX 6294
 CAROL STREAM IL 60197-6294

⑆ 5000 160 281⑆ 1595 25990890 1511⑆

To contact us regarding your account:



Call Customer Service:
In U.S. 1-800-945-2028
Spanish 1-888-795-0574
Pay by phone 1-800-436-7958
International 1-480-350-7099
We accept operator relay calls



Send Inquiries to:
P.O. Box 15298
Wilmington, DE 19850-5298



Mail Payments to:
P.O. Box 6294
Carol Stream, IL 60197-6294



Visit Our Website:
www.chase.com/cardhelp

Information About Your Account

Making Your Payments: The amount of your payment should be at least your minimum payment due, payable in U.S. dollars and drawn on or payable through a U.S. financial institution or the U.S. branch of a foreign financial institution. You can pay down balances faster by paying more than the minimum payment or the total unpaid balance on your account.

You may make payments electronically through our website or by one of our customer service phone numbers above. In using any of these channels, you are authorizing us to withdraw funds as a one-time electronic funds transfer from your bank account. In our automated phone system, this authorization is provided via entry of a personal identification number. You may revoke this authorization by cancelling your payment through our website or customer service telephone numbers prior to the payment processing. If we receive your completed payment request through one of these channels by 11:59 p.m. Eastern Time, we will credit your payment as of that day. If we receive your request after 11:59 p.m. Eastern Time, we will credit your payment as of the next calendar day. If you specify a future date in your request we will credit your payment as of that day.

If you pay by regular U.S. mail to the Payments address shown on this statement, write your account number on your check or money order and include the payment coupon in the envelope. Do not send more than one payment or coupon per envelope. Do not staple, clip or tape the documents. Do not include correspondence. Do not send cash. If we receive your properly prepared payment on any day by 5 p.m. local time at our Payments address on this statement, we will credit to your account that day. If your payment is received after 5 p.m. local time at our Payments address on this statement, we will credit it to your account as of the next calendar day.

For all other payments or for any payment type above for which you do not follow our payment instructions, crediting of your payments may be delayed for up to 5 days.

Account Information Reported To Credit Bureau: We may report information about your Account to credit bureaus. Late payments, missed payments or other defaults on your Account may be reflected in your credit report. If you think we have reported inaccurate information to a credit bureau, please write to us at Chase Card Services P.O. Box 15369, Wilmington, DE 19850-5369.

To Service And Manage Any Of Your Account(s): By providing my mobile phone number, I am giving permission to be contacted at that number about all of my accounts by JPMorgan Chase and companies working on its behalf. My consent allows the use of text messages, artificial or prerecorded voice messages and automatic dialing technology for informational and account servicing, but not for sales or telemarketing. Message and data rates may apply.

Authorization To Convert Your Check To An Electronic Transfer Debit: When you provide a check as payment, you authorize us either to use information from your check to make a one-time electronic fund transfer from your account or to process the payment as a check. Your bank account may be debited as soon as the same day we receive your payment. You will not receive your check back from your institution.

Conditional Payments: Any payment check or other form of payment that you send

us for less than the full balance due that is marked "paid in full" or contains a similar notation, or that you otherwise tender in full satisfaction of a disputed amount, must be sent to Card Services, P.O. Box 15049, Wilmington, DE 19850-5049. We reserve all our rights regarding these payments (e.g., if it is determined there is no valid dispute or if any such check is received at any other address, we may accept the check and you will still owe any remaining balance). We may refuse to accept any such payment by returning it to you, not cashing it or destroying it. All other payments that you make should be sent to the regular Payment address shown on this statement.

Annual Renewal Notice: If your Account Agreement has an annual membership fee, you are responsible for it every year your Account is open. We will add your annual membership fee to your monthly billing statement once a year, whether or not you use your account. Your annual membership fee will be added to your purchase balance and may incur interest. The annual membership fee is non-refundable unless you notify us that you wish to close your account within 30 days or one billing cycle (whichever is less) after we provide the statement on which the annual membership fee is billed. Your payment of the annual membership fee does not affect our rights to close your Account and to limit your right to make transactions on your Account. If your Account is closed by you or us, the annual membership fee will no longer be billed to your Account.

Calculation Of Balance Subject To Interest Rate: To figure your periodic interest charges for each billing cycle when a daily periodic rate(s) applies, we use the daily balance method (including new transactions). To figure your periodic interest charges for each billing cycle when a monthly periodic rate(s) applies, we use the average daily balance method (including new transactions). For an explanation of either method, or questions about a particular interest charge calculation on your statement, please call us at the toll free customer service phone number listed above.

We calculate periodic interest charges separately for each feature (for example, purchases, balance transfers, cash advances or overdraft advances). These calculations may combine different categories with the same periodic rates. Variable rates will vary with the market based on the Prime Rate or such index described in your Account Agreement. There is a transaction fee for each balance transfer, cash advance, or check transaction in the amount stated in your Account Agreement. There is a foreign transaction fee of 3% of the U.S. dollar amount of any foreign transaction for some accounts. Please see your Account Agreement for information about these fees.

Interest Accrual: We accrue periodic interest charges on a transaction, fee or interest charge from the date it is added to your daily balance until payment in full is received on your account.

Credit Limit: If you want to inquire about your options to help prevent your account from exceeding your credit limit, please call the number on the back of your card.

Payment Allocation: When you make a payment, generally, we first apply your minimum payment to the balance on your monthly statement with the lowest APR. Any payment above your minimum payment would generally then be applied to the balance on your monthly statement with the highest APR first. If you do not pay your balance in full each month, you may not be able to avoid interest charges on new purchases.



To manage your account, including card payments, alerts, and change of address, visit www.chase.com/cardhelp or call the customer service number which appears on your account statement.



YOUR ACCOUNT MESSAGES (CONTINUED)

Your AutoPay amount will be reduced by any payments or merchant credits that post to your account before we process your AutoPay payment. If the total of these payments and merchant credits is more than your set AutoPay amount, your AutoPay payment for that month will be zero.

ACCOUNT ACTIVITY

Date of Transaction	Merchant Name or Transaction Description	\$ Amount
09/16	AUTOMATIC PAYMENT - THANK YOU	-2,295.83
09/07	MESA COUNTY HEALTH 866-7566041 CO	40.00
09/20	SPRINT *WIRELESS 800-639-6111 KS CINDY JONES TRANSACTIONS THIS CYCLE (CARD 8901) \$1927.90- INCLUDING PAYMENTS RECEIVED	327.93
08/23	INTERNATIONAL INSTITUTE O 909-9444162 CA	175.00
08/26	AMZN Mktp US*5Y65T2193 Amzn.com/bill WA	48.33
08/26	AMZN Mktp US*HL5C05UB3 Amzn.com/bill WA	24.98
08/29	SP ECOSOUL HOME HTTPSWWW.ECOS MA	81.97
08/29	AMZN Mktp US*1V4BP5EX1 Amzn.com/bill WA	155.64
09/08	VALIN CORPORATION 408-730-9850 CA	1,039.06
09/15	VALIN CORPORATION 408-730-9850 CA CORINNE FERGUSON TRANSACTIONS THIS CYCLE (CARD 3742) \$1572.48	47.50
08/28	CONOCO - LOAF N JUG 47 EAGLE CO	44.03
08/30	SLICE*MILEHIGHPIZZAGRI SLICELIFE.COM NY	34.94
08/30	7-ELEVEN 39528 AURORA CO	29.42
08/31	OUTBACK #0619 AURORA CO	75.00
09/01	OUTBACK #0619 AURORA CO	74.48
09/01	WORDCAB.COM WORDCAB.COM NY	24.00
09/02	MAVERIK #653 CLIFTON CO	42.04
09/02	MAVERIK #579 AURORA CO	27.23
09/12	MTLEAGUE WWW.MTLEAGUE. MT	125.00
09/14	LEAGUE OF ARIZONA CITI 602-258-5786 AZ	50.00
09/20	CAREERS IN GOVERNME 310-403-8022 CA TOWNOF PAONIA TRANSACTIONS THIS CYCLE (CARD 4100) \$801.14	275.00
09/20	USPS PO 0769660541 PAONIA CO TOWNOF PAONIA TRANSACTIONS THIS CYCLE (CARD 8158) \$2.88	2.88
08/25	SQ *ARAPAHOE COUNTY SHERI 877-417-4551 CO MATT LAIMINGER TRANSACTIONS THIS CYCLE (CARD 7897) \$500.00	500.00

2022 Totals Year-to-Date	
Total fees charged in 2022	\$0.00
Total interest charged in 2022	\$0.00

Year-to-date totals do not reflect any fee or interest refunds you may have received.

INTEREST CHARGES

Your Annual Percentage Rate (APR) is the annual interest rate on your account.

Balance Type	Annual Percentage Rate (APR)	Balance Subject To Interest Rate	Interest Charges
PURCHASES			
Purchases	15.49%(v)(d)	- 0 -	- 0 -
CASH ADVANCES			
Cash Advances	27.24%(v)(d)	- 0 -	- 0 -

INTEREST CHARGES (CONTINUED)

Your Annual Percentage Rate (APR) is the annual interest rate on your account.

Balance Type	Annual Percentage Rate (APR)	Balance Subject To Interest Rate	Interest Charges
BALANCE TRANSFERS			
Balance Transfer	15.49%(v)(d)	- 0 -	- 0 -

31 Days in Billing Period

(v) = Variable Rate

(d) = Daily Balance Method (including new transactions)

(a) = Average Daily Balance Method (including new transactions)

Please see Information About Your Account section for the Calculation of Balance Subject to Interest Rate, Annual Renewal Notice, How to Avoid Interest on Purchases, and other important information, as applicable.





COLORADO
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Knowledge

KNOWLEDGE NOW – PRACTICAL RESEARCH ON TIMELY TOPICS

Briefing

- The FAML I program provides employees with 12 weeks of paid leave to take care of themselves or a family member
- Participation in FAML I is automatic for municipalities unless they formally opt out
- Opt-out votes and notice to the FAML I Division should occur before the end of 2022 to avoid premium assessments in 2023
- Employees can take part in FAML I even if their municipality declines to participate

COLORADO'S PAID FAMILY MEDICAL LEAVE INSURANCE (FAML I) PROGRAM



FAML I: WHAT'S RIGHT FOR YOUR CITY OR TOWN?

URGENT ACTION IS NEEDED. Colorado municipalities must make immediate decisions regarding their participation in Colorado's

Paid Family Medical Leave Insurance (FAML I) program. Participation will have a substantial impact on your municipal budget, operations, and employee relations. **Participation is automatic for any municipality unless your council or board formally votes to decline participation or opt out. The FAML I**

Division must be notified by the end of 2022 to avoid premium liability. CML is not encouraging municipalities to participate or to decline participation in the program. Each municipality should assess the program for themselves. Opting out now does not prevent later participation, and employees can still participate individually and should receive the full benefit of the program.

Continued on page 2

Colorado Municipal League
1144 Sherman St. • Denver, CO • 80203
303 831 6411 / 866 578 0936
www.cml.org



Empowered cities and towns, united for a strong Colorado

What is FAMLI?

In November 2020, Colorado voters approved Proposition 118, which paved the way for a state-run Paid Family Medical Leave Insurance (FAMLI) program. FAMLI is codified at C.R.S. §§ 8-13.3-501 to -524, and is administered through the Colorado Department of Labor and Employment, Division of Family and Medical Leave Insurance (famli.colorado.gov). Premiums will be collected (including employer and employee shares) starting **Jan. 1, 2023**, and benefits will be available starting **Jan. 1, 2024**.

FAMLI provides covered employees with 12 weeks of paid leave to take care of themselves or a family member during life events like injury, serious illness, or pregnancy. An additional 4 weeks are available to employees who experience pregnancy or childbirth complications. Payments would be a rate below the employee's weekly rate, as described below. Leave can be taken together or intermittently. FAMLI benefits are portable between jobs.

FAMLI also provides job protection for employees who were employed for at least 180 days before the protected leave occurs. This means that an employer must return the employee to the same or an equivalent position with equivalent benefits, pay, and other terms and conditions following the leave. Employers must also maintain healthcare benefits during the leave, but the employee would have to continue to pay their share of the cost. Accrual of seniority and other benefits are not protected.

FAMLI is a separate program from the paid sick leave requirements of the Healthy Families and Healthy Workplaces Act and the Federal Family and Medical Leave Act (FMLA).

What will participation in FAMLI cost my city or town?

Participating employers and employees will contribute to premiums for FAMLI, and municipalities will bear the administrative costs of compliance. Premiums will be 0.9% of an employee's wage (HB22-1305 is pending in the General Assembly and

would reduce this to 0.81% for the first six months of the program). Wages and exempt items are determined under administrative rules (7 CCR 1107-1:1.5.3 and 1.5.4). A municipality can expect to contribute an amount equal to at least 0.45% of its current employee "wages" on an annual basis and possibly up to 0.90% of that figure. The FAMLI Division will provide notice of expected premiums and publish due dates and guidance on premium remittance.

A participating municipality (unless it has fewer than 10 employees) must remit 100% of the premium for each employee. The employer must directly contribute at least 50% of that amount (i.e., 0.45% of the employee's wage) and may require the employee to deduct the remaining 50% from their paycheck (i.e., employees would see a deduction of about 0.45% from their pay). An employer can choose to contribute part or all of the employee portion of the premium. For a municipality with fewer than 10 employees there is no "employer share"; the municipality can require the employee to deduct up to 50% but can also choose to contribute part or all of the employee portion.

An employer is responsible for any error it makes in calculating, deducting, and remitting premiums, including the employer portion.

If a municipality does not participate in FAMLI, the employee would be solely responsible for 50% of the premium if the employee elects to participate individually. The municipality can, but need not, deduct the employee portion from payroll and remit it to the state. If the municipality is involved in deducting or remitting the employee portion, any error would be the municipality's responsibility.

Why would my city or town not participate in FAMLI?

Declining participation in the FAMLI program is a significant decision, but it must be made quickly to meet FAMLI's initial deadlines. If a municipality does not opt out now, it must wait three years to decline participation. If a municipality opts out now, it can opt in any future year. It must renew its decision to decline participation at least every eight years.

The cost of the FAMLI program may outweigh the benefits to the municipality and its employees. FAMLI program participation will increase municipal budgets by at least 0.45% of its employees' wages annually and potentially more. FAMLI also includes additional administrative work for finance and human resources staff and raises employer liability concerns. Employees who want the paid benefits of FAMLI can participate individually at no greater personal cost and without imposing a cost on the municipality and other employees who do not want to participate.

Municipalities may want to make a local decision as to how to provide employee benefits and protections. Participation in the FAMLI program could conflict with existing employer benefits plans or collective bargaining agreements. Alternatives, like a private plan pursuant to C.R.S. § 8-13.3-521 (or adopted independently after opting out of FAMLI by a vote) or a supplemental insurance program, could be a better fit for your organization.

Because FAMLI is a new program and the program rules have not been fully established, a municipality may choose to be cautious and opt out initially so it can evaluate the program in operation to determine if it is the best choice for the municipality. By opting out, a municipality can determine budgetary and employment impacts locally. Because FAMLI assigns the costs of errors in calculating and remitting premiums to employers, a municipality may wish to wait until procedures can be developed to ensure compliance. Finally, the FAMLI Division has yet to issue all necessary administrative rules, including explaining the interplay between the program and other federal and state laws.

What is best for our employees?

Employees can still participate individually (C.R.S. § 8-13.3-514) and should receive the same benefits, even if the municipality declines participation. Benefits rules to be issued this year will hopefully confirm that benefits will apply equally. The cost to the employee who wants FAMLI coverage is the same whether the employer



Employees can participate in FAMLI individually and should receive the same benefits, even if their municipality declines participation.

participates or not; employees who do not want this coverage would not have to pay any premium.

Employees who choose to participate individually when the municipality opts out would be required to remit their premium share directly to the FAMLI Division unless the municipality chooses to handle this payment by deducting the premium from the employee’s pay or paying it on the employee’s behalf.

Employees may benefit from a municipality opting out because the municipality would have no financial responsibility for 50% of the premium. The municipality could choose to use that savings to benefit employees directly, such as by paying for some or all of the 50% premium for employees who participate individually.

Employment protections under the statute do not apply if a municipality declines participation in FAMLI, but the

Federal Family and Medical Leave Act (for employers with 50 or more employees in the current or prior year) and any local standards would still apply.

What are the costs and benefits for employees?

Employees bear up to 50% of the premium (or 0.45% of their weekly wage) if the municipality participates or the employee chooses to participate individually.

Employees who do not want to participate must still pay a premium if the municipality does not decline participation. Job protections defined in C.R.S. § 8-13.3-509, apply only if a municipality participates in the program.

By statute, an employee would receive a weekly benefit under FAMLI in the amount of 90% of their weekly wage that is equal to or less than 50% of the state average weekly wage, and 50% of their weekly wage that is more than 50% of the state

average weekly wage. Weekly benefits are capped at 90% of the state average weekly wage until 2025, when the maximum weekly benefit is limited to \$1,100 per week. The FAMLI Division suggests that an employee would receive benefits between 37% (\$1,100 based on a weekly wage of \$3,000 or more), 55% (\$1,100 based on a weekly wage of \$2,000), 68% (\$1,018 based on a weekly wage of \$1,500), 77% (\$768 based on a weekly wage of \$1,000), and 90% (\$450 based on a weekly wage of \$500) of the employee’s weekly wage.

Benefits rules have not been finalized. The FAMLI Division provides a premium and benefits calculator on its website. Federal income tax may apply to benefits, but benefits are exempt from state income taxes.

How do we opt out?

All municipalities are included in FAMLI by default, regardless of size. A municipality

may opt out and avoid the employer portion of premiums by a vote of a governing body. The opt-out procedure is governed by C.R.S. § 8-13.3-514 and administrative rules at 7 CCR 1107-2. Declination takes effect 180 days after the vote so employees can elect to individually participate in the FAMLI program if they choose. A municipality cannot decline part of FAMLI’s provisions.

Pre-vote notices: The municipality must give prior notice of the vote in the same manner it notices other public business. Under the Colorado Open Meetings Law, this means at least 24 hours advance notice must be posted. Local requirements may apply.

Special notice must be provided to employees in writing before the vote indicating the voting process and providing an opportunity to submit comments to the governing body. Information about individual opt-in may also be required (see 7 CCR 1107-2: 2.6.A.4), although those standards likely apply only to post-vote notices. The rules do not indicate that email communication is not appropriate (7 CCR 1107-2: 2.6.A.2). Municipalities might consider both email and written communications to employees.

A description of the voting process could identify the local requirements for the governing body to approve an action, including the potential to make a motion, council or board deliberation, and vote requirements. Municipalities could also consider allowing both oral testimony at the meeting and a written comment option.

Hearing and vote: The vote must occur at least 180 days before the declination will be effective (This deadline appears to apply to an initial declination before the program even begins in 2023, but the rules are not clear). While a formal hearing is not required, the rules require the governing body to take testimony before voting. This could include both verbal and written comments from any interested person.

The rules require that the vote follow the entity’s procedures for formal votes and be a “decision by an affirmative vote of the local government’s governing body



to decline participation in the [FAMLI] program” (7 CCR 1107-2: 2.6.A). The rules do not indicate that any formal approval mechanism is required, unless one is required by local standards. A motion, resolution, or ordinance may suffice but could modify the “voting process” that needs to be detailed to employees in the advance notice. At a minimum, the document should probably include language indicating that notice was given to employees and the public as required, testimony was taken, and that the body voted affirmatively to decline participation in the FAMLI program.

Post-vote actions: After a vote to decline participation, the municipality must provide several notices. First, the municipality must provide written notice to the FAMLI Division “memorializing the decision” and identifying the date of the vote. The rules are silent on the timing of notice to the FAMLI Division; prompt action is advised. The FAMLI Division has suggested that a letter would be sufficient and expects to have an electronic portal for submissions ready in late 2022. A certified record of the meeting (e.g., minutes showing the motion, vote, and date; resolution; ordinance) with a cover letter would provide a more concrete explanation of the vote and demonstrate compliance with other requirements (7 CCR 1107-2: 2.5.A and, 2.6.A).

Second, the municipality must provide written, individual notices to employees within 30 days after the vote. This notice must indicate the vote to decline coverage and “the impact toward FAMLI, or other paid family and leave insurance coverage” (7 CCR 1107-2: 2.6.A.3). The notice must explain the difference between the FAMLI program and any private plan offered by the local government and identify FMLA eligibility and other local benefits.

The employee notice (and possibly the pre-vote notice) must also provide information on the right of the employee to voluntarily opt in to FAMLI pursuant to C.R.S. § 8-13.3-514, and FAMLI Division contact information (7 CCR 1107-2: 2.6.A.4).

Third, the municipality must post the post-vote notice in a “conspicuous and accessible place in each establishment where employees are employed” (7 CCR 1107-2: 2.6.A.4). Email notice or posting on a web- or app-based platform is recommended and is required for employers with no physical workplace and for employees who work through a web- or app-based platform or work remotely.

Continued on page 5

CML Knowledge Now



Special Notice Standards: The post-vote notice, at a minimum, and potentially all notices must be provided in English and any language representing the first language spoken by at least 5% of the municipality's workforce.

The FAMLI Division will make posters and notices available, but municipalities must request the materials and should expect to pay printing and mailing costs. Notices and posters in languages other than English or Spanish must be specially ordered.

Declination renewal: The declination must be renewed every eight years or the municipality is automatically added back in to FAMLI (7 CCR 1107-2: 2.5.C). The rules require "a similar vote process and margin." That likely means the same number of votes needed to approve an action, not passage by the exact same number of votes as the prior declination.

How do we opt back in to the FAMLI program?

A municipality that previously opted out of the FAMLI program may opt back in by affirmative vote "of a quorum of the governing body" at the beginning of the annual local budgeting cycle, as determined by the municipality (7 CCR 1107-2: 2.5 and 2.6). Coverage would begin no later than the quarter after the vote and submission of one quarter's premium. Municipalities who opt into FAMLI must stay in the program for at least three fiscal years.

Opting back in also involves employee notice requirements. No more than 90 days after the vote, individual employees who opted in must be personally notified in writing that the municipality has opted back into FAMLI. The notice must include the date for the municipality's first submittal of quarterly premiums and any potential lapses or changes in benefits eligibility. The local government must publicly post a notice of the date the employer will begin paying FAMLI premiums and when coverage is expected to start. Employees who did

not opt in must also be notified in writing, both publicly and personally, no later than 180 days after the vote to opt back into FAMLI. The notice must contain a detailed explanation of employee rights under the FAMLI program, including program requirements, benefits, claims processes, payroll deductions, premiums, and employee protections like the right to job protection and benefit continuation and protection against retaliatory or discriminatory information, among other things.

Anticipate updates to FAMLI program.

Municipalities must act now to determine if they want to participate in the FAMLI program, but they should expect updates throughout 2022. Several administrative regulations have yet to be finalized, including benefits rules and the interaction between FAMLI and other federal and state leave laws. The Colorado Supreme Court is also considering a court challenge to the premium requirement that might be decided this year.



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Knowledge

KNOWLEDGE NOW – PRACTICAL RESEARCH ON TIMELY TOPICS

Colorado's Paid Family Medical Leave Insurance (FAMLI) program

PUBLIC WORKS

Half of the CIRSA recommended updates have been made.

The new park pad has been poured. The brick edges will be mortared in, and umbrella installed until winter.

We have modified our purchase process for disinfectant at the water plant. Instead of purchasing the 55-gallon drums we have moved to purchasing 275-gallon chemical totes. It is a .75 a gallon savings and reduces chemical handling exposure.

All diversion box lids welded and fabricated by temporary worker Dominic Beardslee have been installed. Mr. Beardslee has chosen to no longer assist the Town.

Assisted Delta County Road and Bridge with the Niagara Avenue overlay.

Continue to fill potholes.

Working on sidewalk cleanup and weed removal.

Overgrowth and cleanup in alleys.

Graded alleys.

Winterizing of parks and leaf cleanup will begin soon. REMINDER – the leaf vac can create a lot of dust and some debris. Please close your windows when parking your vehicles.



Town of Paonia Administrative Staff Report

October 13, 2022

Finance Director

Upcoming Items

- ❖ Budget to Actual for August (Cindy)

- ❖ Beacon integration. (Samira)
- ❖ Continue to work with Cory on the Parts inventory processes and Barcodes (Samira)
- ❖ Continue to work on the Ordering processes (Samira)
- ❖ Continue to work on the Vehicle/Equipment tracking processes (Samira)
- ❖ Backflow integration (Samira)

Paonia Police Department

Law Incident Table, by Date and Time

Date Occurred: 09/01/22

<u>Time</u>	<u>Nature</u>	<u>Address</u>	<u>Agency</u>	<u>Loctn</u>	<u>Dsp</u>
08:20:40	AGENCY ASSIST	BOX ELDER AVE, Paonia, CO	PPD	PPD	
17:11:51	CITIZEN ASSIST	GRAND AVE, Paonia, CO	PPD	PPD	
Total Incidents for this Date: 2					

Date Occurred: 09/02/22

<u>Time</u>	<u>Nature</u>	<u>Address</u>	<u>Agency</u>	<u>Loctn</u>	<u>Dsp</u>
22:39:03	ALARM	SAMUEL WADE RD, Paonia, CO	PPD	PPD	
Total Incidents for this Date: 1					

Date Occurred: 09/04/22

<u>Time</u>	<u>Nature</u>	<u>Address</u>	<u>Agency</u>	<u>Loctn</u>	<u>Dsp</u>
13:59:44	WELFARE CHECK	2ND ST, Paonia, CO	PPD	PPD	
Total Incidents for this Date: 1					

Date Occurred: 09/05/22

<u>Time</u>	<u>Nature</u>	<u>Address</u>	<u>Agency</u>	<u>Loctn</u>	<u>Dsp</u>
08:32:41	SUSPICIOUS	3RD ST, Paonia, CO	PPD	PPD	
10:04:50	TRESPASS	ORCHARD AVE, Paonia, CO	PPD	PPD	
10:56:28	Information	BOX ELDER AVE, Paonia, CO	PPD	PPD	
Total Incidents for this Date: 3					

Date Occurred: 09/06/22

<u>Time</u>	<u>Nature</u>	<u>Address</u>	<u>Agency</u>	<u>Loctn</u>	<u>Dsp</u>
10:07:08	CITIZEN ASSIST	GRAND AVE, Paonia, CO	PPD	PPD	
12:33:35	Code Enforce	MAIN AVE, Paonia, CO	PPD	PPD	WW
12:40:40	Code Enforce	MAIN AVE, Paonia, CO	PPD		WW
Total Incidents for this Date: 3					

Date Occurred: 09/07/22

<u>Time</u>	<u>Nature</u>	<u>Address</u>	<u>Agency</u>	<u>Loctn</u>	<u>Dsp</u>
08:47:34	Code Enforce	NORTH FORK AVE, Paonia, CO	PPD	PPD	WW
08:54:20	Code Enforce	ONARGA AVE, Paonia, CO	PPD	PPD	WW
09:03:21	Code Enforce	RIO GRANDE AVE, Paonia, CO	PPD	PPD	WW
09:09:50	Code Enforce	MAIN AVE, Paonia, CO	PPD	PPD	WW
09:17:18	Code Enforce	DELTA AVE, Paonia, CO	PPD	PPD	WW

<u>Time</u>	<u>Nature</u>	<u>Address</u>	<u>Agency</u>	<u>Loctn</u>	<u>Dsp</u>
10:28:24	Code Enforce	ONARGA AVE, Paonia, CO	PPD	PPD	WW

Total Incidents for this Date: 7

Date Occurred: 09/08/22

<u>Time</u>	<u>Nature</u>	<u>Address</u>	<u>Agency</u>	<u>Loctn</u>	<u>Dsp</u>
18:49:59	Code Enforce	COLORADO AVE, Paonia, CO	PPD	PPD	WW
19:04:16	Code Enforce	4TH ST, Paonia, CO	PPD	PPD	WW
20:05:57	Code Enforce	BOX ELDER AVE, Paonia, CO	PPD	PPD	WW
20:21:04	Code Enforce	BOX ELDER AVE, Paonia, CO	PPD	PPD	WW
20:21:30	Code Enforce	BOX ELDER AVE, Paonia, CO	PPD	PPD	WW
20:22:01	Code Enforce	BOX ELDER AVE, Paonia, CO	PPD	PPD	WW
22:44:44	Code Enforce	4TH ST, Paonia, CO	PPD	PPD	WW

Total Incidents for this Date: 7

Date Occurred: 09/09/22

<u>Time</u>	<u>Nature</u>	<u>Address</u>	<u>Agency</u>	<u>Loctn</u>	<u>Dsp</u>
14:36:11	THEFT	GRAND AVE; PPD, Paonia, CO	PPD	PPD	
16:00:03	THEFT	GRAND AVE; PPD, Paonia, CO	PPD	PPD	
16:24:49	HARASSMENT	GRAND AVE; PPD, Paonia, CO	PPD	PPD	VW

Total Incidents for this Date: 3

Date Occurred: 09/10/22

<u>Time</u>	<u>Nature</u>	<u>Address</u>	<u>Agency</u>	<u>Loctn</u>	<u>Dsp</u>
03:03:47	AGENCY ASSIST	MATHEWS LN, Paonia, CO	PPD	PPD	
15:33:15	TrafficAccident	2ND ST, Paonia, CO	PPD	PPD	

Total Incidents for this Date: 2

Date Occurred: 09/11/22

<u>Time</u>	<u>Nature</u>	<u>Address</u>	<u>Agency</u>	<u>Loctn</u>	<u>Dsp</u>
16:41:58	AGENCY ASSIST	MINNESOTA CREEK RD, Paonia, CO	PPD	PPD	

Total Incidents for this Date: 1

Date Occurred: 09/12/22

<u>Time</u>	<u>Nature</u>	<u>Address</u>	<u>Agency</u>	<u>Loctn</u>	<u>Dsp</u>
13:08:20	SUICIDE/ATTEMPT	OAK AVE, Paonia, CO	PPD	PPD	
14:05:41	LOST/FOUND PROP	GRAND AVE, Paonia, CO	PPD	PPD	
19:31:32	Disturbance	GRAND AVE;emj's, Paonia, CO	PPD	PPD	

Total Incidents for this Date: 3

Date Occurred: 09/13/22

<u>Time</u>	<u>Nature</u>	<u>Address</u>	<u>Agency</u>	<u>Loctn</u>	<u>Dsp</u>
11:57:50	Code Enforce	MAIN AVE, Paonia, CO	PPD	PPD	
Total Incidents for this Date: 1					

Date Occurred: 09/14/22

<u>Time</u>	<u>Nature</u>	<u>Address</u>	<u>Agency</u>	<u>Loctn</u>	<u>Dsp</u>
09:13:53	VIN INSPECTION	GRAND AVE; PPD, Paonia,	PPD	PPD	
10:00:00	Information	GRAND AVE, Paonia, CO	PPD	PPD	
Total Incidents for this Date: 2					

Date Occurred: 09/15/22

<u>Time</u>	<u>Nature</u>	<u>Address</u>	<u>Agency</u>	<u>Loctn</u>	<u>Dsp</u>
07:31:48	VIN INSPECTION	GRAND AVE, Paonia, CO	PPD	PPD	
20:08:18	Information	GRAND AVE, Paonia, CO	PPD	PPD	
Total Incidents for this Date: 2					

Date Occurred: 09/16/22

<u>Time</u>	<u>Nature</u>	<u>Address</u>	<u>Agency</u>	<u>Loctn</u>	<u>Dsp</u>
01:03:43	911/hangup	2ND ST, Paonia, CO	PPD	PPD	
07:11:52	911/hangup	2ND ST, Paonia, CO	PPD	PPD	
Total Incidents for this Date: 2					

Date Occurred: 09/18/22

<u>Time</u>	<u>Nature</u>	<u>Address</u>	<u>Agency</u>	<u>Loctn</u>	<u>Dsp</u>
01:02:52	Medical/transfe	GRAND AVE, Paonia, CO	PPD	PPD	
10:47:31	SUSPICIOUS	Box Elder AVE., Paonia, CO	PPD	PPD	
13:46:45	ANIMAL PROBLEM	NIAGARA AVE, Paonia, CO	PPD	PPD	
Total Incidents for this Date: 3					

Date Occurred: 09/19/22

<u>Time</u>	<u>Nature</u>	<u>Address</u>	<u>Agency</u>	<u>Loctn</u>	<u>Dsp</u>
14:21:41	VIN INSPECTION	GRAND AVE, Paonia, CO	PPD	PPD	
14:40:11	VIN INSPECTION	GRAND AVE, Paonia, CO	PPD	PPD	
21:54:26	TrafficAccident	SAMUEL WADE RD, Paonia, CO	PPD	DIST3	
Total Incidents for this Date: 3					

Date Occurred: 09/21/22

<u>Time</u>	<u>Nature</u>	<u>Address</u>	<u>Agency</u>	<u>Loctn</u>	<u>Dsp</u>
11:39:02	AGENCY ASSIST	PEACEFUL LN, Paonia, CO	PPD	DIST3	
Total Incidents for this Date: 1					

Date Occurred: 09/22/22

<u>Time</u>	<u>Nature</u>	<u>Address</u>	<u>Agency</u>	<u>Loctn</u>	<u>Dsp</u>
14:22:00	FRAUD	GRAND AVE, Paonia, CO	PPD	PPD	
21:46:49	ANIMAL CONTROL	BOX ELDER AVE, Paonia, CO	PPD	PPD	UTL

Total Incidents for this Date: 2

Date Occurred: 09/23/22

<u>Time</u>	<u>Nature</u>	<u>Address</u>	<u>Agency</u>	<u>Loctn</u>	<u>Dsp</u>
11:51:35	Noise Complaint	330 DELTA AVE, Paonia, CO	PPD	PPD	CLO
14:26:44	VIN INSPECTION	214 GRAND AVE, Paonia, CO	PPD	PPD	CLO

Total Incidents for this Date: 2

Date Occurred: 09/24/22

<u>Time</u>	<u>Nature</u>	<u>Address</u>	<u>Agency</u>	<u>Loctn</u>	<u>Dsp</u>
01:29:11	DISORDERLY	3RD ST & GRAND AVE, Paonia, CO	PPD	PPD	
16:07:35	VIN INSPECTION	GRAND AVE; PPD, Paonia, CO	PPD	PPD	

Total Incidents for this Date: 2

Date Occurred: 09/26/22

<u>Time</u>	<u>Nature</u>	<u>Address</u>	<u>Agency</u>	<u>Loctn</u>	<u>Dsp</u>
13:22:32	CIVIL PROBLEM	ORCHARD AVE, Paonia, CO	PPD	PPD	
22:23:35	SUICIDE/ATTEMPT	ONARGA AVE, Paonia, CO	PPD	PPD	

Total Incidents for this Date: 2

Date Occurred: 09/27/22

<u>Time</u>	<u>Nature</u>	<u>Address</u>	<u>Agency</u>	<u>Loctn</u>	<u>Dsp</u>
10:03:29	VIN INSPECTION	GRAND AVE, Paonia,	PPD	PPD	
14:37:43	VIN INSPECTION	BOX ELDER AVE, Paonia, CO	PPD	PPD	
14:58:29	VIN INSPECTION	GRAND AVE, Paonia, CO	PPD	PPD	

Total Incidents for this Date: 3

Date Occurred: 09/28/22

<u>Time</u>	<u>Nature</u>	<u>Address</u>	<u>Agency</u>	<u>Loctn</u>	<u>Dsp</u>
02:12:05	WELFARE CHECK	GRAND AVE, Paonia, CO	PPD	PPD	
07:37:07	VIN INSPECTION	GRAND AVE, Paonia, CO	PPD	PPD	

Total Incidents for this Date: 2

Date Occurred: 09/29/22

<u>Time</u>	<u>Nature</u>	<u>Address</u>	<u>Agency</u>	<u>Loctn</u>	<u>Dsp</u>
14:03:43	WELFARE CHECK	COLORADO AVE, Paonia, CO	PPD	PPD	
Total Incidents for this Date: 1					

Total reported: 61

UTL - 1, VW - 1, WW - 15

UNABLE TO LOCATE = UTL
 VERBAL WARNING = VW
 WRITTEN WARNING = WW

Report Includes:

All dates between `00:00:01 09/01/22` and `00:00:01 09/30/22`, All agencies matching `PPD`, All disposition's, All natures,
 All location codes, All cities



Paonia Police Department

DEPARTMENT BRIEFING: SUMMARY OF PROGRESS

10/10/2022

- Began crafting new "Code Enforcement Letter" to address private property infractions as well as public rights of way infractions.
- Received the new Stalker RLR Lidar unit. Unit was immediately placed into service as all sworn department personnel have already received training on how to properly use the unit.
- Attended a faculty and staff meeting of the Paonia K-8 school. Addressed the departments response in the case of an emergency, as well as general goals for the department concerning school involvement.
- Began implementation of a vehicle tow procedure. Working with a local tow company the department is in the process of finalizing a tow plan and implementing it into policy.
- Began 1st steps of Lexipol policy construction. This process will take several months, and the department will operate under the current policy until the Lexipol policy is completed.
- Received the upgraded Axon Body 3 bodycam cameras per our contract and agreement with AXON. These cameras will be placed into service as each sworn officer completes training on the use and care of cameras.
- Coordinated with Hotchkiss Police Department and we will be putting on a driver training course for both departments at the Paonia airport. This training will satisfy POST driver training requirements.
- Received our requested NARCAN shipment from the Colorado Department of Public Health. The NARCAN will be carried by officers at their discretion and with proper training on the use, implementation, and administration.
- Video logged the removal of various evidence from a non-functioning chest freezer in the evidence closet of the Police Department. This evidence was documented and logged through video documentation as well as written form. Currently in communication with the DA's office regarding the status of dispositioning the compromised evidence.
- Completed an oral board interview of a POST certified candidate. Background checks and references are currently being sought and evaluated. A separate candidate also dropped off an application and a similar process is being scheduled.

Censure Vote regarding Trustee Markle
A decision document for the Board
From: Trustee Knutson

Background: On August 17, 2022, our Board unanimously adopted two very simple guidelines: Be Kind and Be Fair.

Resolution 2017-06 Established codes of conduct for Elected Officials for the Town. Section 2 states: "The Board of Trustees desires to serve as a positive example for civility, respect and dignity in its dealing with one another, the Town's staff, citizens and the business community."

Section 2, Paragraph c: "No member shall berate, intimidate, or belittle others for expressing their opinions or viewpoints, or engage in speech that is inflammatory, defamatory, demeaning, bullying, or threatening."

Section 2, Paragraph d: "No members shall make disparaging remarks about any Town employee in a public setting. While criticism about job performance may be a valid topic of discussion, members shall choose a setting appropriate for such discussion."

During the Budget Meeting of October 4, Trustee Markle made a statement claiming that the Board "enjoyed raising utility rates on citizens" and refused to walk back that remark. In addition, Trustee Markle has chosen to make remarks that are derogatory to Town staff in public meetings.

Options for Board Action: The Board may choose the following actions:

1. Rescind the Censure vote should Trustee Markle agree to retract his statement and abide by the Code of Conduct.
2. Approve the Censure vote by asking staff to prepare a resolution of public censure to be adopted at the next regular Board Meeting.
3. Take further action to remove Trustee Markle from the Board.

Analysis: After a private meeting between Trustee Knutson and Trustee Markle, there may be an opening for option one, but this avenue entirely depends on the willingness by Trustee Markle to both retract and abide by the Code. If Trustee Markle is unwilling to both retract and abide by the code, it is recommended that resolution of public censure be drafted and prepared for the next Board meeting. Trustee Markle is prevented from voting per Section 3 of the Code of Conduct. The Board is required by State Law and our Municipal Code to make the charge in writing and provide an opportunity of hearing.

September 21, 2022

Corinne Ferguson
Town of Paonia, Administrator
P.O. Box 460
Paonia, CO 81428

RE: Proposal for General Engineering Services - Town of Paonia

Dear Corinne,

WestWater Engineering is pleased to submit our General Engineering Services Proposal to the Town of Paonia (Town) in accordance with the Town's Request for Qualifications (RQ) dated August 25, 2022. The RFQ requests a presentation of qualifications from professional engineering consultants to assist the Town on an ongoing and on-call basis for general engineering services.

Our proposal includes a general introduction to WestWater Engineering followed by our proposed project team and related experience. WestWater's proposal introduces key staff, our similar work experience, and our understanding of the Town's engineering needs. The included proposal identifies our project approach, availability, and references from clients to whom we provided on-call services in the past. Our firm specializes in the engineering disciplines requested by the Town and has extensive knowledge of the Town's utility infrastructure, specifically the water and sewer infrastructure.

Key staff identified in the proposal will act as an extension to the Town's staff and have the experience to provide the requested civil engineering design services. WestWater will work diligently to provide timely and effective civil engineering assistance to the Town as requested.

We appreciate the opportunity to express our interest and present the engineering services we can provide to the Town and look forward to working with you and the Town staff if we are fortunate enough to be selected. We would be happy to respond to any questions you might have regarding our qualifications or project team.

Sincerely



Jeremy C. Gilliam, P.E.
Project Manager

Enclosures

PREPARED FOR:



PROPOSAL FOR:

GENERAL ENGINEERING SERVICES

In Response to Request for Qualifications Dated August 25, 2022

SUBMITTED BY:



2516 Foresight Circle #1, Grand Junction, CO 81505
www.westwaterco.com, (970) 241-7076

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SECTION 1 - INTRODUCTION

1.1 Location and Contact Information

WestWater Engineering is based in Grand Junction, Colorado, where we can effectively serve the Town of Paonia. Our clientele has included federal, state, and municipal agencies, special districts, consulting firms, and individuals for the last 43-years.

WestWater Engineering office contact information:	2516 Foresight Circle #1 Grand Junction, CO 81505 (970) 241-7076 telephone (970) 241-7097 fax wwe@westwaterco.com Website: www.westwaterco.com
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1.2 Scope of Services

The scope of services provided by WestWater Engineering includes field inspection/investigations, data collection, feasibility studies, preliminary engineering reports and design, preparation of plans and specifications, contract administration, construction inspection, capital improvements planning, budget preparation, major infrastructure design, and development review. We can also assist in plant operations, preparation of municipal codes and ordinances, and provide limited material testing services. A general List of Services is included in Attachment A.

SECTION 2 - PROJECT TEAM AND STRUCTURE

WestWater Engineering has provided similar engineering services requested by the Town of Paonia (Town) for numerous municipalities, communities, and special districts. Without question, WestWater Engineering has the experience and qualifications to provide the Town with general engineering tasks necessary to maintain a well-functioning Town. WestWater Engineering’s experience and knowledgeable in-house personnel make us an ideal candidate for the award of the General Engineering Services contract.

Our engineering development review portfolio includes input on planning, design and construction, administration, storm drainage, streets, and comprehensive planning while maintaining a public dialog with residents on engineering-related issues, attending respective public hearings and Town Council meetings, and meeting with Public Works and Planning Department staff as necessary.

2.1 Key Personnel

The WestWater Engineering project team is united in providing all of the necessary services for General Engineering Services. WestWater Engineering can work together with Town staff daily, as necessary, to meet the Town’s planning and engineering requirements. WestWater Engineering will apply extensive expertise from its Western Slope municipal engineering background to address specific challenges and provide quality assurance for the project deliverables.



Our Engineering staff, coupled with our in-house Environmental personnel, provides our clients with streamlined services with the appropriate governing agencies. We feel that the unique and diverse qualifications of our staff will help in developing practical and manageable General Engineering services for the Town. Since its inception in 1979, WestWater Engineering has provided Professional Engineering services for public infrastructure. Our work can be demonstrated from past performance on several successful capital improvement projects for the Town of Paonia.

Our full-time professional staff consists of civil engineers and environmental scientists. We can also provide a wide variety of specialist expertise through subconsultants with whom we have worked in the past, such as geotechnical, structural, land surveying, and electrical engineering, available on an as-needed basis. WestWater Engineering maintains support staff consisting of engineering/surveying technicians, CAD drafting, GIS, administration, and inspectors.

Key individuals were selected based on their availability to commit to the project and their experience on similar projects. Each staff member proposed for the project has the experience and expertise necessary to execute their responsibilities effectively. The primary Engineers and Support Staff that will be responsible for assisting the Town with future engineering tasks are listed as follows. Individual resumes are attached in Appendix B.

Jeremy C. Gilliam, P.E.

Project Manager

Licenses: Licensed Professional Engineer #56773, Colorado

Contact Information: jcg@westwaterco.com (Primary Project Contact)



The Project Manager responsible for assisting the Town is Jeremy Gilliam. Jeremy will be the key figure linking the Town staff to WestWater Engineering’s staff. Jeremy has 18 years of civil engineering experience with WestWater Engineering. Jeremy is responsible for overseeing engineering design, construction oversight, and field engineering support for a wide variety of projects. Jeremy holds a Bachelor of Science degree in Mechanical Engineering from Colorado Mesa University. As the Project Manager for the Town of Paonia’s general engineering services, Jeremy will be responsible for leading projects, ensuring schedules are met, and attending meetings or any site visits with staff. Jeremy has extensive experience in state/local regulations and policies and previous Town projects. Jeremy will coordinate with all disciplines of the engineering design team and with any sub-consultants.



Stephen T. LaBonde, P.E.

Project Engineer

Licenses: Licensed Professional Engineer #23165, Colorado

Contact Information: stl@westwaterco.com



Steve is WestWater Engineering’s Senior Civil Engineer and is one of the founding principles of the company. His primary role will be to support the Project Manager and review designs. Steve will also assist as the Project Engineer for any general engineering services as requested by the Project Manager. Steve is an accomplished engineer with 40 years of experience and has been responsible for overseeing large-scale projects in the civil engineering community of Western Colorado. Steve’s experience includes performing as the Town Engineer for many small towns and municipalities. Steve has also served as a Board member for the Colorado Water Resources and Power Development Authority that administers the State Revolving Fund (SRF) for numerous water and wastewater projects. Steve has been the Engineer of Record for over 60 different projects throughout Western Colorado. Steve’s experience and knowledge of regulations and policies from serving the small towns and communities will be invaluable to future projects the Town implements. Steve holds a Bachelor of Science Degree in Civil Engineering from Colorado State University.

Paul Buda, EIT

Engineering Tech

Licenses: EIT #0077644, Colorado



Paul has worked with WestWater Engineering since 2020 and has worked on the Western Slope as an Engineering Tech since 2010 with Western Engineers. Paul’s experience includes preliminary engineering and analysis of hydraulic control structures for numerous ditch and reservoir companies. Paul will provide engineering support to the Project Manager and Project Engineer and will assist the Project Engineer with engineering tasks requested by the Town. The support Paul will provide includes CAD modeling, survey data collection, soil classification, field data collection, and software support. Paul has a Bachelor of Science in General Engineering with a Mechanical emphasis from Montana Tech of the University of Montana.

Contact Information: pbb@westwaterco.com

Kim Potts

CAD/Survey Tech





Kim has worked with WestWater Engineering since 2018 as a CAD Tech and also provides administrative support as needed. Kim has over 15 years of experience in surveying, computer-aided drafting (CAD), assisting professional land surveyors with property surveys, ALTA/NSPS Land Title Surveys, planimetric surveys; pipeline routing, and pipeline surveys in Colorado, Utah, Wyoming, North Dakota, and Texas. Kim will be assigned to any tasks requiring CAD and survey data collection for Town projects. Kim is our primary survey tech that can assist with surveys not requiring a PLS for general engineering.

Contact Information: kkp@westwaterco.com

Mario DelGrande

Inspection



Mario has been the resident inspector for WestWater Engineering since 2017 for capital improvement projects completed by our firm. He has 30 years of direct construction experience as a foreman for major construction companies, and in particular, has overseen several utility construction projects in various states. Mario will be responsible for field data acquisition as necessary and inspection during construction. Mario resides in Delta County and can provide a quick response to any of the Town requests

Contact Information: mbd@westwaterco.com

Amie M. Wilsey,

Environmental Scientist/Biologist



Amie Wilsey has been a project lead for environmental projects with WestWater Engineering since 2008. Amie has a Bachelor of Science Degree in Environmental Science and Technology. She has conducted biological surveys for rare and sensitive plant species, threatened and endangered animals, and performed wetland delineations for various projects throughout Western Colorado. Her experience with WestWater Engineering also includes NEPA document preparation and writing. Amy provides a unique in-house link between our civil engineering projects and environmental permitting agencies

Contact Information: amw@westwaterco.com



Dean Goebel,

Hydrogeologist/Environmental Scientist



Dean Goebel has over 27 years of experience working as a geologist/hydrogeologist in Western Colorado. Dean has managed and worked on various environmental and engineering projects as a public research hydrogeologist and as a private environmental consultant. Dean’s experience with soils, plants, and hydrology has furthered his knowledge in wetland science, riparian zone management, and groundwater restoration. As an expert in water, Dean has been involved in numerous projects, including aquifer assessment, groundwater, geochemical modeling, stream restoration, mine land reclamation, watershed management, HMS, and HEC-RAS modeling wastewater applications/permitting.

Contact Information: drg@westwaterco.com

2.2 Subconsultants

Structural. Lindauer-Dunn is a structural engineering consultant located in Grand Junction that provides structural design services for all types of infrastructure. WestWater Engineering would facilitate any structural review and design with Lindauer-Dunn for projects requiring structural evaluation. WestWater and Lindauer-Dunn have a successful history of working together on small and large projects; specifically, Lindauer-Dunn has completed pedestrian bridge abutment evaluations, concrete foundation designs for water treatment buildings, and concrete slab designs for pre-engineered metal buildings.

Geotechnical. Huddleston-Berry Engineering and Testing, LLC is located in Grand junction and has a wide range of expertise and experience in subsurface investigation, geotechnical design, construction materials testing, and special inspections. Huddleston-Berry would be responsible for any geotechnical investigation and design work relating to soils for structural components as directed by WestWater Engineering. WestWater has worked with Huddleston-Berry on numerous projects and would propose to have them complete the necessary geotechnical engineering due to their experience with western slope soils and with WestWater on similar projects.

Surveying. Wilmore & Company Professional Land Surveying in Paonia, Colorado will provide any surveying for base mapping, planimetric mapping, and data collection; however, WestWater can utilize two additional surveyors at the Town’s discretion (i.e., Kaart and Merritt LS). Kaart and Merritt LS are surveying companies based in Grand Junction that provides an added advantage of quickly responding to any additional information requests that may be needed during planning, design, or construction. Any field survey work would be completed by Wilmore & Company or the survey company of the Town’s preference. WestWater Engineering also has an in-house survey tech that can collect and analyze data for miscellaneous projects not requiring a Professional Licensed Surveyor.

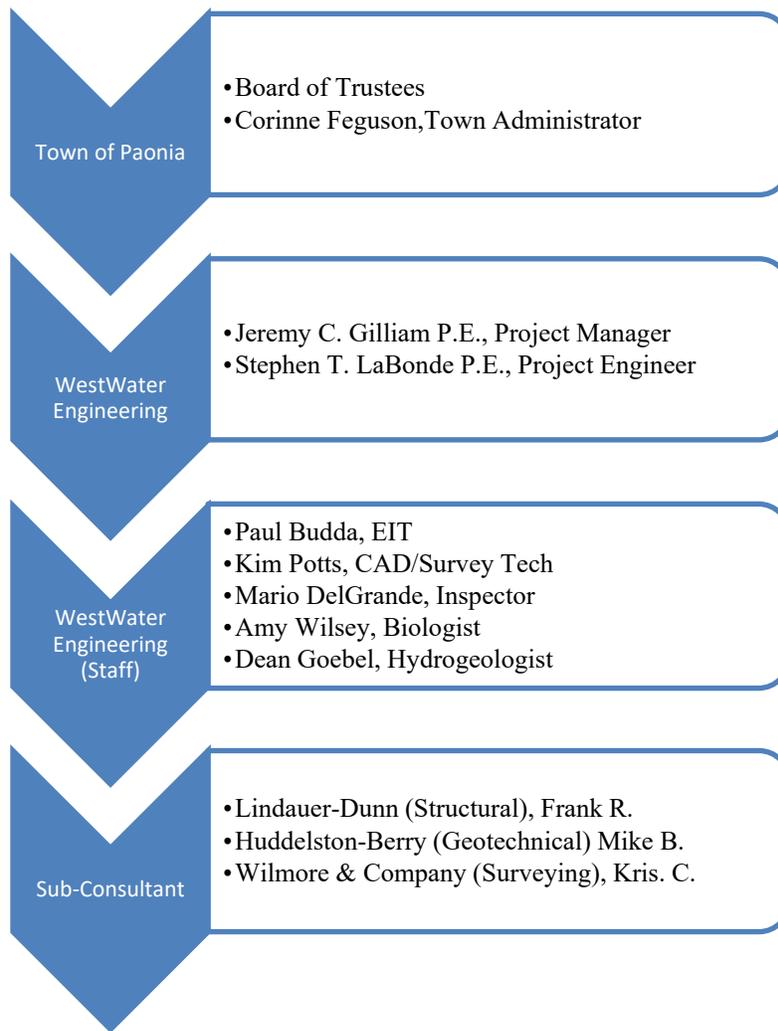
Technical Support. WestWater Engineering has teamed with industry leaders of multiple disciplines located on the Western Slope of Colorado. Over the years, WestWater Engineering has developed



professional relationships with companies specializing in trades used by Towns to accomplish tasks in a minimalistic cost-saving approach. These relationships will be instrumental in providing WestWater with current technology and industry standards that can be implemented in the Town’s future capital investment goals.

2.3 Organizational Chart

The project team's organizational chart is shown below with our engineering staff and specialty services consultants, along with our support staff. The organization chart provides the Town with a defined communication path for the successful implementation of project objectives.



SECTION 3 - COMPANY EXPERIENCE

WestWater Engineering has an extensive background in providing similar engineering services as requested by the Town for numerous on-call municipalities and towns throughout Western Colorado



and has the experience and expertise to provide the Town with all facets of the civil engineering discipline.

WestWater Engineering’s experience is diverse and often includes all of the following for each project:

- Planning and analysis of existing infrastructure followed by detailed engineering reports
- Preparing budgets and cost estimations for proposed projects
- Assisting with grant and loan funding applications through various funding agencies
- Preparing final design plans and specifications for competitive bidding and construction
- Construction management – competitive bidding, contract management, construction oversight, construction budget tracking and partial payment management, assistance with application for grant reimbursement, preparing necessary reports to overseeing agencies.

3.1 Past Project Experience with the Town

WestWater Engineering has a successful history of working with the Town. The Town and WestWater Engineering have combined skill sets on several large projects together to replace aging and failing infrastructure. WestWater has assisted the Town with numerous projects over the years, a few of which include:

- Permit compliance for the water and wastewater treatment plants
- Design and construction of the Waste Water Treatment Plant (WWTP)
- Design and construction of the Outfall Sanitary Sewer Line
- Decommissioning the existing WWTP
- Design and construction of the lower Clock Water Treatment Plant
- Design and construction of the upper Lamborn Mesa Water Treatment Plan

3.2 Relevant Project Experience

The following projects depict WestWater Engineering’s successes in providing General Engineering Services. Each of the entities listed below includes but is not limited to utility design, development review, surveying, technical support, regulation guidance, transportation, and capital improvement planning. We have developed our methodology and project approach through these valuable experiences that we will use for the Town’s project(s).

1. **Mesa Water and Sanitation District.** WestWater Engineering has been providing engineering assistance to the District for the last 12 years, including performing development plan reviews for water and sewer, civil design for District projects, and funding application assistance.
2. **Grand Mesa Metropolitan District #2.** WestWater Engineering provides regular engineering assistance to the District on an on-call basis for development within the District and provides the District with engineering assistance for capital improvement projects, and funding application assistance.



3. **South Fork Water & Sanitation District.** WestWater Engineering provides all engineering services to the District on an on-call basis. These include development review for water and sewer, construction inspection, and design services for capital improvement projects.
4. **Town of Dinosaur.** WestWater Engineering is the acting on-call Engineer for the Town of Dinosaur. WestWater Engineering provides development review and civil engineering design for projects as requested by the Town that includes utilities, transportation, stormwater, and funding application assistance.
5. **Town of DeBeque.** WestWater Engineering has provided engineering assistance to the Town of DeBeque for the last 30 years and continues to provide on-call engineering service as requested for utility infrastructure, transportation, and water/sewer projects as well as funding application assistance.
6. **Grand Junction Alley Improvements.** Design and development of Plan and Profile drawings with detailed Bid Schedules for replacement and rehabilitation of sanitary sewer lines in conjunction with concrete alley improvements for the City of Grand Junction. City alleys included in the project generally provide corridors for overhead and buried utilities, off-street access to residential properties, refuse collection services, and in one instance, bus traffic to the Grand Junction High School. Improved alleys also provide positive surface drainage from abutting properties and at street intersections. Planimetric details at street intersections, and existing private improvements along the length of alleys, conformed with right-of-way restrictions, and sometimes encroaching private improvements, while also providing for positive surface drainage.
7. **F ½ Road Improvements State Highway 6 & 50 to 24 ½ Road.** This project included the design of the full street improvements for F ½ Road from Highway 6 & 50 to 24 ½ Road for the City of Grand Junction. Intersection improvements included turning movement and queuing analysis, traffic signalization, and roadway lighting in accordance with the F ½ Road corridor study. The full street improvements included landscaped medians, turning lane configurations, roadway lighting, right-of-way acquisition, and coordination with local utilities. The horizontal and vertical alignment of the roadway was designed around Xcel Energy’s high voltage power transmission lines and towers to avoid relocation of the towers. The design included a concrete box structure crossing Leach Creek at the 24 Road Intersection.

SECTION 4 - PROJECT APPROACH

The Town has requested proposals from qualified engineering firms to provide General Engineering Services. The General Engineering support services would include providing engineering assistance for all aspects of the general engineering discipline (i.e., design, planning and engineering studies, etc.)



while maintaining compliance with the Town’s Standards as necessary. Town standards will be used as the basis for implementing proposed improvements. The design and construction of infrastructure must conform to the Town’s Standards since the Town will ultimately assume the responsibility for the operation and maintenance of completed facility improvements after construction is completed.

WestWater Engineering would act much in the same capacity as a Town representative, which may require contact with the Public regarding any engineering-related problems and solutions, and attend pertinent meetings as requested by the Town staff.

4.1 Goals

Services performed by WestWater Engineering would complement existing Town staff responsibilities from the perspective of added diversity in technical expertise and practical experience. We would hope to develop a stable working relationship with the Town staff assigned to the various developments and infrastructure, as well as with any administrative or financial staff as necessary.

4.2 Communication

WestWater Engineering will provide any means necessary to establish quick and efficient lines of communication with City staff and the Petitioners. WestWater Engineering staff is competent with communication technologies that include the internet, multimedia, e-mail, telephone, and other sound-based and video-based communication.

4.3 Project Objectives

Projects identified with the highest priority in the planning process will be delegated to our team's appropriate engineers, and work will proceed simultaneously on those projects. WestWater will provide deliverables at designated progress points identified in project progress meetings with Town staff unless otherwise noted. As requested by the Town, we will conduct public review meetings to inform the residents of the upcoming projects and solicit their comments regarding projects that may impact items, such as access to residences and businesses.

4.4 Quality Assurance

WestWater Engineering takes the utmost pride in providing its clients with an in-depth work product. Every effort is made to ensure that documents from our company are reviewed for errors and inconsistencies. The extensive experience of the WestWater Engineering staff in preparing similar services for other communities, and our familiarity with utility infrastructure and regulatory agencies enable us to complete our evaluations quickly and efficiently, providing the Town with the best possible value.

4.5 Additional Tasks

At the Town’s request, WestWater Engineering will attend and coordinate pre-construction meetings with representatives of the Town, contractors, or the public. During the construction phase of a



project, we can review shop drawings, compaction testing, and materials tests. WestWater Engineering would review any material testing to ensure new construction meets the performance and quality standards established by the Town. Throughout the construction phase, we can provide clarification and interpretation of the contract requirements and respond to requests for information (RFIs) on an as-needed basis. Once construction is complete, we would review construction record drawings prepared by the designer for accuracy. WestWater Engineering would facilitate as-built drawing delivery with the Town’s staff for integration into the records or online maps database if available.

SECTION 5 - REFERENCES

WestWater Engineering can present no better recommendation than our previous clients' satisfaction for whom we have completed similar projects in the past. We encourage you to contact these references as they are familiar with our work and would respond to any questions you might have regarding our qualifications.

Client: Mesa Water and Sanitation District

Contact: Burt Dole, Board President
P.O. Box 213
Mesa, CO 81643
(970) 261-2654, mesa.water@yahoo.com

Client: Grand Mesa Metropolitan District #2

Contact: Sheila Dole, Board President
P.O. Box 485
Mesa, CO 81643
(970) 268-5040, grandmesametro@aol.com

Client: South Fork Water & Sanitation District

Contact: Ron Carpenter, District Manager
28925 US-160
South Fork, CO 81154
(719) 873-5860, sfsan@sfwsd.org

Client: Town of Dinosaur

Contact: Richard Blakley, Mayor
P. O. Box 238
Dinosaur, CO 81610
(970) 374-2286, dinomayor@centurylink.net



Client: Town of DeBeque

Contact: Care’ McInnis, Manager
381 Minter Avenue
Debeque, CO 81630
(970) 283-5475, cmcinnis@debeque.org

SECTION 6 - FEE PROPOSAL

Engineering fees would be invoiced at hourly rates for the actual hourly input spent on the projects/tasks. Since we assume an Agreement will be executed by the end of 2022, our 2022 Fee Schedule is included in Attachment C which would be applied for 2022 and 2023. Specialty subconsultants (e.g., Structural, Geotechnical) would be invoiced at our direct cost in accordance with the attached fee schedules. We would be happy to discuss any of the costs on our fee schedule upon request.

SECTION 7 - CONCLUSION

WestWater Engineering’s advantage over other engineering firms is that we have extensive knowledge of the Town of Paonia’s infrastructure system from previous engineering projects. Our knowledge allows us to assist the Town in reviewing and implementing well thought out plans to provide years of reliable infrastructure.

We are dedicated to working in a partnership with the Town to provide professional engineering services by providing timely and cost-effective engineering for all the Town’s engineering goals. We look forward to the opportunity to once again work with the Town and further continue our relationship.



ATTACHMENT A
LIST OF SERVICES



LIST OF SERVICES

WestWater Engineering provides engineering and environmental services in the following areas:

Water Supply

- Source Development
- Treatment Plants
- Storage Tanks and Pump Stations
- Pipeline Systems

Storm Drainage

- Runoff Analysis
- Conveyance & Control Facilities

Irrigation Systems

- On-Farm Systems
- Canals & Pipelines
- Consumptive Use Studies

Flood Studies

- Hydrology
- Floodplain and Dam Break Analysis
- Bridge/Culvert Analysis

Environmental Permitting

- Regulatory Guidance
- Terrestrial and Aquatic Biology
- Research and Documentation

Wastewater Disposal

- Collection Systems
- Pump Stations
- Treatment Plants
- Sludge (Biosolids) Disposal

Streets and Roadways

- Layout and Design
- Pavement Design

Hydraulic Design

- Spillways & Canals
- Pump Stations
- Pipelines

Baseline Environmental Evaluation

- Biological Assessment
- Water Quality Investigation
- Wetland Delineation and Migration

Ecological Restoration

- Site Reclamation
- Revegetation
- Erosion and Sediment Control

The range of services provided by WestWater Engineering includes field investigations, data collection, feasibility studies, preliminary design, preparation of Plans and Specifications, Contract Administration, and Construction Inspection. We can also assist in plant operations and preparation of municipal codes and ordinances, and can provide limited material testing services.

ATTACHMENT B
RESUMES



JEREMY C. GILLIAM

PROJECT MANAGER

EDUCATION

Colorado Mesa University, Mechanical Engineering, 2017

PROFESSIONAL AFFILIATIONS

American Society of Civil Engineers (ASCE)

REGISTRATIONS AND CERTIFICATIONS

Professional Engineer, State of Colorado, #56773

EXPERIENCE

2004 – Present Project Manager, WestWater Engineering, Grand Junction, CO

Jeremy is responsible for project coordination, engineering design, construction management, and inspection of WestWater Engineering projects. Jeremy is also responsible for the developing reports, oversight of design plan development, generation of project specifications, application of modification to treatment facilities through the Colorado Department of Public Health and Environment, and public relations. Jeremy's specialized interests are in hydraulic engineering; however, he enjoys working on projects of multiple disciplines

- Project Manager, Town of Nucla Wastewater Treatment Plant Improvements
- Project Manager, South Fork Water and Sanitation District, General Engineering
- Project Engineer, Town of DeBeque, Water and Wastewater Treatment Facilities
- Project Engineer, Grand Mesa Metropolitan District #2, General Engineering
- Project Manager, Town of Paonia, North Fork of Gunnison W-Vane repair
- Project Engineer, Town of Paonia, Third Street bridge pier improvements
- Project Manager, Town of Collbran, Plateau Valley School lift station rehabilitation
- Project Engineer, Town of Collbran, wastewater treatment plant dechlorination system
- Project Engineer, Town of Nucla Phase II wastewater treatment plant improvements
- Project Engineer, Town of Paonia Clock water treatment plant improvements
- Project Engineer, Town of Paonia Lamborn water treatment plant Improvements
- Project Engineer, YT Reservoir Dam spillway rehabilitation
- Project Engineer, Battlement Mesa RV lift station outfall sewer line replacements
- Project Engineer, Town of Dinosaur wastewater treatment plant improvements
- Project Engineer, Town of DeBeque I-70 sewer line extension and lift station
- Project Engineer, Town of DeBeque Bluestone Valley waterline
- Project Engineer, Town of DeBeque water storage tank and water transmission line
- Design Engineer, Town of Mesa waterline replacement and new water storage tank
- Design Engineer, Orchard Mesa Sanitation District development review
- Design Engineer, Battlement Mesa concrete sludge drying beds

Specialty Interests:

Construction Management, Water Treatment, and Water Conveyance Systems

STEPHEN T. LABONDE

PROJECT ENGINEER

EDUCATION

Colorado Mesa University, Mechanical Engineering, 2017

PROFESSIONAL AFFILIATIONS

American Society of Civil Engineers (ASCE)
American Water Works Association.

REGISTRATIONS AND CERTIFICATIONS

Professional Engineer, State of Colorado, #23165

EXPERIENCE

1981 – Present Project Manager, WestWater Engineering, Grand Junction, CO

Responsible for engineering projects through either project management or directly as a project engineer. Responsibilities include planning, feasibility reports, design, contract and construction administration of capital improvement projects for municipalities and special Districts. Assisting clients in preparing grant applications and regulatory permits. Specific project experience includes:

- Project Manager for Town of Nucla wastewater treatment plant improvements
- Project Manager for Grand Mesa Metro Dist. WWTP improvements
- Project Manager for Mesa Water and San Dist. WWTP improvements
- Project Manager for Town of Dinosaur WWTP improvements
- Project Manager for assessment DFLOW Model used by CDPHE.
- Project Manager for Town of Crawford WWTP improvements
- Project Manager for Gateway WWTP and sewer collection system repairs
- Project Manager for Battlement Mesa Metropolitan District wastewater treatment plant improvements concrete sludge drying beds
- Project Manager for Town of Crawford 250,000-gallon steel water storage tank, and 6,000 feet of high-pressure water transmission main.
- Project Manager for Town of Dinosaur water distribution system improvements
- Project Manager for Town of Paonia 0.495 mgd wastewater treatment plant and 10,000 feet of outfall sewer line.
- Local Engineering Coordinator for the Ute Water Plateau Creek pipeline - 14 miles of 48"-54" diameter water transmission main.
- Project Engineer for the Dos Rios Sewer System Improvements
- Project Engineer for Ute Water District on Jerry Creek Reservoir Interconnect.
- District Engineer for Central Grand Valley Sanitation District, Orchard Mesa Sanitation District, and Battlement Mesa Metropolitan District (1990-2016).
- Project Engineer for Town of Crawford water distribution system replacement.

Specialty Interests:

Water and Sewer Systems, Project Funding Coordination Assistance, Discharge Permits

PAUL BUDA

ENGINEERING TECH

EDUCATION

Montana Technical University, General Engineering with Mechanical Option, 2010

REGISTRATIONS AND CERTIFICATIONS

EIT, State of Colorado #EI.0077644

EXPERIENCE

2020 – Present Engineering Tech, WestWater Engineering, Grand Junction, CO

Responsible for production of engineering plan sets utilizing AutoCAD Civil 3D. Work performed includes: 3D surface generation from multiple information sources, water and sewer pipe networks, earthwork and profile generation. Other responsibilities include engineering aide and field technician to senior engineers, data collection for engineering projects, inspection of projects during construction, preliminary surveying and hydraulic modeling. Relevant project experience includes:

- Engineering Tech, Town of Collbran Water Treatment Plant Clearwell Tank Improvements
- Engineering Tech, Town of Nucla Wastewater Treatment Plant Improvements, Phase IIC
- Engineering Tech, Town of Dinosaur Wastewater Treatment Plant, Phase IIIB
- Engineering Tech, Overland Ditch and Reservoir Company Control Stem Rehab.
- Engineering Tech, Overland Ditch and Reservoir Company Dam Monitoring and Surveying
- Engineering Tech, Leroux Creek Water Users Association Goodenough Reservoir Outlet Inspection
- Engineering Tech, Leroux Creek Water Users Association Gray Reservoir Outlet Lining
- Engineering Tech, Leroux Cree Water Users Association Patterson Reservoir Outlet Replacement
- Engineering Tech, Fire Mountain Canal and Reservoir Company Paonia Reservoir Sedimentation
- Engineering Tech, Colorado Parks and Wildlife Upper Highline Dam Monitoring and Surveying
- Engineering Tech, Overland Ditch and Reservoir Company Overland Reservoir Emergency Action Plan
- Engineering Tech, Colorado Parks and Wildlife Upper Highline Dam Emergency Action Plan
- Engineering Tech, Leroux Creek Water Users Association Dam Condition Inventory

Specialty Interests:

Historical Groundwater Modeling, CAD Drafting, Total Station Surveying

KIMBERLY POTTS

CAD/SURVEY TECHNICIAN

EDUCATION

Intellitec College, Associates of Applied Science in Mechanical Drafting, 2006

EXPERIENCE

2018-Present AutoCad & Survey Techicina, WestWater Engineering

Responsible for production of engineering plan sets utilizing AutoCAD Civil 3D. Work performed includes: 3D surface generation from multiple information sources, GIS incorporation into plan sets, water and sewer pipe networks, conformance and as-built drawing generation. Other responsibilities include Survey data collection from preliminary data through construction staking and as-builts, easement retracement and creation, property ownership research using public records. Relevant project experience includes:

- Survey Tech, Town of Debeque Water Treatment Plant Improvements
- Survey Tech, Panoramic Mesa, Water Main Extension
- Survey Tech, Town of Debeque, I-70 Sewer Line Bore
- AutoCad Tech, Grand Mesa Metropolitan District, UV Disinfection System and WWTP Improvements.
- Survey Tech, Grand Mesa Metropolitan District, WWTP Improvements.
- AutoCad Tech, Grand Mesa Metropolitan District, Sewer Collection System Improvements.
- AutoCad Tech, Town of Dinosaur Wastewater Treatment Plant Improvements, Phase IIIB.
- Survey Tech, Town of Dinosaur Wastewater Treatment Plant Improvements, Phase IIIB.
- AutoCad Tech, Town of Nucla Wastewater Treatment Plant Improvements, Phase IIC.
- Survey Tech, Town of Nucla Wastewater Treatment Plant Improvements, Phase IIC.
- AutoCad Tech, Town of Paonia; Clark Alley Sewer Line Replacement.
- AutoCad Tech, Grand Mesa Metropolitan District, Spring Court Waterline Extension.
- Survey Tech, Grand Mesa Metropolitan District, Spring Court Waterline Extension.

Specialty Interests:

CAD Drafting, Planimetric and Retracement Surveying, GIS and Photogrammetry.

AMIE M. WILSEY

PRINCIPAL ENVIRONMENTAL SCIENTIST/BIOLOGIST

EDUCATION

Mesa State College, B.S., Environmental Science and Technology, 2007. Capstone Project – “Horsethief Canyon Tamarisk Removal and Monitoring Study”, in coordination with Colorado Division of Wildlife, Bureau of Reclamation, and Mesa State College.

REGISTRATIONS AND CERTIFICATIONS

Society for Ecological Restoration

EXPERIENCE

2008– Present Environmental Scientist/ Biologist, WestWater Engineering, Grand Junction, CO - Manages day to day operations of WestWater environmental staff and oversees projects from the design phase through to construction. Coordinates with federal, state, and local regulatory agencies and clients to provide solutions for potential impacts to environmental resources. Project lead for NEPA document preparation, compliance, and implementation for various transportation, oil & gas, and municipal projects. Has assisted clients and agencies with regulatory guidance and compliance. Has extensive knowledge for species with potential to occur in western Colorado and eastern Utah. Conducts biological surveys for all common wildlife species found in Colorado and eastern Utah, including T & E species and sensitive/species of special concern, raptors, songbirds, plant surveys including rare and sensitive species, general vegetation surveys, wetland identification, wetland delineations and weed surveys.

2011 Biologist, Sundance Biological & Kiva Bio, Primm CA

Contracted with company to conduct desert tortoise monitoring and clearance surveys for the Ivanpah and Silver State Solar Projects in Nevada and California. Performed health assessments of adult tortoises and attached transmitters to adult tortoises.

2008 Biologist, Kiva Bio, Barstow CA

Contracted with company to assist in desert tortoise translocation from the Ft. Irwin Army Base. Conducted surveys for existing tortoise populations, x-rayed females, performed health assessments of adult, juvenile, and immature tortoises, radio-tracked and monitored tortoise movement and habits.

2007-2008 Field Technician, Cordilleran Compliance Services, Grand Junction, CO

Performed storm water inspections, prepared Storm Water Management Plans (SWMP's), coordinated with clients and contractors to install and repair BMP's.

Conducted vegetation monitoring of interim well pads throughout the Parachute Valley. Conducted baseline sampling of water wells and streams for lab analysis. Sampled soils and water wells/streams after spill incidents for laboratory analysis and recommended proper remediation measures for the contaminated site. Assisted in drafting Spill, Prevention, Control and Countermeasure plans.

2007 Biological Consultant, BioResources, Logan, UT

Contracted with company to assist in a re-vegetation project along a pipeline in the Pieance Basin. Conducted small mammal surveys in northeast Colorado for a pipeline project.

2006 Pesticide Technician, Mesa County Pest Management, Grand Junction, CO

Surveyed, mapped, applied chemical and mechanical treatment to listed noxious weeds in Mesa County.

Training: USFWS Mexican Spotted Owl Training Workshop, March 14, 2012
USFWS Utah Rare Plant Workshop- 2012, USFWS Yellow-billed Cuckoo Training – June 2015

DEAN R. GOEBEL

HYDROGEOLOGIST/ENVIRONMENTAL SCIENTIST

EDUCATION

University of North Dakota, MS, Geology, Hydrogeology specialization, 1992

Thesis – “Hydrogeological characterization of a discharge wetland, Grand Forks County, North Dakota”

University of North Dakota, BS, Geology; BSEd Earth Science and; BA Anthropology, 1986

EXPERIENCE

2014– Present Hydrogeologist/Environmental Scientist, WestWater Engineering, Grand Junction, CO - Responsible for project management, environmental risk and site assessment, wetland delineation and mitigation, hydrologic and hydraulic engineering, geological hazards, contaminant hydrogeology, conditional use permitting and wastewater systems. Strengths include project management, hydrological and geochemical modeling, wetland delineation and mitigation and baseline hydrogeological investigations.

2016– 2019 Adjunct Professor Physical and Environmental Sciences, Colorado Mesa University, Grand Junction, CO - Geological Sciences Lecturer teaching Introduction to Ground Water and Survey to Earth Science.

2011– 2014 Senior Hydrogeologist/Environmental Scientist, Hydro G Logic, Grand Junction, CO - Principal hydrogeologist and owner of an environmental consulting business. The business provided professional environmental consulting services, including environmental assessment and remediation, groundwater and surface water investigation, onsite wastewater system design, wetland delineation and mitigation and contaminant hydrogeology. Responsibilities included all aspects of business management, project management and scheduling, report preparation and submittal and coordination with private and governmental agencies.

2003– 2011 Environmental Scientist, Mesa County Env. Health Dept, Grand Junction, CO - Supervisor responsible for managing personnel implementing County’s Water Quality Program. Project management involving onsite wastewater design and permitting, groundwater impact investigation, engineer design review septic systems and aquatic facilities, water quality inspections and septic feasibility for all proposed development.

1998– 2003 Hydrogeologist/Environmental Scientist, WestWater Engineering, Grand Junction, CO - Provide project management, environmental assessment, hydrologic and hydraulic engineering, environmental compliance, ground and surface water investigation and modeling, wetland delineation and mitigation, water resource evaluation, water rights, wastewater systems, solid waste management, environmental restoration, conditional use permitting, floodplain permitting and biological sampling.

Specialty Interests:

Aquifer environmental assessment and resource remediation, environmental compliance, wetland delineation and mitigation, onsite wastewater systems, riparian/river restoration, hydraulic engineering and hydrological and hydrochemical modeling.

ATTACHMENT C
FEE SCHEDULE



WESTWATER ENGINEERING
ENGINEERING AND ENVIRONMENTAL SERVICES
STANDARD FEE SCHEDULE

January 1 - December 31, 2022

Principal Engineer	\$180.00/hr.
Project Manager (P.E.)	\$150.00/hr.
Project Engineer (P.E.)	\$130.00/hr.
Design Engineer (P.E.)	\$110.00/hr.
Staff Engineer (E.I.T)	\$90.00/hr.
Resident Engineer	\$85.00/hr.
Resident Inspector.....	\$80.00/hr.
Engineering Aide/Technician	\$75.00/hr.
Principal Environmental Scientist.....	\$110.00/hr.
Environmental Project Manager	\$100.00/hr.
Environmental Scientist (Level 1)	\$90.00/hr.
Environmental Scientist (Level 2)	\$80.00/hr.
Environmental Scientist (Level 3)	\$70.00/hr.
Environmental Scientist (Level 4)	\$60.00/hr.
Hydrogeologist/ES.....	\$90.00/hr.
IT/GIS Analyst I	\$80.00/hr.
GIS Analyst II.....	\$70.00/hr.
CAD/Drafting I.....	\$65.00/hr.
CAD/Drafting II.....	\$75.00/hr.
Secretarial Services (Reports, Manuals).....	\$60.00/hr.
Mileage (To and From Grand Junction Office)	\$0.65/mi.
Electric Holiday Detector	\$100.00/manhole

Reimbursable Expenses, Subconsultants,
Major Reproduction, Lodging, Per Diem,
Overnight Delivery, etc..... At Cost

Routine Expenses (Photocopies, Postage,
Cellular Telephone, etc.)..... 3% Hourly Rates



Billing Rates

Principal Engineer	\$130.00/hour
Project Engineer	\$ 90.00/hour
Design Engineer	\$ 75.00/hour
Auto Cad Technician	\$ 50.00/hour
Clerical	\$ 45.00/hour
Mileage	\$ 0.45/mile

Note: Expert witness and legal testimony will be billed at one and a half times the regular hourly rate.



Huddleston-Berry Engineering & Testing, L.L.C. (HBET)
 2789 Riverside Parkway
 Grand Junction, CO 81501
 Office: 970-255-8005
 Fax: 970-255-6818

**2022
 FEE SCHEDULE
 SPECIAL INSPECTIONS AND/OR CONSTRUCTION MATERIALS TESTING**

The fees listed are based upon Certified ICC Special Inspectors as well as Soils, Asphalt and Concrete Certified Technicians. HBET pride themselves in providing certified, qualified and experienced Inspectors, Technicians and Engineers at a reasonable fee. HBET provides additional services upon request. A 24 to 48 hour advance notice for scheduling is requested, more advanced notice may guarantee the requested time. Non-Standard hours are applied to any and all work performed during night work (6:00 p.m. to 6:00 a.m.), weekends, workday exceeding 8 hours including drive time, and holidays. Non-Standard hours will be billed at time and a half, with the exception of holiday time being billed at double time.

Technician I	(soils, non-structural concrete, & sample preparation)	\$ 70.00
Technician II	(asphalt, coring & sample preparation)	\$ 80.00
Inspector I	(structural soils & concrete, reinforcing, masonry, deep foundations)	\$ 95.00
Inspector II	(structural steel, wood framing & fire proofing)	\$ 110.00
Plotting/Drafting Technician		\$ 90.00
Laboratory Supervisor		\$ 130.00
Staff Engineer		\$ 110.00
Project Manager		\$ 140.00
Senior Manager/Engineer		\$ 185.00
Overtime	(Over 8 Hours per day, Nights, & Weekends)	1.5 x Rate
Overtime	(Holidays)	2 x Rate
Trip Charge	(Grand Valley)	\$ 25.00
Trip Charge	(Outside Grand Valley @ per mile)	\$ 0.88

LABORATORY TESTING

SOILS		COMPRESSIVE STRENGTH	
Atterberg limits	\$ 90.00	f'c, Cylinders	\$ 29.00
Sieve Analysis	\$ 90.00	***f'c, Drilled Cores per Core	\$ 80.00
*Split Analysis with Oversized Particles	\$ 180.00	f'c, Grout	\$ 85.00
Hydrometer	\$ 225.00	f'c, Mortar	\$ 35.00
Swell/Consolidation	\$ 90.00	f'c, CMU (grouted)	\$ 175.00
Soluble Sulfates	\$ 50.00	Flexural Strength of Beams	\$ 100.00
Standard Proctor (ASTM D698 or AASHTO T99)	\$ 155.00	Shotcrete	\$ 90.00
Modified Proctor (ASTM D1557 or AASHTO T180)	\$ 175.00		
California Bearing Ratio (CBR)	\$ 300.00		
ASPHALT		FIREPROOFING	
Maximum Theoretical Specific Gravity	\$ 100.00	Density	\$ 80.00
Bulk Density (Set of 3)	\$ 105.00	Bond Test	\$ 80.00
Ignition AC	\$ 140.00		
Gradation of Extracted Aggregate	\$ 85.00	Additional testing services	
Gyratory Compaction	\$ 250.00	available upon request.	
***Drilled Cores per core	\$ 65.00		

Sub-consultant Services/Special Testing Cost +20%
 Out of town living expenses, commercial travel costs, equipment rental, freight, etc Cost +20%

REMARKS

Staff rates include nuclear gauge field equipment and are charged portal to portal. Minimum 2 hour trip charge per day for field engineer, inspector or technician may be applied.

Proposals for specific projects available upon request.

*Subject to lab sample preparation

**Includes coring equipment and materials for capping – Set of 4

***Coring Equipment Fee – Half Day (0 to 4 hours) - \$250.00, Full Day (4 to 8 hours) - \$500.00, 8+ hours Full day plus \$100.00 each hour



Wilmore and Company Professional Land Surveying
2022 Rate Sheet

All services shall be charged on an hourly basis, or as stated in the following schedule:

1. One Man Surveying Field Crew: \$135.00 (includes GPS, total station or equipment necessary to perform project)
2. Two Man Surveying Field Crew: \$185.00 (includes GPS, total station or equipment necessary to perform project)
3. Professional Land Surveyor \$110.00 (Drafting, Analysis and/or any office work on project)
4. Senior CAD Tech \$90.00 (Drafting, Analysis and/or any office work on project)
5. CAD Tech II \$70.00
6. 4-wheeler rent \$60.00 per day
7. Mileage \$.54 per mile
8. Final Mylar \$25.00 per sheet
9. Recording fee (rate of recorded documents plus postage and handling)
10. Materials and supplies at cost

Improvement Location Certificates (ILC)

\$500 for lot and block in Delta and Montrose Counties.
 Lots or acreage over 5 acres will be a "not to exceed" estimate.
 RUSH Fee- Any ILC that is ordered less than 7 days in advance of due date will be charged \$50.00



Town of Paonia



Statement of Qualifications

for

General Engineering Services

September 23, 2022



September 23, 2022

Corinne Ferguson, *Town Administrator*
Town of Paonia
214 Grand Ave. / PO Box 460
Paonia, CO 81428

RE: Request for Qualifications – General Engineering Services

Dear Ms. Ferguson and Selection Committee Members:

SGM has had the pleasure of working for the Town of Paonia since 2013, and we're proud of the successes we created alongside Town staff members and leaders to benefit the citizens of Paonia. We want to continue serving Paonia because making West Slope communities successful is our Mission. We live and work in this area and have a vested interest in seeing it flourish. In short, we offer unparalleled value in this role through our familiarity with the Town, deep municipal engineering experience, highly relevant expertise, depth of resources, and our desire and commitment to serve the Town now and into the future.

SGM has an unsurpassed reputation for excellent client service. We will listen, analyze, and execute to ensure all your engineering needs are met.

As your general services engineer, you will discover that the SGM Team brings:

- ☑ **Efficient and economical task delivery** – The level of effort spent on tasks is what runs up your costs. However, no firm can execute your work as effectively and, in less time, than SGM. We have no learning curve, know your needs well, and have demonstrated our efficiency and competence in serving the Town time and time again.
- ☑ **Familiarity with your public works** – Key personnel committed to these services have gained a valuable understanding of the design and operation of the Town's water supply, treatment, and distribution, wastewater treatment and collection, and street systems plus areas of concern and areas of future growth from our development reviews.
- ☑ **Relevant experience** – Our team has served many municipalities and districts in western Colorado through on-call engagements. As our qualifications present, we specialize in water, wastewater, transportation, and city management engineering services. We take pride in helping our clients obtain grants and low-interest loans to support community development and system upgrades.
- ☑ **Competent technical talent to address all aspects of any project** – The team we have assembled has the experience to deliver all the services outlined in the Town's Request for Qualifications.

We will provide a proactive role as Town Engineer by providing an all-inclusive suite of services: [Site Development Review](#), [Development Code Review](#), [Construction Observation](#), [Utility Engineering](#), [Structural Engineering](#), [Transportation & Traffic Engineering](#), [Environmental Services](#), [Water Resources Engineering](#), [Surveying](#), [Mechanical Engineering](#), and [Electrical Engineering](#) services. We certify all proposed staff members maintain Colorado Licensed Professional Engineer (PE), Professional Geologists (PG), and/or Professional Land Surveyors (PLS) licenses. SGM can provide all listed services



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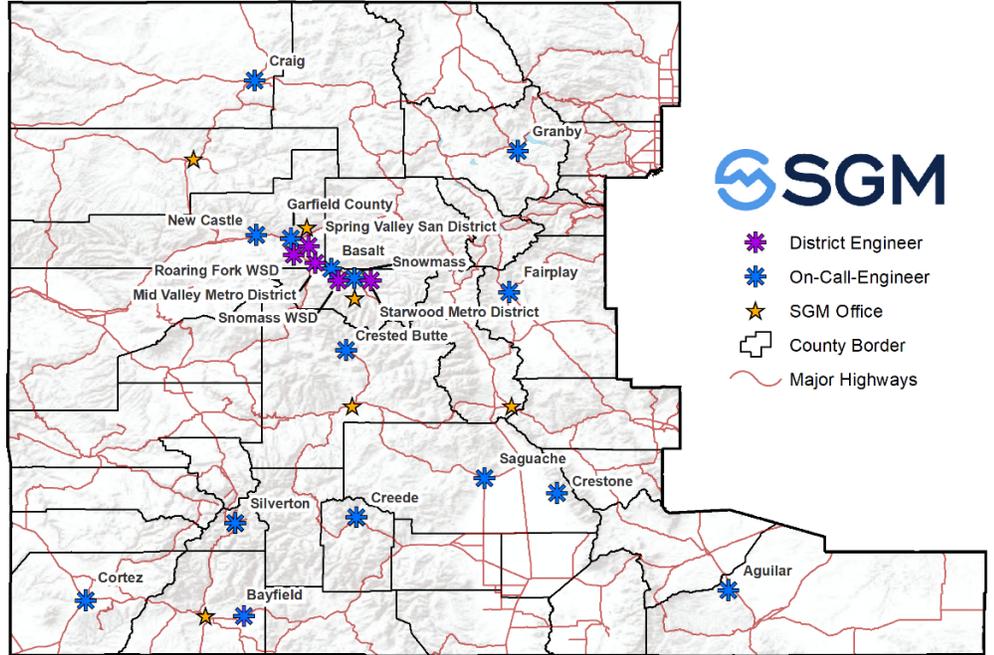
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Introduction

Simply put, town engineering is the core of SGM’s business. SGM has been serving rural Colorado communities for 36 years with a complete suite of consulting and engineering services, including surveying, civil, transportation, structural, water, wastewater, water resources, mechanical, and electrical engineering, to meet the wide-ranging needs of Western Colorado. We trust the Town of Paonia will find that SGM offers the capabilities and expertise of a large front-range firm, but the personalized service and client commitment of a small local firm.



SGM has 123 employees covering a wide range of professional services allowing us to respond rapidly and skillfully to any of the Town’s engineering needs. Our **breadth of services** furthers our mission by allowing us to handle complex projects most smaller firms cannot handle in-house – **providing additional benefits to our clients with improved responsiveness and lower overall fees.**

With over three decades of providing engineering and consulting services across western Colorado, SGM has and continues to enjoy strong working relationships with local, state, and federal entities. Our expertise in working with all entities assists our clients in navigating the ever-changing landscape of regulatory requirements and capitalizing on numerous grant opportunities available for funding capital projects. Over the years, SGM has and continues to help communities develop master plans, rate studies, capital improvement plans, asset management plans, comprehensive plans, and feasibility studies to meet the needs of their citizens successfully.

SGM will be available to assist the Town as needed and can provide service from our Glenwood office in less than two hours. We also have offices in Grand Junction, Durango, and Salida with available staffing to meet the Town’s needs in an efficient and effective manner.





Experience & Qualifications

Firm Qualifications

SGM SGM, a multidisciplinary engineering, consulting, and surveying firm, was founded in 1986. For 36 years, **SGM** employees have lived and raised families in the Western Slope communities they have helped build. As a result of **SGM's commitment to quality** and **long-term client relationships**, we have grown to over 123 employees – the largest full-service engineering and surveying firm based in Western Colorado. In addition to our headquarters in Glenwood Springs, **SGM** also has branch locations in Gunnison, Salida, Grand Junction, Durango, Aspen, and Meeker to provide local and timely service to our clients.

Our growth has in part been fueled by the ever-expanding needs facing Western Colorado communities. SGM provides the following in-house services:

- *General Civil Engineering*
- *Development Review, Code/Ordinance Review, Construction Administration*
- *Subsurface Utility Engineering (SUE)*
- *Structural Engineering*
- *Transportation Engineering including Traffic Operations Engineering*
- *Environmental Engineering*
 - *Water Supply and Treatment Engineering*
 - *Wastewater Treatment Engineering*
 - *Environmental Assessments & Mitigations*
- *Hydraulic Engineering*
 - *Water Distribution System Engineering*
 - *Wastewater Collections System Engineering*
 - *Stormwater Conveyance System Engineering*
 - *Floodplain Management*
- *Water Resources Engineering*
 - *Hydrology*
 - *Water Rights & Resource Management*
- *Surveying*
 - *Land & Construction Surveying*
 - *Drone Data Acquisition & Imagery*
 - *GIS Mapping*
- *Mechanical, Electrical & Plumbing Engineering including Commissioning*

We provide innovative, practical solutions to make our clients successful while ensuring the health, safety and welfare of our neighbors.

We develop and maintain lasting client relationships and are committed to our local communities.

SGM's bread and butter, and what makes us excited, is municipal engineering. Although each community is unique, the best practices gained from other communities can be brought to bear successfully for each community. Our cumulative experience allows us to lend credibility when working with Town staff, the public, the development community, and the Town Board of Trustees. We will leverage all our experience for the Town of Paonia. Our Mission Statement reflects our client commitment.



CDOT Prequalified

SGM is currently recognized by the Colorado Department of Transportation (CDOT) as a “Pre-Qualified Consultant” in the following disciplines through January 31, 2023.

SE	Structural Engineering	EN	Environmental Engineering
ME	Mechanical Engineering	MA	Engineering Management (Contract Admin)
BI	Bridge Inspection	MC	Engineering Management (Construction)
BR	Bridge Design	SA	Sanitary Engineering
CE	Civil Engineering	SU	Surveying
EL	Electrical Engineering	TP	Transportation Engineering
HD	Highways and Street Design	TR	Traffic Engineering
HY	Hydraulics		

Firm Experience – Our Record of Service

With a long history of client and project success, SGM offers complete in-house engineering services, including consulting, wastewater engineering, water engineering, structural engineering, survey, electrical and mechanical engineering, water rights, and water resources. This breadth of capabilities and expertise allows SGM to effectively and efficiently deliver any task.

SGM is the full-time Engineer-of-Record for the following communities:		
<ul style="list-style-type: none"> Town of Mancos 2022 City of Cortez 2020 Bayfield 2021 Snowmass Village 1978* Basalt 1981* 	<ul style="list-style-type: none"> Town of Granby 1986* New Castle 1990 Town of Mt. Crested Butte 2010 Crestone 2012 Craig 2013 	<ul style="list-style-type: none"> Silverton 2017 Saguache 2016 Aguilar 2017 Fairplay 2018 Garfield County 2018
*As an out-growth of their work with the starred City/Districts, Louis Meyer & Dean Gordon founded SGM in 1986.		
We have long-standing relationships with communities that have in-house engineers where we provide design and/or consulting services for special projects including:		
<ul style="list-style-type: none"> Dolores Rangely 1977* Durango La Plata County Mesa County Salida Norwood Glenwood Springs 	<ul style="list-style-type: none"> Ouray Eagle Vail Rio Blanco County Rifle Town of Mtn Village Aspen Ignacio 	<ul style="list-style-type: none"> Garfield County Battlement Mesa Pitkin County Lake City Gunnison Gunnison County Moffat County Fruita
SGM acts as the District engineer for special districts including:		
<ul style="list-style-type: none"> Mid Valley Metropolitan District 1982 Spring Valley San District 1990 Starwood Metropolitan District 1990 	<ul style="list-style-type: none"> Roaring Fork Water & San District 1994 Snowmass Water & San District 2013 Lake Durango Water Authority 	
SGM provides on-going engineering services to the following special districts:		
<ul style="list-style-type: none"> Eagle River Water & Sanitation District Cortez Sanitation District Mt. Crested Butte Water & San District Ute Water District Grand Valley Drainage District 	<ul style="list-style-type: none"> La Plata Water Conservancy District Upper Eagle Regional Water Authority Skyland Metropolitan District Grand Valley Water Users Association 	



Technical Disciplines



General Civil Engineering

SGM has a long history of providing general civil engineering for western Colorado towns and cities. Our engineering work has varied from small road and infrastructure upgrades to major road rehabilitation to multimillion-dollar water and wastewater treatment plant facilities. SGM's full-service capabilities include all stages of development ranging from conceptual planning; due diligence; engineering, grading and drainage, and structural design; land use entitlement process; permitting; and construction administration and management.

A portion of our work has included performing development reviews through our role as Engineer-of-Record for numerous Western Slope municipalities, counties, and special districts. SGM also brings a significant amount of private development engineering experience – so, we've "sat on both sides of the table." Through these experiences, our staff has developed an exceptional understanding of the land planning and development process, and we have captured our collective knowledge in custom tools created to facilitate a well-executed development review.



Transportation Engineering

The SGM Transportation Team provides engineering services for all aspects of transportation, roads, and traffic engineering and is known for providing practical, cost-effective solutions to today's growing transportation challenges. Our project experience spans from small on-call, rapid response emergencies to full-scale design and construction oversight for CDOT-regulated roundabouts to developing CIPs with cost estimating. Available services include traffic planning, forecasting, and analysis; transportation systems design; development review and state highway permitting; and construction management. We are also one of the few engineering firms in western Colorado to have a Professional Traffic Operations Engineer (PTOE) on staff.



Water Supply and Treatment Engineering

Our team has significant expertise in overall water system master planning, hydraulic modeling/analysis, water quality modeling, water transmission/distribution main design, and water storage tank inspections, assessments, and designs. We have developed hydraulic models for many municipal water systems and are familiar with the issues a water model can identify, such as low pressure and overpressure situations, water storage limitations, water age and quality concerns, fire flow problems, aging tanks, and lack of a redundant supply.



Wastewater Treatment Engineering

Our team has provided wastewater engineering services to the majority of our municipal clients since our founding. Our process engineers have an exceptional breadth of knowledge of biological processes for both organic and nutrient removal. A few of the treatment processes SGM has designed include A2O biological nutrient removal, Integrated Fixed Film Activated Sludge (IFAS), Oxidation Ditch, Aeromod, Extended Aeration Activated Sludge, Conventional Activated Sludge, Rotating Biological Contactor (RBC) and Aerated Lagoons.



We routinely provide all facets of wastewater engineering including operations, treatment process performance evaluation and optimization, facility planning, engineering design, and permitting. Our staff's strong relationships with Colorado Department of Public Health and Environment (CDPHE) regulators allow us to stay on top of emerging issues, technologies, and regulations to better serve our clients.



Environmental Permitting and Support

SGM provides a range of services necessary to complete studies to support approvals and permits for projects required by the Clean Water Act, Endangered Species Act, the National Environmental Policy Act (NEPA), and other environmental regulatory programs. Services include wetland delineations, Section 404 permitting, water quality sampling, Environmental and Biological Assessments (EAs and BAs), discharge permitting, bioassessments, vegetation inventories, mitigation plans, and environmental monitoring.



Hydraulic Engineering

SGM has continuously worked with public sector clients on projects related to water supply, water distribution, storm drainage, and sewer collections systems. As Town/City/District Engineer we have not only designed these systems, but we have reviewed and provided guidance for proposed development annexations. SGM has also been instrumental in developing engineering and construction standards for water, storm, sewer, and dry utilities, creating Public Works Manuals, Engineering Standards, and Standard Details for many of our clients including the Town of Basalt, City of Glenwood Springs, and most recently, Mesa County.

Employing six (6) Certified Floodplain Managers (CFM), SGM is adept in all aspects of the National Flood Insurance Program and FEMA floodplain regulations. We are technically proficient in hydrologic and hydraulic modeling as needed to complete FEMA-approved floodplain studies and LOMR's. SGM routinely plans and designs major irrigation and stormwater collection, detention, and treatment facilities for our municipal clients. The functional success of our designs attests to our hydraulics expertise.



Water Resources Engineering

SGM's Water Resources Engineering team has extensive experience with regional and municipal water supply planning and development including surface water, groundwater, and riverbank filtration supplies; water conservation planning and implementation; and hydrologic evaluation and modeling. We have planned, permitted, and designed new reservoirs and dams and devised and implemented source water monitoring programs. In addition, our water rights team provides a wide range of water resource services to support water court applications or oppositions, water rights adjudications, augmentation plans and substitute water supply plans.

Our team members are well versed in regional and statewide water resource initiatives. SGM currently serves as the program manager alongside Colorado Water Conservation Board staff to understand the feasibility of a demand management program for the state of Colorado. SGM is also the local expert for the Colorado Basin Roundtable Basin Implementation Plan update project. Our team brings an on-the-ground



understanding of how critical a sustainable water supply is to our state and offers a comprehensive balance of technical expertise across recreational, municipal, industrial, and agricultural interests.



Structural Engineering

SGM's Structural Team offers expertise across a wide range of structural systems. Our experts deliver diverse technical skills in the following areas: municipal structure design, bridges, residential and commercial building design, tank design and rehabilitation, and structural evaluations. Our team uses AutoCAD 3D modeling software to provide graphical renderings to our clients. By coupling engineering and

drafting tools, we efficiently provide dynamic designs that meet our clients' expectations throughout the lifecycle of the project, from concept to construction.



Mechanical, Electrical, and Plumbing (MEP) Engineering

The Mechanical, Electrical, and Plumbing (MEP) Team specializes in designing high-performance buildings, lighting, and power systems for commercial, industrial, and residential applications, and for municipal assets such as lift stations and treatment plants. Our project approach emphasizes sustainability and practicality, eliminating oversized and overly complicated "solutions." The Western Slope

presents many unique and challenging environments for MEP projects – our local expertise sets the bar for project success.



Surveying and GIS

Our staff of licensed Professional Land Surveyors and Licensed Surveyors in Training (LSIT's) have an extensive and varied range of experience and knowledge for working in rural mountain communities. *The SGM Surveying team offers more than just traditional surveys, our capabilities have expanded to include underwater and aerial surveying as well as 3D scanning.* Our sonar-based data collector can

be used to survey the bottom of lakes and rivers. And we can do aerial surveying with a drone on large parcel surveys so they can be completed in hours as compared to days using traditional survey equipment.

SGM's GIS/Mapping services and tools help our clients achieve improved efficiency by effectively planning and managing infrastructure, operations, and administrative functions, noticeably improving overall financial, managerial, and maintenance performance. SGM tailors GIS/Mapping tools to match your specific needs, circumstances, and budget, whether supplementing existing data or implementing a new system. SGM is recognized as a Silver Business Partner by Esri, the market leader in GIS for mapping and spatial analysis.



Subsurface Utility Engineering (SUE)

Since the adoption of Colorado State Law (CRS 2018 Title 9, Article 1.5), aka "Colorado's SUE Law", SGM has been a leader in the quick adoption, education, and compliance of Subsurface Utility Engineering (SUE) for its projects across the western slope of Colorado. We've worked closely with utility providers, local municipalities, and the Colorado Department of Transportation (CDOT) to ensure best practices are being used with SUE-required projects. Our team efficiently provides SUE services using leading industry equipment and methodology.



Key Project Experience

Over the past 36 years, SGM has amassed an impressive breadth of engineering expertise. Included in this section is a sample of SGM's prior experiences that reflect the skills necessary to succeed in any project. We encourage you to contact our clients to hear for yourself the professionalism and quality of service our firm delivers.

On-Call Engineering – Town of New Castle – New Castle, CO

SGM has worked for the growing community of New Castle since 1991, providing a high level of engineering support needed due to development activities. Key activities have included preparing and updating the Town's water and wastewater master plans, designing a \$2.1M water treatment plant expansion to 3.5MGD capacity, and designing the Town's 1.8MGD wastewater treatment facility. SGM partnered with Town staff to develop a multi-phased streetscape beautification plan for the downtown corridor and designed numerous parks and trails to increase recreation opportunities for residents. Recently SGM provided bridge and trail design services for a series of pedestrian bridges over I-70, the Colorado River, and the UPPR mainline. In our role as Town Engineer, SGM provided development review services for two large, planned developments which effectively tripled the size of the town, and continues to assist Town staff with the development approval process.



Contact: John Wenzel, *Public Works Director*
Phone Number / Email: 970.984.0669 / jwenzel@newcastlecolorado.org
Address: 450 W Main Street / P.O. Box 90 / New Castle, CO 81647

On-Call Engineering – City of Craig – Craig, CO

SGM has been the town engineer for the City of Craig since 2013. Over this time, SGM has completed many important projects with the City, including:

- Capital Improvement Plan - Water and Wastewater
- Water storage tank inspections and improvement design
- Water system modeling
 - Water Quality - developed UDF flushing program, Water Quality - analyzed and designed disinfectant conversion, and Construction and conversion to chloramines with SRF funding
- Lift station replacement
- 3-mile sludge line replacement design (Phase 1 construction began summer 2020), with DOLA funding
- Multi-use pedestrian path with CDOT
- Water line replacements
- GIS support



Contact: Peter Brixius, *City Manager*
Phone Number / Email: 970.826.2023 / pbrixius@ci.craig.co.us
Address: 300 W. 4th Street / Craig, CO 81625



On-Call Engineering – Town of Bayfield – Bayfield, CO

SGM has worked for the Town of Bayfield since 2021 as their Town Engineer. The Town of Bayfield is experiencing rapid growth and requires multi-disciplinary engineering services to ensure its infrastructure is appropriately sized and prepared for growth. SGM is currently providing development reviews, updates to GIS mapping of infrastructure, land surveys, site design of a workforce housing subdivision, design and construction administration for street improvements projects, design of sanitary sewer improvements, and design of a wastewater treatment nutrient removal project. SGM has been tasked with updating an existing Asphalt Management Plan and an existing Drainage Master Plan to help the Town prioritize and budget for several important infrastructure projects. SGM will also perform a pedestrian traffic study at Hwy 160 and N. Commerce Drive using the Town's recently awarded CDOT Multi-Modal Options Funding.



Contact: Katie Sickles, Town Manager
 Phone Number / Email: 970.884.9544 / ksickles@bayfield.gov
 Address: 1190 Bayfield Parkway / P.O. Box 80 / Bayfield, CO 81122

Mid Valley Metropolitan District On-Call Engineering – Basalt, CO

SGM has served Mid-Valley Metropolitan District (MVMD) since working with various stakeholders on its formation in 1986 to provide water and wastewater service to a large swath of the middle Roaring Fork Valley between the towns of Basalt and Carbondale, Colorado. SGM has been intimately involved in all planning, design, and construction efforts since District formation. SGM is the engineer of record for all District infrastructure, design, and construction. Projects include water (well) source development, finished water storage, water and wastewater treatment, and both the distribution and collection systems. Other SGM services over the years include water system studies, water rate studies, and sewer rate studies. Recent services include distribution system hydraulic modeling and engineering design and construction of improvements for a new, strategically located production well to meet growing demands and solve a hydraulic imbalance in the system.

Contact: Bill Reynolds, Executive Director
 Phone Number / Email: 970.927.4077 / breynolds@sopris.net
 Address: 31 Duroux Lane #A / Basalt, CO 81621

Roaring Fork Water and Sanitation District On-Call Engineering – Carbondale, CO

SGM has been working with the District since its formation in 1996. We have been intimately involved in all planning, design, and construction efforts since the District's inception. SGM is the engineer of record for all District infrastructure, design, and construction. Projects include water (well) source development, finished water storage, water and wastewater treatment, and both - distribution and collection systems. On-going services include:

- Development reviews
- Completion of a comprehensive asset management plan that includes a capital improvement plan
- Development of a companion 20-year repair and replacement budget/schedule for all assets
- Development of GIS infrastructure mapping to inventory and perform condition assessment of assets, allow for simple yet accurate field inspections, and commonly locate all documentation



- Assisted with integration of asset management software
- Design and construction of wastewater treatment improvements for new effluent nutrient regulations

Contact: Tonya Uren, District Administrator
 Phone Number / Email: 970.945.2144/ info@rfwsd.com
 Address: PO Box 1002 / Glenwood Springs, CO 81602

On-Call Engineering – City of Cortez, CO

SGM has worked for the City of Cortez since 2015 primarily on the water system and street projects. We were hired to be their On-Call Engineering consultant and City Engineer in 2020. SGM is currently assisting the City with several commercial and residential development reviews. We are also preparing bid documents for the rehabilitation of the City’s third water storage tank after completing the rehabilitation of two 2MG water storage tanks in 2021.



The City and Montezuma County have been working jointly on a 25-year Streets Master Plan to help guide development with efficient mobility in the City and up to three miles into the County. SGM, as the City’s Engineer, is part of the core planning team to help facilitate the process, communicate to the community, and report to the Planning and City Councils.

Contact: Brian Peckins, Public Works Director
 Phone Number / Email: 970.565.7320 / bpeckins@cityofcortez.com
 Address: 110 West Progress Circle / Cortez, CO 81321

On-Call Engineering – Town of Silverton – Silverton, CO

SGM has worked for the Town of Silverton since 2015 as their Town Engineer. SGM has performed various engineering services for the Town that are still ongoing. In 2015, SGM updated an existing Capital Improvement Plan to help the Town prioritize and achieve implementation of several important infrastructure projects. SGM is currently working on a study that will identify and evaluate additional domestic water supply options for the Town and repairs to the existing raw water intake facilities. Beginning in 2016, SGM assisted the Town in obtaining funding from the State Revolving Fund for regulatory upgrades to water treatment operations. Work included construction of a pump house, electrical and controls upgrades at the water treatment plant, and interior and exterior re-coating and structural repairs to a water storage tank.



Additionally, SGM has provided development review, structural design of two pedestrian bridges, wastewater treatment facility analysis and strategic plan for nutrient removal, sanitary sewer collection system rehabilitation design, GIS mapping of infrastructure, and street improvements projects.

Contact: John Sites, Public Works Director
 Phone Number / Email: 970.387.5522 / jsites@silverton.co.us
 Address: 1360 Greene Street / P.O. Box 250 / Silverton, CO 81433



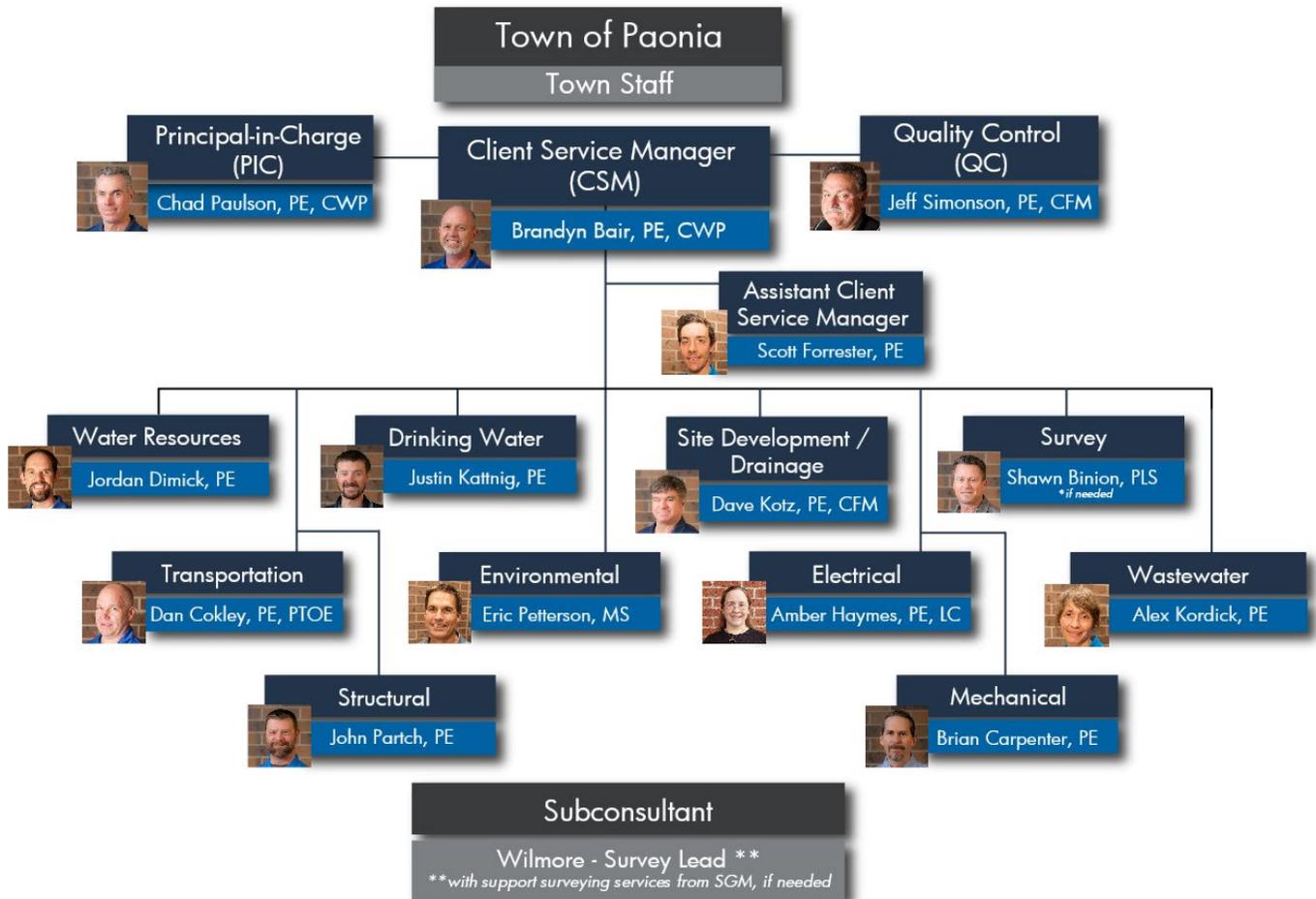
Key Staff

Our Paonia Service Team

We've thoughtfully selected SGM team members to best serve Paonia. We have selected team members with the subject matter expertise required to meet the Town's needs. We believe the SGM team is best suited to successfully deliver on the Town's current and future professional engineering needs. Here's why:

- Our team's key leaders, **Brandyn Bair** and **Scott Forrester**, are **clear communicators** and **successful client service managers**. Brandyn is SGM's service team lead and Client Service Manager for the Town. Scott will serve as Assistant Client Service Manager, tasked with helping Brandyn and ensuring the SGM team meets the Town's needs.
- Our team brings technical expertise that is especially relevant to the Town such as roads/streetscapes, capital improvement planning and strategies, utility infrastructure rehabilitation/replacement, drainage analysis, development review, and hydraulic modeling.
- Our team has deep experience as City, Town, and Special District Engineers of Record / On-Call Engineers. Acting as an extension of Town staff is a very familiar role for this team.

The organizational chart below graphically presents the reporting structure we propose to support the Town Engineer contract. SGM's team structure reflects the importance we place on making sure the Town, and really its citizens, have a qualified and experienced team to work with. *Biosketches are provided on the following pages: full resumes are available upon request.*





Client Service Manager (CSM)



Education
BS Civil
Engineering
Colorado School of
Mines, 2003

Brandyn Bair, PE, CWP

Professional Experience: 19 years / 19 years with SGM

Professional License: CO PE 42640 / Colorado Class D Wastewater Operator (CWP)

Contact: 970.384.9024 / **Location:** Glenwood Springs / brandynb@sgm-inc.com

Brandyn will serve as the **Client Service Manager**. Brandyn has 19 years of experience in the design and construction of water and wastewater treatment facilities, water/wastewater pump stations, water storage tanks, water and sewer line, road reconstruction, and drainage projects.

Brandyn's experience includes design engineering support, permitting, and funding for the Snowmass Water & Sanitation District, City of Glenwood Springs, Town of Silt, Spring Valley, City of Salida, and Town of New Castle wastewater treatment facility upgrades. Brandyn also serves as the Town Engineer and/or District Engineer for the Roaring Fork Water and Sanitation District, Spring Valley Sanitation District, and Durango West Metro District No. 2.

Principal-in-Charge (PIC)



Education
BS Civil
Engineering,
Colorado State
University, 1992

Chad Paulson, PE, CWP

Professional Experience: 30 years / 22 years with SGM

Professional License: CO PE 33326 / Colorado Class D Wastewater Operator (CWP)

Contact: 970.384.9036 / **Location:** Glenwood Springs / chadp@sgm-inc.com

Chad will serve as the **Principal-in-Charge**, ensuring overall quality control and client satisfaction for the project. He will provide senior oversight, review, and quality assurance for all project work.

Chad is the leader of SGM's Public Services Sector, which encompasses the Wastewater team, Water team, and Municipal team. He has extensive experience in all phases of municipal engineering, water and wastewater treatment design, project management, and construction engineering, including multiple infrastructure replacements, system master plans, and funding efforts. *Chad has been responsible for the entire project—management, design, construction, and startup—for the Snowmass WSD WWTF, Rifle Regional WWRF, New Castle WWTF, Glenwood Springs Regional WWTF, and Salida WWTF Expansion.*

Quality Assurance / Quality Control (QA/QC) Manager



Education
BS Civil
Engineering
Colorado State
University, 1984

Certifications
Certified
Floodplain
Manager

Jeff Simonson, PE, CFM

Professional Experience: 41 years / 36 years with SGM

Professional License: CO PE 26152

Contact: 970.384.9005 / **Location:** Glenwood Springs / jeffs@sgm-inc.com

Jeff's role will be to ensure that adequate resources are being delivered to the project to achieve CPW's goals, serving as the **QA/QC Manager**. He will visit with staff members periodically to verify satisfaction with SGM's work products and service and will also oversee overall project quality, ultimately responsible for quality control, client satisfaction, and project success. Jeff provides a diverse, multi-disciplined approach spanning over 40 years of project and construction management. He is a proven project manager and project engineer for a variety of projects including state/county/municipal roadway and intersection design and construction, and district and municipal infrastructure improvements.



Assistant Client Service Manager (ACSM)



Education
MS Biological
Systems
Engineering,
Virginia Tech,
2012

Scott Forrester, PE

Professional Experience: 9 years / 4 years with SGM

Professional License: CO PE 50652

Contact: 970.384.9040 / **Location:** Glenwood Springs / scottf@sgm-inc.com

Scott is a civil engineer with nine years of experience providing engineering design and management services for cities and municipalities in Colorado and New Jersey. He will serve as the **Assistant Client Service Manager**. From working predominantly on water and wastewater projects, he is well versed in the municipal engineering process including, but not limited to: formulation of design drawings and specifications, code and standards reviews, bidding and awarding of contracts, client and contractor management, construction observation and management, and budget administration. Scott is an expert in ArcGIS, having used the program for multiple hydraulic models, pipeline alignments, as well as tracking and mapping public utility inventories and infrastructure.

Water Resources Lead



Education
MS Hydrogeology
Science and
Engineering,
Colorado School of
Mines, 2007

Jordan Dimick, PE

Professional Experience: 18 years / 6 years with SGM

Professional License: CO PE 43775

Contact: 970.385.2340 / **Location:** Durango / jordand@sgm-inc.com

Jordan will serve as the **Water Resources Lead**. Jordan has over 18 years of water resource and water rights engineering experience, including water rights adjudication engineering support, water demand and usage analyses, water supply planning projects, raw water systems engineering, water supply infrastructure planning, water allocation modeling, master planning, and water quality analyses. He has provided engineering support and served as an expert witness in multiple water court applications. Jordan also has experience in local, state, and federal permitting compliance.

Jordan's most recent projects include the Agricultural Engineering for Root & Ratliff Ditch Company, water rights engineering for La Plata Planning Department, City of Monte Vista, Williams Fork East, City of Black Hawk, Town of Berthoud, and the U.S. Army Corps of Engineers, along with many more clients.

Drinking Water Lead



Education
MS and BS Civil
Engineering,
Colorado State
University, 2014,
2013

Justin Kattnig, PE

Professional Experience: 8 years / 8 years with SGM

Professional License: CO PE: 0053454

Contact: 970.384.9082 / **Location:** Glenwood Springs / justink@sgm-inc.com

Justin will serve as the **Drinking Water Lead**. Justin has a wide array of experience in municipal water supply, treatment, storage, and distribution system modeling. Justin's consulting career has focused on fulfilling the needs of small- to mid-sized Western Colorado water utilities. He has led numerous water treatment piloting and feasibility studies as well as WTP designs for facilities ranging in capacity from 10 GPM to 10 MGD. In addition, Justin serves as SGM's technical expert in distribution system modeling, distribution water quality, and hydraulic system analysis. He has led over 20 distribution system modeling projects ranging from model development to master planning and water quality optimization. *Recent projects include model development and system optimization for the City of Cortez, the City of Durango, the Lake Durango Water Authority, and the Town of Dolores.*



Site Development / Drainage Lead



Dave Kotz, PE, CFM

Professional Experience: 35 years / 29 years with SGM

Professional License: CO PE 29961

Contact: 970.384.9012 / **Location:** Glenwood Springs / davek@sgm-inc.com

Dave has over 35 years of diversified civil engineering experience as a Project Manager/Engineer for municipal and private development projects on the Western Slope. He is highly experienced in the planning, design and construction of water systems, buried utility infrastructure and roads. Dave has successfully led civil engineering efforts on a number of large municipal water and private development projects during his SGM tenure. He will serve as the **Lead Site Development / Lead Drainage Engineer**. Dave's extensive experience with large, private development work is complimented by his review authority work as Town Engineer for multiple Western Slope municipalities since 1993. While hydrology and hydraulics have been his specialties, his expertise includes all facets of site design, grading, drainage engineering, water distribution modeling, and civil infrastructure design and construction management. As a Certified Floodplain Manager (CFM), he is also well versed on the NFIP and FEMA regulations associated with floodplain administration.

Education

BS Civil
Engineering
Pennsylvania
State University,
1985

MS Civil
Engineering
Pennsylvania
State University,
1987

Survey Lead



Shawn Binion, PLS

Professional Experience: 22 years / 5 years with SGM

Professional License: CO PLS 38200

Contact: 970.384.9033 / **Location:** Glenwood Springs / shawnb@sgm-inc.com

Shawn is a licensed, professional land **surveyor** with over 22 years of experience. Shawn's projects include all forms of land surveying: geodetic, cadastral, 3D imaging, ALTA/NSPS land title surveys, construction and GPS surveying, detailed mapping, detailed 3D surfaces, DTM's, and 3D Modeling, coordinate systems, transformations, and projections. Shawn also is proficient in 3D scanning experience: detailed as-built surveys, 3D surface modeling and analysis, structural monitoring, 3D modeling, roadway, and airport as-built applications.

Education

BS Recreation &
Parks Admin.,
BA Minor, Illinois
State University,
1994

Transportation Lead



Dan Cokley, PE, PTOE

Professional Experience: 32 years / all with SGM

Professional License: CO PE 0029799

Contact: 970.379.3378 / **Location:** remote / danc@sgm-inc.com

Dan is a Principal at SGM and has 32 years of experience finding unique solutions to the challenges of transportation design and traffic engineering in Western Colorado. With this experience, Dan will serve as **Lead Transportation Engineer**, ensuring overall corporate support and client satisfaction for the project, as well as providing analysis and recommendations regarding traffic circulation for this project. Dan will coordinate and supervise the traffic count task for this project. Dan has completed numerous Traffic Studies of all sizes and types and is well versed in ITE Trip Generation and traffic volume analysis. Dan is one of few engineers on the Western Slope to have the dual registration of Professional Engineer and Professional Traffic Operations Engineer. *Dan's most recent PIC and QA/QC projects include the I-70 South Frontage Road Widening and Roundabout for the Town of Vail; ECO Trails Eagle to Horn Ranch and Dotsero Segments for Eagle County, SH-82 Basalt Underpass for the Town of Basalt, and the South Midland Avenue Reconstruction for the City of Glenwood Springs.*

Education

BS Civil
Engineering,
University of
Minnesota,
1989



Environmental Lead



Education
MS Ecology,
Colorado State
University, 1999

Eric Petterson, MS

Professional Experience: 31 years / 4 years with SGM

Professional License: N/A

Contact: 970.309.5190 / **Location:** Glenwood Springs / ericp@sgm-inc.com

Eric is SGM's Environmental Team Lead and a senior ecologist. He will lead all **Environmental** tasks for this project. Eric has 21 years' experience in the private sector, and 10 years' experience with the U.S. Forest Service. Eric specializes in Threatened, Endangered, and Sensitive species, and species of concern for various agency requirements. His experience includes Endangered Species Act and NEPA Compliance, resource management plan compliance, habitat management for multiple resource benefit, natural resource planning, and accurate impact assessments. Eric is a certified USACE Wetland Delineator with extensive wetland permitting experience. *Eric's most recent projects include providing wetland delineations, biological site assessments, and USACE permitting services for the following Routt County bridge replacements south of Yampa: County Road 7, County Road 44, County Road 52E, and County Road 53 Bridge Replacement.*

Electrical Lead



Education
BS Architectural
Engineering
(lighting
emphasis), CU
Boulder, 2004

Amber Haymes, PE (CO, NM), LC

Professional Experience: 11 years / 2 years with SGM

Professional License: CO 0051258

Contact: 970.384.9086 / **Location:** Grand Junction / amberh@sgm-inc.com

Amber will serve as the **Electrical Lead**. Amber is a registered Professional Engineer in the state of Colorado since 2016, and a Certified Lighting Designer (LC). She has 10 years of electrical engineering and lighting design experience, including municipal, educational, health care, parks and trails, and industrial projects. She has worked on numerous green building projects (certified to LEED and other standards), including the design of solar photovoltaic arrays. Amber is very knowledgeable about modern lighting technologies, and methods for improving nighttime visibility while reducing the impact of exterior lights on communities and the environment. *Amber's recent relevant experience includes electrical and lighting design for the Glenwood Springs Electric Operations Center; the La Plata County Historic Courthouse, ACT Building, and Sheriff's Office renovations; and the Montezuma County Courthouse.*

Wastewater Lead



Education
MS, BS Civil
Engineering, &
Water Resources,
University of
Colorado, 2007,
2005

Alex Kordick, PE

Professional Experience: 14 years / 3 years with SGM

Professional License: CO PE 55170

Contact: 970.384.9065 / **Location:** Glenwood Springs / alexk@sgm-inc.com

Alex has 14 years of experience as a Design Engineer. She will serve as the **Wastewater Lead**. Alex is experienced in the design and construction of water and wastewater treatment facilities, water/wastewater pump stations, and water storage tanks. She has worked extensively with the Colorado Department of Health and Environment (CDPHE) permitting process for water and wastewater treatment plants as well as to obtain funding for projects through the State Revolving Fund (SRF) and other sources. Alex has worked with many smaller entities and HOAs to develop new water and groundwater sources and to permit them with the State. She has worked on treatment pilot testing in both water and wastewater facilities.



Structural Engineering Lead



John Partch, PE

Professional Experience: 31 years / 10 years with SGM

Professional License: CO PE 033878

Contact: 970.384.9035 / **Location:** Glenwood Springs / johnp@sgm-inc.com

John will serve as the **Lead Structural Engineer**. He has extensive experience in the structural design and construction of commercial buildings, industrial structures, treatment facilities and basins, bridges, and retaining walls. His hands-on construction experience gives him a unique understanding of design for constructability. John has experience throughout the West and is familiar with the analysis of wind and seismic requirements. He is skilled in the design of wood, steel, concrete, and masonry structures, as well as less common materials such as aluminum, fiberglass, log, and timber framing. *John's most recent structural design experience includes Pasquale Springs Pump Station, Salida; Snowmass Wastewater Treatment Plant, Snowmass Village; Rio Blanco County Justice Center; Rio Blanco County Courthouse; and several residential and commercial buildings in Western Colorado.*

Education

BS Civil Engineering
University of Colorado, Boulder
1992

Mechanical Team Lead



Brian Carpenter, PE

Professional Experience: 22 years / 5 years with SGM

Professional License: CO PE 0045312

Contact: 970.384.9072 / **Location:** Glenwood Springs / brianc@sgm-inc.com

Brian will serve as the **Mechanical Team Lead**. Brian has over 22 years of commercial and industrial HVAC experience, including municipal, tenant finish, high rise, health care, biomedical, pharmaceutical, and manufacturing projects. Brian has worked in both the consulting and construction sectors and has an eye for implementing constructability into a project's design. Brian has significant experience in project management, 3D BIM modeling, and clash detection, production of shop drawings and spools for fabrication, Computational Fluid Dynamics (CFD) modeling of areas with sensitive air flows, and performance verification and testing of systems. *Brian's most recent experience includes the mechanical designs for the Gunnison Valley Regional Transportation vehicle storage facility and the Town of Mt. Crested Butte Maintenance Facility.*

Education

BS Mechanical Engineering,
University of Colorado at Denver, 2004

Subconsultants



WILMORE & COMPANY
PROFESSIONAL LAND SURVEYING, INC.

Wilmore & Company Professional Land Surveying will provide the required surveying for the job. Located in the Town of Paonia and having worked with the Town on various projects, Wilmore and Company will be a valuable asset to the project team. Typical services include boundary surveys and adjustments, topographic surveys, subsidence monitoring, photo control, ALTA surveys, ILC surveys, and construction staking.



On-Call Engineering Approach

SGM has numerous long-term relationships with municipalities of comparable size to Paonia. Town engineering is the backbone of SGM's current and past business. It is SGM's specialty that differentiates us from our competitors. We take immense pride in representing the communities we live and play in. SGM is ideally suited to provide engineering services to Paonia.

SGM's approach to Town Engineering is simple. ***LISTEN*** to Town Staff and Board of Trustees so that we provide custom, responsive, and personalized solutions that are cost-effective, timely, and reflect the Town's values.

SGM believes in using each person to leverage their skill as much as possible while being cost-effective. We will always match each task with the appropriate staff to complete the work efficiently and economically. We anticipate that most of the tasks will be completed by **Brandyn Bair** since he knows your procedures and expectations for work product and timing. We have executed many projects for the Town and have never had major project issues. Our approach to the development community is fair and balanced.

High-Quality Service, On-Time, and within Budget

Through our decades of experience, we have implemented key processes into our workflow to provide high-quality service, on time and within budget:

- **Employing SGM's standard quality review process** – Quality Assurance/Quality Control (QA/QC) will play a significant role in providing a final product that will meet the **Town of Paonia's** expectations. SGM's QA/QC process guides and provides projects that are cost-effective, constructible, and manageable while being completed within budget and on schedule. This process has resulted in a proven track record of affordable, safe, constructible, and robust public infrastructure projects across Western Colorado over three decades.
- **Providing a written scope, budget, and schedule** – A key element of SGM's Best Project Management Practices is providing the client with a well-defined scope, budget, and schedule. Even for on-call tasks requested by Town staff for us to complete, we will do our best to communicate what we expect it will require in terms of dollar cost and calendar time. We'll provide a detailed scope, budget, and schedule for each capital project.
- **Providing monthly project budget and progress updates.** These communication forms are a great basis for conversations with client staff members to keep a project on track. We will follow this model for all Town infrastructure projects. Our Deltek project accounting system allows our project managers to track budget expenditure accurately on a weekly basis and to get estimates on a real-time basis.
- **Actively managing project changes.** All projects undergo one form of change or another. The key is to identify, at the earliest point possible, when there is a scope change that could affect the project budget. If the scope changes, SGM will work with the Town to reach an acceptable outcome.

Familiarity and Approach to Construction on the Western Slope

One of SGM's biggest strengths lies within our firsthand knowledge of Colorado's central mountains and western-slope communities, climate, soil conditions, and tight local labor markets. Our established relationships with local firms (contractors, material suppliers, and engineers), and local and state regulatory personnel have resulted in a trust and confidence that is irreplaceable. SGM often draws



on these relationships to obtain current and accurate unit costs for materials and delivery on Western slope projects.

SGM has worked with communities in the vicinity including Carbondale, Aspen, Collbran, Crawford, Delta, the Town of Mt. Crested Butte, Grand Junction, and Montrose on many engineering and planning efforts over the last decade. We are familiar with the area's construction material sources, delivery costs, and seasonal material availability.

Responsiveness

SGM proposes to use Brandyn Bair in the Glenwood Springs office, as the Town's primary contact. The Town's secondary contact will be Scott Forrester, also in our Glenwood Springs office. Brandyn and Scott communicate regularly to understand project needs and staff availability. This allows us to efficiently communicate project goals and address staff availability before it becomes a problem.

Any engineering firm worth hiring is going to be busy. This does not mean lower performance should be expected. We believe the key to working effectively with clients, who are also busy, is **effective communication, establishing clear expectations early in each project, and managing resources.**

Successful Funding Assistance

SGM has a long history identifying alternative funding sources for public sector projects and helping its clients successfully acquire the funds. In doing so, we have created valuable working relationships with key individuals in local, State, and Federal funding entities, including DOLA, CDOT, CDPHE, SRF/CWPDA, USDA, CWCB, and others. Our network allows us to quickly identify the most appropriate available programs to meet client needs. **We have been assisting the Town of Paonia with project funding for several years.** *Please refer to the 'Recent Funding Assistance' table on the next page to glimpse the variety of projects we have successfully achieved funding for our clients.*

Contracting Projects

We understand the needs of Paonia and are able to provide professional services that are highly flexible and scalable. We can provide essentially "on-demand" engineering, surveying, and inspection services as well as multi-discipline teams to deliver larger, specialty design projects. **Our goal is to act as an extension of Town Staff using processes that are streamlined and simple to execute.** Additionally, we want to provide the Town with a fully integrated team that works seamlessly, whether the appropriate resources are SGM staff, subconsultant team members, or a combination of both.

SGM has experience working with multiple clients over the years with Town Engineering and On-Call Engineering contracts. During that time, the experience has evolved from strictly "Engineering" task orders at the outset, to one that has subsequently included work for Water Rights, Environmental Planning & Permitting, Facilities, Fleet Management, and the list goes on. Working with multiple disciplines besides engineering on previous on-call contracts has resulted in a strategic project and task order management, specifically using a Task Order Form up front, and providing more detailed monthly invoices.

The Task Order Form may include specific budget line items which are included in each invoice, making it easier for Town Staff to process. Additionally, the Task Order Forms typically include basic scope, schedule, and budget information. The detailed invoices will include full documentation of all work performed broken down by employee and activity, as well as budget tracking information. We understand the Town may want additional monthly summary information with the invoice. We are happy to tailor our correspondence and billings to any specific requests of the Town.



SGM's Recent Funding Assistance (2009 - 2022)

Client/Applicant	Project Title	Type of App (entity)	\$ Amount
Town of Mancos	Water Treatment Improvements and Tank No. 1 Replacement Project	DOLA & CDPHE – SRF Loan	\$850,000 / \$1.5M
Town of Mancos	Water Treatment Improvements and Tank No. 1 Replacement Project	CDPHE Small Communities W & WW Grant	\$400,000
Pagosa Area Water and Sanitation District	Preliminary Engineering Report and New Water Treatment Plant Design and CMAR Delivery	SRF Loan and Potential \$4M in Loan Forgiveness	\$40M
City of Glenwood Springs	Regional Wastewater Treatment Facility	CDPHE – SRF Loan	\$31.5M
Town of Eagle	Lower Basin Water Treatment Plant	CDPHE – SRF Loan	\$18M
Town of New Castle	Water Treatment Plant	DOLA EIAF	\$2,000,000
City of Craig	Water Systems Improvements Project	DOLA & CDPHE – SRF Loan	\$1,000,000 / \$4.2M
Town of Granby	Granby SSA Water Treatment Plant	DOLA EIAF	\$2,000,000
City of Salida	WWTF	USDA Loan	\$12,100,000
City of Salida	WWTF	USDA Grant	\$2,600,000
City of Salida	WTP Improvements Construction	DOLA	\$1,000,000
Town of Palisade	Force Main	USDA	\$2,000,000
Chateau Chapparral	WW Improvements	USDA	\$2,600,000
Grand Valley Drainage District	Grand Valley Watershed Plan Update	CDPHE-WQCD	\$146,000
Town of Saguache	Wastewater Collection System Replacement	DOLA EIAF	\$500,000
Town of Rangely	Phase 2 WTP Improvements Construction	DOLA EIAF	\$1,000,000
Town of Red Cliff	Wastewater Collection System Replacement	DOLA EIAF	\$500,000
Town of Saguache	Raw Water System Feasibility	CWCB	\$47,000
Round Mountain Water & Sanitation District	Preliminary Engineering Report	SRF, DOLA, USDA-Rural Development	\$16,000
Town of Rangely	Water Treatment Plant	DOLA EIAF	\$495,000
City of Rifle	Water Conservation Program	CWCB Water Efficiency Grant	\$49,000
Town of Rangely	Project Planning	DOLA EIAF	\$40,000
City of Salida	Water System CIP	CDPHE DWRLF Planning	\$10,000
City of Salida	GWUDI Compliance Plan	CDPHE DWRLF Planning	\$10,000
City of Rifle	Acacia Avenue Water Line Design	CDPHE DWRLF Planning	\$10,000
Town of Granby	Water Master Plan	CDPHE DWRLF Planning	\$10,000
Town of Hayden	Water Master Plan	CDPHE DWRLF Planning	\$10,000
Town of Crested Butte	Water Storage Facility Design	CDPHE DWRLF Planning	\$10,000



References

The greatest compliment a consultant receives is the recognition of a job well-done by a client. We welcome you to call our references to hear for yourself the professionalism SGM provides and our ability to deliver client satisfaction, on time, and within budget.



Town of New Castle

Contact: John Wenzel, *Public Works Director*
Phone Number / Email: 970.984.0669 / jwenzel@newcastlecolorado.org
Address: 450 W Main Street / P.O. Box 90 / New Castle, CO 81647

City of Craig

Contact: Peter Brixius, *City Manager*
Phone Number / Email: 970.826.2023 / pbrixius@ci.craig.co.us
Address: 300 W. 4th Street / Craig, CO 81625

Roaring Fork Water & Sanitation District (RFWSD)

Contact: Tonya Uren, *District Administrator*
Phone Number / Email: 970.945.2144 / info@rfwsd.com
Address: PO Box 1002 / Glenwood Springs, CO 81602



Fees

SGM's 2022 Hourly Rate Schedule



FEE SCHEDULE September 2022 HOURLY RATE

PRINCIPAL ENGINEER.....	\$222.00
SENIOR ENGINEER III.....	\$204.00
SENIOR ENGINEER II.....	\$191.00
SENIOR ENGINEER I.....	\$175.00
ENGINEER IV.....	\$161.00
ENGINEER III.....	\$147.00
ENGINEER II.....	\$125.00
ENGINEER I.....	\$107.00
SENIOR PROJECT MANAGER.....	\$160.00
PROJECT MANAGER.....	\$148.00
PRINCIPAL CONSULTANT.....	\$222.00
SENIOR CONSULTANT II.....	\$184.00
SENIOR CONSULTANT I.....	\$153.00
CONSULTANT III.....	\$132.00
CONSULTANT II.....	\$116.00
CONSULTANT I.....	\$104.00
TECHNICIAN III.....	\$89.00
TECHNICIAN II.....	\$76.00
TECHNICIAN I.....	\$64.00
CLERICAL.....	\$82.00
SENIOR CADD/GIS.....	\$148.00
CADD/GIS III.....	\$127.00
CADD/GIS II.....	\$116.00
CADD/GIS I.....	\$95.00
CONSTRUCTION MANAGER.....	\$140.00
CONSTRUCTION TECHNICIAN II.....	\$127.00
CONSTRUCTION TECHNICIAN I.....	\$116.00
SURVEY MANAGER.....	\$179.00
LAND SURVEYOR.....	\$147.00
SURVEY PROJECT MANAGER.....	\$126.00
SURVEY TECHNICIAN.....	\$105.00
FIELD SURVEY (1-Man Crew).....	\$167.00
FIELD SURVEY (2-Man Crew).....	\$223.00
SUE FIELD PROJECT MANAGER.....	\$192.00
SUE FIELD TECHNICIAN.....	\$133.00
EXPERT TESTIMONY.....	\$355.00

REIMBURSABLES

<u>Equipment</u>	<u>Rate</u>
Vehicle Mileage.....	Current IRS Standard Mileage Rate
ATV / Snowmobile.....	\$125.00/day
UTV.....	\$250.00/day
Flow Tote.....	\$125.00/day
<u>Reproduction</u>	
Black & White Plots.....	\$ 5.50/sheet
Mylar Plots.....	\$19.00/sheet
Color Plots.....	\$30.00/sheet
Photocopies.....	\$ 0.25/page

Miscellaneous

10% will be added to all direct expenses, including FedEx, special delivery and courier charges, special consultants, subcontractors, laboratory tests, airfare, lodging, meals, car rental, telephone, outside printing expense, etc. Interest of 1.5% per month will be charged for invoices past 30 days.

to the Town from our headquarters in Glenwood Springs with support from our branch offices. By serving the Town with staff from our Glenwood Springs office, we can efficiently and effectively participate in project meetings and public meetings, as requested by Town staff. [For any surveying needs, SGM will use the services of Wilmore & Company, located in the Town of Paonia. In the event Wilmore & Company is too busy, SGM will utilize our in-house survey department.](#)

As needed, SGM will contract with subconsultants for work items we do not perform. Specific to the Town of Paonia, we anticipate that future projects could require such items as geotechnical services, construction materials testing, controls engineering and integration, and/or cultural resource surveys. SGM has strong relationships with local firms that provide these services. As appropriate for a specific project, we are happy to assist the Town in identifying the best resource for your project needs.

SGM is unaware of any conflict of interest (including clients, organizational, or personal) that would prevent SGM from performing Town Engineering services.

We thank you for inviting us to propose on this important role. Of course, we also thank you for the opportunities you've already afforded SGM to help make Paonia the special place that it is. We hope this proposal allows you to get re-acquainted with the unique benefits SGM offers as the Town Engineer. And, we hope it leads to many years of mutual success. If you have any questions or concerns, please do not hesitate to contact me at 970.384.9024 / brandynb@sgm-inc.com.

Sincerely,
SGM



Brandyn Bair, PE
Principal/Project Manager



We provide innovative, practical solutions to make our clients successful while ensuring the health, safety and welfare of our neighbors. We develop and maintain lasting client relationships and are committed to our local communities.

GLENWOOD SPRINGS
118 West Sixth Street, Suite 200
Glenwood Springs, CO 81601
970.945.1004

STATEMENT OF QUALIFICATIONS FOR GENERAL ENGINEERING SERVICES



**TOWN OF
PAONIA
COLORADO**

ENGINEERING, REIMAGINED

SEPTEMBER
2022

KLJENG.COM



September 21, 2022

Corinne Ferguson, Administrator
Town of Paonia
214 Grand Avenue
Paonia, CO 81428



210 East Main Street
Montrose, CO 81401
1-800-213-3860
KLJENG.COM

RE: Request for Qualifications (RFQ) – Paonia General Engineering Services

Dear Corinne:

KLJ welcomes the opportunity to provide Engineering Services to the Town of Paonia. We bring a strong local team from Montrose and Grand Junction with experience serving cities and counties on Colorado's Western Slope. Our office and project manager in Montrose provides familiarity with the area, vast knowledge of local systems, and strong relationships with local stakeholder agencies, utility providers, and contractors. Our team's knowledge and relationships will aid in the collaboration process, allow for accurate cost estimates, and provide strong budget and schedule control.

KLJ was founded on serving rural communities. It's our passion to help the communities in which we live and work. KLJ has served most of our rural municipal clients continuously for many years. We want to build that same long-standing relationship with the Town of Paonia. We want to be your go-to firm that you can rely on to answer your questions; help you decipher and navigate changes in regulations and industry standards; assist you in planning and developing accurate preliminary engineering reports and cost estimates to help you prepare Capital Improvement Plan (CIP) budgets; assist you in securing grant funding, and be your creative partner in looking for simple, safe, and cost-effective solutions for your infrastructure design challenges.

As a former Montrose County Engineer myself, I understand the challenges rural communities face with growth and development, economic diversification, keeping pace with changing regulations, and limited funding. We will work under you as an extension of your staff, learning from your needs and goals and translating those into solid infrastructure planning, drawing, and specification documents.

The advantage KLJ brings the Town of Paonia is our in-depth comprehensive in-house services to ease project communications, discipline coordination, and project management. We offer everything from land use planning, growth policy updates, subdivision and commercial/industrial development reviews, and CIP budgeting to traffic and hydraulic analysis, roadway and bridge design, water and wastewater improvements, utility relocations and extensions, and construction management. We can provide supplemental capacity and specialty expertise on an as-needed basis. We have the availability and capacity to serve individual and multiple task order assignments simultaneously.

Our proximity to the Town of Paonia from our Montrose and Grand Junction offices will allow us to provide **responsive, efficient, and cost-effective services**. We can quickly be on-site for construction inspection or respond to in-the-field contractor questions during construction, attend Board of Trustee meetings, or have in-person project meetings for planning, design, and budgeting.

Please let us know how we can be of service to the Town of Paonia. We look forward to working with you. If you have any questions, please feel free to contact me at 970-209-2986 or dean.cooper@kljeng.com.

Sincerely,

KLJ

Dean Cooper, PE
Project Manager/Point of Contact
210 East Main Street
Montrose, CO 81401
970-209-2986
dean.cooper@kljeng.com

Mark Anderson, PE
Senior Vice President, Public Works
and Transportation Services
mark.anderson@kljeng.com

TABLE OF CONTENTS

SCOPE OF SERVICES 1

FIRM INTRODUCTION 2

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APPENDIX: RESUMES



KLJ will provide general engineering services to the Town of Paonia to assist with planning, engineering studies, budgeting, cost estimating, grant applications, public engagement, preliminary and final design, bidding, and construction management. KLJ's comprehensive list of services and engineering disciplines to meet all the Town's needs include:

Project Management

- » Preliminary Engineering Reports (PER)/Estimating
- » Capital Improvement Planning/Budgeting
- » Scope/Fee/Schedule Development

State and Federal Grants

- » Identification
- » Writing Applications
- » Administration for Reimbursement

Public Engagement

- » Public Involvement Plans
- » Content Development
- » Open Houses and Event Planning
- » Social Media
- » Web Pages
- » Media Buying
- » Visualizations and Videos

Civil Engineering

- » Land-Use Planning
- » Site Development and Utilities
- » Hydrology/Hydraulics
- » Roads
- » Trails
- » Stormwater Management
- » Water
- » Wastewater

Traffic Engineering

- » Traffic Impact Studies
- » Intersection Studies
- » Corridor Studies
- » Signal Timing

Electrical Engineering

- » Lighting
- » Signals
- » Power Distribution

Structural Engineering

- » Bridges, Culverts, and Retaining Walls
- » Building Foundations and Framing

Environmental

- » National Environmental Policy Act (NEPA)/Permitting
- » Wetland/Threatened and Endangered Species
- » Cultural Resources
- » Air and Noise Quality
- » Hazardous Materials

Corridor Services

- » Survey
- » Drone Photogrammetry
- » Right-of-Way (ROW)
- » GIS Mapping

Construction Management

- » Documentation of Construction Activities
- » Inspection of Materials and Installation Quality

Engineering Services will be led by KLJ's **Dean Cooper, PE**, located in our Montrose office. Dean will serve as your client and project manager, responsible for staffing, resources, quality, budget and schedule control, and overall team performance. He brings more than 32 years of project management, design, and construction experience, especially on Colorado's Western Slope. **Dean served as a Montrose County Engineer for more than eight years**, where he was responsible for management and design of more than 40 transportation projects. As a county engineer, he reviewed land use applications for subdivisions, special use permits, on-site wastewater treatment (i.e. septic system) permits, driveway access permits, address requests, and ROW use (i.e., utility) permits. Dean also managed the County's on-call engineering services contracts, developed scopes of work and fees, assisted with annual road and bridge budgets, maintained ongoing two and five-year Capital Improvement Plans (CIP) and construction programs; reviewed construction drawings, specifications, and bid documents; prepared, solicited, evaluated, and ranked construction bids; and participated in county commissioner meetings and presentations. He collaborated with many of the communities within the county. Dean understands the needs of municipalities, often with limited funding, to keep plans and designs simple, safe, and cost-effective.



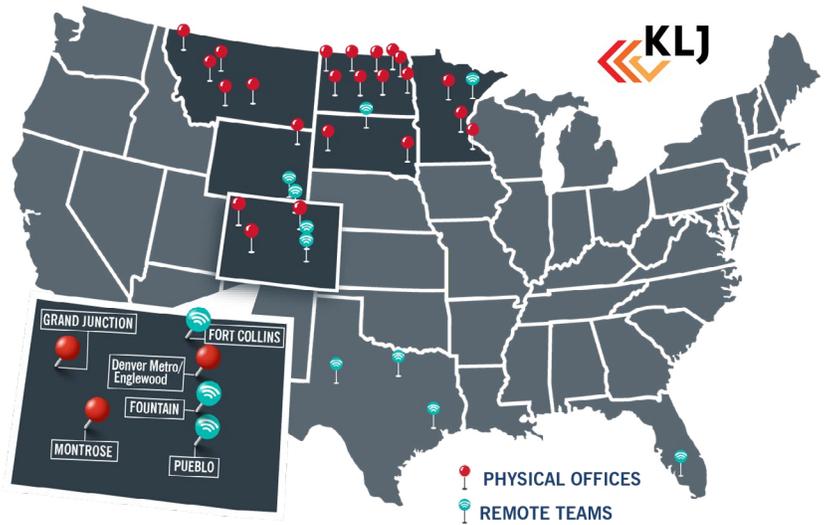
DEAN COOPER, PE

*Project Manager/Point of Contact
(Cell) 970-209-2986
dean.cooper@kljeng.com*



KLJ MONTROSE OFFICE
210 East Main Street
Montrose, CO 81401
(Office) 1-800-213-3860
(Fax) 855-288-8055

KLJ is a multi-discipline engineering consulting firm specializing in the municipal and transportation markets. Since 1938, KLJ has served city, county, state, federal, Departments of Transportation (DOT), Tribal, and private clients, providing planning, design, and construction engineering services for infrastructure projects. KLJ offers comprehensive engineering services, including transportation planning, traffic, civil, structural, electrical, survey, ROW, environmental, grant writing, public involvement, and construction administration. We are an employee-owned firm with a staff of more than 500 in 23 offices across Colorado, North Dakota, South Dakota, Minnesota, Montana, and Wyoming.



Staff Disciplines and Capacity



Colorado Experience

KLJ expanded to the Colorado market in mid-2018, with an office in Denver and has since opened offices in Grand Junction and Montrose – growing to nearly 50 team members in Colorado. Several of our key team leads have spent most of their careers serving the Colorado market, bringing familiarity with the region and relationships with local municipalities, utilities, and contractors. We also transferred experienced engineers to Colorado from KLJ’s other offices. KLJ brings nearly 85 years of experience serving the upper Midwest and Rocky Mountain regions.

Since opening offices in Colorado, KLJ has secured similar On-Call Engineering Services Contracts with the Town of Collbran, Montrose County, and Ouray County, providing services on an as-needed basis for assigned task orders. We have worked with clients on water, wastewater, roads, trails, bridges, park and recreation, broadband, and long-range planning projects. These projects are highlighted on the following page.



Colorado Community	Project Titles
City of Arvada	Standley Lake Library Trailhead Extension
	Secret Park Phase 2 Trail Extension
City of Delta	Hillside Street Reconstruction
City of Fort Lupton	Park Splash Pad Additions
City of Grand Junction	Transportation Capacity Improvements of Four Roadway Sections
City of Montrose	West Main Completed Streets
City of Rifle	Gateway Traffic Improvements and Roundabout
	Railroad Avenue Reconstruction
Clear Creek County	Georgetown Broadband Extension
Colorado Parks and Wildlife	Highline State Park West Expansion
	Stagecoach Park Water System Improvements
Huerfano County	County Road Bridge Replacement
	Cuchara Mountain Park Trail Design
	Gardner Trail Study
Mesa County	Clifton 1st Street Reconstruction
	South Camp Road Shoulder Widening and Trail Extension
Montrose County	On-Call Engineering Services
Ouray County	On-Call Engineering Services
	Bridge/Box Culvert Replacement
	Road Repair and Chip Seal Bid Document Preparation
	Master Plan Update
Southern Ute Tribe	Long-Range Transportation Plan (LRTP)
	Nannice Ditch Diversion Replacement
Town of Bayfield	Shared-Use Path Rehabilitation
Town of Collbran	On-Call Engineering Services
	Trail Alignment and Feasibility Study
	CIP Development, Grant Writing
	Wastewater Preliminary Engineering Report/Cost Estimate
	New IVA Potable Water Pump House
	Cedar Crest Roadway Improvements
	Broadband Scoping and Design
	Rodeo Grounds Groundwater Improvements
Town of Poncha Springs	Highway 50 Complete Streets/Road Diet
Town of Silt	Pedestrian Bridge Over I-70 and Trail Connection, including Traffic Analysis for Interchange
Upper Pine River Ranches Fire Protection District	Bridge Replacement

Project Management

On-Call Engineering Services | Town of Collbran, CO

KLJ has an On-Call Contract with the Town of Collbran to act as an extension of the Town’s staff, providing civil engineering services for land development reviews, transportation design, utility design, field observation services, capital budgeting and programming, and proposal/bids evaluations. Services include design of capital projects for roads, sidewalks, storm drainage, public facilities, and utilities, as well as upgrades to water distribution and sanitary sewer collection systems. KLJ assists with development reviews, attends Town meetings, and reviews construction plans and reports. Services are provided on a task order basis. **Construction Value:** Varies Per Task Order. **Completion Date:** 2023. **Reference:** Melonie Matarozzo, Town Manager, 970-487-3751.

On-Call Engineering and Design Services | Ouray County, CO

KLJ holds an On-Call Contract with Ouray County to provide engineering and design services. Services include civil, surveying, hydraulics, structural, environmental, ROW, and construction management. Projects include design modifications to gravel roads, intersection improvements, bridges, box culverts, hydrologic and hydraulic analysis, and guardrails. Services also include preparing project cost estimates, budgets, land surveying, construction staking, ROW boundaries, and construction management services. KLJ is currently completing several task orders for the County. **Construction Value:** Varies Per Task Order. **Completion Date:** 2025. **Reference:** Connie Hunt, Ouray County, 970-325-7263.

KLJ holds many additional Engineering Services Contracts with municipalities throughout our service territory, *many with a long history of continued service.*

Municipal Engineering Services Contracts		
Municipality	Population	Years of Service
City of Box Elder, SD	81,00	6
City of Dickinson, ND	18,000	32
City of Dodge, ND	150	65
City of Cheyenne, WY	64,099	2
City of Colstrip, MT	2,225	15
City of Custer, SD	2,200	7
City of Faith, SD	500	4
City of Gettysburg, SD	1,200	22
City of Laurel, MT	7,000	5
City of Martin, SD	1,200	7
City of Miles City, MT	8,500	7
City of Minnewaukan, ND	225	23
City of Murdo, SD	550	9
City of Valley City, ND	18,000	32
City of Vergas, MN	500	9
City of Wall, SD	800	4
City of Yankton, SD	14,500	20

State and Federal Grants

Our grant writing services are a key “value-added” service that KLJ provides to our municipal clients. **We have helped our clients secure more than \$384 million in grants in the past 20 years.** Our grant writers have worked with a variety of client types and communities of all sizes across KLJ’s footprint for grant amounts ranging from \$2,000 to \$25 million. Our depth of experience helps communities understand the pros and cons to each funding program their infrastructure project is eligible for, allowing our clients to make the most informed, right-fit decision for their community and project.

We assist our clients in identifying available grants, writing grant applications, and negotiating the grant between the agency and municipality. We also can serve as the grant administrator, overseeing compliance related to grant commitments, including NEPA completion, utility relocation, and ROW acquisitions; certifying pay estimates; managing the grant reimbursement process; and generating pre-project, quarterly, and annual reports to meet grant requirements.

We are currently assisting the Town of Collbran, Town of Silt, and Ouray County with grant identification and applications.

Roadways

Hillside Street Reconstruction | Delta, CO

The Hillside Street rebuild project includes a full reconstruction of Hillside Street, creating the City’s first multimodal corridor and addressing safety hazards, including reconfiguration and possible closure of high accident intersections. The roadway features steep grade, poor drainage, and lacks multimodal mobility. Other challenges include working around the irrigation ditch and the radius of the street as it comes from downtown and turns to the south. KLJ is providing traffic analysis and modeling, design, and construction administration to improve safety and provide multimodal connectivity from downtown to Garnett Mesa. The full surface rebuild includes an expansion of the asphalt surface to accommodate the addition of bike lanes, widened sidewalks on the west side, retaining walls, and drainage improvements for the three-block area. The intersections of Leon Street and Hastings Street with Hillside Street are being evaluated to reconfigure and improve visibility, reduce pedestrian/vehicular conflict, and simplify traffic movements. The intersection of 5th Street is being evaluated for potential closure. The project is a Colorado Department of Transportation (CDOT) local agency project, requiring coordination with CDOT and following CDOT design standards. **Construction Value:** \$2 Million. **Completion Date:** 2023. **Reference:** David Hood, City Engineer, 970-874-7903, ext. 222.



Before

West Main Complete Streets | Montrose, CO

The City of Montrose retained KLJ to perform a traffic study, design, and construction administration for a 0.5-mile segment of State Highway 90 (West Main) to provide a modern streetscape, road diet, and multimodal corridor. West Main serves as a vital vehicular and pedestrian connection between downtown businesses, nearby residential centers, and the City’s Uncompahgre Riverway Trail and West Main Trailhead. The existing roadway features two travel lanes in each direction, shoulders for undefined parallel parking, and narrow, non-Americans with Disabilities Act (ADA)-compliant sidewalks and driveways on each side of the roadway. KLJ provided a traffic study of traffic patterns, crash analysis, traffic forecasts, intersection movements, and an alternatives analysis for traffic calming features, including bulbouts, road diet, improved crosswalk safety, and bicycle lanes. Designs include widened, ADA-compliant sidewalks on both sides of the street, trees, lighting, pedestrian facilities, street parking, and restaurant seating. Water and storm sewer replacement and capacity improvements are included in the corridor segment. The project is a CDOT local agency project, requiring coordination with CDOT and following CDOT design standards. **Construction Value:** \$2.3 Million. **Completion Date:** 2023 (est.). **Reference:** Scott Murphy, City of Montrose, 970-901-1792.



West Main Street Rendering

Gateway Entrance and Roundabout | Rifle, CO

KLJ is designing a new roundabout for the consolidation of the intersection of White River, Centennial Parkway, 1st Street, Highway 6, and Highway 13 as the gateway to the city and downtown. KLJ performed an in-depth traffic analysis to determine future corridor traffic growth, turn movement, and pedestrian mobility needs for the multi-leg intersection. Challenges included steep grades and elevation differentials, traffic impacts and intersection design, drainage and water quality, relocation of existing utilities, minimizing ROW impacts, relocation of a CDOT park-n-ride facility, and maintenance of traffic (MOT) during construction. KLJ is providing project management, roundabout design, traffic modeling, lighting, and public involvement. **Construction Value:** N/A. **Completion Date:** 2024. **Reference:** Craig Spaulding, City of Rifle, 970-665-6556.



Roundabout Rendering

Highway 50 Complete Streets/Road Diet | Poncha Springs, CO

KLJ is providing traffic calming, streetscaping, multimodal planning, and 30 percent design for the Highway 50 corridor through town to provide a “shovel ready” project that will serve as a focal point to the town. The current high speeds of the wide highway through town with no multimodal or physical calming features has caused safety concerns. KLJ is providing traffic analysis and modeling for a road diet and introduction of traffic calming measures for a complete street approach to the corridor through town. Challenges include traffic analysis, access management, integration of multimodal aspects, storm sewer hydrology and hydraulics, utility relocations, and traffic control during construction. **Construction Value:** \$1.5 Million. **Completion Date:** 2023. **Reference:** Brian Berger, Town of Poncha Springs, 719-539-6882.



Before

Clifton 1st Street Reconstruction | Mesa County, CO

The project is a reconstruction of 1st Street from Grand Avenue to Front Street and on Grand Avenue from 1st Street to 2nd Street. The project features new street alignment to minimize ROW impact to surrounding landowners, utility relocations, and public involvement meetings. The project also includes the addition of pedestrian sidewalks, as well as meetings with surrounding property owners to limit impacts. KLJ is providing traffic analysis, roadway design, hydraulics, survey, ROW, environmental, lighting, and utility relocations. **Construction Value:** \$2.6 Million. **Completion Date:** 2023. **Reference:** Connie Hahn, Mesa County Operations Manager, 970-244-1812.

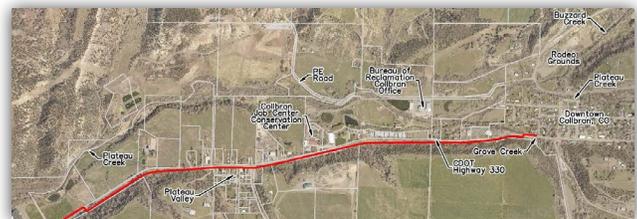


Before

Trails

Trail Alignment and Feasibility Study | Collbran, CO

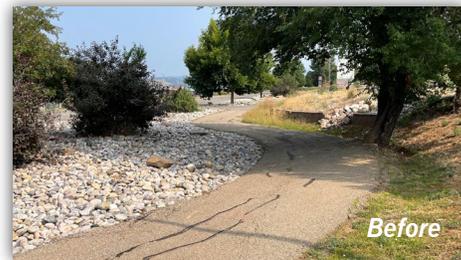
KLJ provided a feasibility study and preliminary conceptual design of a pedestrian path between the Town of Collbran and the Plateau Valley School. The Town of Collbran received a Colorado Department of Local Affairs (DOLA) grant for the study requiring local agency coordination with CDOT. Alternative options included analyzing a trail along State Highway 30 and an alternate route along Plateau Creek. KLJ helped identify a preferred trail alignment, including verifying easements and ROW needs for private property impacts, performing hydraulic analysis for a significant creek crossing and several drainage crossings, identifying utility relocations and environmental challenges, providing topography surveys to address steep banks and need for retaining walls, and providing extensive public involvement for buy-in and selection of a preferred trail route. KLJ used Bentley ConceptStation to provide concepts and modeling to analyze the alternative routes. We provided a final report documenting the alternative concepts, analysis of each, preliminary cost estimates, and recommended preferred route. **Study Value:** \$67,000. **Completion Date:** 2022. **Reference:** Meloni Matarozzo, Town Manager, 970-487-3751.



Shared-Use Path Rehabilitation | Bayfield, CO

KLJ was retained to provide preliminary and final design for renovation of the existing shared-use path and a quarter-mile extension of the trail. The renovation includes replacement of a 10-foot shared-use path asphalt surface with new concrete surfacing and new ADA-compliant ramps. Funded through a Federal Highway Administration (FHWA) Transportation Alternative Program (TAP) grant and a Colorado Multimodal Options Fund (MMOF) grant, the path was designed to meet CDOT local agency and FHWA design standards. **Construction Value:** \$1.1 Million. **Completion Date:** 2023.

Reference: Kathleen Sickles, Town of Bayfield, 970-884-9544 ext. 101.



New Woodland Trail | Minot, ND

KLJ designed the new Woodland Trail covering 47 acres of park district land along the Souris River and adjacent to Highway 83 Bypass. The entire property is within the Souris River floodway, requiring extensive hydraulics and floodplain modeling. KLJ provided trail design alignment, including construction of a six-foot wide crushed aggregate trail with a small trail head parking lot for Phase I, while Phase II consisted of construction of an additional 4,450 feet of crushed aggregate trail. The project was completed in two phases to meet budgetary requirements. KLJ designed a creative solution to alleviate the challenge of crossing two dead loops (oxbows) of the Souris River to seamlessly connect the trail system together. Designs

included manufactured floating docks and gangways to cross the two dead loops, avoiding any disturbance to the natural river corridor, and eliminating the need to add fill material in the floodway. KLJ provided civil, structural, survey, floodplain modeling, utilities, lighting, signage, public involvement, and construction administration. **Construction Value:** \$500,000. **Completion Date:** 2018. **Reference:** Ron Merritt, Park District Executive Director, 701-857-4136.



Bridges

County Road 543 Bridge Replacement with Box Culvert | Huerfano County, CO

The project replaces County Road 543 Bridge with a new box culvert. The bridge is located on the east side of the unincorporated Town of Gardner on County Road 543, which is a narrow, 16-foot wide gravel road that services residential, agricultural, and gravel quarries. County Road 543 crosses over the Huerfano River. The existing bridge was deemed structurally deficient and had a load restriction, preventing local trucks from using the structure. KLJ began the project with an evaluation of the current bridge structure and hydraulic modeling to determine to the size and type of the structure replacement. We are providing civil, structural, survey, ROW, and construction management. KLJ is also assisting with grant writing to secure funding for construction. **Construction Value:** \$200,000 (Study/Preliminary Design). **Completion Date:** 2022 (Study/Preliminary Design). **Reference:** Carl Young, Huerfano County Administrator, 719-738-3000.

Ludwig Road/County Road 501 Bridge Replacement | Bayfield, CO

The project replaces the structurally deficient, existing single-lane, two-span bridge crossing the Los Pinos River with a new bridge structure, while maintaining access to nearby homeowners. The project requires hydraulics modeling, ROW acquisition, geotechnical, new roadway realignment, environmental impacts and permitting, and MOT during construction. KLJ proposed a new roadway alignment and bridge location to improve roadway geometry and safety. **Construction Value:** \$1 Million. **Completion Date:** 2023. **Reference:** JD Burke, Upper Pine River Fire Protection District, jdburke@upperpinefpd.org.



Pedestrian Bridge Over I-70 | Silt, CO

The project includes a new pedestrian bridge over I-70 for the Town of Silt, CO, a small community approximately 70 miles east of Grand Junction and 25 miles west of Glenwood Springs. The new pedestrian bridge, which will cross the Union Pacific Railroad (UPRR), I-70, and River Frontage Road, will span approximately 760 feet across these three facilities and possibly be located near an existing interchange that is slated to be modified in the future, as the town continues to expand to both sides of I-70. KLJ is providing traffic analysis, interchange expertise, alternatives design analysis, and 3D visualizations. The analysis also includes the pedestrian bridge landing designs and locations to minimize ROW acquisition and tie into existing mobility features. KLJ is assisting with grant writing to secure funding for construction. **Construction Value:** \$450,000 (Study/Preliminary Design Phase). **Completion Date:** 2022 (Study/Preliminary Design Phase). **Reference:** Trey Fonner, Town of Silt Public Works Director, 970-876-2353 ext. 106.



Water

Water System Improvements | Oak Creek, CO

KLJ was retained by the Colorado Parks and Wildlife to evaluate the water system at Stagecoach State Park near Oak Creek to develop alternatives to address current needs and future growth, as well as design upgrades to improve the operations. The water system supplies water to the many facilities used by visitors, including drinking water, restrooms, and showers. The existing system showed signs of aging and deterioration. KLJ prepared an evaluation and recommended improvements and submitted to the Colorado Department of Public Health and Environment (CDPHE) for approval. We evaluated the water treatment system operation and capacity and distribution system, provided alternatives development and analysis, and design recommended improvements. **Construction Value:** \$500,000. **Completion Date:** 2023. **Reference:** Mike Havens, Northwest Region Director, 970-589-0662.

Vaughn Water System Improvement, Water Storage Tank | Vaughn, MT

KLJ is currently providing engineering services to the Vaughn Water and Sewer District through a five-year Master Service Agreement (MSA). We are performing design services for water system improvements to their system. Design has included survey of existing system, modeling of the water system through InfoWater, water main extension design for two locations, a new 150,000 gallon water tank, Department of Environmental Quality (DEQ) report preparation, and grant administration. During the construction phase, KLJ provided construction administration and on-site observation services. **Construction Value:** \$792,445. **Completion Date:** 2022. **Reference:** Cory Eli, Vaughn Cascade County Water and Sewer District President, vwsdistrict2@gmail.com.



Rural Water Distribution | Ninemile, MT

The project involved the design and construction of approximately 35 miles of water main ranging in size from two to four-inch high-density polyethylene (HDPE) and approximately 15 miles of service lines and appurtenance. A significant part of the project included approximately 12,200 feet of trenchless installation along the with surface restoration. Designs included pressure reducing valves (PRV), control vaults, water mains, submittal of permits to DEQ, and assistance in the preparation of the construction and bidding documents. **Construction Value:** \$3 Million. **Completion Date:** 2022. **Reference:** Mike Wallewein, Chairman Nine Mile County Water and Sewer District, 406-434-5222.

Darling Addition Street and Utilities Rehabilitation | Miles City, MT

The Darling Addition Street and Utilities Rehabilitation project is an ongoing multi-phase project to rehabilitate dilapidated infrastructure in south Miles City. The first phase of the project was constructed in 2018. The second phase is near completion, and the third phase is currently under design. Collectively the project includes about 20 city blocks to date with many more planned for rehabilitation in upcoming phases.



The project includes replacement of thousands of linear feet of old cast iron water mains, replacement of clay tiled sewer mains, and up-sizing substandard storm drain pipes. Pavement rehabilitation includes a combination of full urban road reconstruction using both new asphalt and Portland cement concrete (PCC) pavement, as well as partial reconstruction utilizing existing infrastructure that is in acceptable condition in a few locations. Road classifications include local residential to arterial, and one Montana Department of Transportation (MDT) urban route. The project also interfaces with a city park that has been enhanced by the project through providing on-street angled parking, as well as pedestrian route improvements.

KLJ's role has involved everything from planning through design and providing construction administration. Planning involved conducting condition and priority assessments of the existing infrastructure, budgeting assistance, and working with City staff to determine sequencing for optimum project efficiency, as well as preparing funding applications. KLJ has worked closely with other stakeholders throughout the project, including utility providers, MDT, and affected landowners.

The project is a major success for the community. The City has already seen a reduction in water demands due to the leaky pipes that were replaced, and residents of the neighborhood have expressed gratitude for the project. **Construction Value:** \$3.4 Million (To Date). **Completion Date:** 2018-Present. **Reference:** Scott Gray, Miles City Public Work Director, 406-874-8614.

Wastewater

Wastewater Treatment Plant (WWTP) Improvements PER | Town of Collbran, CO

The Town of Collbran secured grant funding to develop a PER for their wastewater treatment system. KLJ developed a PER outlining potential improvements to the Town's wastewater treatment plant allowing the treatment system to meet potential future nutrient limits. With the CDPHE anticipated changes to future discharge permits within the state, the Town wanted to be proactive in addressing potential alternatives to address the changes in the discharge permit specially related to nutrients. KLJ provided an condition assessment and evaluation for the current treatment system, alternatives from improvements to the current WWTP to continue to meet current discharge limits and options to upgrade the WWTP to meet future discharge limits. The PER included an engineering cost estimate for the recommended improvements. **Study Date:** 2022. **Reference:** Meloni Matarozzo, Town Manager, 970-487-3751.

Wastewater Treatment System PER and Upgrades | City of Colstrip, MT

As part of Colstrip's planning and budgeting process, the City requires updated analysis of their infrastructure and current cost estimates of potential improvements that need to be made. KLJ completed a PER outlining current problems with the City's sewer collection system, lift stations, and wastewater treatment plant. A significant number of issues were identified due to the City's aging infrastructure. Analysis for rehabilitating the various system components was completed and a phasing plan for implementation was developed. Colstrip adopted the PER as their current planning document for wastewater matters and contracted KLJ to complete design on three lift station upgrades identified in the PER. Following the PER, KLJ contracted with the City of Colstrip to design several major upgrades to their wastewater treatment plant. Colstrip utilized an oxidation ditch with secondary clarification to provide advanced mechanical treatment but has not made significant upgrades in the 40 years since the facility was constructed. Phase 1 of the improvements consisted of installing a new mechanical grinder and screen in the headworks building to remove trash and protect downstream equipment. Additionally, a redundant secondary clarifier was constructed to provide higher quality treatment, enable the existing clarifier to be refurbished with new equipment, and allow the City to provide regular maintenance. **Construction Value:** \$3.6 Million. **Completion Date:** 2018. **Reference:** John Williams, Mayor, 406-748-2300.



Wastewater Collection System Plan | City of Box Elder, SD

KLJ evaluated the City's wastewater collection system by reviewing existing video, inflow and infiltration (I/I) data, water use versus water pumped, and rates. Once the system was mapped, our team analyzed the capacity of the existing collection system and proposed sizing and collection system layout in future areas. We then completed a wastewater collection system project engineering report documenting the existing system and recommended improvements, phasing, and construction cost estimates. The report was updated to reflect changes in the anticipated population growth and where the growth was occurring. The updated plan included a list of priorities along with engineering opinion of probable cost to ensure the work would be completed in a logical phased approach and would not result in loss of service to their residence. **Study Date:** 2016 and Updated 2022. **Reference:** Bob Kaufman, City Engineer, 605-923-1404.

Elkhorn Ridge Lift Station A and B | Spearfish, SD

The development located to the east of the City of Spearfish is serviced by two lift stations. The development was continuing to see growth and it was concluded the current lift stations and force main was undersized. The flow from lift station A was pumped via a dual six-inch force main to a connection point in the City of Spearfish's sewer collection system. A design report was developed discussing the options for expanding the lift station capacity, as well as the force main. The area serviced by the lift station was a mix of commercial, residential and an RV park making the determination of the lift station sizing a challenge. Due to the length of the force main (approximately 13,000 feet) and the change in elevation, it was recommended that the lift station be designed for a triplex pump configuration to allow for a phased approach as the development grows. The design included a new triplex lift station with dry pit submersible and a new 16-inch force main. Accommodations were made along the force main to allow for bypass of the lift station, as well as a pig launching location for future cleaning. This project included coordination between the developer and the City to construct the lift stations and force mains to meet City requirements, so the City would take over operation and maintenance of the lift stations and force main once the stations were operational. **Construction Value:** \$7.5 Million. **Completion Date:** Fall 2023. **Reference:** Kyle Mathis City of Spearfish City Engineer 605-642-1335.

WWTF Improvement Phase 1A | Custer, SD

KLJ provided the analysis and options for the existing force main to the discharge location that included replacing existing pipe to alternative for difference discharge locations. Analysis included determining projected peak flowrates for the WWTF and analysis related to the capacity and condition of the existing sanitary force main and pumping stations. The existing force main and pumping stations were assessed to determine the ability to accommodate the future flows of 1,825 gpm. Lift station pump sizing option were completed and ranged between 70-300HP. Phase 1A was then identified as a viable initial project to repair the existing re-use discharge line that provides treated wastewater to the local golf course. KLJ provided survey and force main design for improvements to the existing force main from the WWTF to the golf course connection point. Options for improvements to the existing force main included replacement of the existing force main using an open cut method or using a trenchless technology. The current flow from the WWTF will be taken off the existing force main to the golf course allowing for the usage of slip lining. The design included slip lining of approximately 5,300 feet with a high-pressure pipe, Air Release Valves (ARV), and cleanouts. **Construction Value:** \$7.6 Million. **Completion Date:** 2022. **Reference:** Tim Hartmann, City of Custer, 605-673-4824.

Public Engagement

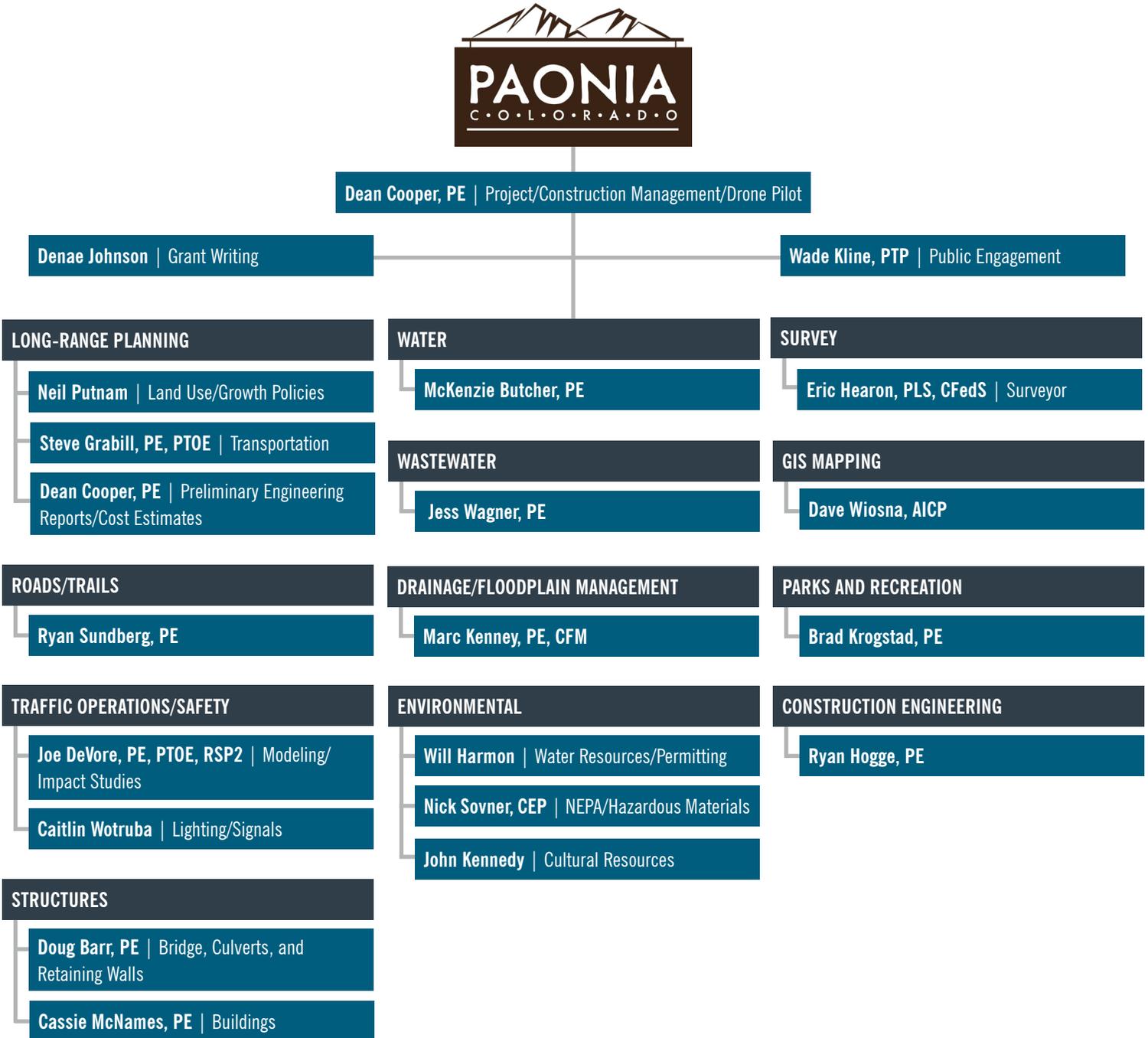
We create memorable, custom public engagement and public involvement strategies for government agencies, states, and municipalities, including traditional and virtual experiences. We learn what appeals to your constituents and how they interact with different types of media, using audience analysis and target segmentation. Using these methods, we can develop and deliver announcements, notices, ads and critical information to exactly the right people at the right time. It is critical to reach people of equal representation across key demographics. Our communication



specialists are experienced and thoughtful in our approach, including the most challenging aspects of reaching out to (and therefore gaining equitable participation from) traditionally under served groups. We use interactive engagement to increase the ability and willingness of participants to engage, both online and in the real world. We collect all participant data, catalog contact information, and segment audiences based on specific demographics, interests, or geography, thus creating a well-defined public participant database. The database serves as a way to assist us with a better understanding of participants' priorities and what items they actually are spending the most time with, while creating the opportunity for two-way communications and providing a system to organize all information. We will develop a Public Involvement Plan (PIP) with strategies to reach your target audience using engagement tools, such as project websites, interactive maps, public meetings, interactive surveys, 3D modeling and fly through videos, and visioning workshops to engage your stakeholders and the public to gather input, evaluate alternatives, and build consensus for the preferred solution.



We have assembled an outstanding team of experts with a proven background of collaboration and success in municipal planning, design, and construction.. The following organizational chart outlines the roles and relationship among our proposed team members.



Following are biographies of our key team members. Full resumes of all team members are available in the Appendix.



Dean Cooper, PE | Client and Project Manager/Drone Photogrammetry

33 Years of Experience | Professional Engineer – CO, SC | Unmanned Aerial Vehicle (UAV) Pilot – Part 107 Certified | Private Pilot | 60% Availability

Dean will serve as the Town of Paonia’s primary point of contact, client manager, and lead the team’s overall performance. He brings 33 years of engineering experience throughout Colorado’s Western Slope, including projects in Montrose, Gunnison, Ouray, San Miguel, Mesa, and Garfield Counties. As a veteran project manager, Dean is experienced at leading multi-discipline teams and managing scope, budget, schedule, and quality deliverables. During his tenure with Montrose County, he managed more than 40 major transportation projects. Dean’s experience also includes civil design and coordinating with CDOT for traffic studies, design approval, sign replacement, traffic control plans, stormwater permitting, construction management, quantity tracking, payment requests, vehicle detection loop installations, and access permitting. He also has significant experience coordinating utility relocations with local utility companies. Dean’s relevant experience includes:

- » Project Manager | Engineering Services On-Call Contract | Montrose County, CO
- » Project Manager | Engineering Services On-Call | Ouray County, CO
- » Project Manager | West Main Revitalization | Montrose, CO
- » Project Manager | Trail Rehabilitation and Extension | Bayfield, CO
- » Project Manager | Southern Ute Tribe LRTP | Southern Ute Reservation, CO
- » Project Manager | I-70 Interchange and Pedestrian Bridge Traffic Analysis and Feasibility Study | Silt, CO



Marc Kenney, PE, CFM | Drainage/Floodplain Management

25 Years of Experience | Professional Engineer – CO, WY, UT, NM, ND | Certified Professional in Stormwater Quality (CPSWQ) | Certified Professional in Erosion and Sediment Control (CPESC) | Certified Floodplain Manager (CFM) | 55% Availability

Marc will provide drainage and floodplain management. His specialty includes project management, client management, utilities coordination/relocation, hydrological analysis, hydraulic analysis, flood routing, open channel modeling, and roadway/intersection layout and design. Marc’s focus over the past 16 years has been projects located in the western Colorado, and he has been a part of several successful infrastructure projects involving detailed drainage, hydrology, and hydraulic design. He has modeled drainage for many of the Grand Valley basins, including No Thoroughfare Canyon, Red Canyon, Ute Canyon, Lewis Wash, Indian Wash, Horizon Drive Channel, Leech Creek, Appleton Drain, and Little Salt Wash. His relevant experience includes:

- » Drainage Engineer | Hillside Street Reconstruction | Delta, CO
- » Drainage Engineer | West Main Revitalization | Montrose, CO
- » Project Manager/Drainage | Gateway Roundabout | Rifle, CO
- » Project Manager/Drainage | Clifton 1st Street Reconstruction | Mesa County, CO
- » Project Manager/Drainage | South Camp Road Widening | Mesa County, CO
- » Project Manager/Drainage | Transportation Capacity Improvements | Grand Junction, CO
- » Drainage Engineer | Cameo Roadway Improvements | Grand Junction, CO



Ryan Sundberg, PE | Roadway/Trail

11 Years of Experience | Professional Engineer – CO, ND, MN, SD, MT, WI | 50% Availability

Ryan will lead roadway and trail design. He transferred from our Saint Paul office to our Denver office when it opened. He has served as roadway design lead for more than \$150 million in roadway reconstruction projects. Ryan's expertise is in roadway and intersection/roundabout geometric design and mobility integration. He uses his knowledge and experience to design solutions that improve traffic and pedestrian safety and safety and capacity, while minimizing environmental and ROW impacts – balancing construction costs, constructability, and service life. His relevant experience includes:

- » Lead Roadway Engineer | Hillside Street Reconstruction | Delta, CO
- » Lead Roadway Engineer | West Main Revitalization | Montrose, CO
- » Lead Roadway Engineer | New Pedestrian Bridge Over I-70 | Silt, CO
- » Lead Roadway Engineer | Gateway Roundabout | Rifle, CO
- » Lead Roadway Engineer | Clifton 1st Street Reconstruction | Mesa County, CO
- » Lead Roadway Engineer | South Broadway Widening | Mesa County, CO
- » Roadway Engineer | 43rd Avenue Widening and Reconstruction | Bismarck, ND



Joe DeVore, PE, PTOE, RSP2 | Traffic Engineer

11 Years of Experience | Professional Engineer – CO, ND, MN, SD, MT, FL, WY | Professional Traffic Operations Engineer (PTOE) | Road Safety Professional 2 (RSP2) – Infrastructure | 55% Availability

Joe will lead any traffic impact studies, corridor studies, access control, and intersection evaluations needed. He is nationally recognized for his microsimulation analysis approach for rewriting the book on detailed surrogate safety analysis. This methodology uses microsimulation outputs to estimate the impacts of site-specific safety countermeasures. Joe has presented this method at multiple conferences and webinars and completed more than 20 projects with this approach. He has analyzed traffic operations, safety, and alternatives concept development and screening for more than 60 corridor studies, 50 interchanges, 150 intersections, and 17 roundabouts. This experience has been used to quantify crash reductions for access management, reduced conflict intersections, and specifically beneficial in identifying roundabout benefits as part of Intersection Control Evaluations (ICE). Joe has completed more than 50 ICE reports. His relevant experience includes:

- » Traffic Engineer | Hillside Street Reconstruction | Delta, CO
- » Traffic Engineer | West Main Revitalization | Montrose, CO
- » Traffic Engineer | Gateway Roundabout | Rifle, CO
- » Traffic Engineer | Complete Streets Improvements | Pelican Rapids, MN
- » Traffic Engineer | Trunk Highway (TH) 60 Corridor Study | Windom, MN



Doug Barr, PE | Bridge Engineer

26 Years of Experience | Professional Engineer – CO, ND, SD, MN, MT, WY, AZ, KS, TX | 65% Availability

Doug will lead the design of any bridges, culverts, and retaining walls required for projects. He brings 25 years of experience in managing and designing bridges throughout Colorado, working with CDOT, counties, and cities. As a veteran project manager, Doug is experienced at leading multi-discipline teams and managing scope, budget, schedule, resources, and deliverables. He is skilled in structural modeling and technical design of roadway, pedestrian, and railroad bridges; box culverts; retaining walls; and other structures. Doug has designed simple and multiple span structures ranging from 20 to 1,425 feet long and up to eight lanes in width. He has engineered more than 150 bridges of all types and sizes. Doug brings extensive experience working within and coordinating with CDOT Regions 1, 2, 3, and 5. His relevant experience includes:

- » Project Manager/Lead Bridge Engineer | Upper Pine River Ranches Fire Protection District Bridge Replacement | Bayfield, CO
- » Project Manager/Lead Bridge Engineer | Bridge Replacement | Huerfano County, CO
- » Lead Structural Engineer | CDOT Region 3 US 6 Over Castle Creek Bridge Replacement | Eagle, CO
- » Lead Structural Engineer | CDOT Region 5 US 160 Over McCabe Creek | Pagosa Springs, CO
- » Lead Structural Engineer | CDOT Region 2 Retaining Wall Rehabilitation and Sound Wall Repairs | Colorado Springs and Manitou Springs, CO



McKenzie Butcher, PE | Water Distribution Planning and Operations and Water Storage

6 Years of Experience | Professional Engineer – CO, MT, ND, SD | 55% Availability

McKenzie will be responsible for leading the evaluation and analysis of the existing water treatment, storage and distribution system, and PER, as well as alternatives development, recommendations, prioritization/phasing, cost estimates, design of the selected alternative, and stamping the drawings. She is an engineer who focuses on potable water design and infrastructure. McKenzie has knowledge in water treatment facilities, water distribution, water storage, and construction. She has experience with developing and writing design memos, providing construction management and construction administration services, and preparing plans and specifications. She has worked on a variety of projects, which allow for a comprehensive knowledge of overall systems, while being a strong communicator with clients, the public, and contractors. McKenzie worked on the Vaughn Water and Sewer District, City of Laurel, City of Box Elder, Wolf Creek Development, and City of Colstrip water system evaluations and improvements in Montana, writing PERs, developing alternative recommendations, designing selected improvements and phasing, and providing construction oversight. Her relevant experience includes:

- » Water Design Engineer | Water System Master Plan and Improvements | Box Elder, SD
- » Water Design Engineer | Water System Master Plan and Improvements | Colstrip, MT
- » Water Design Engineer | Water System Improvements | Vaughn, MT
- » Water Design Engineer | Water System Improvements | Faith, SD



Jess Wagner, PE | Stormwater and Wastewater Collection Planning and Operations, Wastewater Treatment, and Regulatory Agency Interaction

17 Years of Experience | Professional Engineer – CO, ND, MN, MT, SD | 45% Availability

Jess will be responsible for stormwater and wastewater collection planning and design. She is a project engineer with more than 14 years of experience in stormwater management, wastewater treatment, and conveyance design. Jess' background includes development of facility plans, PERs, and design, bidding, and construction for small community wastewater treatment and sanitary sewer collection systems, including wastewater treatment lagoons, gravity sewer, force main, and lift stations. She also has experience managing projects from conceptual design through construction. Jess is a licensed professional engineer in Colorado, South Dakota, North Dakota, Minnesota, and Montana, with a master's degree in environmental engineering. Her expertise includes gravity sewer, lift station, and force main upgrades for Williston and Killdeer, ND, wastewater treatment plant upgrades for Watford City and Fargo, ND, and stormwater management for Hillsboro and Fargo, ND. Jess' relevant experience includes:

- » Wastewater Engineer | WWTP Improvements PER | Collbran, CO
- » Wastewater Engineer | Colorado Parks and Wildlife Stagecoach State Park Water System Improvements | Oak Creek, CO
- » Wastewater Engineer | WWTP Improvements | Custer, SD
- » Wastewater Engineer | New Lift Stations | Spearfish, SD
- » Wastewater Engineer | WWTP Improvements | Hysham, MT



Nick Sovner, CEP | Environmental NEPA/Hazardous Materials

15 Years of Experience | Certified Environment Professional (CEP) | 60% Availability

Nick is a Certified Environmental Professional (CEP) who has more than 15 years of experience working on environmental monitoring, permitting, investigation, and remediation projects for state, federal, Tribal, private, and non-profit entities. His project experience includes Phase I and II Environmental Site Assessments (ESA), NEPA documentation, grant management, contaminated site remediation, stream and wetland permitting, and managing budgets of more than \$1 million. Nick's field experience includes soil sampling, groundwater and surface water monitoring, wetland and waters of the United States delineations, vegetation surveys, and air quality (vapor intrusion) investigations. His relevant experience includes:

- » Environmental Specialist | Sec 205 Flood Risk Management Study Environmental Assessment (EA) | Glendive, MT
- » Environmental Specialist | EA Landfill | Bozeman, MT



Denae Johnson | Grant Writer

15 Years of Experience | Certified Structured Professional Facilitator | 70% Availability

Denae specializes in state and federal grant writing and provides direct assistance through the grant proposal development process. She assists clients in identifying and pursuing funding opportunities key to project success. Denae's responsibilities include composing and coordinating grant and loan applications, while working directly with clients and providing services throughout the project. She works with funding opportunities administered by state and federal agencies, such as United States Department of Transportation (USDOT), United States Department of Homeland Security Federal Emergency Management Agency (FEMA), United States Department of Housing and Urban Development (HUD), United States Department of Energy (DOE), Economic Development Administration (EDA), United States Department of Agriculture (USDA), and United States Environmental Protection Agency (EPA). Her relevant experience includes:

- » Grant Writer | US 197 Reconstruction Rebuilding America Infrastructure with Sustainability and Equity (RAISE) Grant | Bemidji, MN
- » Grant Writer | Tribal Transportation Safety Fund (TTPSF) Grant Writing Services | South Dakota
- » Grant Writer | Broadband and Communications Projects | North Dakota



Wade Kline, PTP | Public Engagement

22 Years of Experience | Professional Transportation Planner (PTP) | 55% Availability

Wade leads KLJ's Public Engagement Department. He has more than 20 years of regional and metropolitan planning experience as a former Metropolitan Planning Organization (MPO) Director and Long-Range Transportation Planner. He has worked on countless multimodal metropolitan/regional planning studies. Wade's track record assures he will efficiently guide and coordinate key elements of public engagement efforts. He has proven himself as an interdisciplinary leader and will see projects through to completion of a meaningful planning process with buy-in from local decision-makers, key stakeholders, and the public. Wade's reputation as a consensus builder will be instrumental in the development and completion of any agreed-to vision, strategy, and implementation plans. His relevant experience includes:

- » Public Engagement | Sunset Drive Corridor Study | Mandan, ND
- » Public Engagement | Minnesota Department of Transportation (MnDOT) TH 23 Reconstruction | Milaca, MN
- » Public Engagement | Kalispell Move 2040 Urban Area Transportation Plan | Kalispell, MT
- » Public Engagement | South Dakota Department of Transportation (SDDOT) US 12 Corridor Study | Aberdeen, SD



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CAN COUNT ON**



**PEOPLE YOU
CAN TRUST**

APPENDIX:

Resumes

DEAN COOPER, PE | Project and Construction Management/Drone Pilot; Preliminary Engineering Reports/Cost Estimates



YEARS OF EXPERIENCE

33 Years

REGISTRATION/ CERTIFICATION

Professional Engineer –
CO, SC

UAV Pilot – Part 107
Certified

Private Pilot

EDUCATION

BS Civil Engineering –
The Citadel



Dean has 33 years of engineering experience throughout Colorado's Western Slope. Many of his projects are located in Montrose, Gunnison, Ouray, San Miguel, Mesa, and Garfield Counties. These projects are publicly and privately-funded, and cover a broad range of services, including design, survey, permitting, construction, and project management of numerous city streetscapes ADA-accessible routes, drainage, irrigation, landscaping, and parks; residential, commercial, and industrial subdivisions; CDOT highway intersection and access; and county road and bridge rehabilitation, maintenance, and replacement. Dean's tenure as Montrose County Engineer and his years of experience in consulting and construction provides clients a level of service and expertise that can efficiently address complexities of urban street construction, anticipate and design for unique soil conditions, and an ability to respond effectively to citizen concerns.

Relevant Experience

[Quality Assurance/Quality Control \(QA/QC\) | Hillside Street Reconstruction | Delta, CO](#)

The City identified the need to reconstruct an approximately 1,900-foot section of Hillside Street to improve the road section and multimodal connectivity from downtown to Garnet Mesa. This is the first multimodal corridor for the City. We are using our experience to help the city develop a multimodal corridor that is economical and user-friendly. The more complicated features of this project are working around the irrigation ditch and the radius of the street as it comes from downtown and turns to the south. KLJ will work with City staff to develop the most effective road realignment, while minimizing impacts to other adjacent property owners.

[Project Manager | West Main Revitalization | Montrose, CO](#)

West Main Street is part of State Highway 90 and runs 0.5 miles through downtown Montrose's urban core and serves as the primary access and frontage for adjacent businesses. KLJ was retained to provide a study, preliminary design, and final design for reconstruction of the existing two-travel lanes in each direction, shoulders for undefined parallel parking, and narrow, non-ADA-compliant sidewalks and driveways on each side of the road for recommended improvements. Upgrades include ADA-compliant widened sidewalks along both sides of the street; addition of bicycle lanes along one or both sides of the street; crosswalk safety with bulbouts and traffic calming measures; lane configuration to accommodate future traffic volumes, including studying a road diet; and modern streetscape of the corridor with trees, lighting, parking, and outdoor restaurant-style seating. KLJ is also providing a traffic study of the roadway for future growth expectations and for analysis of alternative roadway concepts.

[Quality Control | Clifton 1st Street Improvement Project | Grand Junction, CO](#)

This Mesa County project is currently in the design phase and involves designing improvements to 1st Street between Grand Avenue and Front Street, and Grand Avenue between 1st Street and 2nd Street. Improvements include realignment to minimize ROW acquisition and building demolition; widening of corridor to a full street section with lanes, shoulders, and curb, gutter, and sidewalk; drainage improvements; utility coordination and relocation; and working with project stakeholders throughout the design process.

[Construction Project Engineer | Highway 50/Highway 92 Intersection Improvements | Delta, CO](#)

This CDOT project involved complete reconstruction of the Highway 50/Highway 92 intersection and included additional turn lanes, storm drainage system, sidewalk/ADA ramps, and signalization upgrades. Dean served as the construction project engineer for stormwater compliance (CDOT Transportation Erosion Control Supervisor [TECS]-certified), quantity tracking, survey calculations and staking, and surface modeling for construction equipment automatic grade control systems.



DENAE JOHNSON | Grant Writing

YEARS OF EXPERIENCE

15 Years

REGISTRATION/ CERTIFICATION

Certified Structured
Professional Facilitator

EDUCATION

Graduate Certificate in
Public Administration

BS Criminal Justice –
Minot State University

BS Psychology

Denae has more than 15 years of experience focusing on project success and developing positive partnerships. She is a solid communicator and grant writer. Denae serves as a government specialist at KLJ and focuses on grant writing, analysis, funding, and public engagement. Denae works with communities to identify, research, apply for and manage a variety of infrastructure planning and construction projects, as well as economic development, diversification and resiliency activities. She has worked with state, city, county and Tribal clients in Minnesota, South Dakota, and North Dakota to take full advantage of new and expanded federal funding to move projects from concept to completion. Denae also recently became certified as a Structured Professional Facilitator and uses these skills in conjunction with the knowledge of funding resources and community planning to identify stakeholders and develop partnerships that aid communities in accessing critical funding, conducting successful planning, and identifying/securing partnership resources.

Relevant Experience

[Funding Specialist and Grant Writer | Transportation Projects, MnDOT, City of Bemidji | Minnesota](#)

KLJ has been partnering with MnDOT for the past seven years to assist in writing grants for several large community and state infrastructure projects. Most recently, Denae has assisted with writing a Bridge Investment Program (BIP) grant for MnDOT and a RAISE grant for the City of Bemidji. Requests totaled more than \$24 million in federal transportation grant dollars. The Bemidji RAISE Grant was awarded in August 2022, and Bridge Investment Program grant is pending.

[Grant Writer | Tribal Transportation Program Safety Fund \(TTPSF\) Grant Writing Services | South Dakota](#)

Since 2011, KLJ's government relations staff has assisted KLJ project managers in identifying appropriate projects and writing annual grants to secure TTPSF funding for multiple Tribes in Montana, North Dakota, South Dakota, and Minnesota. In total, (between 2011 and 2021) Government Relations has written more than 100 grants for Tribes, garnering more than \$7 million in TTPSF dollars for identified Tribal transportation safety planning and infrastructure development. Denae has assisted in this process for the past year, writing nine grants for South Dakota Tribes in the first round of 2021 TTPSF requests. Awards are pending.

[Grant Writer | Broadband and Communications Projects | North Dakota](#)

The recently passed Infrastructure Investment and Jobs Act (IIJA) provides billions of dollars in expanded and new infrastructure granting programs. Denae has been integral in identifying, researching, and applying for multiple grants in the broadband arena, including applications for Middle Mile infrastructure projects in North Dakota. Applications for these grants are being submitted in September of 2022.





WADE KLINE, PTP | Public Involvement

YEARS OF EXPERIENCE
22 Years

**REGISTRATION/
CERTIFICATION**
Professional
Transportation Planner
(PTP)

EDUCATION
BA Urban Planning – St.
Cloud State University

Wade has more than 22 years of experience working with communications and engagement to support the planning, design, and implementation of community infrastructure. He had led and coordinated public engagement and communications efforts on countless engineering and infrastructure projects and studies. As the former Director of the Fargo-Moorhead Metropolitan Council of Governments (Metro COG), Wade is highly recognized throughout the region. As an MPO practitioner, he excelled at developing a range of long-range policy, planning, implementation, and programming tools. Wade has earned the respect of technical and political leadership through his 20-plus years of experience.

As a private sector consultant for eight years, Wade has proven himself as an interdisciplinary leader and will see projects through to completion of a meaningful public engagement and outreach process with buy-in from local decision-makers, key stakeholders, and the public. His reputation as a consensus builder has been demonstrated through completion of several corridor level studies. Wade will be instrumental in the development and of communications and engagement strategy to support a range of projects.

Relevant Experience

Public Engagement Lead | TH 61 | Two Harbors, MN

Wade leads public engagement efforts on the TH 61 Corridor Study through Two Harbors. His role has been to orchestrate public facing materials to engage and encourage public input into the development of the Corridor Study. Wade serves as a bridge between the public, key stakeholders, and MnDOT design team to ensure project transparency and public agency responsiveness. He manages the development of a range of traditional, social, and interactive media tools to educate and communicate with the public.

Public Engagement Lead | Fargo 2nd Street Pedestrian Bridge | Fargo, ND

Wade leads public engagement efforts and stakeholder coordination on the development 2nd Street Pedestrian Bridge for the City of Fargo, ND. He coordinates a multidisciplinary project steering committee, as well as a community-wide focus group that is leading in the development of sentiment gathering and value profile development to support design of the 2nd Street Pedestrian Bridge.

Project Manager and Public Engagement | TH 10/75 and 11th Street Grade Separation Study | Moorhead, MN

Wade managed completion of the TH 10/75/11th Street Grade Separation in Moorhead. This was an early example of a linking planning and NEPA study developed through a Minnesota and North Dakota MPO. The study achieved local, MnDOT, and FHWA consensus on a narrowed list of project alternatives for the development of a grade separation of the BNSF KO Mainline through Moorhead. As part of the project, planning level agreements were achieved on necessary city and MnDOT designation transfers to improve regional mobility and position the project for eventual local, state, and federal programming.

Project Manager and Public Engagement | Arrive 2045 Bismarck-Mandan Metropolitan Transportation Plan | Bismarck and Mandan, ND

KLJ completed the Metropolitan Transportation Plan (Arrive 2045) for the Bismarck-Mandan Metropolitan area. Through both technical analysis and community workshops, KLJ has worked to attain at and evaluate a range of larger regional visions to address desired regional mobility. Through a detailed alternatives evaluation process, Arrive 2045 develops a fiscally-constrained set of transportation improvements for the Bismarck-Mandan Metropolitan area. The financial plan for Arrive 2045 is developed in harmony with the North Dakota Department of Transportation (NDDOT) to assure linkage between statewide transportation needs and investment priorities in the Bismarck-Mandan Area.





NEIL PUTNAM | Land Use/Growth Policies

YEARS OF EXPERIENCE

23 Years

EDUCATION

BS Political Science and Sociology, Minor History – Northern State University, Aberdeen, SD

Before joining KLJ, Neil had a productive career serving as city planner for the City of Mitchell, SD for more than 23 years. He has more than 35 years of experience in public administration, including planning; public finance; property inventorying, classifying, and appraising; management; and ROW acquisition. Most recently, Neil served as co-author for the City of Mitchell's most recent zoning code. Over the years, he also provided guidance on comprehensive planning for future growth and has been a major contributor to many of the city's major projects. Neil also has experience in historic preservation, EAs, census and other data collection, grant writing, government research, and emergency response policies. He was elected South Dakota Planners Association President (four years), and Western Central Association Chapter of American Planning Association Executive Board (South Dakota, North Dakota, Wyoming, and Montana), with two terms as vice president. Neil is also a member of the Colorado Chapter of the American Planning Association and the North Dakota Planning Association.

Relevant Experience

City Planner | City of Mitchell | Mitchell, SD

Neil served as city planner for 22 years for Mitchell, SD. He processed land use applications, reviewed plans for subdivision of land, and interpreted and administered regulations for the City, citizens, and agencies. During Neil's tenure, the city experienced major growth, which was his responsibility to guide. He conducted research, compiled data, and prepared documents for elected officials, other City officials, and the public. Neil regularly worked with stakeholders on community and economic development projects and responded to citizen inquiries. While with the City, he worked with the media, prepared press releases, built a network with peers to solicit best practices, and built professional relationships with other entities.

Director of Equalization | Davison County and Edmonds County | Mitchell and Ipswich, SD

Neil was responsible for inventorying, classifying, and appraising all real property within the county for ad-valorem taxation, providing quality control of the data released, and ensuring tax rates and collections were fair. He facilitated the appeal process for appellants and equalization boards so they have fair and equitable determinations. Neil coordinated with County departments and local governments in their budget preparation. He also enlisted cooperation and conducted community outreach when doing reappraisal projects. Neil served as department supervisor; performed employee hiring, training and evaluation; monitored expenditures and appropriations; and set department goals with performance indicators. He performed reappraisal of commercial properties, ag land and outbuildings; updated technology; and started county planning and zoning in the DOE office. Neil was appointed by the Secretary of Revenue to a task force studying manufactured housing taxation.

ROW Supervisor | Vantage Point Solutions | Mitchell, SD

Neil served as ROW department supervisor. He supervised a staff of 14 staff who were charged with securing permits, licenses, agreements, and easements from governmental entities at all levels, and from private property owners for construction on behalf of clients. Neil served and engaged clients and other staff all across the country with their projects to expand and enhance broadband services to citizens. He provided guidance, training, and mentoring of staff, including, but not limited to, time management, personal skills, documentation, research, and governmental processes. Neil also provided project management and escalation techniques, when necessary. He developed skills in construction, various software, such as Google Earth, government websites and portals, grant compliance, and environmental and public policy.





STEVE GRABILL, PE, PTOE | Transportation Planning

156

YEARS OF EXPERIENCE

32 Years

REGISTRATION/ CERTIFICATION

Professional Engineer –
CO, MT, ND, SD, MN,
WY

Professional Traffic
Operations Engineer
(PTOE)

EDUCATION

BS Civil Engineering
– North Dakota State
University



Steve has 32 years of experience in civil transportation planning, design, and project management. He has extensive long-range planning experience, having prepared long-range plans for two metropolitan areas, four counties, and seven Tribes. Steve excels at client communications, coordination with subconsultants, and facilitating input among landowners, stakeholders, and governmental entities. His strong background covering the full range of planning, traffic, and design projects gives him expertise in handling controversial projects and a diverse set of disciplines.

Relevant Experience

[Project Manager | Southern Ute Tribe Transportation Plan Update | Southern Ute Reservation, CO](#)

KLJ provided transportation planning services to update the Tribe's mandatory long-range transportation planning documents, including the LRTP and the Tribal Transportation Safety Plan. This involved planning for more than 250 miles of Indian Reservation roads within the boundaries of the Southern Ute Indian Reservation.

KLJ assisted the Tribe in reassessing and updating transportation planning needs and deficiencies, developing updated long-range alternatives for system improvements and maintenance, identifying and prioritizing improvement projects for the next 20 years, and coordinating the LRTP with concurrent transportation planning projects in the area. The project was completed in May 2022.

[Project Manager | Meade County Master Transportation Plan | Meade County, SD](#)

KLJ prepared a Master Transportation Plan for all modes of travel in Meade County, SD. This plan considered existing and future transportation needs and recommended infrastructure investments both short-term and 20 years into the future. Steve directed all planning activities, facilitating stakeholder and public involvement, and managed the project team and all aspects of study development. The plan was completed early in 2022.

[Lead Transportation Planner | Box Elder Area Transportation Study | Box Elder, SD](#)

Box Elder officials needed a strategic approach to respond to existing and anticipated future transportation issues near the campus for their elementary, middle, and high schools. As a result, they undertook this effort to evaluate their transportation system for safety and mobility, and to identify solutions that may be implemented over time.

Steve conducted a comprehensive analysis of pedestrian, bicycle, and traffic conditions around the schools. Best practices were researched and an analysis of intersections, crossings, and boulevards to address capacity and safety issues provided clear alternatives for the City to consider and prioritize in their Capital Improvements Program.

The plan addressed bus parking and circulation, student pick-up and drop off locations, parent and teacher parking, intersection capacity and traffic control, and future sidewalk extensions in response to both existing conditions and anticipated growth.

[Lead Transportation Planner | Northern Cheyenne Tribe LRTP | Lame Deer, MT](#)

Steve was responsible for developing a new LRTP for the Northern Cheyenne Tribe. This plan inventoried and assessed the condition of Tribal roads, considered the needs of vehicles, bicyclists, pedestrians, and transit facilities and services. The plan provided recommendations for transportation infrastructure improvements and considered policies and strategies to maintain and enhance their transportation system over time.



RYAN SUNDBERG, PE | Roads/Trails

YEARS OF EXPERIENCE

11 Years

REGISTRATION/ CERTIFICATION

Professional Engineer –
CO, ND, MN, SD, MT,
WI

EDUCATION

BS Civil Engineering
– University of North
Dakota



Ryan provides planning, design, and construction engineering services for a wide range of infrastructure and land development projects. Applying this versatile skill set, he has gained more than 11 years of diverse project experience and has provided tremendous support in designing with efficiency. Through the development of this skillset, Ryan has become proficient in the requirements of ADA, Public Right-of Way Accessibility Guidelines (PROWAG), and American Association of State Highway and Transportation Officials (AASHTO) standards on bicycle facilities. Recently, he has been involved with leading a six-mile rural roadway reconstruction design, urban roadway reconstructions, developing an ADA-compliant floating dock system, flood mitigation measures, and more.

Relevant Experience

[Design Lead | Clifton 1st Street Reconstruction | Mesa County, CO](#)

The project is a reconstruction and improvement of 1st Street from Grand Avenue to Front Street and on Grand Avenue from 1st Street to 2nd Street. The project features new street alignment to minimize ROW impact to surrounding landowners, utility relocations, and public involvement meetings.

[Trail and Drainage Design | Town of Silt Pedestrian Bridge | Silt, CO](#)

KLJ was selected to serve as a subconsultant to RockSol, a civil engineering firm. The project includes a new pedestrian bridge over I-70 for the Town of Silt, CO, a small community approximately 70 miles east of Grand Junction and 25 miles west of Glenwood Springs. The new pedestrian bridge, which will cross the UPRR, I-70, and River Frontage Road, will span approximately 760 feet across these three facilities and possibly be located near an existing interchange that is slated to be modified in the future, as the town continues to expand to both sides of I-70. KLJ is providing traffic analysis, interchange expertise, alternatives design analysis, and 3D visualizations. The analysis also includes the pedestrian bridge landing designs and locations to minimize ROW acquisition and tie into existing mobility features.

[Design Lead | Hillside Street Reconstruction | Delta, CO](#)

The City identified the need to reconstruct an approximately 1,900-foot section of Hillside Street to improve the road section and multimodal connectivity from downtown to Garnet Mesa. This is the first multimodal corridor for the City. We are using our experience to help the City develop a multimodal corridor that is economical and user-friendly. The more complicated features of this project are working around the irrigation ditch and the radius of the street as it comes from downtown and turns to the south. KLJ will work with City staff to develop the most effective road realignment, while minimizing impacts to other adjacent property owners.

[Design Lead | West Main Revitalization | Montrose, CO](#)

West Main Street is part of State Highway 90 and runs 0.5 miles through downtown Montrose's urban core and serves as the primary access and frontage for adjacent businesses. KLJ was retained to provide a study, preliminary design, and final design for reconstruction of the existing two-travel lanes in each direction, shoulders for undefined parallel parking, and narrow, non-ADA-compliant sidewalks and driveways on each side of the road for recommended improvements. Upgrades include ADA-compliant widened sidewalks along both sides of the street; addition of bicycle lanes along one or both sides of the street; crosswalk safety with bulbouts and traffic calming measures; lane configuration to accommodate future traffic volumes, including studying a road diet; and modern streetscape of the corridor with trees, lighting, parking, and outdoor restaurant-style seating. KLJ is also providing a traffic study of the roadway for future growth expectations and for analysis of alternative roadway concepts.



JOE DeVORE, PE, PTOE, RSP2 |

Traffic Modeling/Impact Studies

158

YEARS OF EXPERIENCE

11 Years

REGISTRATION

Professional Engineer –
CO, ND, MN, SD, MT,
FL, WY

Professional Traffic
Operations Engineer
(PTOE)

Road Safety Professional
2 (RSP2) –
Infrastructure

EDUCATION

BS Civil Engineering –
University of Minnesota



Joe provides 11 years of experience analyzing traffic operations, quantifying traffic safety, and delivering visualization and leadership into stakeholder engagement to identify and recommend technically supported improvements. He has a unique background of both macro and micro safety analysis, and has perfected a surrogate conflict analysis methodology using Vissim and the Surrogate Safety Assessment Model (SSAM) to provide detailed future safety analysis for daily site-specific conditions. This experience has been used to quantify crash reductions for access management, reduced conflict intersections, and specific ICEs throughout the Midwest. Joe specializes in quantifying and presenting the traffic operations and safety trade-offs, making a technical process customized to each clients specific values for upcoming projects.

Relevant Experience

[Traffic Engineer | West Main Revitalization | Montrose, CO](#)

Joe was lead traffic engineer for the West Main revitalization project considering the multimodal improvements that could be realized with a four-lane to a three-lane conversion. He led traffic tasks, including the safety analysis, traffic operations modeling, stakeholder engagement, and corridor study reports. This analysis has identified a segment through Grand Avenue that exhibits poor operations and is expected to become deficient with development impacts to the north. KLJ's recommendation upgrades will include ADA-compliant widened sidewalks, addition of bicycle lanes and shared lanes, updating streetscaping, and identifying locations for expanded parking or outdoor restaurant seating.

[Transportation Engineer | Town of Silt Pedestrian Bridge | Silt, CO](#)

KLJ was selected to serve as a subconsultant to RockSol. The project includes a new pedestrian bridge over I-70 for the Town of Silt, CO. The new pedestrian bridge, which will cross the UPRR, I-70, and River Frontage Road, will span approximately 760 feet across these three facilities and possibly be located near an existing interchange that is slated to be modified in the future, as the town continues to expand to both sides of I-70. KLJ is providing traffic analysis, interchange expertise, alternatives design analysis, and 3D visualizations. The analysis also includes the pedestrian bridge landing designs and locations to minimize ROW acquisition and tie into existing mobility features.

[Traffic Operations | ND 1806 Reconstruction from I-94 to 27th Street and the I-94 Mandan Avenue Interchange | Mandan, ND](#)

ND 1806 (Mandan Avenue/Old Red Trail) is unique in the sense that it functions to serve a diversity of users, including daily commuter traffic; industrial traffic accessing the Marathon Refinery and the local industrial area; visitors and sports enthusiasts accessing Mandan's premier sports complex; and recreational users traveling to Harmon Lake. The project updated the corridor to provide users access to all these different facilities, as well as a positive image to welcome visitors and promote the City of Mandan. The project increased roadway capacity, improved intersection operations, corrected roadway deficiencies, and improved pedestrian facilities. KLJ provided preliminary engineering and the environmental documentation, including a Documented Categorical Exclusion (CATEX). We wrote the project's Interstate Justification Report (IJR), provided in-depth traffic analysis, provided significant utility coordination, analyzed existing stormwater and drainage systems, developed a MOT plan, and facilitated multiple project involvement meetings.

[Lead Traffic Engineer | Foy's Lake Road Design-Build | Kalispell, MT](#)

Joe provided initial conceptual modeling that proposed a roundabout terminal interchange that allowed bridge widths to be minimized and to maximize operations and safety of the proposed interchange. He assisted throughout the design project creating 20-year traffic forecasts, providing public and stakeholder involvement, and providing a CD Road analysis to reduce freeway access by combining two closely spaced exit ramps at the interchange.



CAITLIN WOTRUBA | Lighting/Signals

YEARS OF EXPERIENCE

7 Years

REGISTRATION/ CERTIFICATION

Professional Engineer –
CO, MN, ND, MT

MnDOT Signal and
Lighting Certification

EDUCATION

BS Civil Engineering; BS
Surveying Engineering –
Michigan Technological
University

Caitlin is a civil engineer with seven years of design experience. She has worked on a variety of private and public sector projects utilizing her signing, pavement marking, traffic control, signal design, lighting design, and construction administration experience. Caitlin's experience has provided opportunities to understand the signal design standards for various municipalities to design a signal that will meet the specific requirements.

Relevant Experience

Civil Engineer | Bismarck 7th and 9th Street Signal Improvements | Bismarck, ND

The project included six signal replacements along 7th Street and five signal replacements along 9th Street. Caitlin worked on the design of the signal replacements along 7th Street and helped to coordinate the design with the subconsultant for the signal replacement along 9th Street.

Civil Engineer | 1806 Mandan CRP | Mandan, ND

The project included one signal replacement at 6th Street SE and 3rd Avenue SE. Caitlin worked on the preliminary design to coordinate the signal equipment locations, as well as potential impacts to existing ROW and sidewalks.

Civil Engineer | Franklin Avenue Reconstruction | Minneapolis, MN

The project included reconstructing Franklin Avenue between Hennepin Avenue and Lyndale Avenue in Minneapolis, MN to improve bike and pedestrian infrastructure. Caitlin worked on modifying the signal at Lyndale Avenue to accommodate the new pedestrian ramps and roadway alignment. She coordinated with the prime consultant, the City of Minneapolis, and the County to determine the needs of each for the design.

Civil Engineer | Columbia Road Reconstruction | Grand Forks, ND

The project included two signal replacements along Columbia Road near the University of North Dakota. Caitlin coordinated with the City in finalizing signal designs, as well as reviewing signal equipment shop drawings during construction.

Civil Engineering Analyst | Cleveland Avenue Reconstruction | Ramsey County, MN

The project included updating infrastructure to modify parking bays and adding bike lanes, and a multi-use trail. Caitlin worked on the lighting, signal, signing, and pavement marking design along the length of the project.

Civil Engineering Analyst | Metro Transit Southwest Light Rail Transit (LRT) | Eden Prairie to Minneapolis, MN

The project included the extension of the light rail from downtown Minneapolis to serve communities located southwest of the city. Caitlin performed site visits for the existing signing and pavement markings along bike paths, as well as worked on design for the proposed signals, signing, and pavement markings at locations affected by the light rail.

Civil Engineer | TH 23 Gap | Paynesville to Richmond, MN

The project included grading, bituminous mill and surfacing, lighting, and bridges. Caitlin worked on the design of the replacement of existing luminaires with new LED heads and the edition of lights to the end of existing lighting system, as well as five new lighting systems and temporary lighting during construction.





DOUG BARR, PE | Bridges, Culverts, and Retaining Walls

YEARS OF EXPERIENCE

26 Years

REGISTRATION/ CERTIFICATION

Professional Engineer –
CO, ND, SD, MN, MT,
WY, AZ, KS, TX

EDUCATION

BS Engineering –
Colorado School of
Mines



Doug has 26 years of structural engineering experience in civil infrastructure projects for state DOTs, local agencies, railroads, and private sector clients. He has managed state, local agency, and design-build bridge replacement projects, ranging in value from \$200,000 to \$11 million, and served as structural lead and task lead on projects valued up to \$700 million. Doug has provided technical direction for initial planning; clearances; permitting; and conceptual, preliminary, and final design. His experience with project delivery includes project coordination collecting site data; obtaining clearances and permitting (utility, ROW, and environmental); preliminary and final design; and preparing estimates, plans, and specifications (PS&E) for advertisement and bidding of projects.

Relevant Experience

[Project Manager/Lead Structural Engineer | Huerfano River Bridge Rehabilitation, Huerfano County | Gardner, CO](#)

Doug led a multiple disciplinary team to replace a structurally deficient 19-foot, 4-inch wide, 24-foot, single-span bridge with a new 20 by 10-foot CDOT standard concrete box culvert with wingwalls. A structure type alternatives analysis determined replacement of the existing structure was more practical than rehabilitation. The project is funded through the Federal Bridge Off-System Program (BRO) and is being managed in accordance with CDOT's Local Agency process. Doug has coordinated collection of existing site data; site exploration and testing; utility, ROW, environmental clearances, and permitting. He has overseen the bridge design process, including hydrology and hydraulic analysis, and provided quality control review of plans, specifications, and estimates.

[Project Manager/Lead Structural Engineer | Upper Pine River Ranches Fire Protection District Bridge Replacement | Bayfield, CO](#)

The project replaces the structurally-deficient existing single-lane, two-span bridge crossing the Los Pinos River with a new 110-foot, single-span prefabricated steel bridge structure, while maintaining access to the nearby homeowners. The project requires hydraulics modeling, temporary easement acquisition, geotechnical, new roadway realignment, environmental impacts and permitting, and MOT during construction. KLJ proposed a new roadway alignment and bridge location to improve the roadway geometry and safety of the curvy road.

[Structures Technical Lead | CDOT R5 US 550 US 160 Connection Design-Build | Durango, CO](#)

Doug led preliminary design of three prestressed girder bridges and multiple Mechanically Stabilized Earth (MSE) retaining walls in rough mountainous terrain. The project included a 485-foot long, multi-span bridge that spanned over a 100-foot deep gulch and a 100-foot long, single-span bridge that spanned over a 60-foot deep gulch. In addition, he wrote the structures technical requirement section for the design-build request for proposal (RFP) documents.

[Project Manager/Lead Structural Engineer | US 6 Over Castle Creek, CDOT Region 3 | Eagle, CO](#)

Doug led a multi-discipline team, including two subconsultants, to replace an existing 84-foot long, two-span bridge with a single-cell, 20 by 10 by 67-foot concrete box culvert and 14-foot high by 600-foot long MSE retaining wall. The project was constructed in phases and traffic maintained on a two-lane detour. Doug employed Accelerated Bridge Construction (ABC) methods to shorten the construction schedule by using precast elements for the concrete box culvert, headwalls, wingwalls, and MSE retaining wall facing.



CASSIE McNAMES, PE | Buildings

YEARS OF EXPERIENCE

20 Years

REGISTRATION/ CERTIFICATION

Professional Engineer –
ND, MN, MT, SD, IA,
WY, TX

EDUCATION

MS Civil Engineering; BS
Civil Engineering – North
Dakota State University



Cassie is a structural engineer with more than 20 years of experience designing civil, commercial, educational, industrial, and residential buildings. She is responsible for managing single and multiple-discipline building projects and provides owners representative services for a variety of clients. Cassie takes a considerable amount of pride in making sure her client's needs are met and a quality project is delivered on time. She understands the importance of keeping the lines of communication open between the client and design team as it relates to a project's success.

Relevant Experience

Structural Engineer | WWTP Sludge Dewatering Facilities | Laurel, MT

Cassie is the structural engineer of record for a 480-square foot addition to an existing thickener building at the WWTP in Laurel, MT. The addition is a partially enclosed trash enclosure constructed of structural steel and a cast-in-place concrete foundation. Design included a lateral analysis of the existing building to verify the existing lateral system would be able to support the addition. Portions of the design also included pipe supports for new piping interior to the building and a cast-in-place concrete sludge inlet box.

Structural Engineer | Rocky Boy's/North Central Regional Water System Project, Segment W4-A1 | Conrad to Brady, MT

In conjunction with the North Central Montana Regional Water Authority, KLJ was responsible for managing Segment W4-A1 of the Rocky Boy's/North Central Regional Water System project between Conrad and Brady, MT. Cassie was the structural engineer of record for a 700 square foot pump station along the new water line. The pump station is constructed of a cast-in-place concrete foundation, masonry block walls, and wood trusses. The building houses the pumps and chemical feed lines for the project.

Structural Engineer | Booster Station | Bowdon, ND

The existing water pressure in Bowdon was inadequate for the current population. Therefore, provisions were made to install a new booster to increase water pressure for residents. This included a premanufactured concrete building and cast-in-place concrete foundation. Cassie was responsible for determining design loads to be used to design the premanufactured concrete structure and designing the cast-in-place foundation.

Structural Engineer | 2008 Sanitary Collection Systems Improvements | Fargo, ND

The project included design of Lift Station #60 and modifications to Lift Station #25 in Fargo, ND. Lift Station #60 has a 25 mgd capacity. The below grade portion of the lift station is constructed of cast-in-place concrete and extends approximately 40 to 45 feet below grade. The above grade portion of the lift station cantilevers out from the lower portion of the structure and is supported by cantilever grade beams to prevent differential settlement. The top portion of Lift Station #60 is constructed with structural concrete slabs, masonry block walls and precast hollow core plank. The lift station also houses a bridge crane and a monorail crane to allow for maintenance on heavy pumps. The above grade portion of Lift Station #25 was demolished to allow for a new masonry block structure and additional room. An exterior generator and enclosure were also included with modifications at Lift Station #25. Cassie's role included structural design of the lift stations, construction plans and specifications, bidding assistance and construction administration.

Structural Engineer | Long Prairie Water System Study | Long Prairie, MN

Cassie served as structural engineer of record for an addition to the existing water treatment plant in Long Prairie, MN. The addition included chemical storage for the facility and was constructed of masonry block walls, precast concrete plank, and cast-in-place concrete foundation. Cassie's responsibilities included construction plans and specifications, bidding assistance, and construction administration.



McKENZIE BUTCHER, PE | Water

YEARS OF EXPERIENCE

6 Years

REGISTRATION/ CERTIFICATION

Professional Engineer –
CO, MT, ND, SD

American Concrete
Institute (ACI) Concrete
Field Testing Technician
– Grade 1

EDUCATION

BS Civil Engineering,
Emphasis in
Environmental
Engineering – South
Dakota School of Mines
and Technology

McKenzie is an engineer who focuses on potable water design and infrastructure. She has knowledge in water treatment facilities, water distribution, water storage, and construction. McKenzie has experience with developing and writing design memos, providing construction management and construction administration services, and preparing plans and specifications. She has worked on a variety of projects, which allow for a comprehensive knowledge of overall systems, while serving as a strong communicator with clients, the public, and contractors.

Relevant Experience

[Water Modeling | Laurel PER | Laurel, MT](#)

The project's purpose is to model the existing Laurel water system and evaluate improvements to the existing water distribution system to improve the system and prepare for future growth. The modeling effort was to be added to the PER for future funding and planning for the City of Laurel. McKenzie developed the existing model and different scenarios and alternative to be evaluated. She also assisted in the design of the improvements for a new tank, booster station, and various system wide improvements.

[Water Modeling | Box Elder PER | Box Elder, SD](#)

McKenzie assisted in the update to the Box Elder Water PER. Work included updating the existing water model and evaluating alternatives. Alternatives were to be evaluated with the development of at least two additional wells and a water storage tank. She updated report to findings of the evaluations. The report was to be used for future CIP planning and securing funding. McKenzie's responsibilities included evaluation of the proposed alternatives and updating the model for the different scenarios. Her role included validating the existing model and providing updates for the report based on findings. McKenzie assisted in the water source and storage calculations and review.

[Water Design Engineer | Water System Improvements | Vaughn, MT](#)

The project involved the design and construction of 1,300 feet of 6, 8, and 12-inch polyvinyl chloride (PVC) pipe, 330 feet of horizontal directional drilling under a local highway, and a 150,000-gallon factory coated bolted carbon steel storage tank. McKenzie's responsibilities included the design of the system, minor water modeling of the city, submittal of permits to Montana DEQ and MDT, and preparation of the construction and bidding documents.

[Water Design Engineer | Faith Water System Improvements | Faith, SD](#)

The project included the evaluation and modeling of the city of Faith; the design of a new water storage tank to replace the existing tank; analysis of the distribution system, tank size, high-water elevation, and hydraulic grade line; environmental reports and Federal Aviation Administration (FAA) permitting; site plan and grading; and corresponding water line design. McKenzie was responsible for overseeing system water modeling and assisting in design.

[Water Design Engineer | Rural Water Distribution | Ninemile, MT](#)

The project involved the design and construction of approximately 35 miles of water main ranging in size from two-inch to four-inch HDPE and approximately 15 miles of service lines and appurtenance. A significant part of the project included approximately 12,200 feet of trenchless installation along with surface restoration. McKenzie's responsibility included the design of the project that ranges from PRVs, control vaults, water mains, submittal of permits to DEQ, and assistance in the preparation of the construction and bidding documents.





JESS WAGNER, PE | Wastewater

YEARS OF EXPERIENCE

17 Years

REGISTRATION/ CERTIFICATION

Professional Engineer –
CO, ND, MN, MT, SD

EDUCATION

MS Environmental
Engineering; BS Civil
Engineering – North
Dakota State University



Jess is a project engineer with more than 17 years of experience in wastewater collection, storage, conveyance, and treatment. She has experience in managing projects from conceptual design through construction. Project designs have included removal and replacement, upsizing, directional boring, cased pipe, and installation of new trunk lines for future development. Jess' conveyance experience also includes planning, designing, and construction of lift stations. Her wastewater treatment experience includes improvements to existing treatment systems and design of new treatment systems, lagoons, new package mechanical treatment systems, and improvements to existing mechanical treatment plants and small on-site wastewater treatment systems. Jess' experience also includes water conveyance and treatment from planning to construction, and stormwater collection, storage, and conveyance from planning to construction.

Relevant Experience

Project Engineer | WWTP Improvements PER | Collbran, CO

The CDPHE has indicated that there will be upcoming changes to the discharge permits within the state. The Town wanted to explore their options to address the potential changes in discharge limits. Given the age of the WWTP, a condition assessment was also conducted. The PER is in the process of being written and will be presented to the Town in fall 2022.

Project Engineer | Apple Springs Wastewater Treatment Facility (WWTF) Phase II | Apple Springs, SD

The project tasks included analysis of the current WWTF capacity, coordination with the state to address WWTF effluent limit violations, future planning for increased population, report discussing different package WWTF technology available, coordination with the selected package WWTF manufacturer, site design, engineer's design report, and submittal to the state for review and approval.

Project Engineer | Rocky Point Sewer Lagoon | Belle Fourche, SD

Project tasks included the development of a TM addressing the deficiencies in the collection and treatment system for the dump and fish cleaning stations. The report also included potential future flow predictions and alternatives for treatment, including drainfields and total containment wastewater lagoon. Design included abandonment of existing drainfield and construction of a new wastewater lagoon with a synthetic liner.

Project Engineer | Parshall WWTF Phase I | Parshall, ND

The project included the development of a PER to address the City's growth and potential future growth due to increased oilfield work. The PER recommended the abandonment of the existing wastewater lagoons and the construction of a new primary aeration lagoons and secondary lagoons. The site was also designed to include the addition of ammonia treatment in the future. The project included assessment of the potential to use treated wastewater effluent for irrigation at the golf course. It also included the design, bidding, and construction tasks based on the recommendations provided in the PER.

Project Engineer | Elkhorn Ridge Lift Station A and B | Spearfish, SD

The project included the development of a design report to determine the anticipated flows, size of the force main, configuration of the lift stations, and a phasing approach in operating the lift stations prior to full build-out. Based on report recommendations, the design included a new triplex lift station, approximately 13,000 feet of 16-inch force main, ARV stations, pig launching station, and a bypass structure to allow for the removal of the lift station from operation for maintenance. The project is anticipated to be completed in fall 2023.

MARC KENNEY, PE, CFM | Drainage/Floodplain Management



YEARS OF EXPERIENCE
25 Years

**REGISTRATION/
CERTIFICATION**

Professional Engineer –
CO, WY, UT, NM, ND

Certified Floodplain
Manager (CFM)

Certified Professional
in Stormwater Quality
(CPSWQ)

Certified Professional in
Erosion and Sediment
Control (CPESC)

EDUCATION

ME Civil Engineering;
BS Civil Engineering,
Concentration in
Environmental
Engineering – Clarkson
University



Marc is a professional civil engineer licensed in five states with 25 years of private and public work experience in hydrology, hydraulics, transportation, and environmental engineering. His focus over the past 16 years has been projects located in western Colorado. Marc has been a part of several successful infrastructure projects that improved public facilities and safety within Western Slope communities.

Relevant Experience

Project Manager/Drainage Engineer | 1st Street Reconstruction | Clifton, CO

This project is a reconstruction and improvement of 1st Street in Clifton from Grand Avenue to Front Street and Grand Avenue from 1st Street to 2nd Street. The project features widening the existing street to a full street section with curb, gutter, and sidewalk; new drainage facilities; a new street alignment to minimize ROW impact to surrounding landowners; utility relocations and coordination with utility companies; and public involvement meetings.

Project Manager/Client Manager | On-Call Engineering | Collbran, CO

KLJ was selected to be the on-call engineer for the Town of Collbran. Completed and current projects for the Town of Collbran include Trail Feasibility Study, WWTP PER, potable water pump station design, middle mile broadband design project, roadway improvement project, and other general engineering and grant pursuit assistance.

Design Engineer | Frog Hollow Subdivision | Grand Junction, CO

Marc was the design engineer on the Frog Hollow Subdivision. His scope of work included layout of the parking, pedestrian, utility, and other improvements; drainage design; and floodplain modeling. No Throughfare Wash is a 19-square mile major drainage basin that flows adjacent to the project. The hydrology and hydraulics of the major basin were evaluated to determine a 100-year, 24-hour storm peak flow and runoff hydrograph. The basin hydrology and topography of the wash and project site were imported into HEC-RAS 2D to model the channel hydraulics and determine the 100-year floodplain. The HEC model determined that the floodplain limits included much of the site and a significant portion of Monument Road with water depths more than one foot. Meetings were held with the City of Grand Junction to review the hydrologic and hydraulic model and coordinate steps to improve the channel. Marc modeled various channel improvements to determine the cost-benefit and made recommendations to the City for channel improvements/maintenance.

Design Engineer | Soaring Eagle Subdivision | Mesa County, CO

Marc was the design engineer on for the Soaring Eagle Subdivision. His scope of work included layout of roadway, drainage, utility, and other improvements. The drainage design included floodplain modeling for the Monument Canyon Wash, which ran through the site. Monument Canyon is an eight-square-mile major drainage basin. The hydrology and hydraulics of the major basin were evaluated to determine a 100-year, 24-hour storm peak flow and runoff hydrograph. The basin hydrology and topography of the site were imported into HEC-RAS 2D to model the channel hydraulics and determine the 100-year floodplain. Marc evaluated options for channel improvements and ultimately designed a diversion channel around the subdivision for high flows. This kept the 100-year floodplain out of buildable lots and the base flood elevations greater than one-foot below finished floor elevations.

Director of Public Works | Town of Canton | Canton, NY

Marc served as the Director of Public Works for a small town in upstate New York, where he supervised the department of public works, the water department, the sanitary wastewater department, and parks and recreation (which included a golf course and indoor hockey rink). He developed and managed budgets, oversaw and scheduled work, attended public meetings, supervised employees, and coordinated with various partners and stakeholders.



WILL HARMON |

Water Resources/Permitting

YEARS OF EXPERIENCE

8 Years

REGISTRATION/ CERTIFICATION

CDOT – Certified
Colorado Stormwater
Management Plan
Preparer

EDUCATION

MS Geology; BS Geology
– University of Arkansas

Will is an environmental specialist with more than eight years of environmental experience in Colorado, Arkansas, and Alaska. He recently joined KLJ. Will's experience includes water quality sampling and monitoring, quantitative water availability studies, and conducting wetland delineation surveys for multiple federal agencies. He also has experience with Global Navigation Satellite System (GNSS) surveying and hydrologic database management.

Relevant Experience

[Environmental Specialist | Caerus Oil and Gas Production Water Sampling | Parachute, CO](#)

Will prepared water quality sampling plan for production water generated during natural gas drilling activities. He coordinated large-scale sampling effort, including coordination with analytical labs, facility employees, and Colorado regulatory authorities.

[Environmental Specialist | Preparation of Municipal Stormwater Pollution Prevention Plan \(SWPPP\) | Cheyenne, WY](#)

Will compiled field observations, hydrologic flow models, and records of industrial activities to prepare SWPPPs for the City of Cheyenne municipal facilities, including the landfill, compost facility, fleet management garage, street maintenance shop, transfer station, and traffic control facility.

[Environmental Specialist | ESA | Poncha Springs, CO](#)

Will conducted environmental documentation review, field site investigations, and interviews with residents to prepare an ESA before construction of the US 50 expansion project.



NICK SOVNER, CEP | NEPA/Hazardous Materials



YEARS OF EXPERIENCE

15 Years

REGISTRATION/ CERTIFICATION

Certified Environmental
Professional (CEP)

EDUCATION

MS Land Resources and
Environmental Sciences
– Montana State
University

Professional Certificate,
Geographic Information
Systems – Carroll
College

BS Rangeland Resources
and Wildland Soils
– Humboldt State
University



Nick is a CEP who has more than 15 years of experience working on environmental monitoring, permitting, investigation, and remediation projects for state, federal, Tribal, private, and non-profit entities. His project experience includes Phase I and II ESAs, NEPA documentation, grant management, contaminated site remediation, stream and wetland permitting, and managing budgets of more than \$1 million. Nick's field experience includes soil sampling, groundwater and surface water monitoring, wetland and waters of the United States delineations, vegetation surveys, and air quality (vapor intrusion) investigations. As a project manager, he supports a variety of clients for transportation, infrastructure, military, brownfields redevelopment, oil and gas, mining, and renewable energy projects.

Relevant Experience

[Project Manager | Section 205 Flood Risk Management Study EA | Glendive, MT](#)

Nick is the project manager for the EA that KLJ is preparing as part of a Section 205 Flood Risk Management Study by the United States Army Corps of Engineers (USACE). The project entails regular coordination with federal, state, and local governmental agencies during the design and reconstruction of the West Glendive and Cottonwood levees along the Yellowstone River in Glendive. KLJ is working with the City and Dawson County to ensure project outcomes satisfy local concerns, as well mitigate risk to residents and businesses from flood events and winter ice jams.

[Environmental Planner | Stillwater Bridge Countermeasures, Flathead County | Evergreen, MT](#)

Nick performed a wetland and Waters of the United States delineation of the Whitefish Stage Road Bridge over the Stillwater River. The bridge was constructed in 1975 and is a 152.9-foot long, concrete, T-beam bridge with asphalt overlay. The top of the pier footing sits approximately 1.2 feet below the channel bottom and was exposed by river scour, thus requiring excavation and fill work within the ordinary high-water mark. The delineation was performed using the 1987 USACE Wetland Delineation Manual and the Western Mountains, Valleys, and Coast Region Regional Supplement to identify hydric soils, hydrology, and hydrophytic vegetation. Nick assisted the client with a Montana stream Joint Application, which included preconstruction notification for Under Nationwide Permit 3 – Maintenance, Section 318 of the Montana Water Quality Act for Short Term Water Quality Standards for Turbidity, and Montana Section 124 of the Stream Protection Act, Department of Natural Resources and Conservation (DNRC) Navigable Rivers Land Use License, and County Floodplain Permit.

[Environmental Planner | Environmental Assessments | Wind River Reservation, WY](#)

Nick authored six NEPA-compliant EAs and one CATEX document for the Wind River Reservation Transportation Department for infrastructure improvement projects near the towns of Fort Washakie and Ethete. To support construction, he prepared the Clean Water Act Section 404 Nationwide Permit 14 – transportation and coordinated with the USACE and United States EPA for 401 Certification. The Bureau of Indian Affairs (BIA) is the lead agency reviewer and the project required close coordination with the Eastern Shoshone and the Northern Arapaho Tribal offices.

[Project Manager | Brownfields Assessment and Cleanup, Montana DEQ | Throughout Montana](#)

Nick was the project manager for Montana DEQ contracts and performed numerous ESAs and the cleanup of properties contaminated with petroleum, volatile organic compounds (VOC), metals, asbestos containing building materials, lead-based paint, and methamphetamines. For these projects, Montana DEQ utilized EPA 128(a) brownfields funding on properties with perceived or actual contamination throughout the state.



JOHN KENNEDY | Cultural Resources

YEARS OF EXPERIENCE

26 Years

EDUCATION

MA Anthropology (except thesis) – University of Wyoming

BA Anthropology – Colorado State University

John is a cultural resource archaeologist working throughout the Rocky Mountains and Plains states as senior field director, excavation director, faunal analyst, projectile point analyst, and lithic analyst. He has contributed to all levels of project completion, including project management, fieldwork supervision of survey, site recording, testing, and large-scale data recovery excavations, all of which involved National Register eligibility nominations.

Relevant Experience

Field Director/Assistant Project Manager | Crescent Point Energy, Cultural Resources Clearance Survey | Weld County, CO

John served as field director and assistant project manager for the Class III survey where a historic homestead was encountered.

Field Director/Assistant Project Manager | Texas Creek Road Survey | Fremont County, CO

John served as field director and assistant project manager for the Class III survey. He also provided projective point analysis and wrote the report. Cultural resources encountered included prehistoric and historic sites and isolated resources.

Archaeologist | Cultural Resource Site Monitoring at Lewis and Clark Lake | Bon Homme and Yankton Counties, SD

John served as archaeologist for the site monitoring project. He also provided projective point analysis and wrote the report. Cultural resources encountered included prehistoric and historic sites and isolated finds.

Archaeologist | Lake Oahe Cultural Resource Site Monitoring | Campbell, Corson, and Walworth Counties, SD

John served as archaeologist for this site monitoring project. He also provided projective point analysis and wrote the report. Cultural resources encountered included prehistoric and historic sites and isolated finds.

Field Director/Assistant Project Manager | Durham Ranch 3D Geophysical Exploration Class III Survey | Moffat County, CO

John served as field director and assistant project manager for the Class III survey and also wrote the report. Historic sites and isolated resources were encountered.

Archaeologist | City of Greeley Water Pipeline | Greeley, CO

John served as archaeologist for the water pipeline project and also wrote the report. Prehistoric and historic sites were encountered.

Field Director/Assistant Project Manager | White River Dome 3D Geophysical Exploration, Class III Survey, and Testing | Rio Blanco County, CO

John served as field director and assistant project manager for the Class III survey. He also provided projective point analysis and wrote the report. Cultural resources encountered included prehistoric and historic sites and isolated resources.





ERIC HEARON, PLS, CFEDS | Survey

YEARS OF EXPERIENCE

35 Years

REGISTRATION/ CERTIFICATION

Professional Land
Surveyor – CO, ND, NV,
WY

Certified Federal Surveyor
(CFedS)

Unmanned Aerial Vehicle
(UAV) Pilot – Part 107
Certified

EDUCATION

Associates in Business
Administration –
Mendocino College,
Ukiah, CA



Eric is a professional land surveyor with more than 35 years of experience – 25 as a Professional Land Surveyor (PLS). His areas of expertise include ROWs, engineering topography, water rights, construction, subdivisions, cadastral, boundary law, global positioning systems, CAD, client communication, and calculations. Eric has completed several USACE and other federal agency projects, as well as state, local municipal, and private projects. He also has diverse and extended experience in floodplain delineation, oilfield, mining, hydrologic, and utility surveys.

Relevant Experience

[Surveyor | Town of Silt Pedestrian Bridge | Silt, CO](#)

KLJ was recently selected to serve as a subconsultant to RockSol, a civil engineering firm. The project includes a new pedestrian bridge over I-70 for the Town of Silt, CO, a small community approximately 70 miles east of Grand Junction and 25 miles west of Glenwood Springs. The new pedestrian bridge, which will cross the UPRR, I-70, and River Frontage Road; will span approximately 760 feet across these three facilities; and possibly be located near an existing interchange that is slated to be modified in the future, as the town continues to expand to both sides of I-70. KLJ is providing traffic analysis, interchange expertise, alternatives design analysis, and 3D visualizations. The project entails traffic analysis of the interchange and future analysis for ramp location in conjunction with alternate locations for the pedestrian bridge, and pier locations near the ramps. The analysis also includes the pedestrian bridge landing designs and locations to minimize ROW acquisition and tie into existing mobility features.

[Surveyor | Clifton 1st Street Reconstruction | Mesa County, CO](#)

The project is a reconstruction and improvement of 1st Street from Grand Avenue to Front Street and on Grand Avenue from 1st Street to 2nd Street. The project features new street alignment to minimize ROW impact to surrounding landowners, utility relocations, and public involvement meetings.

[Surveyor | Upper Pine River Ranches Fire Protection District Bridge Replacement | Bayfield, CO](#)

The project replaces the structurally-deficient existing single-lane, two-span bridge crossing the Los Pinos River with a new structure, while maintaining access to nearby homeowners. The project requires hydraulics modeling, ROW acquisition, geotechnical, new roadway realignment, environmental impacts and permitting, and MOT during construction. KLJ proposed a new roadway alignment and bridge location to improve the roadway geometry and safety.

[Survey Coordinator | Various Photogrammetry Scans and Boundaries | Sterling, CO](#)

Eric was the licensed pilot who flew for the project, as well as the surveyor responsible for data reduction, GPS ground survey, research, and final boundary resolution for an existing Ethanol Plant As-Built for the addition of carbon capture. This project delivered high-definition Ortho photos with existing improvements overlaid, as well as boundary resolution to used in the design of carbon capture facilities. Sterling is one of three sites, with the others include Yuma, CO and Bridgeport, NE.

[Survey Coordinator | Various Cellular Antenna Design Surveys | Northern Colorado](#)

Eric was responsible for coordinating and providing QA/QC for design surveys, legal descriptions, ROW determinations, ROW plats, and boundary surveys. Surveys also included photogrammetry flights and reduction of topography and ortho photos for the projects. Eric was also responsible for access easements and utility easements, as well as 1A Certifications for tend users such as AT&T and Verizon.



DAVE WIOSNA, AICP | GIS Mapping

YEARS OF EXPERIENCE

5 Years

REGISTRATION/ CERTIFICATION

American Institute of
Certified Planners (AICP)

EDUCATION

MA Geography; BS
Geography – University
of North Dakota



Dave is a planner with more than five years of experience in transportation and community planning. He has worked on corridor studies, county transportation plans, LRTPs, transit plans, land use analysis, city and county comprehensive plans, hazard mitigation plans, and city and county map updates. Dave has extensive experience performing GIS analysis and has contributed to subsequent planning documents.

Relevant Experience

GIS Analyst | General Planning Services | Valley City, ND

KLJ has contracted with the City of Valley City to provide general planning services. Dave provides regular updates to GIS data and various maps needed for potential development purposes and various other needs.

Planner/GIS | Southern Ute Indian Tribe (SUIT) LRTP | Ignacio, CO

The Southern Ute Indian Tribe based in Ignacio, CO took on KLJ to produce an updated LRTP. Dave assisted with GIS data needs, including complex jurisdictional issues such as BIA Road Inventory Field Data System (RIFDS) management, as well road project identification and maintenance planning. The plan was completed February 2022.

GIS Analyst/Planner | Ward County Comprehensive and Transportation Plan | Ward County, ND

Dave assisted with GIS analysis as part of the Ward County Transportation and Comprehensive Plan, including land use, road planning, possible county road connections, and other needs. He worked extensively with input from county staff to produce future land use maps and to coordinate future transportation needs to help grow the county road network and help the county's 53 townships make decisions on zoning needs.

GIS Analyst | Broadway Corridor Study | Minot, ND

The Broadway Corridor Study plans for a major north-south corridor in Minot, ND. Dave assisted with GIS analysis, including bike and pedestrian facilities to tie in to the city's bike and ped network, existing and future land use, and subject-to-change analysis. Subject-to-change analysis involved scoring parcel properties along the Broadway corridor to determine likelihood of redevelopment and to target likely flood-impacted properties.

GIS Analyst | Northwest Metro Transportation Plan | Fargo/West Fargo, ND

Dave assisted with GIS needs to help produce a plan for future transportation needs in Fargo/West Fargo metro area. The project involved planning for land use, flood mitigation including routing of potential reliever routes around a new flood diversion channel, travel demand model and traffic analysis zone analysis, and potential jurisdictional conflict.

GIS Analyst | US 12 Corridor Study | Ipswich to Aberdeen, SD

The US 12 Corridor Study evaluated the existing turn lanes, intersection and mainline capacity, and existing crash trends to identify geometric deficiencies on the existing roadway. Various geometric alternatives were studied to evaluate the improved safety and capacity of each alternative. As part of the project, Dave analyzed public comments and analyzed geographic data and produced maps and graphics.

GIS Analyst | Bismarck-Mandan Master Transportation Plan (MTP) | Bismarck and Mandan, ND

Dave assisted with GIS analysis as part of the Bismarck-Mandan MTP. This analysis included roadway pavement conditions, future project planning and integration, ROW considerations, future land use, travel demand model analysis, and other transportation-related concerns.



BRAD KROGSTAD, PE | Parks and Recreation

170

YEARS OF EXPERIENCE

22 Years

REGISTRATION/ CERTIFICATION

Professional Engineer –
ND

NDDOT Certifications

– Asphalt Pavement
Inspector and Mix
Controller Certified

EDUCATION

BS Civil Engineering
– North Dakota State
University

Brad is a senior project manager who spends a large portion of his time leading numerous land development, site planning, parks and recreation, and municipal projects. He has a diverse engineering background that includes the design of roadways, trails, schools, parks, ball fields, site plans, parking lots, retaining walls, water distribution systems, sanitary sewer systems, stormwater systems, dikes, flood fighting, ponds, erosion controls, and water quality features, as well as permitting, grant funding, platting, easement negotiation, wetland mitigation, specifications, report writing, cost estimates, and construction management. Brad is in constant communication with clients, assuring the aesthetic appeal and functionality of their projects.

Relevant Experience

[Project Manager | Harmon Lake Recreational Facility Area Master Plan and Development | Morton County, ND](#)

Natural Resources Conservation Services (NRCS) and Morton County Water Resource District hired KLJ to master plan and design for the Harmon Lake Recreation Area. Harmon Lake Dam was constructed in 2004/2005 at the lower end of Square Butte Creek, just north of Mandan, to provide recreational opportunities, flood control, watershed protection, and wildlife mitigation. In the second phase of the project, KLJ provided final plans and specifications for 20 tent sites, 81 RV camping pads, an RV dump station, two playgrounds, a bicycle (BMX) recreation course, horseshoe pits, and a sand volleyball court. Design also included access roads, culverts, water, sewer, and electrical to service a future entrance building, multi-use building, beach bath house, host family residence, two campground comfort stations, two restrooms, and the RV dump station.

[Project Manager | Minot Golf Course and Day-Use Park | Minot, ND](#)

KLJ, paired with a golf course architect, worked with the Minot Park District to develop three separate concept plans of a 240-acre piece of undeveloped property on a quickly developing edge of the city. The three plans consisted of a day-use park integrated with an 18-hole golf course. The teams worked together to lay out the park and course to fulfill the client's program requests for both park elements and course playability and yardage by providing adequate buffer distances and carefully situating hole alignments. The design team worked through the design development process with the City, County, State Water Commission, and USACE to refine the preferred golf course and day-use park option.

[Project Manager | Clairmont Family Conservation Park, Bismarck Parks and Recreation District | Bismarck, ND](#)

Clairmont Family Conservation Park is a 117-acre park dedicated to the conservation of the natural qualities of this beautiful ravine, which is a direct drainage tributary to the Missouri River. KLJ developed concept master plans and estimates of the park to include 10-foot shared-use-paths, single-track trails, prairie restoration, reforestation, wetland creation, natural playgrounds, shelters, community building, and junior links golf facility. KLJ also helped coordinate the public input meeting for the project.

[Project Manager | Silver Ranch Park and Greenway Trail, Bismarck Parks and Recreation District | Bismarck, ND](#)

The Silver Ranch development is Bismarck's newest large-scale development. As part of the development process, Bismarck Parks and Recreation District (BPRD) acquired a 29-acre parcel along the east side of the property. KLJ designed a neighborhood park and a 0.5-mile greenway trail. The 10-foot wide asphalt and concrete greenway trail will eventually connect two major arterial roadways in Century Avenue and 43rd Avenue. KLJ designed a playground, shelter, pollinator garden, new tree plantings, and irrigation system.



RYAN HOGGE, PE | Construction Engineering



YEARS OF EXPERIENCE
20 Years

**REGISTRATION/
CERTIFICATION**
Professional Engineer -
CO

EDUCATION
Bioresource and
Agricultural Engineering
– Colorado State
University



Ryan is a project manager with more than 20 years of experience in residential, commercial, transportation, stabilization, and hydraulic fracturing projects. He has knowledge of construction practices with local municipal, county, and DOT and FAA standards. As part of construction, Ryan’s background includes working with the contract administration of project and materials testing.

Relevant Experience

Quality Control Project Manager/Engineer | Denver International Airport | Denver, CO

This project consisted of materials testing for the continuous repair and replacement of runways, taxiways/lanes, aprons, de-icing pads, utility encasement, parking areas, services roads, and access roadways including structural concrete, concrete pavement, roller compacted concrete, cement treated base courses, lime treated subgrades, and subgrade soils. As project manager/engineer, Ryan served as point person for the general contractor and overseeing and assuring quality construction practice and records were kept throughout the project, including conducting mix designs for the concrete, cement treated base courses, and lime treated subgrades. He coordinated the project team of inspectors/technicians for the project.

Quality Control Project Manager/Engineer | Buckley Air Force Base | Aurora, CO

This project consisted of materials testing for the repair and replacement of runways, taxiways/lanes, aprons, parking areas, services roads, and access roadways including structural concrete, concrete pavement, cement treated base courses, lime treated subgrades, and subgrade soils. As project manager/engineer, Ryan served as point person for the general contractor and overseeing and assuring quality construction practice and records were kept throughout the project, including conducting mix designs for the concrete, cement treated base courses, and lime treated subgrades. He coordinated the team of inspectors/technicians for the project.

Quality Control Project Manager/Engineer | I-25 | Castle Rock and Longmont, CO

This project consisted of materials testing for the widening of the Interstate 25 through Castle Rock and Longmont, including structural concrete, concrete pavement, cement treated base courses, lime treated subgrades, and subgrade soils. As project manager/engineer, Ryan served as point person for the general contractor and overseeing and assuring quality construction practice and records were kept throughout the project, including conducting mix designs for the concrete, cement treated base courses, and lime treated subgrades. He coordinated the team of inspectors/technicians for the project.

Project Manager/Engineer | Airport Design | Colorado and Nevada

These projects consisted of the design of runways, taxiways/lanes, aprons, pavement rehabilitations, and snow removal equipment (SRE) buildings in Granby, Yuma, Burlington, Holyoke, Springfield, Craig, Canon City, Sterling, Monticello, CO; and Alamo and Panaca, NV. As project manager/engineer, Ryan served as point person for the local municipality and/or county for the engineering design and development of project specifications and report generation of engineering design reports, construction safety and phasing plans, and final engineer reports. He managed the coordination and oversaw the grants between the local municipalities and/or counties and the DOT and FAA. He prepared cost estimates, progress reports, daily inspection reports and pay applications, and oversaw the inspection of the construction of the projects.

Project Manager/Engineer | Montrose Recreation Center | Montrose, CO

This project consisted of the observation of the driven steel pile foundation system, materials testing of subgrade soils, aggregate base courses, concrete, hot bituminous pavement, mortar, and grout, as well as the observation/inspection of rebar reinforcing steel. Ryan performed the observation of the driven steel piles, rebar reinforcing steel of the 168 tilt-up concrete panels, and performed materials testing of the subgrade soils, aggregate base courses, concrete, hot bituminous pavement, mortar, and grout, as well as designing the post tension slab pickle ball courts and pavement thicknesses.

ENGINEERING

, REIMAGINED

ENGINEERING

, REIMAGINED

ENGINEERING

, REIMAGINED

ENGINEERING





**RESPONSE TO REQUEST
FOR QUALIFICATIONS FOR
GENERAL ENGINEERING SERVICES**

SUBMITTED BY
RESPEC
720 S. Colorado Blvd., Ste. 410 S
Denver, CO 80246

SUBMITTED TO
Town of Paonia
P. O. Box 460
Paonia, CO 81428

September 23, 2022
RSI/P-7650



September 23, 2022

Corinne Ferguson, Administrator
Town of Paonia
P. O. Box 460
Paonia, CO 81428

Dear Ms. Ferguson:

RE: Response to Town of Paonia Request for Qualifications (RFQ) for General Engineering Services (RSI/P-7650)



JDS-Hydro, a Division of RESPEC, is a long-recognized name in Colorado’s municipal water and wastewater services. The company was founded 20 years ago in Colorado Springs and was acquired by the national firm RESPEC in 2021. RESPEC has a substantial group of water resource engineers in Denver who complement the JDS-RESPEC staff in Colorado Springs. The two offices now collaborate to cover a broad spectrum of water engineering disciplines.

JDS-RESPEC is pleased to submit this proposal to the Town of Paonia for General Engineering Services not limited to the following discipline areas:

1. Engineering studies and report preparation
2. Infrastructure projects (water and wastewater systems; roads, trails, and bridges)
3. Construction management for these projects
4. Project budgeting and cost estimation
5. Water and wastewater compliances report preparation
6. Preparation of studies and reports pertaining to the FEMA floodplain
7. Coordination with other engineering firms as needed

Given JDS-Hydro’s long-standing relationship with the Town of Paonia, our understanding of the Town’s specific needs (especially concerning water distribution and water resources), and our unique service background in supporting small communities, JDS-RESPEC is perfectly situated to support the Town of Paonia’s municipal demands. With JDS’s recent merger with RESPEC, we have a substantial presence within the water resources and drainage evaluation industry and an increased presence on the western slope with offices in Grand Junction and Ouray. Overall, with the increased breadth and depth of expertise and locations, JDS-RESPEC can support all on-call requests proposed by the Town of Paonia.

I will be the overseeing principal, and James Starnes will be the on-call project manager. Depending on task needs, James may be the actual project task manager or may be assisted by a different task manager depending on the technical discipline

5540 TECH CENTER DRIVE
SUITE 100
COLORADO SPRINGS, CO 80919
719.227.0072



RESPEC

area and the nature of the work. Staff members may be assigned from our Denver, Colorado Springs, Grand Junction, or all three offices, depending on the technical and scheduling needs of the Town.



Thank you for the opportunity to present our qualifications. As your principal contact person, I am authorized to negotiate and sign contracts on behalf of JDS-RESPEC. Please contact me by telephone (719.227.0072) or email (Douglas.Schwenke@respec.com).

Sincerely,

Douglas Schwenke, PE
On-Call Principal

DS:sok
Enclosure
cc: Project Central File 996-7268 — Category B

COMPANY BACKGROUND AND DEMONSTRATED ABILITIES

OUR COMPANY

In 2021, RESPEC Company LLC (RESPEC), a national firm with a major office in Denver, Colorado, joined forces with JDS-Hydro Consultants, Inc. (JDS), a Colorado Springs municipal water and wastewater engineering firm with a strong reputation throughout Colorado. The founders of JDS have long-term relationships with several Colorado metropolitan districts, cities, special districts, municipalities, and other water and wastewater service providers. The profound unified belief is that engineering support can be dramatically enhanced by using a long-sighted, proven approach—one that can be achieved only through advanced experience and knowledge of specific, individual client needs.

Over the past 30 years, our Colorado staff have completed more than 500 water, wastewater, and stormwater projects that involve planning, design, and construction. These projects have included on-call water and wastewater engineering services, water master planning, funding assistance, infrastructure improvements, water treatment process modeling, regulatory support, cost estimating, construction observation, and engineering inspection.

The combined firm continues to offer the same level of service to local clients but with the backing of a larger company and the unique combination of staff in **Denver, Colorado Springs, Ouray, and Grand Junction**, affording even more resources for our municipal services.

POINT OF CONTACT



Douglas Schwenke, PE

719.402.0017

Douglas.Schwenke@respec.com



COLORADO



JDS-HYDRO CONSULTANTS, INC. A DIVISION OF RESPEC COMPANY, LLC

5540 Tech Center Drive
Suite 100
Colorado Springs, CO 80919
719.227.0072

DENVER OFFICE

720 South Colorado Blvd
Suite 410 S
Denver, CO 80246
303.757.3655

Corporation Information:

- / Limited Liability Corporation
- / Incorporated in South Dakota
- / Licensed To Do Business in Colorado
- / Colorado Business License No. 20191087750
- / Established as JDS in 2002
- / Established as RESPEC in 1969

DEMONSTRATED ABILITIES



POTABLE WATER SYSTEMS

JDS-RESPEC has worked with numerous water utility providers throughout Colorado, providing planning, design, and construction services. The systems range in size from 100 to 15,000 taps. Services include master planning, studies, system evaluations, permitting, environmental compliance, water rights, raw water and source of supply, waterline installations and replacements, pump stations, water treatment facilities, and water storage tanks. Many of our engineers have decades of Colorado municipal water expertise. This comprehensive experience provides JDS-RESPEC the ability to assess the unique needs of Paonia to provide engineering services that meet the Town's budget.



WATER RIGHTS AND RAW WATER CONVEYANCE

JDS-RESPEC staff have experience with raw-water conveyance, water rights, pumping, and custom intake structures. We have expertise in structural engineering to complete custom diversion and intake structures in-house. Now that JDS has joined RESPEC, the two offices collaborate on our raw water, water rights, stormwater, floodplain, and stream restoration knowledge.



PERMITTING WATER PROJECTS

Over the years, we have obtained project approvals through the Colorado Department of Public Health and Environment (CDPHE) and local and county land-use planning and permitting. Many of our most recent water facility projects have been approved by CDPHE with few or no comments. In addition to CDPHE, environmental offices and the State Engineer's Office are often involved in permitting and approvals for our projects. We have a biologist on staff in Colorado who assists with environmental interface issues that arise with water projects.



GIS AND CAD PROFICIENCY

JDS-RESPEC staff understands the value of both GIS and CAD software, as well as the strengths and weaknesses of each. Conceptual and preliminary design work often takes place in ArcGIS Pro so we can use the GIS data readily available from our municipal clients. Final construction design is typically completed in AutoCAD Civil 3D. We will deliver the final design products to the Town in CAD or GIS software formats in the Town's specified horizontal and vertical datums. JDS-RESPEC is a member of the ESRI Business Partner Network at the Bronze level.



DIFFICULT MOUNTAIN TERRAIN

Having so much experience on the Front Range and mountains of Colorado, we have experienced many difficult geotechnical sites, including steep and rugged access roads and hillside applications. Excavating for pipeline installations is much more challenging for mountain communities. Many of our treatment plant and tank sites include hillside, mountain ridge, and ridge-top locations, often creating difficult geotechnical, drainage, and steep access-road issues. Quite often, these high-visibility locations also have aesthetic considerations. Where aesthetic issues must be considered, we have provided viewshed analysis, where we can present an illustration of how a tank might appear in an existing setting.



TOWN OF PAONIA AND SMALLER COMMUNITIES

Much of our history is related to providing services for smaller mountain and Front Range municipalities in communities such as Woodland Park, Fountain, Gunnison, Manitou Springs, Bailey, Divide, Estes Park, Monument, Westcliffe, Beulah, and Monument (among others). Our understanding of the unique needs of communities of this size helps us achieve the goals of smaller communities. Like Paonia, many of these communities are mountain communities and vary in the 1,000- to 30,000-person population range, in which we excel.



FUNDING

The JDS-RESPEC staff is very knowledgeable about the various funding opportunities from sources such as the State Revolving Fund (SRF), U.S. Department of Agriculture (USDA) Rural Development grants and loans, and the American Rescue Plan Act (ARPA) grants and loans. Our knowledge of small communities, combined with our background in governmental funding via loans and grants, enabled us to be the designated third-party review agency for the Colorado Division of Local Affairs (DOLA) to help develop, evaluate, and plan projects for municipalities under 10,000.



LONG-TERM RELATIONSHIPS AND ON-CALL SERVICES

Some JDS-RESPEC staff have a clientele history encompassing more than 30 years of dedicated client-consultant relationships for water and wastewater municipal services. Many of these long-term relationships are in that same 1,000- to 30,000-person population range.



CURRENT ON-CALL CONTRACTS

JDS-RESPEC is experienced in managing water and wastewater planning and design projects. Because of our commitment to being timely, efficient, and comprehensive, several of our clients have chosen to renew their on-call, water-resource engineering service contracts and routinely engage our services. Our current on-call agreements include the following:

- / City of Aurora
- / City of Boulder
- / City of Brighton
- / City of Brush
- / City of Centennial
- / City of Colorado Springs
- / City of Commerce City
- / City of Fountain
- / Town of Cheyenne Wells
- / City of Gunnison
- / City of Louisville
- / City of Loveland
- / City of Woodland Park
- / City and County of Denver
- / Town of Erie
- / Town of Morrison
- / Pueblo West Metropolitan District
- / Strasburg Sanitation and Water District
- / City of Louisville
- / Triview Metropolitan District
- / Mile High Flood District (MHFD)
- / Arapahoe County Water and Wastewater Authority
- / Southeast Metro Stormwater Authority
- / Colorado Springs Utilities
- / Douglas County
- / Colorado Department of Transportation (CDOT)

RESPONSIVENESS: TIMELY AND COST-EFFECTIVE

In addition to the project-approach considerations noted previously, JDS-RESPEC incorporates several aspects of our attention to schedule, cost, and quality assurance (QA) to ensure that the project maintains the desired timeframe.



COMMUNICATION

Our philosophy is simple—we listen and provide the right tools and people for the job. Our experienced staff, effective project management, communication, and understanding of key project issues are the principal elements that ensure a successful project.

JDS-RESPEC believes that organizations with effective and efficient communication methods are more likely to stay within scope, budget, and schedule. Our communication plan can be customized to suit a client's needs, but it generally includes developing an initial work plan to help guide the project team and address schedule, budget, deliverables, and quality. Regular communication will be established between our project manager and the Town's main points of contact (which will likely include operation staff). We propose having routine meetings over the phone, via video conferences, or in person.



SCOPE AND BUDGET CONTROL

We plan to maintain the schedule and budget control through regular team meetings and status reports. A schedule will be established at the beginning of each project to ensure clarity in

project flow and benchmarks. These tools effectively communicate the current project status, identify potential schedule issues, provide a record of project milestones, and reconcile conflicts. JDS-RESPEC will use appropriate project management and cost-tracking software (e.g., Microsoft Project, earned value tracking, and Deltek accounting systems).

The JDS-RESPEC team understands that budget constraints are often placed on projects. We can assist with funding and present alternative approaches to help lower capital costs.



SCHEDULE

JDS-RESPEC understands the importance of adhering to a set schedule, which is also key to maintaining a project's budget. We will work with the Town, permitting agencies, and vendors to develop the best timeframes for each aspect of the work. This coordination will likely include concurrent and overlapping phases of planning, design, and permitting to shorten timelines as much as possible.

Internally, JDS-RESPEC project managers regularly discuss project schedules and resources during team meetings. The Colorado Springs, Denver, and Grand Junction offices allocate project staff and share resources to ensure that project milestones are delivered on time.



QUALITY ASSURANCE/QUALITY CONTROL

Our QA/quality control (QC) program is specifically tailored to each client and project, regardless of size. The program will

include technical reviews while preparing designs, calculations, drawings, details, specifications, quantities, cost opinions, reports, and construction documents. We will provide the QA/QC documentation during the design process to illustrate our commitment to high-quality plans and documentation.



ABILITY TO RESPOND AND DELIVER

JDS-RESPEC is adept at managing smaller community water systems' changing and often critical needs. We are small enough to understand the unique needs of smaller communities but big enough to manage workloads and staff to deliver under challenging situations. We recently juggled our workload to address and implement a 3.0-million gallons per day (MGD) water treatment solution for a water supply contaminated with

perfluoroalkyl and polyfluoroalkyl substances (PFAS) or perfluorooctanoic acid. In 7 months, we designed, permitted, constructed, and brought online a 3.0-MGD ion-exchange facility to treat PFAS contamination to drinking-water standards, which set a new model for PFAS treatment in the United States.



CLIENT SATISFACTION

Our clients' satisfaction is equally as important to us as providing the best possible public health and safety solutions. JDS-RESPEC wants to continue to work for and with our clients, even after an important project is done. Therefore, we strive to ensure that the client receives the highest quality of care and attention, regardless of project size and scope.

EVALUATION CRITERIA: WE CAN PROVIDE WHAT YOU NEED AND MORE

ENGINEERING STUDIES AND REPORT PREPARATION

JDS-RESPEC has prepared a variety of engineering studies and reports for a myriad of purposes and clients. From Preliminary Engineering Reports (PERs) and Preliminary Needs Assessments to secure funding through CDPHE's SRF or the USDA Rural Development, to the potable water distribution system and wastewater masterplans to develop a capital improvement project priority list, JDS-RESPEC has developed just about every study and report to support the evaluation and funding efforts for small rural municipalities. Examples of such reports include wastewater treatment plan performance evaluations, Dam Safety Branch (DSB) design reports, water system evaluations, hydraulic water system analyses, water resource and wastewater disposal reports, basis of design reports for water and wastewater facility approvals through CDPHE, and preliminary planning reports. JDS-RESPEC has prepared just about every type of evaluation required to facilitate planning, funding, design, and permitting for municipal development.

INFRASTRUCTURE PROJECTS

Because of the breadth and depth provided by JDS-RESPEC, the Denver, Colorado Springs, and Western Slope offices (Grand Junction and Ouray) have a long history of planning, designing, permitting, and constructing most municipal infrastructure projects. JDS-RESPEC has experience in all facets of infrastructure projects, from distribution system improvements (distribution lines, transmission lines, pump stations, and water

treatment plants) to raw water infrastructure (wells, surface water diversions, dams, and monitoring stations) to wastewater collections (collection lines, lift stations, interceptors, and grease traps) to wastewater treatment facilities (lagoons, primary processes, secondary processes, tertiary processes, biological nutrient removal processes, disinfection, and sludge handling) to transportation (roads, bridges, trails), drainage improvements (scour protection, diversions, drop structures, storm sewer, and curb-and-gutter) to superstructures (foundations, block buildings, metal buildings, and stick framed).

CONSTRUCTION MANAGEMENT

JDS-RESPEC has historically provided construction observation, inspection, and management services for most of our infrastructure projects. The Colorado Springs office has an extensive background in providing construction observation and inspection services for water and wastewater utilities, water treatment plants, water resources, and wastewater treatment plant facilities. Our Denver office can provide construction oversight and management services for drainage, road, trail, and bridge projects. The Grand Junction office can provide all facets of construction support to Paonia with assistance from both Front Range offices.

PROJECT BUDGETING AND COST ESTIMATION

Project budgeting and cost estimating represents one of JDS-RESPEC's greatest strengths. This strength is exemplified by how successful JDS-RESPEC has been in securing low-interest loans

and grants for our small- to medium-sized municipal clients. As JDS, the Colorado Springs office secured the most American Recovery and Reinvestment Act grants for municipal clients in the state of Colorado in 2009 (four). JDS-RESPEC has secured Small Communities grants through CDPHE's Grants and Loans unit for three municipal clients in 2021. Recently, JDS-RESPEC obtained ARPA grants for seven municipal clients in El Paso County for approximately \$8.6 million. Overall, JDS-RESPEC has experience developing estimates and budgets for the following funding agencies: CDPHE SRF, DOLA Energy/Mineral Impact Assistance grants, CDPHE and DOLA administrative grants, Small Communities grants, Water Quality Impact Fund grants, USDA Rural Development grants and loans, CDOT grants through Faster Transit and Transportation Enhancement grants, emergency grants through CDPHE and DOLA, and Community Development Block Grants, among others. JDS-RESPEC prepares cost estimates for almost all infrastructure and planning projects and works to maintain budgets throughout the entire project process.

WATER AND WASTEWATER COMPLIANCE

JDS-RESPEC prides itself in helping small communities navigate the complex world of water and wastewater compliance. All our offices have developed close relationships with contacts within most regulatory agencies, which helps facilitate the water and wastewater permitting and compliance spectrum. Specifically, in our Colorado Springs office, JDS-RESPEC has successfully assisted small communities with compliance issues emanating from within CDPHE, Colorado Division of Water Resources (DWR), DSB, 208 Planning Efforts, EPA 9-Element Watershed Plan development, U.S. Army Corps of Engineers (USACE), Fish and Wildlife, county governments, regional building departments, and local governments. Our Denver office has vast experience working with CDOT, Federal Emergency Management Agency (FEMA), county government drainage and planning requirements, and other drainage and development-related agencies. Our Colorado Springs office has experience in dealing with CDPHE-related compliance issues such as cease-and-desist orders, correction action plans, sanitary surveys, Basis of Design Reports, Drinking Water Design Approvals, Site Applications, Site Application Amendments, and other water and wastewater quality assistance to entities who have experienced health-related violations.

FEMA FLOODPLAIN STUDIES AND REPORTS

Our Denver office has extensive experience working with FEMA on floodplain-related efforts and issues. Our Denver office has prepared change-in-floodplain studies such as Letter of Map Revision (LOMR), Conditional Letter of Map Revision (CLOMR), hydrologic evaluation, and reports for floodways and drainage ways. Our Colorado Springs office has conducted hydrologic evaluations of drainage basins and dams to size emergency spillways, prepare inundation mapping for emergency action plans, and provide sunny day failure evaluations to evaluate dam hazard classifications.

COORDINATION WITH OTHER ENGINEERING FIRMS

JDS-RESPEC has enjoyed over 20 years of serving small- and medium-sized clients within the water, wastewater, and municipal industry. During that time, JDS-RESPEC has developed long-standing relationships with other municipal-related engineering firms in Colorado. From teaming with Stantec on the Woodland Park wastewater treatment project to working with SGM to assist the Town of Paonia on its previous water infrastructure needs, JDS-RESPEC has successfully built a reputation within the industry as an entity that is willing to work with other engineers and regulatory agencies to ensure that their clients' needs are met, not just JDS-RESPEC's.

While our Colorado Springs, Denver, and Grand Junction offices can provide full-service engineering support for almost all facets of municipal engineering, we have also teamed with other engineering firms to provide specialized services, such as surveying, electrical design, telemetry, soils engineering, and integration. JDS-RESPEC also enjoys close relationships with other Colorado water and wastewater equipment vendor representatives to assist with water and wastewater treatment, operations, and maintenance efforts for clients. JDS-RESPEC also maintains beneficial and collaborative relationships with contacts within most regulatory agencies, such as CDPHE, DOLA, DWR, DSB, USACE, and other administrative organizations.

RELEVANT PROJECT EXPERIENCE



TOWN OF PAONIA – WATER INFRASTRUCTURE ANALYSIS

Client: Town of Paonia | **Contact:** Corinne Ferguson, Town Administrator/Clerk, 970-527-4101, 214 Grand Avenue, Paonia, CO 81428 | **Location:** Paonia, CO | **Year Completed:** Active | **Staff Involved:** Doug Schwenke, James Starnes, and Nick Harris

In late 2019, JDS was hired to perform a Water Infrastructure Analysis, whereby JDS inventoried and assessed the Town of Paonia's Infrastructure. The holistic effort included reviewing the Town's raw water supplies, treatment and storage facilities, operations, and developing a hydraulic model of the Town's distribution system. JDS-RESPEC continues to support the Town's Public Works department, including preliminary capital improvement planning and leveraging the hydraulic model to evaluate operational scenarios. JDS-RESPEC has been retained to address the Town's currently imposed Tap Moratorium.



GUNNISON WATER MASTER PLAN

Client: City of | **Contact:** David Gardner, 970.641.8322, 1100 W Virginia Avenue, Gunnison, CO 80123 | **Location:** Gunnison, CO | **Year Completed:** 2021 | **Staff Involved:** John McGinn, Gwen Dall, and Mark Valentine

JDS-RESPEC was selected to complete a water system master plan for the City of Gunnison. The effort encompassed evaluation of all supply sources, in-depth modeling of the water storage and distribution system, and evaluation of future city needs, which includes a new water supply source. The modeling effort for this project employed InfoWater Pro, an advanced GIS-based network modeling system. Distribution modeling encompassed

comprehensive fire-flow analysis, comprehensive water-age and chlorine-degradation analysis, and diurnal system evaluation. As part of this effort, a substantial water accountability analysis was provided that demonstrated that accountability issues were meter and measurement related instead of leakage related. The City then began a program to address accountability.



COLORADO DOLA – SMALL COMMUNITY WATER AND WASTEWATER PROJECT DEVELOPMENT ASSISTANCE

Client: Colorado DOLA | **Contact:** Desiree Santerre, Water and Wastewater Program Manager, 303-864-7733, 1313 Sherman Street, Room 521, Denver, CO 80203 | **Location:** State of Colorado | **Year Completed:** Multiyear | **Staff Involved:** James Starnes and Stephanie Schwenke

JDS-RESPEC has provided technical engineering services to small communities throughout Colorado through the Small Community Water and Wastewater Project Development Assistance Program since 2019. Services have included reviews of

PERs, Master Plans, Capital Improvement Plans (CIPs), project estimates, rate studies, and construction drawings/specifications for many small clients throughout the state. Services have also included the development of inflow/infiltration evaluations, water accountability reviews, wastewater treatment plant performance evaluation reviews, CIP prioritizations, water and sewer masterplan scopes, project estimate assistance, and preparation of other water or wastewater planning documents. Communities served through this program have included Crawford, Paonia, Alma, Hot Sulphur Springs, BeBeque, Colbran, Round Mountain Water and Sanitation District (Westliffe/Silvercliffe), Ouray, Walsenburg, Crestone, Dove Creek, Hugo, and Eastern Alamosa Water and San District.



CITY OF WOODLAND PARK – WASTEWATER TREATMENT FACILITY EXPANSION

Client: City of Woodland Park, Colorado | **Contact:** Kip Wiley, Utilities Director, 719-687-5208, 220 W South Avenue P. O. Box 9007, Woodland Park, CO 80866 | **Location:** State of Colorado | **Year Completed:** Multiyear | **Staff Involved:** James Starnes and Stephanie Schwenke

This project involved preliminary planning, site application, final design, and bidding of improvements to the City of Woodland Park Wastewater Treatment Facility to increase the plant's hydraulic capacity and loading. The project was bid and awarded under budget. The upgraded plant includes increased solids capacity, additional treatment basins for loading and nutrient removal,

tertiary filtering for reuse-water delivery, UV disinfection, and new dewatering. The facility was kept in compliance during construction. The electrical service to the entire plant was upgraded and included new switchgear, harmonic filter, generator, motor control centers, SCADA system, and programmable logic controller replacement for the entire plant.

During the design and permitting process, JDS worked with CDPHE, the U.S. Fish and Wildlife Service, the Colorado Historical Society, and other agencies to obtain a Finding of No Significant Impact on the environmental report. JDS worked with the Pikes Peak Area Council of Governments to get approval for the site application to complete the improvements work. During the initial phases of the design, this plant did not need to meet Regulation 85 but was designed with the flexibility to meet those regulations in the future.

JDS remained involved with construction as the engineer of record and participated in on-site inspections, progress meetings, submittal reviews, Request for Information responses, and site observations/documentation as necessary. Finally, JDS was on-site during the startup and commissioning of the improvements and provided complete project closeout.



GRANGE HALL CREEK – MAJOR DRAINAGEWAY PLAN AND FLOOD HAZARD AREA DELINEATION

Client: MHFD | **Contact:** Brooke Seymour, 303.455.6277, 2480 W. 26th Ave. Suite 156-B, Denver, CO 80201 | **Location:** State of Colorado | **Year Completed:** 2018 | **Staff Involved:** Alan Leak

This Major Drainageway Planning Study for the 9-square-mile Grange Hall Creek watershed involved developing peak-flow hydrology, alternatives analysis, developing conceptual design plans, and budgeting cost estimates. RESPEC developed hydrology, identified flood protection and channel stability measures, addressed stormwater quality improvements, and

provided floodplain analyses and mapping. RESPEC accelerated the development and management of master planning hydrology model files using ArcGIS, ArcHydro, and Python to automate the development of hydrographs and SWMM hydrologic models. Custom tools created in GIS were then used to delineate floodplains and verify the accuracy of both the HEC-RAS model and floodplain delineations. Two-dimensional (2D) SRH-2D models created in SMS were used at five separate locations to identify overland flooding extents and depths.

The Flood Hazard Area Delineation went through the Physical Map Revision process with MHFD and FEMA to be incorporated as a FEMA Flood Insurance Rate Map. The revised floodplain mapping became effective on December 2, 2021. This updated information helps residents and business owners make informed decisions about personal safety and protecting financial assets. It also allows community planners, local officials, engineers, builders, and others to determine where and how new structures, subdivisions, developments, and redevelopments should be built to reduce the risk of flood damage.



GREEN ACRES TRIBUTARY CHANNEL IMPROVEMENT

Client: MHFD and Town of Parker, Colorado | **Contact:** Teresa Patterson, MHFD, tpatterson@mhfd.org, 2480 W. 26th Avenue, Suite 156-B, Denver, CO 80211, 303.749.5432 | **Location:** State of Colorado | **Year Completed:** 2021 | **Staff Involved:** Lee Rosen, Alan Leak, and Wyatt Foley

The Green Acres Tributary project improved and stabilized approximately 4,500 linear feet of stream, protected an existing 42-inch waterline, incorporated a Conspan culvert under the proposed Belford Avenue, and provided a regional trail. RESPEC worked within a platted easement to increase the stream corridor to

110 feet with a meandering bankfull channel; incorporated step-pool and riffle-pool functions; reduced six grouted, sloping boulder drops to two sculpted, concrete drops; and removed a regional online detention pond that was initially proposed in the masterplan (based on the modeling). A previous CLOMR was incorporated into the new design, and an individual 404 permit was obtained. The project involved numerous stakeholders with different interests and required significant coordination, communication, and management. RESPEC also provided construction support services and is currently preparing a LOMR.



[RESPEC's] engineering is always top notch. They have overcome the site's challenging steep terrain, narrow corridor, and short schedule constraints. ... RESPEC brings a collaborative approach to their project management, tapping into all the project's resources every step of the way. ... I am honored to recommend RESPEC for stream management projects."

— **Teresa Patterson, PE, CFM, Project Manager**



MODELED WATER SYSTEMS IN VARIOUS SMALL-TO-MODERATE MUNICIPALITIES

The following table displays recently and continuously modeled water systems serving small-to-moderate municipalities (population of 1,000 to 30,000).

No.	Entity	Bentley Water CAD	Innovyze GIS InfoWater Pro
1	Woodmen Hills Metropolitan District	•	
2	City of Brush		•
3	City of Gunnison		•
4	Forest View Acres Water District	•	
5	Widefield Water and Sanitation District	•	•
6	City of Cheyenne Wells	•	
7	Meridian Service Metropolitan District	•	
8	Falcon Highlands Metropolitan District	•	
9	Triview Metropolitan District	•	•
10	Forest Lakes Metropolitan District	•	•

PROJECT TEAM

Office Team Member	Role	Evaluation Criteria					FEMA Floodplain Studies
		Engineering Studies/Reports	Infrastructure Projects	Construction Management	Project Budgeting and Cost	Water/ Wastewater Compliance	
Colorado Springs							
Douglas Schwenke, PE	Principal-in-Charge	•	•	•	•	•	
James Plumb-Starnes, PE	Project Manager, Water/Wastewater	•	•	•	•	•	
Stephanie Schwenke	Staff Engineer Water/Wastewater/Permitting	•		•	•	•	
Nick Harris, PE	Staff Engineer Water/Operations	•	•	•	•	•	
Lee Draeger	Staff Engineer Water/Operations	•		•		•	
Denver							
Alicia Gilley, PE	Wastewater/Permitting Manager	•	•	•	•	•	
Wyatt Foley, PE	Floodplain/Road/Bridge Design	•	•	•	•		•
Lee Rosen, PE	Floodplain/Road/Trail/Bridge Design	•	•	•	•		•
Alan Leak, PE	Water Rights	•	•	•	•	•	•
Grand Junction							
Bryan Hathaway, EIT	Field Technician	•	•	•	•		
Anchorage, AK							
Heather Estabrook, PE	Road Design	•	•	•	•		

TEAM QUALIFICATIONS



DOUGLAS SCHWENKE, PE // PRINCIPAL/SENIOR PROJECT MANAGER

Education: BS in Civil Engineering // **Years of Experience:** 27

Location: Colorado Springs

Douglas Schwenke has more than 27 years of civil engineering experience in the design and analysis of civil engineering projects, including water and wastewater systems planning and design; WWTP design; hydrologic and hydraulic analysis; concrete and steel design and analysis; analysis and design of water impoundment, diversion, and monitoring structures; water and wastewater distribution design; and construction observation and management. As a Principal Engineer at JDS-RESPEC, Douglas has managed a variety of water resource, wastewater, infrastructure, compliance, distribution, water rights, planning, and funding efforts for a variety of small communities along the Western Slope, Front Range, and Eastern Plains. He has served more than 100 small- to medium-sized municipal clients in Colorado and currently serves as the environmental consulting manager for the Pueblo Area Council of Governments, Consulting Program Manager for the Colorado DOLA Small Community Water and Wastewater Project Development Assistance Program, and served as Special Consulting Inspector for the Colorado DWR DSB in 2013.



JAMES STARNES, PE // PROJECT MANAGER, WATER/WASTEWATER

Education: M.Sc. in Process and Environmental Engineering; BSE in Civil and Environmental Engineering
// **Years of Experience:** 12

Location: Colorado Springs

James Starnes has 12 years of experience in civil and environmental engineering, including 2 years in research, 3 years in construction, and 7 years in design. His professional focus is asset management and treatment-system optimization. He is proficient with complex hydraulic systems, including pump system design and controls for potable and wastewater applications. He has served as lead project manager and design engineer on projects for a variety of potable water service providers on the Western Slope and Front Range, many of which required the design of intricate infrastructure to meet unique project constraints and challenges. He also served as the lead process engineer on three biological nutrient removal wastewater treatment facilities and serves as a technical lead for troubleshooting and optimizing underperforming wastewater treatment systems. James is an adept project manager, overseeing permitting, design, schedule, and budgeting for a variety of projects.



NICK HARRIS, EI, CWP // STAFF ENGINEER, WATER/OPERATIONS

Education: BSE in Civil Engineering // **Years of Experience:** 15

Location: Colorado Springs

Nick Harris has 15 years of experience in potable water-related fields with a focus on engineering and municipal water operations. He has served many municipalities and special districts in Colorado, providing services that include engineering design, construction administration, construction observation, operator in responsible charge, and daily system operations. Nick's experience as an operator and engineer gives him a unique perspective and ability to bridge potential gaps between operational staff and engineering. Nick is technically proficient in water treatment design, water distribution design, pump station and pumping system design, hydraulic water modeling, GIS, and groundwater well design and construction.

**ALICIA GILLEY, PE // WASTEWATER/PERMITTING MANAGER****Education:** MS in Biosystems Engineering, BS in Agricultural Engineering // **Years of Experience:** 23**Location:** Denver

As a senior water and wastewater engineer, Alicia Gilley is responsible for project management for water and wastewater infrastructure planning, design, and construction projects at RESPEC. Alicia has 23 years of experience in monitoring, inspecting, planning, designing, operating, and maintaining water and wastewater systems and associated regulatory requirements. She has worked directly as a utility employee for more than 13 years and managed collection systems, distribution systems, water and wastewater treatment operations, and biosolids management programs. In addition to water and wastewater regulatory expertise, Alicia's knowledge and experience includes industrial, municipal separate storm sewer system, and construction stormwater compliance inspections.

Alicia's experience includes directing the operation and maintenance of the wastewater collection system, biosolids management program, and fleet maintenance program. Her work included managing the operation and maintenance of over 230 miles (140 million gallons per day) of the interceptor system and generating revenue through the land application of 88 dry tons per day of biosolids. Alicia developed and managed an annual operating budget of \$14 million, including contract development, bidding, negotiation, and execution with vendors and contractors. Her work included the collaborative development of a 10-year capital planning program, facility planning, and strategic planning efforts, as well as coordinating with government entities, stakeholders, and the public.

**STEPHANIE SCHWENKE // STAFF ENGINEER, WATER/WASTEWATER/PERMITTING****Education:** BS in Chemical Engineering and Petroleum Refining // **Years of Experience:** 9**Location:** Colorado Springs

Stephanie Schwenke has 9 years of engineering experience with 7 years of experience in engineering, wastewater, water resources, and related fields. Specific work includes experience in working with CDPHE water and wastewater permitting, water quality sampling, 208 plan writing, and construction observation. Stephanie has also assisted in water and wastewater treatment analysis and selection, documenting and analyzing data collected for water and wastewater regulations, and governmental water resource reports.

**LEE DRAEGER, PE // STAFF ENGINEER, WATER/OPERATIONS****Education:** BS in Civil Engineering // **Years of Experience:** 11**Location:** Colorado Springs

Lee has 10 years of experience in water treatment operations. His background includes sampling and testing for water quality and monitoring lab results to determine compliance with state permits and regulations for drinking water and wastewater sites in Baily and Denver, Colorado. Lee also collected information and lab results from water, wastewater, and industrial sites to assist in preparing Discharge Monitoring Reports that were required to be submitted monthly to CDPHE. His other background includes on-site construction observation and materials testing. Some of these field projects include inspections and construction observation for sewer line replacement, soil backfill testing and observation, and foundation inspections.

**WYATT FOLEY // FLOODPLAIN/ROAD AND BRIDGE DESIGN****Education:** BS in Civil Engineering // **Years of Experience:** 14**Location:** Denver

Wyatt Foley is a civil engineer with over 14 years of combined technician, planning, engineering, and design experience and an emphasis on water resources and stormwater and floodplain management. He has consulted on various projects, including storm sewer and water quality design, stormwater master plans, bridge scour analysis/countermeasure design, stream stabilization, roadway drainage, and general drainage and flood control improvements. He has extensive experience in bridge hydraulic design, scour analysis, and roadway drainage

through projects with CDOT; the New Mexico Department of Transportation; MHFD; Montezuma County, Colorado; City of Steamboat Springs, Colorado; Douglas County, Colorado; and the Town of New Castle, Colorado.

Wyatt is an expert in bridge scour analysis, bridge hydraulic design, and 2D hydraulic modeling using the latest endorsed model, SMS/SRH-2D. He has taken several Federal Highway Administration classes in best modeling practices, bridge scour analysis, and scour countermeasure design. Wyatt has also produced and overseen several successful floodplain permit applications through local governments and FEMA via Letters of "No-Rise" Certification or CLOMR/LOMR applications. He has an in-depth understanding of the floodplain management process. His experience has been implemented through developing planning studies, FEMA Flood Map studies and revisions, construction plans, specifications, and cost opinions for projects owned and sponsored by various local and state government entities.



LEE ROSEN, PE // FLOODPLAIN/ROAD, TRAIL, AND BRIDGE DESIGN

Education: BS in Civil Engineering // **Years of Experience:** 15

Location: Denver

Lee Rosen has 15 years of planning, design, and construction experience. He has developed plans, specifications, and estimates (PS&E) packages for various local, state, and federal government stormwater infrastructure, stream restoration, and bridge replacement projects. He is experienced in hydraulic and hydrologic analyses, transportation-related drainage, bridge scour, floodplain modeling, stream restoration, channel stabilization, trail design, and permanent water quality design. His experience has been implemented through developing planning studies, FEMA Flood Map studies and revisions, construction plans, specifications, and cost opinions for projects owned and sponsored by various local and state government entities.



ALAN LEAK, PE // WATER RIGHTS

Education: BS in Civil Engineering // **Years of Experience:** 41

Location: Denver

Alan Leak has 41 years of extensive and comprehensive experience in water resources engineering, including water supply transmission and distribution and wastewater collection, expert water rights engineering services, and stormwater management and flood control. His responsibilities include business development, project management, and leading teams of RESPEC employee-owners in solving critical water resource engineering problems. Alan's experience includes helping municipalities obtain and develop reliable and resilient water supplies and associated water rights. Alan has participated in numerous water court cases and qualified as an expert in Colorado Water Divisions 1, 2, 4, and 5. Alan has successfully assisted RESPEC's municipal and private water rights clients in obtaining new water rights, preparing substitute water supply and augmentation plans, and exchanging plans and projects. Alan uses his experience to integrate water supplies and water rights with available and proposed infrastructure to reduce capital improvement and maintenance costs efficiently.



BRYAN HATHAWAY, EIT // FIELD TECHNICIAN

Education: BS in Mining Engineering // **Years of Experience:** 7

Location: Grand Junction

Bryan Hathaway is a mining engineer with cross-disciplinary experience in the civil, geotechnical, and mining fields. He performs operational roles in underground and surface mines, underground construction, hydraulic structures, and commercial buildings, ranging from engineer to project manager. Bryan's construction management responsibilities include contract review and negotiation, cost estimating, means and methods analysis, procurement, production tracking, project scheduling, and on-site QA/QC. His geotechnical projects incorporate excavation-stability evaluation, ground-failure investigation, ground-support design, in situ stress determination, and laboratory rock mechanics property testing. Bryan also conducts a broad span of mining tasks, such as capital cost estimates, mine design and development, mine prefeasibility and feasibility study participations, and reserve and resource

model updates. To navigate these tasks, he uses the following commercially available software programs: AutoCAD, Clarson, FLAC3D, Microsoft Project, MinePlan (MineSight), Primavera P6, InEight Estimating (Hard Dollar), and the Rocscience Suite.



HEATHER ESTABROOK // ROAD DESIGN

Education: BS in Civil Engineering // **Years of Experience:** 22

Location: Anchorage, AK

As the Highways group manager, Heather Estabrook manages all staff resources and the Quality of Work deliverables for the Highways group staff of six professional civil/environmental engineers. With 22 years of experience in performing engineering field investigations for roadway projects and preparing Design Study Reports and PS&E assemblies for 135 miles of Alaskan Highways, Heather has intimate knowledge of all aspects of urban and rural highway design and the process of developing a project from preliminary engineering through PS&E. During the last 9 years, Heather's most prevalent role has been as the project manager and engineer of record on the University Avenue Rehabilitation and Widening project in Fairbanks, Alaska. This 2-mile urban project includes a sidewalk and a separated shared-use path. Her work as lead civil engineer allows her to design ADA-accessible facilities in tight Right-of-Way constrained corridors. Heather oversees the overall integration of any project's ADA-compliant sidewalks and curb ramps. Widening University Avenue also created challenges for a railroad crossing owned by the Alaska Railroad Corporation (ARRC). Heather worked with ARRC to design the new railroad crossing. The team relocated many underground and overhead utilities within the new road prism, relocated the control bungalow, and determined that double gate arms were needed for northbound and southbound vehicles along with pedestrian gates. Heather produces tightly coordinated plans, estimates, and design notebooks that are easy for the construction section to use to administer the project.



APPENDIX A.

RÉSUMÉS



DOUGLAS E. SCHWENKE, PE

PRINCIPAL-IN-CHARGE

OVERVIEW

Doug Schwenke has more than 27 years of civil engineering experience in the design and analysis of civil engineering projects, including water and wastewater systems planning and design; wastewater treatment plant (WWTP) design; hydrologic and hydraulic analysis; concrete and steel design and analysis; analysis and design of water-impoundment, diversion, and monitoring structures; water and wastewater distribution design; and construction observation and management. Doug was an employee of JDS-Hydro Consultants, Inc., which RESPEC acquired in 2021.

PROJECT EXPERIENCE

Manitou Reservoir General Engineering, Manitou Springs, Colorado. Doug is currently the project manager responsible for coordinating investigations of the hydraulically operated inlet valve, working with the Dam Safety Branch on relevant safety issues at the dam, and proposing improvements with the dam to bring it into compliance with the Colorado Dam Safety Branch. Work also includes inventory of all open channel measurement devices on French Creek, reservoir level operations on Manitou Reservoir, and water flow inventory assistance in conjunction with water rights.

Colorado Department of Local Affairs Small Community Water and Wastewater Project Development Assistance Program, Various Locations within the State of Colorado. Doug has been the consulting project manager for this program since JDS was awarded the contract in 2019. The program provides planning engineering services for a variety of small communities (population < 10,000) within the state of Colorado. Planning services have generally included review of technical documents, preparation of project prioritization lists, rate study commentary, provision of master planning outlines, water accountability evaluations, process commentary, development of preliminary cost estimates, and other planning documents. Communities served have included Paonia, Crawford, Crestone, Hot Sulphur Springs, DeBeque, Ouray, Naturita, Alma, Round Mountain Water and Sanitation District (Westcliffe / Silver Cliff), Colbran, and Telluride (among others).

Town of Cheyenne Wells, General Engineering, Cheyenne Wells, CO. Doug has served as the District Engineer for the Town of Cheyenne Wells (eastern plains of Colorado) since 2002. Services have mostly revolved around potable water projects, infrastructure projects, and compliance issues. Example projects include design and permitting of new wells, distribution lines, drafting of preliminary engineering report for water system, cost estimates, hydraulic water modeling, system mapping, sidewalks, drainage features, road paving, parks, and trails. Doug has also successfully secured grants for the Town through Colorado Department of Public Health and Environment's (CDPHE) State Revolving Fund, Greater Outdoors Colorado (GOCO), COLA EIAF Tier 1 grants, CDOT Transportation Enhancement and Faster Transit grants, and administrative grants through DOLA and CDPHE Grants and Loans.

Town of Kit Carson, General Engineering, Kit Carson, CO. Doug has served as the District Engineer for the Town of Kit Carson's potable water system and wastewater system since 2015. Services have centered on water and wastewater compliance, road and surface drainage, development review, reverse osmosis plant engineering, and conversion of their existing lagoon system to a non-discharging evaporative lagoon system. Example projects include utility reviews for new gas station, CDOT VSF storage facility, new Kit Carson K-12 school, water compliance, sanitary surveys, wastewater WET Testing compliance, GPS mapping, project cost estimating, and raw water irrigation transfer system. Doug has also successfully secured grants for the Town through CDPHE's Small communities grant program.



RESPEC



TECHNICAL EXPERTISE

- / Dam Design and Permitting
- / Spillway Sizing and Storm Routing
- / Design of Open Channel Diversion and Measuring Structures
- / Denver Basin Water Resources Engineering
- / Surface-Water Resource Engineering

EDUCATION

- / BS in Engineering (Specialty Civil), Colorado School of Mines, Golden, CO (1994)

REGISTRATIONS & LICENSES

- / Professional Engineer in Colorado – PE No. 35711

PROFESSIONAL MEMBERSHIPS

- / American Water Works Association
- / Colorado Rural Water Association
- / American Concrete Institute
- / Water Environment Federation

CERTIFICATIONS & TRAINING

- / Special Inspector, State of Colorado Flood Response Team (2013)

HONORS & AWARDS

- / H₂O Project Award, Colorado Contractors Association, WWTP Nutrients and Dewatering Improvements (2019)
- / Flood Response Award, Colorado Department of Natural Resources, Dam Safety Branch (2013)

WORK HISTORY

- / RESPEC (2021–Present)
- / JDS-Hydro Consultants (2002–2021)
- / Kiowa Engineering, Inc. (1998–2002)
- / ECI (1994–1998)



Town of Stratton, General Engineering, Stratton, CO. Doug has served as the District Engineer for the Town of Stratton's potable water system and wastewater system since 2020. Services have centered on water and wastewater compliance, road and surface drainage, and conversion of their existing lagoon system to a non-discharging evaporative lagoon system. Example projects include evaluation of wastewater lift stations, permitting and design of new non-discharging wastewater treatment facility, and sanitary survey compliance issues on their potable water system. Doug has also successfully secured grants for the Town through CDPHE's Small communities grant program.

Strasburg Sanitation and Water District, General Engineering, Strasburg, CO. Doug has served as the District Engineer for the Strasburg Sanitation and Water District since 2004. Services have centered on potable water and wastewater collections development review of utilities, and compliance projects. Example projects include design and permitting of new wells, distribution lines, chlorine contact line design, storage tank maintenance, water rights and water resources services, water and sewer collections capacity evaluations, project cost estimating, hydraulic distribution system modeling, GPS mapping, development of PER's, and grant writing. Doug has also successfully secured grants for the Town through DOLA's EIAF Tier 1 and 2 grants, and administrative grants through DOLA and CDPHE Grants and Loans.

Forest Lakes Metropolitan District, General Water Resource Engineering, Monument, Colorado. Doug has served as the water resource engineer for the Forest Lakes Metropolitan District in Monument, CO since 1999. Services generally revolve around the management of two significant hazard dams on the Forest Lakes Property, known as Bristlecone and Pinon Reservoir. Projects have included water resource administration, preparation of dam monitoring reports, emergency action plans, outlet repair plans for both reservoirs, administration of inundation mapping for both dams, oversight of trail maintenance, oversight of dam instrumentation maintenance, cost estimates, inspection reports, etc.

Victor Reservoir #2 Outlet Improvements, City of Victor, Colorado. Doug was project manager overseeing the permitting and design of valve tower replacement for Victor Reservoir #2 for the City of Victor. Outlet valve tower replacement will be replaced by a traditional sloped outlet structure, complete with dual slide gates, stems, stem guides, and pedestal operator. The design will also feature a full-scale inlet control box, CIPP lining of the 20" mud line and 12" supply line, and bubbler lines for water elevation measurements.

Beaver Creek Weir, Forest Lakes Metropolitan District, Monument, Colorado Doug was project engineer responsible for the permitting, design, and construction administration of a compound Cipolletti/broad-crested weir on Beaver Creek in Monument, Colorado. Structure features automated flow data logging and downloading capabilities using a solar powered Sutron SDR unit. The unit is also featured on the Colorado Division of Water Resources water monitoring stations website as Station Name UPBVCRCO.

Lower Reservoir #1 Outlet Improvements, Bailey, Colorado Doug was project manager overseeing the permitting, design, and construction of outlet works modifications for the Harris Park Metropolitan District Lower Dam #1. Improvements included provision of a Cast-in-Place Pipe liner for the existing 18" CMP outlet pipe, new inlet control structure, new pedestal operator, new staff gauge, and new stem casing with stem guide.

Magnussen Dam Outlet Improvements, Colorado Mountain Estates, Florissant, Colorado. Doug was project manager overseeing the permitting, design, and construction of outlet works modification for the Colorado Mountain Estates Magnussen Dam outlet works modifications. Improvements included provision of a Cast-in-Place Pipe liner for the existing 12" / 18" CMP outlet pipe, new inlet control structure, new pedestal operator, new staff gauge, and new stem casing with stem guide and soil anchors.

Seepage and Monitoring Improvements for Quail Lake Dam in Colorado Springs, Colorado Doug was project manager overseeing the permitting, design, and construction of. Improvements included the repair and extension of existing toe drain system, provision of sand filter buttress, retaining wall structure, and upstream rearmament and trail improvements. Structure owned and operated by the City of Colorado Springs Parks and Recreation Department.

Kiwanis Dam at YMCA Camp Shady Brook outside of Deckers, Colorado Doug is project manager overseeing design of a weighted filter buttress and associated seepage drain collection system for an earthen dam.

Saddle Mountain Water Company on Four Mile Creek in Divide, Colorado. Project Manager overseeing design and construction of diversion and augmentation monitoring station for augmentation and monitoring purposes. Augmentation monitoring station utilizes a Hach Flo-Tote electromagnetic sensor to read water levels and flows in a partially submerged diversion pipe, making it the only Colorado DWR sanctioned monitoring facility using this technology within its jurisdiction.



Rainbow Falls Dam #5 for the Rainbow Falls Trout Group near Woodland Park, Colorado. Doug was project manager overseeing safety evaluation of this earthen dam. Study included hydrologic and hydraulic evaluation of drainage basin and existing emergency spillway. Evaluation also included alternative analysis for repairing or replacing low flow outlet.

Manchester Dam for the Colorado Trout Group near Nederland, Colorado Doug was project manager overseeing design of multiphase dam improvements to an earthen dam outside of Nederland, Colorado. Improvements include provision of a mid-level agridrain outlet, filter buttress to downstream dike, embankment buttress and toe drain seepage collection system to main dam.

Little Bear Creek Compound Weir, Perry Park Water and Sanitation District, Larkspur, Colorado. Doug was project manager and engineer responsible for permitting, design, and construction observation of compound Cipolletti/broad-crested weir structure on Bear Creek. On-stream monitoring structure utilizes Colorado DWR solar powered Sutron SDR technology to provide flow data logging and downloading technology.

Crystal Park Dam Overtopping Spillway, Crystal Park HOA, Manitou, Colorado. Project Manager overseeing permitting, design, and partial construction of the Crystal Park Pond Dam overtopping spillway. Design includes provision of gabion reinforced rip rap slope protection for overtopping rip rap Texas Crossing style spillway.

Cheyenne Mountain Center Pond evaluation and relining, Olive Real Estate Group, Colorado Springs, Colorado. Doug is project manager responsible for developing and analyzing lining alternatives for repairing the Cheyenne Mountain Center irrigation storage pond in Colorado Springs, Colorado. Proposed project includes relining the existing irrigation storage pond with a synthetic liner.

Tarryall River Estates at the Bayou Salado Dam, near Tarryall, Colorado, Doug was project manager overseeing the permitting, design, and construction of an agridrain outlet structure for the Bayou Salado Dam. Agridrain structure was constructed to provide reliable administration of water rights releases as the request of the Colorado Division of Water Resources.

Lemon Gulch Dam and Pond for Lemon Gulch, LLC in Parker, Colorado Doug was project manager overseeing design and construction of the Lemon Gulch Dam on Lemon Gulch, a tributary to the North Fork of the Platte. Dam includes an agridrain style outlet structure and 18" inlet and outlet pipe with associated emergency spillway.

WWTP Conversion, Town of Stratton, Stratton, Colorado. Doug is currently the project manager responsible for preparing the site location application, process design report, and construction documents to convert the existing aerated lagoon WWTP in Stratton, Colorado, to a non-discharging facility. The conversion is for a design flowrate of 0.080 million gallons per day (MGD) and is being funded through a CDPHE small community grant.

WWTP Conversion, Town of Kit Carson, Kit Carson, Colorado. Doug is currently the project manager responsible for preparing the site location application, process design report, and construction documents to convert the existing non-aerated lagoon WWTP in Kit Carson, Colorado, to a non-discharging facility. The conversion is for a design flowrate of 0.181 MGD and is being funded through a CDPHE small community grant.

WWTP Improvements, Cheyenne Wells Sanitation District No. 1, Cheyenne Wells, Colorado. Doug was the project engineer responsible for preparing and submitting a preliminary engineering report, process design report, and construction documents for the evaluation, design, and construction of a 0.14 MGD aerated lagoon facility in Cheyenne Wells. The project included the preparation of a preliminary engineering report, acquisition of state revolving fund (SRF) funding, site application amendment, design and construction of primary and secondary aeration replacements, liquid chlorination design, settling pond algae mitigation, and liner installation for the second and third cells.

WWTP Technological Improvements, Widefield Water and Sanitation District (WWSD), Fountain, Colorado. Doug was the project manager providing construction engineering services for the construction of \$5.5 million in improvements to meet Regulation No. 85 requirements for the WWSD WWTP. Improvements included the addition of a new anoxic zone and internal recycle pumps for the biological removal of nitrogen, an anaerobic basin for the luxury update removal of phosphorus, a chemical building to dose alum and caustic soda for the chemical precipitation of phosphorus and control of alkalinity, and provision of two screw presses to accommodate the additional production of sludge caused by the biological and chemical removal of nitrogen and phosphorus.



Effluent Holding Pond Permitting, Design, and Construction; Ponderosa Retreat and Conference Center; Larkspur, Colorado. Doug was project manager overseeing planning, permitting, design, and construction of a 2.5-million-gallon effluent holding pond for the Ponderosa Retreat and Conference Center. The pond was high-density polyethylene (HDPE) lined with an effluent control structure facilitating the land application of disinfected effluent from a recirculating sand filter and pump stations.

Paradox Brewery Waste Strength Analysis, PK Enterprises, Divide, Colorado. Doug was the project manager for this project that analyzed craft brewery waste stream treatment and removal.

Wagons West Lift Station, ProTerra Properties, Monument, Colorado. Doug was the project manager responsible for preparing a site application for the construction of a new lift station for ProTerra Properties at the new Wagons West development. The new lift station site application and design will ultimately be used to convey wastewater from the Wagons West development into the Monument Sanitation District collections system. The site application will be developed to meet Pikes Peak Area Council of Governments (PPACG) 208 Plan requirements.

WWTP Evaluations, WWSD, Fountain, Colorado. Doug was the project manager overseeing a variety of process evaluations for the facility in advance of its 2018 biological nutrient removal (BNR) improvement projects. These evaluations included the paper rerate of the facility according to CDPHE Regulation No. 22 and consisted of decreasing the facility's hydraulic capacity to 2.14 MGD while increasing organic capacity to more than 6,000 pounds per day biochemical oxygen demand. Doug was also the project manager responsible for the funding and analysis of the BNR evaluation of the WWSD WWTP facility in 2016. The evaluation was a 1-year sampling, analysis, and piloting program in preparation of upcoming BNR improvements to meet Regulation No. 85 effluent limits. He also completed the mixing zone analysis for the WWSD in Fountain Creek in 2018 as well as all the Regulation No. 85 nitrogen and phosphorus effluent and stream sampling from 2013 to present.

Recirculating Sand Filter Discharge Permit Reapplication, Ponderosa Retreat and Conference Center, Larkspur, Colorado. Doug was the project manager responsible for the permit reapplication for the Ponderosa Retreat and Conference Center recirculating sand filter WWTP.

WWTP Final Clarifier Equipment Replacement, WWSD, Fountain, Colorado. Doug was the project engineer responsible for the permitting, design, and construction of a secondary clarifier Tow-Bro® replacement project in 2011 for the WWSD.

Wastewater Utility Plan Updates and Preparation, Pueblo Area Council of Governments (PACOG), Pueblo, Colorado. Doug was the project manager responsible for the preparation and oversight of a new wastewater utility plan for the Colorado City Metropolitan District and Town of Rye (joint collections system). In addition, Doug oversaw the update to the Pueblo West Metropolitan District wastewater utility plan. Updates were prepared for PACOG through CDPH-supported 208 Plan grants.

WWTP Digester Improvements Project – Phase 1, WWSD, Fountain, Colorado. Doug was the project engineer responsible for the design and construction of a sludge drum thickener building and aspirated blending vault for the WWSD in Fountain, Colorado. The project also included the replacement of secondary clarifier baffles and in-kind replacement of a Muffin Monster® with step screen.

Non-Potable Pump Station, Colorado Springs Utilities, Colorado Springs, Colorado. Doug was the project engineer responsible for the on-site construction administration of the 10 MGD non-potable pump station at the Las Vegas WWTP for Colorado Springs Utilities.

Southmoor Lift Station Improvements, WWSD, Fountain, Colorado. Doug was the project manager responsible for the permitting, design, and construction of a lift suction pump lift station replacement project for the WWSD in 2014.

WWTP Expansion, WWSD, Fountain, Colorado. Doug was the project engineer responsible for the structural design and on-site construction of the \$4.5 million WWTP expansion for the WWSD. The expansion included the provision of a new headworks facility, two new primary clarifiers, an anoxic zone for future denitrification, a second final clarifier, a return activated sludge (RAS) / waste activated sludge pump station, and an aerated digester.



JAMES STARNES, PE

PROJECT MANAGER – WATER/WASTEWATER

OVERVIEW

James Plumb-Starnes has twelve years of experience in civil and environmental engineering and related fields, including two years in research, three years in construction and seven years in design. His professional focus is asset management and treatment system optimization. He has proved to be especially proficient with cost analyses and process technology evaluations. He is also proficient with complex hydraulic systems, including pump system design and controls for potable and wastewater applications. He served as lead process engineer for the design of an Arkansas River surface water treatment system that needed to operate under a large spectrum of influent water quality conditions. He also served as lead process engineer for three biological nutrient removal (BNR) wastewater treatment facilities, combining his data analytics and EnviroSim BioWin modeling skill sets. He is an adept project manager, overseeing permitting, design, schedule, and budgeting for a variety of projects. He was an employee of JDS-Hydro Consultants, Inc., which RESPEC acquired in 2021.

PROJECT EXPERIENCE

Town of Paonia Water Infrastructure Analysis, Town of Paonia, Paonia, Colorado. James supported a Water Infrastructure Analysis, whereby JDS inventoried and assessed the Town of Paonia's Infrastructure. The holistic effort included reviewing the Town's raw water supplies, treatment and storage facilities, operations, and developing a hydraulic model of the Town's distribution system. Through these efforts, James became familiar with the specific challenges Paonia faces as a small community, and is committed to ensuring the Town is well positioned to make long-term capital decisions.

The Royal Gorge Bridge and Park Water Treatment System Improvements, City of Canon City, Canon City, Colorado. James was the project manager and design engineer. Project work involved the evaluation of short- and long-term needs. James drafted a Basis of Design Report and was responsible for the physical design of an expandable 50-gpm conventional water treatment system and 120,000-gallon finished water storage tank. Additionally, he provided contract and bid assistance and onsite construction administrative and engineering services for the construction of all project elements while serving as liaison between Park ownership, park management, park operations and general contractor.

The Royal Gorge Bridge and Park Intake Structure Improvements, City of Canon City, Canon City, Colorado. James was the Project Manager and Design Engineer. He assessed the existing unreliable infrastructure, made short-term recommendations, and developed long-term design of an expanded and improved means of pumping water 1,000 vertical feet from a cantilevered position over the Arkansas River into an existing raw water tank at the top of the Royal Gorge. Relatively complicated hydraulics were accommodated in location with severely limited access and available footprint. The project required coordination with local fire authorities, owner, railway, and Army Corps of Engineers.

Small Community Water and Wastewater Project Development Assistance Program, Colorado Department of Local Affairs (DOLA), Colorado. James is a project engineer and serves as the technical engineering unit for the Colorado DOLA Small Community Water and Wastewater Project Development Assistance Program. Through this program, James has performed multiple technical and financial evaluations of existing and proposed treatment facilities used for planning and funding purposes.

Ramah in the Rockies, Wastewater Treatment System Expansion, Pike National, Deckers, Colorado.

James was the project manager and design engineer. He provided master planning wastewater demand and collections for a recreational camp and designed and permitted MBBR expansion of a wastewater facility, which made use of multiple existing system components, thereby reducing overall project costs.



RESPEC



TECHNICAL EXPERTISE

- / Client Needs Analysis
- / Microsoft and Adobe Suite
- / Mechanical and Biological Treatment
- / Hydraulic Systems
- / BioWin, HEC-RAS, WaterCAD
- / Project Management
- / Process Performance and Optimization Analyses
- / Rate Study Analyses

EDUCATION

- / M.Sc. in Process and Environmental Engineering, University of Stuttgart, Stuttgart, Germany (2011)
- / BSE in Civil and Environmental Engineering, University of Michigan, Ann Arbor, MI (2007)

REGISTRATIONS & LICENSES

- / Professional Engineer in Colorado

PROFESSIONAL MEMBERSHIPS

- / Water Environment Federation (WEF)
- / American Society of Civil Engineers (ASCE)
- / WASTE Club, Stuttgart, Germany

WORK HISTORY

- / RESPEC (2021–Present)
- / JDS-Hydro Consultants, Inc. (2015–2021)
- / Rain for Rent (2012–2015)
- / California Polytechnic University – San Luis Obispo (2011–2012)
- / Fraunhofer Institute – Stuttgart, Germany (2010)



The City of Woodland Park Wastewater Treatment System Improvements – Phase II, City of Woodland Park, Woodland Park, Colorado. James completed a Basis of Design report and developed physical design and construction drawings and specifications for constructing a \$7.8-million expansion to the existing wastewater treatment facility. The project included expanded biological treatment, installation of new blowers, final clarifier, a screw press dewatering and composting facility, ultraviolet disinfection, and tertiary treatment for treated effluent reuse for golf-course irrigation. Value-engineering efforts delivered the project within budget. Construction responsibilities included submittal review and construction sequencing modeling to ensure continued compliance during construction.

Transport Metropolitan District No. 1 – Potable Water System Development, Transport Metropolitan District No. 1, Aurora, Colorado. James served as project lead for design and permitting of new public water system. He drafted a Technical, Managerial and Financial Capacity Assessment report, which included defining long-term capital outlays. Design and permitting required coordination with a team of engineering and planning personnel. James was the lead engineer for equipping five (5) Arapahoe basin groundwater wells including well site and meter vault design. He also orchestrated hydraulic modeling of raw water delivery and water treatment design.

Timber Ridge Booster Pump Station, Colorado Springs, Colorado. James is the project engineer. This project consisted of the design of a potable water booster pump station for a new development using WaterCAD hydraulic modeling. James' responsibilities also include site planning and development of construction drawings and specifications. Four alternative designs were evaluated based on variety of considerations. The pump system includes pressure vessels and fire flow components.

Regional Water Reclamation Facility, Woodmen Hills Metropolitan District, Woodmen Hills, Colorado. James completed Site Location Application and Basis of Design reports for a new 1.2-million-gallon-per-day (MGD) BNR water reclamation facility. His efforts included biological process modeling and the development of system hydraulics used as a basis for equipment specifications.

Wastewater Treatment Facility Paper Rerate, Widefield Water and Sanitation District, Widefield, Colorado. James was a process engineer evaluating existing infrastructure and assessing unit process capacity. This work included developing an as-built model of the existing anaerobic-anoxic-aerobic (A²O) biological process using EnviroSim BioWin software. A Site Location Amendment report was submitted to the Colorado Department of Public Health and Environment (CDPHE), outlining an increase in hydraulic and biological capacity without any necessary capital improvements.

Limon Correctional Facility Water Treatment System, Limon, Colorado. James was the project engineer. He evaluated the existing water softening and treatment system and supported design of repair and upgrades based on performance, operational considerations, and long-term financial impact.

Saddlehorn Ranch Metropolitan District Water Treatment Permitting and Design, Saddlehorn Ranch Metropolitan District, Peyton, Colorado. James drafted the Technical, Managerial and Financial Capacity Assessment report, which includes defining long-term capital outlays. He also supported design and equipment procurement for iron and manganese water treatment system.

Fort Caron Disinfection System Improvements, TEPA, Colorado Springs, Colorado. James provided onsite construction management assistance during installation of new UV Disinfection System. Worked with General Contractor, Operators and Owner to resolve issues during start-up, and produced as-built drawings of final product.

River Bend Creek Lift Station, City of Security, Security, Colorado. James was the project manager and design engineer for this project, which consisted of planning, design, and permitting of a sanitary sewer lift station for new development. James also assisted with the environmental assessment.

Rio Secco Drainage Channel, Woodmen Hills Metropolitan District, Falcon, Colorado. James was the project engineer responsible for improvements to a 760-cubic-foot-per-second open-channel conveyance system, including riprap drop structures and re-grading the invert to provide less erosive conditions. HEC-RAS hydraulic modeling software was employed in the design to ensure that the floodplain limitations were met. The project required coordination between USACE and the Federal Emergency Management Agency.



STEPHANIE SCHWENKE

STAFF ENGINEER – WATER/WASTEWATER/PERMITTING



RESPEC



TECHNICAL EXPERTISE

- / Water Treatment Analysis
- / Wastewater Treatment Analysis
- / Water Resources
- / Water Quality Sampling
- / Microsoft and Adobe Suite
- / Business Management
- / Acquisitions and Training

EDUCATION

- / BS in Chemical Engineering and Petroleum Refining, Colorado School of Mines, Golden, CO (1994)

REGISTRATIONS & LICENSES

- / Registered Engineer-in-Training in Colorado

PROFESSIONAL MEMBERSHIPS

- / American Council of Engineering Companies (ACEC) Certifications and Training

WORK HISTORY

- / RESPEC (2021–Present)
- / JDS Hydro (2002–2021)

OVERVIEW

Stephanie Schwenke has nine years of engineering experience with seven years of experience in engineering, wastewater, water resources, and related fields. Specific work includes experience in working with the Colorado Department of Public Health and Environment (CDPHE) water and wastewater permitting, water quality sampling, 208 plan writing, and construction observation. Stephanie has also, assisted in water and wastewater treatment analysis and selection, documenting, and analyzing data collected for water and wastewater regulations, and governmental water resource reports. Stephanie was an employee of JDS-Hydro Consultants, Inc., which RESPEC acquired in 2021.

PROJECT EXPERIENCE

Small Communities Water and Wastewater Project Development Program, Colorado Department of Local Affairs – Water and Wastewater Division, Colorado. Stephanie provided solutions for water and wastewater compliance issues as well as capital improvement project prioritization for small communities throughout Colorado for the Colorado Department of Local Administration Water and Wastewater Division.

Process Needs Analysis (PNA) for Radium Treatment, Teller County Water and Sanitation District, Colorado. Prepared the PNA as required per the CDPHE for the application of State Revolving Funds for the radium removal treatment process and building addition.

PNA for GWUDI Treatment, Highland Lakes Water District, Colorado. Prepared PNA as required per CDPHE for the application for State Revolving Funds for the ground water under the direct influence of surface water (GWUDI) treatment process and building addition.

Basis of Design Report (BDR) Application for Chlorine Contact Line, Office Well #2, Strasburg, Colorado. Prepared application for construction approval for design of chlorine contact line for Strasburg Sanitation and Water District.

Application Preparation for Chlorine Contact Line, Mountain View Church, Strasburg, Colorado. Stephanie prepared the application for construction approval for design of water treatment and disinfection facility for Mountain View Church.

Colorado City Metro District Water Utility Plan, Pueblo Area Council of Governments (PACOG), Pueblo County, Colorado. Stephanie prepared the final Wastewater Utility Plan for the Colorado City Metropolitan District/Town of Rye joint service area. The Utility Plan development was funded by PACOG.

Pueblo West Metro District, PACOG, Pueblo County, Colorado. Prepared updates to the Pueblo West Metropolitan District Wastewater Utility Plan for the PACOG.

Pueblo County Water Quality Management Plan (208 Plan), PACOG, Pueblo County, Colorado. Prepared updates to PACOG Water Quality Management Plan.

Southmoor Water Treatment Plant, Widefield Water and Sanitation District, (WWSD) Widefield, Colorado. Stephanie researched alternatives and completed Application for Construction Approval for the first Ion Exchange-based water treatment facility for the removal of per- and polyfluoroalkyl substances (PFAS) for the WWSD. The project team decided on equipment that would treat PFAS through either granular activated carbon or ion exchange resin. Stephanie assisted in design of treatment building as well as equipment purchase for said treatment.



Optimal Corrosion Control Treatment, CDPHE's Compliance and Engineering Divisions, Colorado. Stephanie assisted several communities in compliance with CDPHE's Optimal Corrosion Control Treatment program to determine the best treatment using U.S. Environmental Protection Agency (EPA) guidelines to reduce copper and/or lead in water distribution system.

Ramah in the Rockies and Lost Valley Ranch Wastewater Treatment Chemical Evaluation Forms, Douglas County, Colorado. Stephanie calculated effluent chemical discharges based on added process chemical to satisfy the CDPHE's Chemical Evaluation Forms for wastewater treatment.

Water Treatment Remediation, Limon, Colorado. Stephanie provided water treatment optimization for consecutive systems, including equipment and water treatment media replacement recommendations.

Regulation Information Dissemination, As Needed per Client, Colorado. Stephanie attended and contributed to rulemaking and stakeholder meetings for CDPHE Design Criteria for Potable Water Systems, Regulation No. 42 on site-specific groundwater rules, Regulation No. 22, Regulation No. 31, and the Nutrients Incentive Program.

Regulation 85 Reporting, WWSD, Widefield, Colorado. The WWSD reports water discharge compounds and measurements to the Colorado Data Sharing Network for evaluation of the impacts of wastewater effluent discharge water on state waters (specifically Fountain Creek and Arkansas River). Stephanie was on the team that completed, analyzed, and presented reports to both Widefield and Arkansas as part of Regulation No. 85 requirements for the WWSD, as well as Fountain Creek Watershed evaluation efforts for the WWSD.

Wastewater Treatment Plant Expansion, WWSD, Widefield, Colorado. The WWSD is adding dewatering to their sludge processing. Stephanie is responsible for introducing the project to vendors and evaluating vendor equipment solutions. She also presents findings to Project Manager to determine which vendors would be invited to present equipment.

A1 Plant PFAS Treatment, WWSD, Widefield, Colorado. Stephanie prepared the application for construction approval for second ion exchange treatment system to replace the existing air stripper units in an existing water treatment facility for the WWSD.

Water Distribution System, High Mountain Institute, Leadville, Colorado. Stephanie conducted a site sampling suite for a new water source at the High Mountain Institute. She is also preparing treatment alternatives and design input for a Groundwater Source Under the Direct Influence of Surface Water System.

Design of Water Treatment System, High Mountain Institute, Leadville, Colorado. Stephanie assisted with the design of the water treatment system for High Mountain Institute for compliance with the CDPHE Disinfection Rule.

Water System Improvements, Red Rock Valley Water District, Colorado Springs, Colorado. Red Rock Valley Water District installed a new water treatment plant to include filtration, ultraviolet disinfection, and chlorination. Stephanie was responsible for pipe pressure test inspections, concrete pour observation, building construction observation, and start-up observation.

Application Preparation for Water Treatment and Disinfection Facility Construction, Mountain View Church, Strasburg, Colorado. Stephanie prepared the application for construction approval for design of water treatment and disinfection facility for Mountain View Church.

Water Source Evaluation, Ponderosa Retreat and Conference Center, Larkspur, Colorado. Stephanie evaluated water resources regarding the Denver and Dawson aquifer to service the community of Bald Mountain estates. Ponderosa Retreat and Conference Center is responsible for providing water services to this community and best practice solutions were provided.

Multiple Clients, Colorado. Stephanie provides field inspections as needed to include ability to read a plan set, provide solutions, and document work performed.

Multiple Water Systems, Colorado. Stephanie conducts water sampling for clients as need for new drinking water sources to meet CDPHE, Water Quality Control Commission, Regulation 11 for drinking water standards.



TECHNICAL EXPERTISE

- / Potable Water Treatment Design, Operation, Optimization, and Maintenance
- / Water Distribution and Wastewater Collections
- / Drinking Water Regulatory Compliance
- / Hydraulic Modeling (InfoWater, InfoSewer, Water CAD & EPA Net)
- / ArcGIS

EDUCATION

- / BSE in Civil Engineering, University of Colorado, Denver, CO (2018)

REGISTRATIONS & LICENSES

- / Engineering Intern (EI)

PROFESSIONAL MEMBERSHIPS

- / America Water Works Association (AWWA)

CERTIFICATIONS & TRAINING

- / Colorado Certified Water Operator, Class A Water Treatment, Class 4 Distribution, Class D Wastewater Treatment, and Class 1 Collection

WORK HISTORY

- / RESPEC (2021–Present)
- / JDS Hydro (2018–2021)
- / Town of Monument (2013–2018)
- / Triview Metropolitan District (2012–2013)
- / Town of Monument (2006–2012)



NICK HARRIS, EI, CWP

STAFF ENGINEER – WATER/OPERATIONS

OVERVIEW

Nick Harris has 15 years of experience in potable water-related fields with a focus on engineering and municipal water operations. He has served many municipalities and special districts in Colorado, providing services that include engineering design, construction administration, construction observation, operator in responsible charge (ORC), and daily system operations. Nick's experience as an operator and engineer gives him a unique perspective and ability to bridge potential gaps between operational staff and engineering. Nick is technically proficient in water treatment design, water distribution design, pump station and pumping system design, hydraulic water modeling, geographical information systems (GIS), and groundwater well design and construction. Nick was an employee of JDS-Hydro Consultants, Inc., which RESPEC acquired in 2021.

PROJECT EXPERIENCE

General Engineering, Triview Metropolitan District, Monument, Colorado. Nick provides general engineering services for Triview Metropolitan District. General services include reviewing potential development planning documentation, plats, and construction drawings. Nick is the engineering point of contact for developers and contractors regarding new development, as well as the primary contact for the District's operations staff. Nick manages and updates the District's GIS data and utility maps.

Water Superintendent, Town of Monument, Monument, Colorado. Nick was the water superintendent for the Town of Monument. Nick led the team responsible for the operation and maintenance of the water treatment plant and distribution systems to ensure safe and regulatory-compliant water in sufficient quantity. Nick was also the ORC for making process control and system-integrity decisions. Nick served as the system expert in interactions between the Town and outside customers and professionals and was also the staff expert on the Town water rights and augmentation, including groundwater, surface water, and a storage reservoir.

ORC, Public Water Systems, El Paso County, Colorado. Nick was the water operator for numerous municipalities and Districts. Nick provided daily operations in water treatment and distribution, as well as maintenance of both proactive and reactive, process control testing, compliance testing, regulatory compliance, and minor instrumentation and control.

Regulatory Compliance, Falcon Highlands Metropolitan District, Peyton, Colorado. Nick was the regulatory liaison for the Falcon Highlands Metropolitan District, working directly with operational staff and the State of Colorado to ensure system regulatory compliance, including monitoring plan testing and Colorado Primary Drinking Water Regulations.

Monument Hill Tank and Pump Station, Town of Monument, Monument, Colorado. Nick was the project engineer for the Town of Monument's 1.1-million-gallon concrete water tank and pump station. This project replaced the existing tank and required significant coordination to ensure continuous water service operation. Nick's involvement included all planning, permitting, hydraulic analysis, design, and controls.

Phase II Regional Water Improvements, Forest Lakes Metropolitan District, Monument, Colorado. Nick was the construction engineer for the 0.84-million-gallon-per-day (MGD) transfer pump station for Forest Lakes Metropolitan District, which added an additional water pressure zone. Nick also was the liaison between the District's operational staff and the contractor, ensuring the operations staff remained fully informed and their voices were heard throughout the construction process.



Joint Operations Facility Pump Station, City of Fountain, Fountain, Colorado. Nick was the design engineer for the City of Fountain joint operations facility booster pump station. Nick provided engineering analysis and design for a water pump station that included normal- and high-service pumps, hydraulic modeling, structural and architectural design, coordination of geotechnical and electrical sub-consultants, and maintaining project schedules to meet deadlines.

West Interceptor, Triview Metropolitan District, Monument, Colorado. Nick was the staff and site engineer for the West Interceptor for Triview Metropolitan District. Nick conducted on-site observation and construction administration for an 8,800-foot long, 12-inch diameter sewer pipeline and a bore crossing Interstate-25.

Western Water Line Phase 2, Triview Metropolitan District, Monument, Colorado. Nick was the staff and site engineer for the western water line phase 2 for Triview Metropolitan District. Nick conducted construction observation and administration of a 4,100-foot long, 12-inch diameter water main and on-site observation and construction coordination, including pipeline installation, PRV vault installation, and seven directional bores.

Jackson Creek Parkway 12-inch Water Line Extension, Triview Metropolitan District, Monument, Colorado. Nick was the staff and site engineer for the Jackson Creek Parkway 12-inch waterline for Triview Metropolitan District. Nick conducted construction observation and administration of a 3,750-foot-long, 12-inch-diameter water main, as well as on-site observation and construction coordination, including pipeline installation, vault installation, and a 600-foot directional bore.

Trouble Shooting and Process Optimization, Numerous Cities, Towns and Districts, Colorado. Nick continually serves as a resource for systems and their operations staff. Nick provides process optimization and troubleshooting assistance on an as-needed basis. Through Nick's operational background, he provides operations staff with an additional easily accessible resource when necessary.

B-Plant Radium Removal, Triview Metropolitan District, Monument, Colorado. Nick was the project engineer evaluating options for radium treatment at the District's 2.5-MGD water treatment facility. Based on the evaluation recommendation, Nick planned and designed the hydrated manganese oxide demonstration study, including documentation submitted to the Colorado Department of Public Health and Environment (CDPHE) to receive study approval. Nick collaborated with the District, CDPHE's Hazardous Materials and Waste Management Division, and a third-party consultant to develop means and methods to dispose of the technically enhanced, naturally occurring radioactive material.

A1 Well Completion, Forest Lakes Metropolitan District, Colorado. Nick was the project engineer and lead in evaluating the existing A1 well water source. Nick provided pump and water quality testing and analysis to determine the source's usability. Nick designed the well equipment, existing surface water treatment plant improvements, and blending requirements based on testing results. Nick also submitted the *basis of design report* to CDPHE for the addition of a new water source and subsequent approval, as well as provided construction services for the project, to include bidding, contractor selection, construction observation, construction administration, and closeout.

Aspen Well Improvements, Strasburg Sanitation and Water District, Strasburg, Colorado. Nick was the staff and site engineer for the rehabilitation of the Strasburg Sanitation and Water District's Aspen Well treatment facility. Nick performed on-site observation and construction coordination, including constructing a new building, bag filter skid installation, existing well lining, field piping connections, existing site demolition, and instrumentation and control integration.

Hydraulic Water Model Update, Town of Monument, Monument, Colorado. Nick was the project engineer and lead in updating the Town of Monument's hydraulic water model. Nick evaluated the existing hydraulic water model to determine inadequacies and areas for improvement, as well as water system upgrades and residential and commercial development. Nick built scenarios, ran, and analyzed the water model to determine the sufficiency of the overall system as it related to average daily use, maximum daily use, peak-hour use, fire flow, and critical facility downtime. Nick also provided a technical analysis memorandum to the Town of Monument.

Water Infrastructure Evaluation, Town of Paonia, Paonia, Colorado. Nick was the project engineer working with the team to evaluate the water system infrastructure for the Town of Paonia. The evaluation included water demand, raw water quantity analysis, water treatment and storage, water distribution to include the development of a hydraulic water model, operations and maintenance, and recommendations. Nick's primary responsibility was developing the hydraulic water model, which was developed using existing GIS data, construction drawings, and extensive collaboration with the Town of Paonia operations staff. The model was used to assist in developing recommended improvements and prioritization of improvements.

Hydraulic Wastewater System Modeling, City of Brush, Colorado. Nick was the staff engineer for hydraulic modeling of the City of Brush's wastewater collection system. The study will be used to identify areas of inadequate capacity and determine problem areas potentially associated with growth within the City limits.



RESPEC

LEE DRAEGER

STAFF ENGINEER/WASTEWATER OPERATIONS

OVERVIEW

Lee Draeger has more than 11 years of combined experience in the engineering and water sectors, with experience in water treatment operation, geotechnical field work, drainage engineering design, and shift operations management. Lee has water treatment, compliance, field engineering, and shift management skills and the ability to analyze issues and develop effective solutions.

TECHNICAL EXPERTISE

- / Environmental Compliance
- / Plant Operations and Management
- / Drainage Design
- / Field Engineering and Inspections

EDUCATION

- / BS in Civil Engineering, University of Colorado, Boulder, CO (2004)

REGISTRATIONS & LICENSES

- / Engineer in Training in Colorado

CERTIFICATIONS & TRAINING

- / Water Treatment Certification A
- / Waste Certification D
- / Industrial Certification D
- / Fundamentals of Engineering

WORK HISTORY

- / RESPEC (2022–Present)
- / Ramey Environmental Compliance (2020–2022)
- / Denver Water (2008–2015)
- / Moser Associates (2007)
- / CTL Thompson (2005–2007)

TECHNICAL EXPERIENCE

Environmental Compliance. Lee managed drinking water, wastewater, and industrial water treatment sites around the Denver area by collecting regulatory samples and operating the systems. He assisted managers with water quality, compliance issues and finding solutions to water treatment problems. Lee collected important water site data and lab results to assist in submitting regulatory monthly Discharge Monitoring Reports to CDPHE. He met with clients and supervisors to address water quality concerns and operational issues to help them solve their treatment concerns. Lee created standard operating procedure documentation to assist other operators in running the water treatment systems.

Plant Operations and Management. Lee was a lead operator of a 15-million-gallon-per-day water treatment plant at Denver Water. His responsibilities included operating the system through SCADA, setting daily flow rates, monitoring water quality through ongoing lab testing, maintaining the facility, and supervising other operators at the facility. Lee also assisted with writing standard operating procedures and emergency response procedures for the facility.

Drainage Engineering. Lee assisted project managers with drainage engineering design projects using the Rational Method and design tools such as AutoCAD, Xcel, and HEC-RAS. These projects included an interstate widening project, which required new drainage inlets and culverts.

Field Engineering and Inspection. Lee worked as a field geotechnical engineer out of college. This work included testing soil backfill for proper density and moisture content and observing and recording construction activities. He inspected and logged soil boring operations to investigate the soil composition to help determine soil characteristics for foundation design projects. Other projects include inspection, construction observation and verifying contract obligations for sewer line replacement projects.



ALICIA D. GILLEY, PE

WASTEWATER/PERMITTING MANAGER



RESPEC

TECHNICAL EXPERTISE

- / Regulatory Compliance
- / Water and Wastewater Treatment System Design, Operation and Maintenance
- / Environmental Management
- / Utility Engineering
- / Project Management
- / Water and Wastewater System Master Planning
- / Construction Management
- / Government Procurement
- / Business Development

EDUCATION

- / MS in Biosystems Engineering, Oklahoma State University, Stillwater, OK (2001)
- / BS in Agricultural Engineering, Iowa State University, Ames, IA (1995)

REGISTRATIONS & LICENSES

- / Professional Engineer in Kansas (No. 18611)
- / Certified Public Manager Program, University of Kansas, Lawrence, KS (2009)

PROFESSIONAL MEMBERSHIPS

- / Water Environment Federation (WEF)

WORK HISTORY

- / RESPEC (2018–Present)
- / Metro Wastewater Reclamation District (2011–2018)
- / City of Olathe (2006–2011)
- / Adjunct Instructor, Fort Scott Community College (2007–2010)
- / Black & Veatch (2001–2006)

OVERVIEW

As a senior project manager, Alicia Gilley is responsible for business development and project management for water and wastewater infrastructure planning, design, and construction projects at RESPEC. Alicia has 24 years of experience in monitoring, inspecting, planning, designing, operating, and maintaining water and wastewater systems and associated regulatory requirements. She has worked directly as a utility employee for more than 12 years and managed collection systems, distribution systems, water and wastewater treatment operations, and biosolids management programs. In addition to water and wastewater regulatory expertise, Alicia's knowledge and experience includes construction management, industrial and municipal separate storm sewer system (MS4), and construction stormwater compliance inspections.

PROJECT EXPERIENCE

Environmental Compliance Consulting Services, Louisville, Colorado. As the project manager and technical expert for this project, Alicia is responsible for the management of the Industrial Pretreatment; Fats, Oils, and Grease (FOG); Backflow Prevention and Cross Connection Control (BPCCC); and MS4 programs. The scope includes conducting an annual wastewater classification survey, reviewing self-monitoring reports (SMR) from industrial users, and identifying noncompliance of wastewater discharge permits. The primary function of the FOG program management is to monitor, document, inspect, and regulate all industrial and commercial businesses that are responsible for operating and maintaining a grease interceptor and inform the City of any potential impacts of commercial and industrial users on the operational efficiencies at the wastewater treatment facility. The approach focuses on the elements that are needed to manage, document, prepare, and submit accurate program information to meet the City's regulatory responsibilities.

Environmental Compliance Consulting Services, Centennial Water and Sanitation District, Highlands Ranch, Colorado. Alicia is the project manager and technical expert, providing support for the Industrial Pretreatment Program. Alicia is responsible for updating the District's Enforcement Response Plan (ERP) and Enforcement Response Guide (ERG), completing the Industrial User Inventory, and recommending changes to the District's FOG inspection program.

Water and Wastewater Authority Engineering Services, Arapahoe County Water and Wastewater Authority (ACWWA), Arapahoe County, Colorado. Alicia provides engineering support for their water and wastewater activities, including planning, design, and constructing capital improvement projects. Alicia also supports ACWWA's developing industrial pretreatment program. Alicia is the project advisor for the following projects: Valley Country Club Lift Station Rehabilitation, In-Plant Sewer Rehabilitation, Digester



Mixing System Replacement, Tertiary Filter Improvements, and Biological Nutrient Removal and Clarifier Design and Construction.

Technical Advisor, Chatfield Watershed Authority, Colorado. The Chatfield Watershed Authority is comprised of stakeholders within the 400 square mile watershed and is comprised of the Plum Creek basin and South Platte River basin (from the outfall of Strontia Springs Reservoir to Chatfield Reservoir, including the Massey Draw and Deer Creek sub-basins). The members develop and implement projects to protect the watershed, reservoir health and water quality. Alicia serves as the project engineer for the Chatfield Watershed Authority. Her duties include regulatory review, water quality data analysis, site application reviews, and general water quality technical support.

Lift Station Evaluation, Castroville, Texas. Alicia served as the project engineer, completing an assessment report for the East Side Sanitary Sewer Regional Lift Station (Lift Station). The goals of the investigation included reviewing the Lift Station for expandability, functionality, and cost effectiveness so that the City of Castroville could make an informed decision whether to update and, as necessary, repair the existing Lift Station as new development begins sending wastewater to the Lift Station.

Non-Potable Pond Rehabilitation, Brighton, Colorado. As the project manager, Alicia was responsible for the design, bidding and construction services for a new wet well, pump station and intake structure for a non-potable water system used for irrigating City parks.

Forest Hills Booster Pump Station Evaluation, Forest Hills Metropolitan District, Colorado. Alicia served as the project manager, completing a condition assessment report for the treated water Booster Pump Station (BPS). The goals of the investigation included reviewing the BPS for functionality, reliability, maintainability, safety, and cost effectiveness so that the District could make an informed decision whether to update and, as necessary, repair the existing BPS or construct a replacement BPS.

Arapahoe-Elkhorn Well No. 2, ACWWA, Colorado. Alicia worked as the project engineer during construction of a new groundwater well, well vault, pump station, and chlorination facilities. The project included submittal review, construction inspection, and start-up services.

Municipal Separate Storm Sewer Systems (MS4) Construction Program, Colorado Department of Transportation (CDOT), Denver, Colorado. Alicia is the project manager responsible for working closely with CDOT's MS4 Construction Program Manager and the five CDOT Regions to design and publish the CDOT MS4 Construction Program Manual (Manual). The Manual compiles standard operating procedures designed to comply with MS4 Permit construction program requirements and findings from the U.S. Environmental Protection Agency's spring 2015 MS4 inspection.

MS4 Program Administrator, City of Lafayette, Colorado. Alicia serves as the Program Administrator of the City of Lafayette's MS4 Program Administrator. As Program Administrator, she manages contract construction stormwater inspectors, tracks compliance with all Colorado Discharge Permit System (CDPS) MS4 permit requirements (COR090000), directs permanent water quality inspections, and is responsible for all reports required by the MS4 Permit, including the City's MS4 PDD and MS4 Annual Report.

MS4 Program Technical Support, Town of Superior, Colorado. Alicia is the project manager, working with the Town to document compliance with MS4 Permit requirements. She also directs MS4 oversight inspections of active construction projects, communicates the Town's expectations for stormwater management to construction contractors, and oversees stormwater plan reviews.



WYATT P. FOLEY, PE, CFM

FLOODPLAIN/ROAD/BRIDGE DESIGN

TECHNICAL EXPERTISE

- / Floodplain Analyses, Delineation, and Management
- / Hydrologic and Hydraulic Analyses and Modeling (1D and 2D Modeling)
- / Bridge Scour Analyses and Countermeasure Design
- / Drainage Plan and Construction Document Creation
- / Stormwater Drainage and Water Quality Design
- / Stormwater Planning and Management

EDUCATION

- / BS in Civil Engineering, University of Colorado at Denver, Denver, CO (2009)

REGISTRATIONS & LICENSES

- / Professional Engineer in Colorado
- / Certified Floodplain Manager

PROFESSIONAL MEMBERSHIPS

- / Colorado Association of Stormwater and Floodplain Managers (CASFM)
- / Association of State Floodplain Managers (ASFPM)

WORK HISTORY

- / RESPEC (2011–Present)
- / Moser & Associates Engineering (2010–2011)
- / Terracon Consultants (2008–2010)

OVERVIEW

Wyatt Foley is a civil engineer with over 14 years of combined technician, planning, engineering, and design experience and an emphasis on water resources and stormwater and floodplain management. He has consulted on a range of projects, including storm sewer and water quality design, stormwater master plans, bridge scour analysis/countermeasure design, stream stabilization, roadway drainage, and general drainage and flood control improvements.

His experience has been implemented through developing planning studies, Federal Emergency Management Agency (FEMA) Flood Map studies and revisions, construction plans, specifications, and cost opinions for projects owned and sponsored by various local and state government entities.

PROJECT EXPERIENCE

Colorado Department of Transportation (CDOT) Region 2 Bridge Enterprises, Colorado. Wyatt assisted with floodplain analysis, scour analysis, hydraulics, and roadway drainage for replacing structurally deficient bridges over US 350, State Highway (SH) 101, and SH 266 within CDOT Region 2. The improvements were designed to convey the design flood event without overtopping the road. Freeboard was set to meet CDOT requirements. CDOT construction drawings, bridge hydraulic information sheets, and a drainage report were also prepared.

SH 120 Over the Arkansas River, CDOT Region 2, Mile Post 3.7 East of the City of Florence, Colorado.

Wyatt performed hydraulic analysis, scour analysis, riprap design, and assisted in developing riverbank grading alternatives for a replacement bridge structure design that involved placing a pier in the center of the Arkansas River. The objective of this analysis was to demonstrate that, with appropriate countermeasures, no rise in the local water surface would occur from placing the pier in the river.

US 85 Louviers to Mile Post 191.75, CDOT Region 1, Colorado. As the primary project engineer, Wyatt performed hydrologic analysis, floodplain analysis, scour analysis, roadway drainage analysis, storm sewer design, cross culvert drainage design, and permanent water quality feature design for widening a section of US 85 that extends approximately three miles from the town of Louviers to Mile Post 191.75 within Douglas County. The analysis also considered a replacement bridge structure design over Daniels Park Drain. CDOT construction drawings, bridge hydraulic information sheets, a Letter of No-Rise Certification for the replacement bridge structure, and an overall drainage report were also prepared.

Flood Response—Bridge Scour Investigation and Repair, CDOT, Denver, Colorado. This project supported CDOT in flood response and recovery efforts after the September 2013 flooding in northern Colorado, and, as a project engineer, Wyatt designed and managed developing CDOT construction plans and specifications for the C-16-DA bridge over Big Thompson River and the C-21-BE bridge over South Platte River. Site-specific design of scour repairs and construction support services were completed or are ongoing. The project also included providing support for required permitting and coordinating the floodplain application and providing a hydraulic report for each location.

Scour Analysis and On-call Drainage Design Services, NMDOT, New Mexico. Mr. Foley has served as a project engineer for this ongoing contract with NMDOT. He has developed hydrology, performed scour analysis and/or scour countermeasure design, and provided oversight on complex 2-dimensional modeling and analysis efforts as a part of this project.



Castle Valley Boulevard and US 6 Roundabout, Stolfus & Associates and CDOT Region 3, New Castle, Colorado. Mr. Foley was responsible for overseeing the design of drainage improvements for a new intersection included the design of new storm sewer infrastructure. Sewer and inlet modeling was completed utilizing StormCAD software. A complete subset of hydraulic plan sheets and quantities were developed along with a Stormwater Management Plan and a design report.

Fountain Creek Safeway Reach Channel Improvements, City of Woodland Park, Colorado.

As the project engineer, Wyatt was responsible for designing an improved open channel with multiple grouted sloping boulder drop structures through an actively eroding reach of Fountain Creek. The project also created an improved confluence of Fountain Creek with East Fork Fountain Creek concrete pipe outfall that was actively eroding. The project spanned a reach of Fountain Creek behind a Safeway Store from north at the confluence with East Fork Fountain Creek, south to Aspen Garden Way. Wyatt's responsibilities included designing the improved channel, drop structures, and channel armoring. The design process utilized geotechnical and hydraulic analysis to examine shear stresses and seepage tendencies present in the channel.

Additionally, at the City's request, three alternative designs for an improved confluence with East Fork Fountain Creek were developed including: armoring the outfall with riprap, extending the existing concrete pipe, or a grouted boulder channel that would contain and convey the flows closer to the desired discharge point. All design was analyzed and completed using HEC-RAS software. Construction drawings, details, project specifications, a cost opinion, and a hydraulic report were prepared. Lastly, Wyatt prepared and submitted a LOMR to FEMA documenting the changes to the floodplain as a result of the work. The LOMR has been accepted and made effective by FEMA.

Plan of Action (POA) for Scour Critical Bridges and Bridges with Unknown Foundations, CDOT, Colorado. Wyatt serves as a project engineer for this ongoing, multiyear project. The beginning phases of this project required analyzing and developing POAs for over 200 highway and interstate bridges that have been deemed scour critical by CDOT. The project required developing innovative and practical procedures for completing the POAs and implementing scour countermeasures. Wyatt was responsible for various tasks under this project, including obtaining field survey of hydraulic cross sections, developing hydraulic models for selected bridges and performing scour analysis and calculations, designing alternative scour countermeasures, and developing POA reports for his assigned bridges during these phases.

Presently, the project is focusing on taking the POAs that had been developed for the structures and turning them into scour countermeasure designs that can be implemented by CDOT. Wyatt is responsible for several structures with tasks including coordinating site investigation, countermeasure (including grading, riprap, grouted boulders, sheet pile, and proprietary concrete) design using 1 and 2-Dimensional hydraulic modeling, plan production, project special provisions, and a design report. In addition, Wyatt regularly attends progress and review meetings with CDOT, sub consultants, and other RESPEC personnel to deliver status updates and coordinate next steps for each structure until designs are finished and advertised for construction.

Specific project examples include J-12-B US 285 over Chalk Creek culvert apron repair and toe wall; I-13-I US 24 over Agate Creek riprap revetment; I-18-BG Troy Hill Road over Sand Creek Tributary culvert apron and toe wall with grouted sloping boulder drop structure; P-17-L SH 12 over a draw grouted sloping boulder drop structure and culvert bottom repair; K-18-BY & K-18-BZ US 50 over East Dry Creek grouted sloping boulder drop structure; P-01-G US 160 over San Juan River bank stabilization, abutment riprap, bendway weir river training structures, and pier debris deflector system; and Wadsworth Boulevard to Westbound I-70 over Clear Creek shallow foundations in bedrock scour analysis and grade control and countermeasure design.

Tomah Road Drainage Improvements, Douglas County, Colorado. As the project engineer, Wyatt was responsible for overseeing the design of drainage improvements on the north side of Tomah Road spanning approximately 1.35 miles from Castle Butte Drive to the Interstate 25 (I-25) Frontage Road. According to Douglas County standards, 1,700 linear feet of new reinforced-concrete pipe storm sewer with requisite inlets and manholes were designed to accommodate the 100-year storm from adjacent, off-site properties and provide nuisance flooding relief to Tomah Road. The new sewer system will be placed at the upstream end of Tomah Road. The design also involved stabilizing incised portions of the drainage swale along the north side of Tomah Road. Wyatt coordinated directly with the client contact at Douglas County, geotechnical and subsurface utility subconsultants, and directed internal staff to complete the design. The final project deliverables were a complete set of construction drawings, bid tabulation and engineer's cost estimate, Grading Erosion and Sediment Control plans, and a detailed drainage memorandum with supporting attachments describing the entire design and process.



RESPEC

LEE D. ROSEN, PE, CFM

FLOODPLAIN/ROAD/TRAIL/BRIDGE DESIGN

OVERVIEW

Lee Rosen has 15 years of planning, design, and construction experience. He has developed plans, specifications, and cost estimates packages for various local, state, and federal government stormwater infrastructure, stream restoration, and bridge replacement projects. He is experienced in hydraulic and hydrologic analyses, transportation-related drainage, bridge scour, floodplain modeling, stream restoration, channel stabilization, trail design, and permanent water quality design.

PROJECT EXPERIENCE

62nd Avenue from Pecos Street to Washington Street, Adams County, Colorado. Lee is the project manager responsible for the drainage engineering design for the 62nd Avenue improvements between Pecos Street and Washington Street. This design includes hydrology, hydraulics, and water quality. The project requires coordination with the Mile High Flood District (MHFD), Colorado Department of Transportation (CDOT), adjacent property owners, and irrigation ditch companies. The design is slated to be complete by June 2022, with construction beginning in late 2022/early 2023.

104th Avenue Widening – Colorado Boulevard to U.S. 85, Thornton, Colorado. Lee is the project manager responsible for the floodplain, drainage, and water quality design engineering for over 3 miles of roadway widening. The road is inundated by the Federal Emergency Management Agency (FEMA-) regulated Grange Hall Creek, South Platte River, and First Creek floodplains. Stakeholders include the City of Thornton, Commerce City, Adams County, CDOT, and MHFD.

Omni Tributary – Prairie Hawk Drive to Red Hawk Drive Project, Town of Castle Rock, Colorado. Lee was the project manager responsible for leading a diverse team and stakeholder group to stabilize over 1,500 lf of the Omni Tributary and to protect the adjacent properties, trail system, riparian habitat, and utilities. The design included channel improvements and grade control structures. Lee's team prepared construction documents; obtained a FEMA-accepted CLOMR and USACE 404 permits; and delivered SUE QLB, geomorphic, and geotechnical design. Construction is set to finish in September 2022.

Green Acres Tributary Improvements, MHFD and Town of Parker, Colorado. Lee was the project manager for this fee-in-lieu project to improve approximately 4,500 linear feet of stream using a combination of step/pool, riffle/pool, and concrete sculpted drop structures; protect an existing 42-inch water line; and analyze an underpass under the proposed Belford Avenue with a pedestrian trail. The proposed work included an individual 404 permit, floodplain permitting, and coordination with the numerous project stakeholders and subconsultants. Construction is set to begin in the spring of 2021.

Soda Creek Bridges and Neighborhood Improvements, Steamboat Springs, Colorado. Lee is the project manager for this project that looked to replace the Soda Creek bridges, provide pedestrian connections along 11th and Oak Streets, improve multimodal and transportation movements along 11th and Oak Streets, and provide permanent water quality infrastructure along 11th and Oak Streets. Because of funding constraints, the project was scaled back and now consists of scour countermeasures at the existing structures and includes structural rehabilitation. The project received off-system bridge funding and is slated to go to construction in fall 2023.

City of Loveland Stormwater Quality Master Plan, City of Loveland, Colorado. Lee was the project manager for this project, which identified critical outfall systems in need of water quality solutions. A list of potential water quality best management practices (BMPs) was developed based on drainage criteria adopted by the City as well as the City's experience with particular BMPs, and the applicability of each

TECHNICAL EXPERTISE

- / Hydrology and Hydraulics
- / Floodplain Analyses
- / Water Quality BMP Design
- / Stream Restoration
- / Channel Stabilization
- / Transportation Drainage
- / Bridge Scour
- / Trail Design
- / Sediment and Erosion Control
- / Design and Construction Plans
- / Specification Development
- / Bid-Phase Services

EDUCATION

- / BS in Civil Engineering, University of California, Los Angeles, CA (2007)

REGISTRATIONS & LICENSES

- / Professional Engineer in Colorado, Arizona, California, Minnesota, and South Dakota
- / Certified Floodplain Manager (CFM)

PROFESSIONAL MEMBERSHIPS

- / American Council of Engineering Companies
- / Chi Epsilon Engineering Honor Society
- / Colorado Association of Stormwater and Floodplain Managers
- / Engineers Without Borders

WORK HISTORY

- / RESPEC (2018–Present)
- / Atkins North America (2016–2018)
- / RESPEC (2011–2016)
- / Moser & Associates Engineering (2007–2011)



potential BMP was evaluated at each site. Through a collaborative process with the City, the top 15 locations were identified and potential solutions were recommended.

Peak View Park Access, Trail and Irrigation Project, City of Lakewood, Colorado. Lee was the project manager for this project which will utilize a 57-acre parcel owned by the City of Lakewood as a public open space-type park with over a mile of ADA compliant concrete trail for bikes and pedestrians. Public vehicular access to the park will be provided by an interim, asphalt road connection to Wadsworth Boulevard, and a permanent, asphalt park entry drive leading to a 44-space temporary gravel parking lot. Three existing irrigation ditch crossings needed to be constructed and more than 10 trail crossings of local drainages have been incorporated. Construction began in Summer 2022.

U.S. 160 Roundabout at CR 225A, CDOT Region 5, La Plata County, Colorado. Lee is the project manager responsible for the drainage and stormwater management plan associated with the proposed roundabout. The roundabout is being proposed to provide safety improvements for through traffic on U.S. 160, while also accommodating long-term traffic growth. The drainage within the roundabout is complicated based on the tie-in grades, and the design incorporates conveying concentrated flows in stabilized channels to the Florida River.

Madison Avenue Outfall, City of Loveland, Colorado. Lee was the project manager for this design project, which combined water quality and an updated outfall channel and drop structure. A diversion structure was designed to divert the water quality event through a treatment train that includes a water quality forebay and existing wetlands before discharging back into the Big Thompson River. The outfall channel was also improved to protect a Western Area Power Administration power pole, incorporate a trail and pedestrian bridge, and replace a failing 14-foot drop structure with a concrete sculpted drop structure.

Spring Creek Fire Emergency Response Support, CDOT Region 2, Colorado. Lee was the project engineer responsible for the hydrology and hydraulics to determine potential impacts to US 160, SH 12, SH 69, I-25, and SH 10 because of the Spring Creek Fire. He also developed an Emergency Response Plan that included weather monitoring, response triggers, and actions such as immediate and prolonged road closure. A prioritized list to help focus resources for responses, inspections, and future projects was also developed based on the analysis.

Region 2 Bridge Enterprise Program, CDOT, Southern and Eastern Colorado. As project manager, Lee provided the hydraulic design and scour countermeasure on six bridges in southern and eastern Colorado. He oversaw the hydrologic and hydraulic analyses, bridge sizing, pier geometry, floodplain characteristics, local channel improvements, and stormwater management plans. He also coordinated with public entities and irrigation ditch companies.

I-70 Over Sand Creek, CDOT, Denver, Colorado. Lee performed floodplain analysis, scour analyses, roadway drainage, and permanent water quality designs for replacing a scour critical bridge over Sand Creek. The initial analyses included determining the appropriate bridge waterway opening and pier geometry and analyzing the available freeboard. Construction drawings, bridge hydraulic information sheets, and a drainage report were prepared.

Irondale Gulch Outfall System Plan, Commerce City, MHFD, and City of Thornton, Colorado. Lee assisted in developing the Outfall System Plan that included hydrologic analysis, an alternatives assessment, and development of a preliminary design for Irondale Gulch from the Rocky Mountain Arsenal to the South Platte River. The hydrology update used the latest version of the Colorado Urban Hydrograph Procedure (CUHP) and the U.S. Environmental Protection Agency's (EPA's) Stormwater Management Model (SWMM), and the final report was submitted using the E-Plan. He coordinated with the City to develop an implementable outfall to the South Platte River taking into account the city's adjacent water storage facilities.

Plan of Action (POA) for Scour Critical Bridges and Bridges with Unknown Foundations, CDOT, Colorado. Lee serves as a project engineer and project manager for specific bridges for this ongoing, multiyear project. The beginning phases of this project required analyzing and developing POAs for more than 200 highway and interstate bridges that have been deemed scour critical by CDOT. The project required developing innovative and practical procedures for completing the POAs and implementing scour countermeasures. Tasks under this project included obtaining field survey of hydraulic cross sections, developing hydraulic models for selected bridges and performing scour analysis and calculations, designing alternative scour countermeasures, and developing POA reports. The project is presently focusing on taking the POAs that had been developed for the structures and turning them into scour countermeasure designs that can be implemented by CDOT. Lee is responsible for numerous structures with tasks that include coordinating site investigation, countermeasure design using two-dimensional (2D) hydraulic modeling, plan production, project special provisions, environmental and floodplain permitting, right-of-way (ROW) coordination, and design reports.



RESPEC

ALAN J. LEAK, PE

WATER RIGHTS

TECHNICAL EXPERTISE

- / Water and Wastewater Infrastructure
- / Water Rights
- / Stormwater Management

EDUCATION

- / BS in Civil Engineering, Colorado State University, Fort Collins, Colorado (1981)

REGISTRATIONS & LICENSES

- / Professional Engineer in Colorado and Nevada

PROFESSIONAL MEMBERSHIPS

- / American Council of Engineering Companies (ACEC)
- / Colorado Association of Stormwater and Floodplain Managers (CASFM)
- / Colorado Water Congress (CWC)

WORK HISTORY

- / RESPEC (2013–Present)
- / WRC Engineering, Inc. (1981–2013)

OVERVIEW

Before joining RESPEC in 2013, Alan Leak served as the President of WRC Engineering, Inc. (WRC) in Denver, Colorado, and other roles for WRC since 1981. Alan has 41 years of extensive and comprehensive experience in all aspects of water resources engineering including water supply transmission and distribution, and wastewater collection; expert water-rights engineering services; and stormwater management and flood control. His responsibilities include business development, project management, and leading teams of RESPEC employees in solving critical water-resource engineering problems.

TECHNICAL EXPERIENCE

Water Rights. Alan's experience with water rights includes evaluating and analyzing water rights, water-rights accounting, preparing augmentation plans, preparing comprehensive plans for acquisition, and implementing water rights for raw and treated water supplies. Alan has also served as an expert witness in several water-related court proceedings. These water-rights support services have included investigating claims and determining facts; engineering analyses; producing expert reports; preparing and answering discovery requests, including interrogatories and document production, strategy preparation, and assistance to council; giving depositions; exhibit and trial preparation; participating in settlement negotiations; and providing expert testimony at hearings and trials.

PROJECT EXPERIENCE

Water Rights Engineering Seminar for the Urban Watersheds Research Institute, Colorado. Alan was the lead instructor for this seminar, which provided engineering professionals in the water resources field with an overview of Colorado water rights, including basic concepts, water administration, and services commonly required by clients (e.g., water rights protection, accounting, and Water Court change case applications).

On-Call Water Rights and Water Resources Services, Pueblo West Metropolitan District, Pueblo West, Colorado. Alan is the project manager who oversees the full spectrum of services for the Pueblo West Metropolitan District's water rights and water resources needs. The services include protecting existing water rights, analyzing the value of potential water rights purchases, and providing technical support for change-of-use cases involving acquired water rights. Alan developed a water reuse and exchange plan to maximize using the Pueblo West Metropolitan District's water rights. This project included evaluating lawn-watering practices, returning flow quantification from various potable and non-potable (wastewater) uses, and developing a plan for water accounting/allocation-provided engineering services connected to the Pueblo West Metropolitan District's application for plan approval for reuse and exchange. His work also included modeling the surface water and groundwater systems, determining impacts on other vested rights and approved exchanges near the project, and developing plans for alleviating potential injury to other water rights. Alan also managed the Pueblo West Metropolitan District's acquisition of water rights associated with the Hill Ranch in Chaffee County, Colorado. The Hill Ranch water rights portfolio was evaluated for acquiring and recommending purchase prices. Once acquired, Alan led the historic consumptive use and stream depletions evaluation and supported the Pueblo West Metropolitan District's legal counsel through the Water Court process. The final decree provides the Pueblo West Metropolitan District with an average annual yield of over 1,900 acre-feet of fully consumable water.

On-Call Water Right Services, Town of Morrison, Morrison, Colorado. The Town of Morrison maintains multiple shared water rights and storage reservoirs that require ongoing tracking and analyzing water use/water rights, including the protection of their existing rights. Alan provides ongoing water rights services that include preparing Water Court applications, change of water rights to Quarry Reservoirs No.



1 and No. 2, and engineering services to protect the town's water rights from proposed changes on the stream system. Alan also served as project manager and coordinated the physical and regulatory process of bringing the town's new raw water storage reservoirs online.

Water and Wastewater Authority Engineering Services, ACWWA, Arapahoe County, Colorado. Alan currently serves as the authority engineer for the ACWWA. In this role, Alan provides engineering support for their water and wastewater activities, including planning, design, and constructing capital improvement projects as well as advising the Board of Directors on engineering matters. Alan also supports ACWWA's Water Resources Engineer in managing the portfolio of water rights. In this role, Alan managed the due diligence activities for reviewing a proposed water-rights portfolio comprised of shares and water rights in over 15 ditch and reservoir companies on over 30 farms, which, in aggregate, would yield an average of 4,400 acre-feet of fully consumable water for the ACWWA. This diligence activity extended over a period of several years and included consumptive use and stream depletions analyses; a review of diversion records, aerial photographs, and farming records; and the verification of expected water yield to make recommendations on the suitability of including the water rights into ACWWA's water portfolio. Alan also manages the due diligence on the dry-up and revegetation of the various irrigated farms included in the water rights acquisition.

Water Rights Engineer, FHMD, Jefferson County, Colorado. Alan currently serves as the FHMD's water-rights engineer and monitors and oversees their water-rights accounting. Alan developed and provided the engineering support for the FHMD's water augmentation plan and prepared technical input and expert testimony in support of the application filed in the Water Court of Water Division 1 for the plan's approval. Alan also provided engineering design management for installing and operating the water supply system, the water distribution system, and the wastewater collection and treatment facilities.

Cody Resources Water Rights, Colorado Springs, Colorado. Alan was the project manager for analyzing and quantifying privately held water rights to protect them and prove due diligence, which is required to make Cody's conditional water rights absolute. This also included engineering support for such Water Court applications and evaluating the subject water rights and their historic uses and resulting consumptive uses. Alan participated in extensive discussions and litigation support regarding the protection of subject water rights.

Cucumber Creek Water Rights and Water Quality, Breckenridge, Colorado. Alan conducted hydrologic, hydraulic, and water quality studies and developed mitigation plans to alleviate water quality problems that resulted from grading the ski area in Breckenridge. Alan provided expert testimony in a temporary restraining order hearing and in the civil case.

Water Augmentation Plan for Clear Creek School District, Clear Creek County, Colorado. Alan provided engineering support in preparing a water augmentation plan to provide a legally and physically available water supply for a new school.

Consolidation and Transfer of Erie's Water Rights, Town of Erie, Colorado. Alan provided the engineering assistance needed to consolidate water rights already acquired by the town of Erie and transfer them to points where physical water supply from these rights could be used by the town. Alan conducted a computerized operation study of the town's water supply system daily for a select hydrologic period.

The Shirley Company Water Rights, Silverthorne, Colorado. Alan assessed the Buffalo Ditch water rights, determined their historic consumptive use associated with irrigation use, and developed a plan to use the water for various needs, including different municipal uses and irrigation.

Powder Ridge Development, Mesa County, Colorado. Alan developed a water supply plan using both surface and groundwater sources for the proposed Powder Ridge Development. He also assessed water rights available to the proposed development and developed a water augmentation plan to protect vested rights on the stream system.



BRYAN A. HATHAWAY

FIELD TECHNICIAN



RESPEC

TECHNICAL EXPERTISE

- / Construction Management
- / Cost Estimation and Financial Analysis
- / Geotechnical Engineering
- / Mining Engineering

EDUCATION

- / BS in Mining Engineering, Colorado School of Mines, Golden, CO (2015)

REGISTRATIONS & LICENSES

- / Engineer in Training (EIT) in Colorado

PROFESSIONAL MEMBERSHIPS

- / Society of Mining, Metallurgy, & Exploration (SME)

CERTIFICATIONS & TRAINING

- / Mine Safety and Health Administration (MSHA) Certification: Surface, Underground, Metal/Nonmetal, and Coal
- / Occupational Safety and Health Administration (OSHA) 10-Hour
- / Red Cross First Aid and Cardiopulmonary Resuscitation (CPR) Certification

WORK HISTORY

- / RESPEC (2022–Present)
- / FCI Constructors Inc. (2021–2022)
- / Asset Engineering Limited (2019–2021)
- / Stantec (2017–2019)
- / Kiewit (2015–2017)

OVERVIEW

Bryan Hathaway is a mining engineer with cross-disciplinary experience in the civil, geotechnical, and mining fields. He performs operational roles, ranging from engineer to project manager, in underground and surface mines, underground construction, hydraulic structures, and commercial buildings. Bryan's construction management responsibilities include contract review and negotiation, cost estimating, means and methods analysis, procurement, production tracking, project scheduling, and on-site Quality Assurance/Quality Control (QA/QC). His geotechnical projects incorporate excavation-stability evaluation, ground-failure investigation, ground-support design, in situ stress determination, and laboratory rock mechanics property testing. Bryan also conducts a broad span of mining tasks, such as capital cost estimates, mine design and development, mine prefeasibility and feasibility study participations, and reserve and resource model updates. To navigate these tasks, he uses the following commercially available software programs: AutoCAD, Clarson, FLAC3D, Microsoft Project, MinePlan (MineSight), Primavera P6, InEight Estimating (Hard Dollar), and the Rocscience Suite.

PROJECT EXPERIENCE

Baseball Clubhouse, Colorado Mesa University, Grand Junction, Colorado. Bryan was the superintendent for this new construction project of a 2,600-square-foot wood framed single story building for the varsity baseball program. This effort was part of a multiple-phase project to improve the existing baseball facility. Coordination is paramount when multiple design firms and contractors are involved and evolving projected needs also require organizational focus. Therefore, increased efforts were made to educate team members on how the implemented changes could impact the construction of the building.

Maverick Center Cardio Mezzanine Expansion, Colorado Mesa University, Grand Junction, Colorado.

Bryan performed the role of project manager to renovate an existing exercise facility with a second story expansion. The Scope of Work included demolition, deep foundations, structural steel, slab concrete, and interior finishes. Preventative measures were taken to counteract supply chain interruptions caused by COVID-19 restrictions, which included perusing alternative designs and materials as well as addressing long-lead items. The Asset Engineering team took the lead in directing the design team and facilitating activities to deliver the project within the expected timeline.

Campus Sanctuary, Colorado Mesa University, Grand Junction, Colorado. As superintendent, Bryan coordinated daily with the subcontractors to work efficiently and provide a quality product. This project involved constructing a new 2,000-square-foot wood glulam and structural masonry building on 60-foot helical piers as well as an outdoor amphitheater. Because the project site was located on the university's campus, where conducting safe work practices is required, communication and transparency were exemplified to balance client expectations with reasonable working practices. Multiple iterations of estimating and redesigning were performed to maximize value and limit construction costs for the client.

Chimney Hollow Reservoir, Northern Colorado Water Conservancy District, Loveland, Colorado. Bryan was the geotechnical engineer for this project and provided engineering support across the multi-disciplinary team as well as processed and reviewed the incoming geotechnical laboratory test results. He also recorded the on-site rock mass measurements for use in the geotechnical calculations of the rock quarry design. Additional efforts included logging the rock core logging during geotechnical investigations for the main dam foundation, calculating the slope stability for the final design and slopes created during the construction process. Bryan reviewed the initial ground-support design calculations, which included the no-support, rock bolt, wire mesh, and shotcrete categories. The three tunnel section profiles were: 9-foot horseshoe upstream tunnel, 20-foot modified horseshoe valve chamber, and 16-



foot modified horseshoe downstream tunnel. Bryan also assisted in revising the geotechnical baseline, geotechnical design, and basis of design reports.

Kootenai Development Impoundment Dam Improvements, W.R. Grace and Company, Libby, Montana. As Construction Manager General Contractor (GMCG) Coordinator, Bryan was the main point of contact for onboarding a general contractor through the CMGC alternative delivery process. He also assisted in with the Request for Proposal document; interview process; and collaboration between the owner, designer, and contractor. This superfund project involved cooperation with multiple federal and state government agencies and reviews. Bryan researched alternative design means and methods for contamination control, Personal Protective Equipment levels, and groundwater dewatering.

Permanente Quarry, Lehigh Hanson, Cupertino, California. Bryan was the field geotechnical engineer for this project. This role included soliciting the field-drilling investigation to subcontractors for quotes, orchestrating site logistics between drilling subcontractors and mine representatives, and performing the logging on geological and geotechnical drilling by using reverse-circulation, sonic, and rock core methods of drilling. Field data was processed and a summary report was produced. Bryan also took the lead in maintaining company safety standards and discussions while on site.

Chicago Underflow Plan (CUP) McCook Final Preparation, United States Army Corps of Engineers (USACE), Chicago, Illinois. Bryan was the lead field engineer for an eight-person team to maintain the rigorous USACE quality expectations and efficiently relay the technical information to the craft laborers. As a USACE approved QA/QC representative, Bryan focused on working with union concrete technicians and local batch plants to ensure the concrete quality and strength was held as an upmost priority. Test cylinders were cast and the concrete properties were monitored for every placement. This \$38 million project was challenging, with concrete placements taking place at 300 feet vertical and 800 feet horizontal distance away from truck access. Survey methods were implemented to assure the concrete form placements met the tolerances listed within the specifications. Efforts were also made to recoup more than \$500,000 in a builder's risk insurance claim. The daily work involved balancing demands from three active jobsites with varying scopes of operation. Focus was also on as-built quality assurance, productivity tracking, and scheduling.

CUP McCook Main Tunnel System, USACE, Chicago, Illinois. Bryan was the field engineer for this \$117 Million project to build one of the world's largest underground sewer tie-ins. His responsibilities included maintaining progress during limited working periods. Bryan also focused the QA/QC efforts toward the use of explosives as well as the installation of intricate contract rebar and cast in place concrete. Rebar installation included multiple-size bar, one-off pieces and multiple-mat design. Verification was required to approve the rebar mill spec and as-built measurement to shop drawings. Open communication was maintained between the rebar supplier and client's representative when discrepancies were discovered. Because of the working-period constraints, emphasis was placed on concrete curing times. Maturity meters were installed, and test cylinders were broken to maximize efficiency with the time allotted for curing. Supply availability, tracking costs, and subcontractor coordination were high priorities for Bryan while managing more than \$400,000 in contracts.

Earth Mechanics Institute, Colorado School of Mines, Golden, Colorado. As a Lab Technician, Bryan used the knowledge acquired concurrently in class and applied it to industry examples of geotechnical testing in hard rock applications. Test samples ranged from in situ rock samples to concrete cores. Bryan conducted various tests, such as Unconfined Compressive Strength, Triaxial Compressive Strength, Brazilian Tensile Strength, Cerchar Abrasivity Index, and Point Load testing. The laboratory data would then be professionally processed and compiled to be delivered to the client. He also had opportunities to teach these testing methods to Introductory to Rock Mechanics classes.

Kensington Mine, Coeur Mining Inc., Juneau, Alaska. Bryan was a supply chain intern within the supply chain division. With a 2-hour, one-way trip to the mine site that involved multiple modes of transportation, the Kensington Mine was a rather remote experience. Bryan was challenged with planning for material demand, considering ordering logistics, and scoping out opportunities to increase efficiencies within the operation. When time permitted, he surveyed and processed data for the mining engineering group. As-built data were then processed using Vulcan software. Quantity take-offs were also performed for concrete backfill within the excavated stopes.



HEATHER D. ESTABROOK, PE

ROAD DESIGN

TECHNICAL EXPERTISE

- / Contract and Project Management
- / Highway Group Lead/Engineering
- / Civil Design
- / Highway Design
- / Railroad Crossing Design
- / Utility Relocations

EDUCATION

- / BS in Civil Engineering, Colorado School of Mines, Golden, CO (1999)

REGISTRATIONS & LICENSES

- / Professional Civil Engineer in Alaska, CE 11130 (2004)
- / Professional Environmental Engineer in Alaska, V14581 (2014)
- / Professional Engineer in Colorado, PE0059326
- / Professional Engineer in South Dakota PE15890

PROFESSIONAL MEMBERSHIPS

- / Institute of Transportation Engineers (ITE), Alaska Section Officer 2017-2020

CERTIFICATIONS & TRAINING

- / Alaska Certified Erosion and Sediment Control Lead (AK-CESCL) (through October 17, 2021)

WORK HISTORY

- / RESPEC (2020–Present)
- / PDC Engineers (2000–2020)

OVERVIEW

As the Highways group manager, Heather Estabrook manages all staff resources and the Quality of Work deliverables for the Highways group staff of six professional civil/environmental engineers. With 22 years of experience in performing engineering field investigations for highway projects and preparing Design Study Reports and plan, specification, and estimate (PS&E) assemblies for 135 miles of Alaskan Highways, Heather has intimate knowledge in all aspects of rural highway design and the process to develop a project from preliminary engineering through PS&E. She produces tightly coordinated plans, estimates, and design notebooks that are easy for the construction section to use to administer the project.

During the last 9 years, Heather's most prevalent role has been as the project manager and Engineer of Record on the University Avenue Rehabilitation and Widening project in Fairbanks, Alaska. This 2-mile urban project is unique because the Construction Manager/General Contractor (CM/GC) contract uses an innovative delivery method that allows the construction manager to provide input during the design process. Heather works with her team to analyze and apply suggestions from the contractor (or the client, railroad, or utility owners) into one cohesive work package. She has successfully led five segments of the work into construction and has one remaining segment in design. Her ability to apply her invaluable, insider knowledge learned on University Avenue to any-sized project helps her to find innovations, cost savings, or alternatives to make the project a success. Heather was an employee of PDC Engineers, Inc., which RESPEC acquired in 2020.

PROJECT EXPERIENCE

Peak View Park Access, Trail and Irrigation Project, City of Lakewood, Colorado. This project will utilize a 57-acre parcel owned by the City of Lakewood as a public open space-type park with over a mile of ADA compliant concrete trail for bikes and pedestrians. Heather led the design for the public vehicular access to the park which will be provided by an interim, asphalt road connection to Wadsworth Boulevard, and a permanent, asphalt park entry drive leading to a 44-space temporary gravel parking lot. Three existing irrigation ditch crossings needed to be constructed and more than 10 trail crossings of local drainages have been incorporated. Construction is anticipated in Fall 2022.

University Avenue Rehabilitation and Widening, Alaska Department of Transportation & Public Facilities (DOT&PF)—Northern Region, Fairbanks, Alaska. Heather was on a team that designed 2 miles of improvements for University Avenue. The team added a new, 19-foot-wide median; separated the left-turning traffic from the through-traffic lanes; added 4.5-foot paved shoulders; and made sidewalks wider. The team also updated two of the busiest intersections in Fairbanks, increasing safety and functionality and replaced all the utilities along the corridor, including water, sewer, storm, power, and communication lines. Widening University Avenue created challenges for a railroad crossing owned by the Alaska Railroad Corporation (ARRC). Heather worked with ARRC to plan and lay out a new railroad crossing. The team relocated many underground and overhead utilities that fell within the new road prism, relocated the control bungalow, and determined that double gate arms were needed for northbound and southbound vehicles along with pedestrian gates. Heather was the project manager and Engineer of Record for the project and coordinated and produced several plan sets to complete the project in stages. The construction cost was approximately \$90 million, and the contract was for \$7 million.

Aurora Drive Noyes Slough Bridge, DOT&PF—Northern Region, Fairbanks, Alaska. Heather was on a team that designed a cost-effective solution for a bridge replacement over the Noyes Slough channel. The team's hydrologists anticipated that the channel was wider than required for design flow. Accordingly, the team took several discharge measurements, updated the design discharge flows, and modeled a no-rise condition.



Using the hydrology and hydraulics (H&H) results, the team worked with the client to reduce the clear bridge span, eliminate permanent right-of-way (ROW) impacts, improve sight distance, and reduce potential construction issues. Heather was the project manager for the project, coordinating the design with the DOT&PF Design and Bridge Sections and local utility companies.

College Road Bus Pullouts, DOT&PF—Northern Region, Fairbanks, Alaska. Heather was on a team that designed bus pullout facilities for high-use locations in coordination with Metropolitan Area Commuter System Transit. Five new pullouts will be constructed along the College Road corridor, and two existing pullouts east of Aurora Drive will be demolished. The team started by investigating feasibility and developing an environmental document. Then, they used both sets of findings to select locations, proceed with the National Environmental Policy Act (NEPA) process, and begin the design. The team also completed preliminary engineering, design, agency coordination, and surveying. The new bus pullouts will remove the stopped buses from the through-traffic lanes of this busy roadway. Heather is the project manager for the project, providing design guidance and coordination with the DOT&PF Design and ROW Sections. The team completed the Categorical Exclusion, Design Study Report, ROW support (including parking studies and cost to cure documents), and Review PS&E. The final design will commence after ROW acquisitions are complete.

Steese Highway/Chena Hot Springs Roundabouts, Kittelson & Associates, Inc. (Kittelson), Fairbanks, Alaska. This project included two roundabouts at the interchange ramp termini intersections of the Steese Highway at Chena Hot Springs Road and an off-ramp bypass lane. As a subconsultant to Kittelson, Heather was on a team that developed the Design Study Report and led all aspects of the roundabouts and bypass lane design, including horizontal and vertical geometries, grading, drainage, a geocell cellular confinement system, a 1:1 cut slope, and pathway design. Heather was the project manager for this project, working with Kittelson staff and the DOT&PF to complete the design.

Nome Bypass Road, DOT&PF—Northern Region, Nome, Alaska. This project widened, realigned, and improved drainage and dust control for 2 miles of the Nome Bypass Road and Little Creek Road on the outskirts of Nome. Heather developed the project's Design Study Report, performed preliminary engineering design, and attended public meetings to keep residents and business owners informed as the project developed.

Parks Highway MP 276 Rex RR Overpass, DOT&PF—Northern Region, Rex, Alaska. The Rex Overpass, from the concept phase through the final design, involved alternative studies, environmental approvals and permitting, embankment, drainage pavement, guardrail and bridge approach design, and local access issues. Close coordination with ARRC was necessary to evaluate the rail overcrossing option, which was ultimately rejected because of difficult grade and curvature. Part of Heather's responsibilities included working with residents and businesses to resolve property-access issues. Heather prepared the construction documents and assisted with the construction administration.

Richardson Highway MP 353–357 Access Improvements, DOT&PF—Northern Region, Fairbanks, Alaska. This project was located within a four-lane, high-speed section of the Richardson Highway and improved safety and capacity while maintaining functionality within the project corridor. These improvements were accomplished by updating the existing frontage road system and establishing access control. Heather was responsible for the highway design and coordinating utilities/conflicts. This project was successfully constructed in 2020. Heather was the project manager and Civil Engineer of Record.

Stillmeyer Estates Subdivision Water and Street Improvements and City Sewer Upgrades, City of North Pole, North Pole, Alaska. Heather was on a team that provided the design for street improvements and water system upgrades in the Stillmeyer Estates Subdivision in North Pole, Alaska. Initial steps required a Preliminary Engineering Report that described and evaluated design alternatives to support the environmental document prepared for the U.S. Environmental Protection Agency. Next, the team developed the design for the water main to replace existing piping and multiple pump stations that had been costly to maintain. Heather was in charge of the streets portion of this project, prepared a concept study, and developed drainage and street improvements for 1.5 miles of roadway in the subdivision. She prepared budget cost estimates for several design alternatives and conducted public meetings to present these alternatives to the property owners. During construction, Heather served as the resident project representative, maintaining an on-site presence to perform field inspections and quickly resolve in-field construction issues.



APPENDIX B,
RELEVANT PROJECT EXPERIENCE

Relevant Projects

	Engineering Studies and Report Preparation	WWW Systems	Roads, Trails, Bridges	Town Infrastructure	Project Budgeting and Cost Estimation	WWW Compliance Reports	FEMA Floodplain Reports and Studies	Water Rights	Construction Observation, Management, Inspections
Saddle Mountain in Florissant Fourmile Creek Augmentation Station		•							•
Brighton Non-Potable Pump Station		•			•				•
Morrison-Water Rights Services	•							•	
Woodmen Hills – North Channel Division		•			•				•
Royal Gorge – Arkansas River Water Intake		•			•				•
Forest Lakes Metropolitan District (Monument) – Bristlecone and Piñon Dams		•			•	•		•	
City of Colorado Springs – Quail Lake Seepage and Monitoring Improvements		•			•				•
PK Enterprises, Divide – Dam Complex	•	•			•			•	•
Harris Park Metro District – Bailey Lower Dam #1		•			•	•		•	•
City of Fountain – Keeton Reservoir		•							•
CME, Magnussen Dam – Florissant		•			•	•			•
City of Victor – Victor Reservoir #2 – Outlet Modifications		•			•	•			•
City of Woodland Park – Loy Gulch Reservoir		•			•	•			•
City of Woodland Park – Glen Aspen Dam	•	•			•				
Widefield Water and Sanitation District – Veterans Affairs Cemetery Water Delivery System		•			•				•
Forest Lakes Metropolitan District (Monument) – Upper Pressure Zone and Expansion		•			•				•
City of Brush Water Main Replacements		•		•	•				•
City of Woodland Park – Sunnywood booster pump station		•			•				
Woodmen Hills Metro District, 3.0 MG water storage tank – Falcon, CO		•			•	•			•
Woodmen Hills/Meridian Service Metro Districts, 14-mile, 12" transmission line – Falcon, CO		•			•				•
Widefield Water and Sanitation District, 24" west-east transmission line – Fountain, CO		•			•				•
Triview Metropolitan District, 1.1 MG concrete water storage tank and booster station – Monument, CO		•		•	•	•			•
City of Woodland Park – north well field collection and transmission system		•			•				•
City of Brush – direct feed booster pump station		•			•				•
Widefield Water and Sanitation District, Southmoor Water Treatment Plant – Fountain, CO	•	•		•	•	•			•
Royal Gorge, Water treatment plant – Canon City, CO		•		•	•	•			•
Red Rock Valley Water District, Keeton Water Treatment Plant – Fountain, CO	•	•		•	•	•			•
Colorado Centre, Water Filtration Plant – Fountain, CO		•		•	•	•			•
Widefield Water and Sanitation District, PFAS and PFOA Water Removal Plant – Fountain, CO	•	•		•	•	•			•

Relevant Projects

	Engineering Studies and Report Preparation	WWW Systems	Roads, Trails, Bridges	Town Infrastructure	Project Budgeting and Cost Estimation	WWW Compliance Reports	FEMA Floodplain Reports and Studies	Water Rights	Construction Observation, Management, Inspections
RMS Utilities, Sludge Permitting – San Luis Valley		•				•			
Mountaindale Campground, Water System Compliance – Lake George, CO		•				•			
Tarryall River Estates, Bayou Salado Outlet Monitoring – Tarryall, CO		•				•			•
YMCA of the Rockies, Kiwanis Dam Improvements – Deckers, CO		•			•	•			•
Cave of the Winds,OWTS and WWTP Improvements – Manitou Springs, CO	•	•			•	•			
Pikes Peak International Raceway, WWTP Improvements – Fountain, CO		•			•	•			
Cascade Metropolitan District No. 1, District Engineering – Cascade, CO	•	•			•	•			•
Turkey Canyon Ranch Metropolitan District, Radium Removal Plant – Fountain, CO	•	•			•	•			•
Huajatolla Valley Estates, USDA Water Project – Walsenburg, CO	•	•			•	•			•
Colorado State Parks, Lathrop Lift Station – Walsenburg, CO	•	•			•	•			•
Structures Unlimited, Water Line Extension – Bennett, CO		•							
Arapahoe County Water and Wastewater Authority, On-Call Engineering Services – Arapahoe, CO	•	•		•	•	•	•	•	•
Round Mountain Water and Sanitation District, Water System Evaluation – Westcliffe, CO	•								
South Fork Apartments, Water Compliance Support – South Fork, CO						•			
Perry Park Water and Sanitation District, Little Beaver Creek Monitoring Station – Larkspur, CO		•				•			•
Perry Park Country Club – Wauconda Dam		•				•			
Colorado Trout Group / Law Family, Manchester Dam – Nederland, CO		•				•			•
Ponderosa Retreat and Conference Center, Water System Evaluation – Larkspur, CO	•								
Ponderosa Retreat and Conference Center, Wastewater Holding Lagoon – Larkspur, CO		•			•	•			•
Colorado Department of Health and Environment – Compliance Training						•			
Navajo Western Water District, Water Tank Project and PER – Walsenburg, CO	•	•			•	•			•
Colorado City Metropolitan District, Town of Rye Wastewater Utility Plan – Rye, CO	•					•			
Hermit Basin, Surface Water Treatment Plant ACA – Westcliffe, CO		•				•			
Colorado Department of Transportation (CDOT), Storage Facility Expansions – Rifle, CO				•					•
CDOT, Storage Facility Expansion – Rangely, CO				•					•
Rainbow Falls Mountain Trout, Dam #5 Phase 1 Planning Study – Woodland Park, CO	•						•		
City of Pueblo – WWTP RPR Services									•
City of Fountain – Keeton Reservoir Dredging and Measuring Weir									•
Clear Creek Scour Mitigation Project – CDOT Region 1	•		•	•	•		•		•
US 50 over East Dry Creek Scour Mitigation Project – CDOT Region 2	•		•		•		•		•

Relevant Projects

	Engineering Studies and Report Preparation	WWW Systems	Roads, Trails, Bridges	Town Infrastructure	Project Budgeting and Cost Estimation	WWW Compliance Reports	FEMA Floodplain Reports and Studies	Water Rights	Construction Observation, Management, Inspections
US 85 Louviers – CDOT Region 1	•		•	•	•		•		•
Pedestrian Bridge Repair at I-76 and South Platte River – MHFD, Adams County	•		•	•	•		•		•
104th Avenue Widening, Colorado Boulevard to U.S. 85 – Thornton, Colorado	•		•	•	•		•		
Omni Tributary, Prairie Hawk Drive to Red Hawk Drive Project – Town of Castle Rock, Colorado	•		•	•	•		•		•
Green Acres Tributary Improvements – MHFD and Town of Parker, Colorado	•		•	•	•		•		•
Soda Creek Bridges and Neighborhood Improvements – Steamboat Springs, Colorado	•		•	•	•		•		•
Peak View Park Access, Trail, and Irrigation Project – City of Lakewood, Colorado	•		•	•	•		•		•
U.S. 160 Roundabout at CR 225A, CDOT Region 5 – La Plata County, Colorado	•		•		•		•		
Madison Avenue Outfall – City of Loveland, Colorado	•		•	•	•		•		•
Spring Creek Fire Emergency Response Support, CDOT Region 2 – Colorado	•		•		•		•		
Region 2 Bridge Enterprise Program, CDOT – Southern and Eastern Colorado	•		•		•		•		•
I-70 Over Sand Creek, CDOT – Denver, Colorado	•		•		•		•		•
Plan of Action (POA) for Scour Critical Bridges and Bridges with Unknown Foundations, CDOT – Colorado	•		•		•		•		•
62nd Avenue from Pecos Street to Washington Street – Adams County, Colorado	•		•	•	•		•		•
Fountain Creek Stabilization Project – Woodland Park, CO	•			•	•		•		•
University Avenue Rehabilitation and Widening – Fairbanks, Alaska	•	•	•	•	•	•			•
Aurora Drive Noyes Slough Bridge – Fairbanks, Alaska	•	•	•		•	•	•		
College Road Bus Pullouts – Fairbanks, Alaska	•		•		•				
Steese Highway/Chena Hot Springs Roundabouts – Fairbanks, Alaska	•		•		•				•
Nome Bypass Road – Nome, Alaska	•		•		•				
Parks Highway MP 276 Rex RR Overpass – Rex, Alaska	•		•		•				•
Richardson Highway MP 353–357 Access Improvements – Fairbanks, Alaska	•		•		•				•
Stillmeyer Estates Subdivision Water and Street Improvements and City Sewer Upgrades – North Pole, Alaska	•	•	•	•	•	•			•



Town of Paonia, Colorado

Town Clerk

Draft Job Description

Purpose:

The Paonia Town Clerk performs a variety of complex, technical and administrative duties in support of the Mayor, the Board of Trustees, and Town Staff and a wide range of services to the general public. The Town Clerk serves as the official keeper of the municipal records, administers elections, codifies ordinances, and serves as agent for the Town as well as custodian of the Seal of the Town of Paonia.

The Paonia Town Clerk is a full time, exempt position. The person in this position reports to the Town Administrator and supervises the Deputy Town Clerk.

Functions, Duties and Responsibilities:

The following are illustrative of the essential functions of the job and do not include other nonessential or peripheral duties that may be required.

Records Management

- Serves as custodian of all official Town documents and records including resolutions, ordinances, deeds, meeting minutes, agreements, contracts, permits, and reports in accordance with legal requirements.
- Responsible for managing the Town's records management program for both paper based and electronic records through implementation of the Colorado Municipal Records Retention Schedule ([Municipal Records Management | Archives \(colorado.gov\)](http://MunicipalRecordsManagement|Archives.colorado.gov)), including but not limited to the destruction of records, introduction of records schedules and amendments and supervising the storage and protection of the Town's permanent records.
- Serves as custodian of the Town seal ensuring that it is affixed to all official documents as required by ordinance or State statutes.
- Manages the Town of Paonia website ensuring all information needed by the public is available and current.

Town Ordinances, Code and Public Notices

- Directs and is responsible for the implementation of the process for public notice and tracking municipal actions to ensure compliance with Colorado's statutes regulating the proper transparent public notice of meetings and municipal business actions, including e-notifications and preparation and publication of all ordinances, resolutions, and other notices.

- Maintains the Town's Municipal Code Book and ensures that ordinances are codified, published and official documents are recorded.
- Investigates Town Code issues for the Board of Trustees, staff and the public.
- Prepares ordinances, resolutions, and proclamations so they can be executed, recorded, archived, and distributed, while validating and overseeing the publication and posting of these official documents.

Town Trustees Support

- Prepares and coordinates Board of Trustees materials and agendas, assembles and distributes meeting packets and ensures publication of required notices.
- Reviews proposed ordinances and regulations, plans and technical reports related to departmental activities for content, accuracy, and feasibility; presents ordinance changes, reports and studies to Board of Trustees.
- Attends all meetings of the Board of Trustees and make a true and accurate record of all the proceedings, rules, and ordinances made and passed by the board of trustees.
- Oversees the administration of Board of Trustees appointed boards and commissions; maintains records of all volunteer boards; advertises for vacancies and provides applicant information to Board of Trustees.

Commented [TM1]: These first two bullet points are more Administrator duties than Clerk. The Clerk will assist but the Town Admin should be presenting these to the Board.

Open Records Requests

- Responsible for the fulfillment of open records requests in compliance with the Colorado Open Records Act and Town of Paonia policies.
- Reviews and responds to inquiries regarding interpretation of policies, procedures, rules and regulations as applicable to records management.
- Coordinates compilation of records requested by working with Departments Heads to ensure appropriate documents are gathered and provided to the requestor.
- Ensures appropriate fees are estimated, established, and collected related to research and retrieval of documents in compliance with the Colorado Open Records Act and Town of Paonia policies.

Election Administration

- Serves as the Town's designated election official.
- Manages all facets of election administration following both Municipal and State Election laws and State of Colorado Fair Campaign Practices Act and related Rules. The conduct of elections will include biennial regular non-partisan candidate elections as well as any special elections that may occur.
- Verifies nomination petitions and determines if nominees qualify for candidacy; provides information to candidates regarding election laws and procedures and ensures compliance
 - Plans and oversees initiatives and the referendum process which involves acceptance of citizen petitions, verifying signatures and reporting results to Town Trustees.
 - Administers the oath of office and attests signatures of Town officials.

Licensing

- Manages all liquor and marijuana licensing and Special Event Permits in accordance with Town of Paonia ordinances, state, or other laws and best practices.
- Supervises the review of liquor and marijuana license/renewal applications to ensure completeness of all applications in accordance with State and local law.
- Coordinates the approval/public hearing process being held by the Board of Trustees.

General

- Supervises and provides training and direction for the Deputy Town Clerk.
- Demonstrates continuous effort to improve operations, increase efficiencies, and work collaboratively to provide quality customer service to internal and external customers
- Responds to and resolves difficult and sensitive citizen inquiries and complaints as they relate to the Clerk’s Office administrative matters.
- Answers letters of inquiry/complaints; addresses public and civic organizations, which inform the public of activities, policies, procedures, and the availability of programs/facilities for public use.
- Performs all other related duties as directed.

Necessary Knowledge, Skills, and Abilities:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to individuals with disabilities to perform the essential functions. The requirements listed below are representative of the knowledge, skills, and/or abilities required:

- Knowledge of Paonia Town Codes and the State of Colorado Revised Statutes
- Knowledge of State of Colorado Election laws and the role and responsibility of a Town Clerk in the enforcement and compliance of election laws and procedures.
- Knowledge of procedures and guidelines on paper and computer system records and document management, storage, retrieval, and destruction.
- Knowledge of the functions, authority, responsibilities, and limitations of elected officials.
- Knowledge of the function of services provided by local government.
- Skill in the use of computer software programs to prepare agendas, written correspondence and website design and updating.
- Skill in the organization and coordination of processes to meet predetermined deadlines.
- Skill in establishing and maintaining effective work relationships with other employees general public and representatives of local, County, State and Federal agencies.
- Ability to present information on ordinances and laws in a clear and concise form.
- Ability to utilize note taking skills during meeting to transcribe as meeting minutes.
- Ability to work with confidential information.
- Ability to use correct grammar, punctuation, spelling in written correspondence.

PREFERRED QUALIFICATIONS:

- Bachelor’s degree in a relevant field.
- Municipal Clerk Certification

- Notary certification
- Experience with Boards and commissions

MINIMUM QUALIFICATIONS:

- High School diploma or equivalent is required.
- Ability to obtain certification as a Municipal Clerk within three years of hire.
- Three or more years of progressively responsible office management experience, preferably with local government.
- Two or more years' experience supervising employees.
- An equivalent combination of education and experience may be considered,
- Possession of a valid Colorado Driver's license, or ability to obtain one within employment probation

Commented [TM2]: Typically Town employees are only afforded opportunity to obtain the correct and required training is at the annual Clerk Institute. It takes 4-years to complete. If your clerk is just starting they will need a minimum of 4 years.

Commented [TM3]: Curious as to why? As Clerk, I have never been in a situation where I HAD to drive for Town business.

Salary Range for Town Clerk

\$56,160 - \$72,800 commensurate with experience

Benefits include:

- Generous paid time off.
- Nine paid holidays
- Health Insurance with Rocky Mountain Health Plans - 90% of employee and family premium paid
- \$10,000 Life Insurance with The Hartford;
- Short-Term Disability with The Hartford.
- Retirement: Empower 401B Plan, Town contributes 5% of base salary
- \$80.00/mo. cell phone allowance

Commented [TM4]: Town gives 10 - the Board includes the day after Thanksgiving for Town Staff.

Benefits are subject to the terms and conditions of those plans and the summary plan descriptions, which are subject to annual budget and appropriations by Town Trustees.

Search Schedule: ??

August 31, 2022

Corinne Ferguson, Town Administrator/Clerk
Town of Paonia
P.O. Box 460
Paonia, CO 81428

RE: 2023 Property/Casualty Preliminary Contribution Quotation

Dear Corinne:

Enclosed is the preliminary quotation for your 2023 contribution to the CIRSA Property/Casualty Pool.

As you may know, the excess/reinsurance market continues to be unfavorable in Colorado and elsewhere. Your quotation reflects these unfavorable conditions.

On the liability side, municipalities continue to face an increasingly hostile legal and social climate. The cost of your liability coverage reflects this adverse trend, particularly in law enforcement liability coverage. State legislation has significantly increased law enforcement liability exposures, and defending and settling law enforcement claims grows more costly and challenging each year.

On the property side, the property market continues to raise deductibles and increase the cost of insurance. Conditions around the country (and globally) have a significant impact on the availability and cost of property coverage. For this reason, although our members have been largely spared from wildfires, wind/hail, and flood events this year, we do not expect an easy excess/reinsurance renewal on the property side, either.

Communicable disease exclusions will no doubt remain on property and liability policies. We also anticipate that an exclusion will be added by our reinsurers for Polyfluoroalkyl Substances (PFAS) found in water.

In summary, whether individually insured or as part of a pool, municipalities and other insurance consumers all continue to face a hard market for property and liability insurance. A significant portion of your 2023 quotation reflects these conditions.

Despite these market conditions, CIRSA remains committed to keeping each member's cost of risk as low as possible. One of the benefits of pooling is that those members with substantial member equity will experience less of an impact from these rate increases than newer members, who have less equity in the pool.

Going forward, we are exploring ways to increase flexibility, transparency, and coverage options for members. For example, we plan to provide more deductible options for general liability, public officials liability, and law enforcement liability coverages. You'll also have more flexibility for vehicle physical damage coverage and deductibles. We'll stay in touch with you as these and other changes are rolled out.

Whether you are a long-time or newer member, now is a good time to look at your chosen property and liability deductibles. Many of our members have greatly expanded their budgets and operating expenditures over the past several years, but have not increased their chosen deductibles accordingly. We can run a deductible analysis for you and help you identify additional deductible options that are more



in line with your financial capacity. If you would like to see additional deductible options, please contact Linda Black, Chief Financial Officer, at (720) 605-5440 or lindab@cirsa.org.

Of course, being a member of a pool offers you significant benefits that are not available elsewhere. CIRSA will continue to offer you the very best in risk management services specifically tailored to your needs. Please see the attached brochure for a summary of those services.

The attached quotation sheet provides a preliminary quotation. Final invoices, e-mailed on January 1, 2023, will be adjusted for any changes made to your 2023 renewal application. Moreover, quoted contributions may also change if CIRSA membership changes significantly for 2023 and/or actual excess insurance premiums are not adequately funded by the budget established within your rate.

The attached quotation sheet provides information on your 2023 contribution, the amount of any Loss Control Credits available to your entity, and optional payment plans. In addition, a general description of the types and monetary limits of the proposed coverages to be provided to 2023 CIRSA Property/Casualty members is attached.

The acceptance form must be completed and returned to CIRSA by **Friday, September 30, 2022**. When completing your form, please make sure to:

- Initial next to your entity's desired deductible option for 2023
- Write the amount of any available Loss Control Credits you wish to use in the appropriate section of the *Loss Control Credits* table on the quotation sheet
- Indicate which payment option you would like for 2023 on the quotation sheet
- Return the signature page signed by an authorized signer

Please note that if you have requested quotations for any of the Optional Coverage Programs including Equipment Breakdown, Excess Crime, Excess Cyber (Data Privacy and Network Security), Community Service Workers' Accident Medical Plan, Sports Accident Medical Plan, Occupational Accidental Death and Dismemberment Plan, Volunteer Accident Medical Plan, No-Fault Water Line Rupture and/or Sewer Back-Up coverage, Property Damage Caused by Member's Operation of Mobile Equipment coverage, or Detainee Medical coverage, they are not included in this mailing. The majority of the carriers that provide coverage for each program are unable to provide quotes until later this year. We anticipate that quotations for these optional coverages will be mailed to members in October.

If you have any questions about your renewal quote, please don't hesitate to contact us. Shannon Pursley, Marketing Manager, is available to offer any further explanation of your quote that you may require. Shannon can be reached at (720) 728-1304 or shannonp@cirsa.org. We are also available to give presentations to your governing body upon request.

Thank you for the opportunity to serve you. We look forward to continuing our relationship with you in 2023.

Sincerely,

Tami A. Tanoue
Executive Director

enc.





Current Deductibles:

Liability	Auto Liability	Auto Physical Damage	Property
\$1,000	\$1,000	\$1,000	\$1,000

Description	Amount
Contribution Before Reserve and Loss Experience	\$75,957.59
Reserve Refund Contribution	\$0.00
Impact of Loss Experience	\$7,374.82
Total 2023 Preliminary Quotation before Credits	\$83,332.41

To Renew with Current Deductibles
 Initial Here: _____

Loss Control Credits

Description	Amount	Credit Options – You must write in the amount that you wish to use. Amount may be split between available options.		
		Credit PC Contribution	Deposit/Leave in Account	Send Check
2022 Loss Control Audit Credit	(\$0.00)			
Balance Remaining from Prior Years' LC Credits	(\$0.00)			
Total Preliminary Quotation at Current Deductible with all Available Credits	\$83,332.41			

Alternative Deductibles

Liability	Auto Liability	Auto Physical Damage	Property	Revised Quote (Before Credits)	To Accept New Deductible Option – Initial Here (Choose Only one)

*Contact Linda Black, CFO at (720) 605-5440 or lindab@cirsa.org if you are interested in other options.

Billing Options (Please indicate which option you choose)

<input type="checkbox"/> Annual Billing on January 1, 2023	<input type="checkbox"/> Quarterly Billing January 1, April 1, July 1, and October 1, 2023
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Preliminary 2023 Contribution Quotation Continued

This preliminary quotation includes all exposures reported on your entity's 2023 Property/Casualty Renewal Application and any Application Amendment Requests received by CIRSA before August 13, 2022.

* Regarding the Liability Deductible shown on page 1, a \$500 deductible quotation is offered to members, if requested, for general liability. However, police professional and public officials errors and omissions deductibles cannot go below \$1,000.

** Regarding the Property Deductible shown on page 1, an additional property deductible will apply separately to each location in a National Flood Insurance Program (NFIP) Zone A if total building and contents values at that location are in excess of \$1,000,000. The deductible will be the maximum limit of coverage which could have been purchased through NFIP, whether it is purchased or not.

Based upon the selections made in your 2023 Property/Casualty Renewal Application, the Town of Paonia has elected to participate in Uninsured/Underinsured Motorist Coverage.

If this is incorrect, or you wish to change your selection at this time, please contact your Underwriting Representative at (800) 228-7136 or (303) 757-5475.

The undersigned is authorized to accept this preliminary quotation on behalf of the Town of Paonia.

We accept this preliminary quotation for January 1, 2023 to January 1, 2024. We understand our final invoice may increase or decrease depending upon the number of CIRSA Property/Casualty members for 2023, actual excess insurance premiums, and any changes made to our 2023 renewal application.

Signature: _____ Date: _____

Title: _____

Signature must be that of the Mayor, Manager, Clerk or equivalent (such as President of a Special District.)

Both pages of this form must be returned by Friday, September 30, 2022. A mailed, faxed or e-mailed copy is acceptable. Please return to:

Monique Ferguson, Underwriting Administrative Assistant
3665 Cherry Creek North Drive
Denver, CO 80209
Fax: (303) 757-8950 or (800) 850-8950
E-Mail: MoniqueF@cirsa.org

PROPOSED 2023 PROPERTY/CASUALTY COVERAGES

The types and monetary limits of the proposed coverages to be provided to CIRSA Property/Casualty members for the coverage period of January 1, 2023 to January 1, 2024 are generally described below. The scope, terms, conditions, and limitations of the coverages are governed by the applicable excess and/or reinsurance policies, the CIRSA Bylaws and Intergovernmental Agreement, and other applicable documents.

I. TYPES OF COVERAGES (subject to the limit on CIRSA’s liability as described in Section II below):

- A. Property coverage (including auto physical damage and public relations expense and privacy breach expense)
- B. Liability coverage:
 - 1. General liability
 - 2. Automobile liability
 - 3. Law enforcement liability
 - 4. Public officials errors and omissions liability
 - 5. Cyber (security and privacy breach liability)
- C. Crime coverage (including employee dishonesty and theft of money and securities)

II. CIRSA RETENTIONS, LOSS FUNDS, AGGREGATE LIMITS, AND MEMBER DEDUCTIBLES:

For the coverages described in Section I, CIRSA is liable only for payment of the applicable self-insured retentions and only to a total annual aggregate amount for CIRSA members as a whole of the amount of the applicable CIRSA loss fund for the coverage period. There is no aggregate excess coverage over any loss fund.

Coverages in excess of CIRSA’s self-insured retentions are provided only by the applicable excess insurers and/or reinsurers in applicable excess and/or reinsurance policies, and shall be payable only by those excess insurers and/or reinsurers. The limits of coverage provided by the excess insurers and/or reinsurers for the coverage period shall be described in the coverage documents issued to the members. Aggregate and other limits shall apply as provided in said documents.

A.CIRSA PROPOSED SELF-INSURED RETENTIONS FOR THE COVERAGE PERIOD:

- 1. \$1,000,000 per claim/occurrence property*
- 2. \$100,000 per claim/annual aggregate public relations expense and privacy breach expense
- 3. \$1,000,000 per claim/occurrence liability
- 4. \$1,000,000 each and every claim public officials liability
- 5. \$500,000 per claim/annual aggregate cyber (security and privacy breach liability)
- 6. \$150,000 per claim/occurrence crime

*Subject further to CIRSA retention of first \$5,000,000 each and every hail/wind loss and/or occurrence

Proposed Coverages (continued)

B. CIRSA LOSS FUND AMOUNTS FOR THE COVERAGE PERIOD:

Loss fund amounts are as adopted or amended from time to time by the CIRSA Board of Directors based on the members in the Property/Casualty Pool for the year and investment earnings on those amounts. Information on the current loss fund amounts is available from CIRSA’s Finance Department.

C. PROPOSED EXCESS INSURANCE LIMITS FOR THE COVERAGE PERIOD:

- 1. Excess property: to \$500 million each claim/occurrence
- 2. Excess liability: to \$10 million each claim/occurrence; \$5 million excess auto liability; \$10 million annual aggregate for public officials errors and omission liability
- 3. Excess crime (optional): to \$5 million per claim/occurrence

D. MEMBER DEDUCTIBLES:

A member-selected deductible shall apply to each of the member’s claims/occurrences. Payment of the deductible reduces the amount otherwise payable under the applicable CIRSA retention. Allocated loss adjustment expenses are included in the member deductible.

**EXPLANATION OF CREDITS AVAILABLE AND
ACCEPTANCE OR WITHDRAW PROCEDURES**

LOSS CONTROL AUDIT SCORE CREDIT

CIRSA members who received a Loss Control Audit Score of 80 or higher in 2022, and renew their membership in 2023, are eligible for a Loss Control Audit Score Credit. This credit is offered to all members that take an active role in preventing or reducing their losses by complying with the CIRSA Loss Control Standards.

If you did not receive a credit for 2023 and would like to receive one in future years, please contact your Risk Control Representative.

LOSS CONTROL CREDIT ACCOUNT

The CIRSA Board of Directors has approved your use of any balance in the Loss Control Credit Account, except any Special Credit monies, to pay 2023 contributions. Your entity's balance in this account, if any, is shown on the quote letter.

ACCEPTANCE PROCEDURES

Please complete the enclosed acceptance form indicating your decision for 2023 and return it to the CIRSA office ***on or before Friday, September 30, 2022***. **Failure to return the form in time may result in the imposition of penalties under CIRSA Bylaw Article XIV upon withdrawal.**

WITHDRAWAL PROCEDURES *(if applicable)*

The enclosed Article XIV of the CIRSA Bylaws describes withdrawal procedures from CIRSA. **Written notice of withdrawal must be received by CIRSA *no later than Saturday, October 1, 2022*, for a withdrawal without penalty effective January 1, 2023.** No withdrawing member shall be eligible for the above-described credits.

Article XIV should be read in its entirety for any penalties which would otherwise apply. Withdrawing members who subsequently apply to rejoin CIRSA may be subject to such terms and conditions as established by the CIRSA Board of Directors.

WITHDRAWAL NOTICE

**MUST BE RECEIVED AT THE CIRSA OFFICE
ON OR BEFORE SATURDAY, OCTOBER 1, 2022**

Sign and return this form if your entity has decided to **withdraw** from CIRSA effective January 1, 2023. Under CIRSA Bylaws, this form must be received by CIRSA *no later than Saturday, October 1, 2022*, for withdrawal without penalty effective January 1, 2023.

NOTICE OF WITHDRAWAL FROM CIRSA

This is to notify the CIRSA Board of Directors that the Town of Paonia is withdrawing from CIRSA for purposes of Property/Casualty coverage effective January 1, 2023. We understand the Town of Paonia remains obligated and will be billed for any amounts due CIRSA pursuant to the Bylaws and the policies established by CIRSA.

The undersigned is authorized to provide this notice of withdrawal on behalf of the Town of Paonia.

Signature must be that of the Mayor, Manager, Clerk, or equivalent (such as President of a Special District.)

Signature: _____

Title: _____

Date: _____

CIRSA BYLAWS
ARTICLE XIV

Withdrawal from Membership

(1) Any member may withdraw from CIRSA by giving prior notice in writing to the Board of Directors of the prospective effective date of its withdrawal.

(2) If the effective date of a member's withdrawal is a date other than January 1, the withdrawing member shall not be entitled to receive any refund of contributions made for administrative costs for the claim year of withdrawal. The withdrawing member shall be entitled to receive within forty-five (45) days after the effective date of withdrawal, a proportionate return of its contribution to any loss fund.

(3) If the effective date of a member's withdrawal is January 1 but the member's written notice of withdrawal is received by CIRSA more than thirty (30) days after the date on which CIRSA mailed a preliminary quotation of the contribution to be assessed the member for the year beginning on that January 1, the withdrawing member shall be obligated to pay its share of CIRSA's administrative costs for the year beginning on that January 1. However, if the preliminary quotation is mailed by CIRSA prior to September 1, members shall not be obligated for future claim year administrative costs if the member's written notice of withdrawal is received by CIRSA on or before the October 1 preceding the January 1 renewal date.

(4) The members may, by a two-thirds (2/3) vote of the members present at a meeting, adopt or amend a policy establishing additional conditions applicable to members which withdraw.

August 31, 2022

Corinne Ferguson, Town Administrator/Clerk
Town of Paonia
P.O. Box 460
Paonia, CO 81428

RE: 2023 Workers' Compensation Preliminary Contribution Quotation

Dear Corinne:

Enclosed is the preliminary quotation for your 2023 contribution to the CIRSA Workers' Compensation Pool. We're pleased to let you know that contributions reflect the excellent job members have done in controlling losses.

Now may be a good time to look at your chosen deductible. Many of our members have greatly expanded their payrolls in recent years, but have not increased their chosen deductibles accordingly. A higher deductible is one way in which you may be able to offset your workers' compensation contribution amounts. If you would like to see additional deductible options, please contact Linda Black, Chief Financial Officer, at (720) 605-5440 or lindab@cirsa.org. We can run a deductible analysis for you and help you identify additional deductible options.

Being a CIRSA member offers you significant benefits that are not available elsewhere, especially if you are also obtaining your property and liability coverages through CIRSA. For example, we are able to seamlessly manage claims that cut across coverage lines, such as a workers' compensation matter that also has employment liability implications, and can take a global perspective to defending and/or settling such a matter. CIRSA's risk management services are also specifically tailored to the unique needs of Colorado municipalities. Please see the attached brochures for a summary of those services.

The enclosed quotation sheet provides a preliminary quotation. Final invoices, e-mailed on January 1, 2023, will be adjusted for any changes made to your 2023 renewal application. Moreover, quoted contributions may also change if CIRSA membership changes significantly for 2023 and/or actual excess insurance premiums are not adequately funded by the budget established within your rate.

The attached quotation sheet provides information on your 2023 contribution, the amount of any Loss Control Credits available to your entity and optional payment plans. In addition, a general description of the types and monetary limits of the proposed coverages to be provided to 2023 CIRSA Workers' Compensation members is attached.

The acceptance form must be completed and returned to CIRSA by **Friday, September 30, 2022**. When completing your form, please make sure to:

- Initial next to your entity's desired deductible option for 2023
- Write the amount of any available Loss Control Credits you wish to use in the appropriate section of the *Loss Control Credits* table on the quotation sheet



- Indicate which payment option you would like for 2023 on the quotation sheet
- Return the signature page signed by an authorized signer

Please note that if you have requested quotations for any of the Optional Coverage Programs, including Occupational Accidental Death & Dismemberment Plan, Sports Accident Medical Plan, Community Service Workers' Accident Medical Plan, or Volunteer Accident Medical Plan coverage, they are not included in this mailing. The carriers that provide coverage for each program are unable to provide quotes until later this year. We anticipate that quotations for these optional coverages will be mailed to members in October.

If you have any questions about your renewal quote, please don't hesitate to contact us. Shannon Pursley, Marketing Manager, is available to offer any further explanation of your quote that you may require. Shannon can be reached at (720) 728-1304 or shannonp@cirsa.org. We are also available to give presentations to your governing body upon request.

Thank you for the opportunity to serve you. We look forward to continuing our relationship with you in 2023.

Sincerely,



Tami A. Tanoue
Executive Director

enc.





Description	Amount
Contribution Before Reserve and Loss Experience	\$37,464.00
Reserve Refund Contribution	\$0.00
Impact of Loss Experience	-\$12,363.00
Total 2023 Preliminary Quotation before Credits	\$25,101.00

Current Deductible or SCP: \$0

To Renew with Current Deductible Initial Here: _____

Loss Control Credits

Description	Amount	Credit Options – You must write in the amount that you wish to use. Amount may be split between available options.		
		Credit WC Contribution	Deposit/Leave in Account	Send Check
2022 Loss Control Audit Credit	(\$0.00)			
Balance Remaining from Prior Years' LC Credits	(\$0.00)			
Total Preliminary Quotation at Current Deductible with all Available Credits	\$25,101.00			

Alternative Deductibles

Deductible/SCP	Revised Quote (Before Credits)	To Accept New Deductible Option – Initial Here (Choose Only one)

***Contact Linda Black, CFO at (720) 605-5440 or lindab@cirsa.org if you are interested in other options.**

Billing Options (Please indicate which option you choose)

<input type="checkbox"/> Annual Billing on January 1, 2023	<input type="checkbox"/> Quarterly Billing January 1, April 1, July 1, and October 1, 2023
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Preliminary 2023 Contribution Quotation

This preliminary quotation includes all exposures reported on your entity's 2023 Workers' Compensation Renewal Application.

**The undersigned is authorized to accept this preliminary quotation on behalf of the
Town of Paonia.**

We accept this preliminary quotation for January 1, 2023 to January 1, 2024. We understand our final invoice may increase or decrease depending upon the number of Workers' Compensation members for 2023, actual excess insurance premiums, and any changes made to our 2023 renewal application.

Signature: _____

Title: _____

Date: _____

Signature must be that of the Mayor, Manager, Clerk or equivalent (such as President of a Special District.)

Both pages of this form must be returned by Friday, September 30, 2022. A mailed, faxed or e-mailed copy is acceptable. Please return to:

Monique Ferguson, Underwriting Administrative Assistant
3665 Cherry Creek North Drive
Denver, CO 80209
Fax: (303) 757-8950 or (800) 850-8950
E-Mail: MoniqueF@cirsa.org

PROPOSED 2023 WORKERS' COMPENSATION COVERAGES

The types and monetary limits of the proposed coverages to be provided to CIRSA Workers' Compensation members for the applicable coverage period of January 1, 2023 to January 1, 2024 are generally described below. The scope, terms, conditions, and limitations of the coverages are governed by the applicable excess and/or reinsurance policies, the CIRSA Bylaws and Intergovernmental Agreement, and other applicable documents.

I. TYPES OF COVERAGES (subject to the limit on CIRSA's liability as described in Section II below):

- A. Workers' Compensation coverage
- B. Employer's Liability coverage

II. PROPOSED CIRSA LOSS FUND, AGGREGATE LIMITS, RETENTIONS, EXCESS INSURERS/REINSURERS

For the coverages described in Section I, CIRSA is liable only for payment of the self-insured retentions and only to a total annual aggregate amount for CIRSA members as a whole of the amount of the applicable CIRSA loss fund for the coverage period. There is no aggregate excess coverage over any loss fund.

The CIRSA loss fund is as adopted or amended from time to time by the CIRSA Board of Directors based on the members in the Workers' Compensation Pool for the year and investment earnings on those amounts. Information on the current loss fund amounts is available from CIRSA's Finance Department.

CIRSA's proposed self-insured retention will be \$750,000 per claim/occurrence for all claims made by employees other than firefighters or police officers and \$1,000,000 for all claims made by firefighters or police officers. Coverages in excess of the retention (to statutory limits for Workers' Compensation coverage, and to \$1,000,000/accident for Employer's Liability coverage) are provided by the excess insurers and/or reinsurers in the applicable excess and/or reinsurance policies, and are payable only by those excess insurers and/or reinsurers.

III. 2023 PAYROLL AUDIT

The payroll information in your 2023 renewal application is based on your estimated payroll for 2023. We will ask you to provide your actual 2023 payroll in January 2024 and your 2023 contribution will be adjusted to reflect the actual payroll amounts.

**EXPLANATION OF CREDITS AVAILABLE AND
ACCEPTANCE OR WITHDRAW PROCEDURES**

LOSS CONTROL AUDIT SCORE CREDIT

CIRSA members who received a Loss Control Audit Score of 80 or higher in 2022, and renew their membership in 2023, are eligible for a Loss Control Audit Score Credit. This credit is offered to all members that take an active role in preventing or reducing their losses by complying with the CIRSA Loss Control Standards.

If you did not receive a credit for 2023 and would like to receive one in future years, please contact your Risk Control Representative.

LOSS CONTROL ACCOUNT

The CIRSA Board of Directors has approved your use of any balance in the Loss Control Credit Account, except any Special Credit monies, to pay 2023 contributions. Your entity's balance in this account, if any, is shown on the quote letter.

ACCEPTANCE PROCEDURES

Please complete the enclosed acceptance form indicating your decision for 2023 and return it to the CIRSA office ***on or before Friday, September 30, 2022***. **Failure to return the form in time may result in the imposition of penalties under CIRSA Bylaw Article XIV upon withdrawal.**

WITHDRAWAL PROCEDURES *(if applicable)*

The enclosed Article XIV of the CIRSA Bylaws describes withdrawal procedures from CIRSA. **Written notice of withdrawal must be received by CIRSA *no later than Saturday, October 1, 2022*, for a withdrawal without penalty effective January 1, 2023.** No withdrawing member shall be eligible for the above-described credits.

Article XIV should be read in its entirety for any penalties which would otherwise apply. Withdrawing members who subsequently apply to rejoin CIRSA may be subject to such terms and conditions as established by the CIRSA Board of Directors.

WITHDRAWAL NOTICE

**MUST BE RECEIVED AT THE CIRSA OFFICE
ON OR BEFORE FRIDAY, OCTOBER 1, 2022**

Sign and return this form if your entity has decided to **withdraw** from CIRSA effective January 1, 2023. Under CIRSA Bylaws, this form must be received by CIRSA ***no later than Saturday, October 1, 2022***, for a withdrawal without penalty effective January 1, 2023.

NOTICE OF WITHDRAWAL FROM CIRSA

This is to notify the CIRSA Board of Directors that the Town of Paonia is withdrawing from CIRSA for purposes of Workers' Compensation coverage effective January 1, 2023. We understand the Town of Paonia remains obligated and will be billed for any amounts due CIRSA pursuant to the Bylaws and policies established by CIRSA.

The undersigned is authorized to provide this notice of withdrawal on behalf of the Town of Paonia.

Signature must be that of the Mayor, Manager, Clerk, or equivalent (such as President of a Special District.)

Signature: _____

Title: _____

Date: _____

ARTICLE XIV

Withdrawal from Membership

(1) Any member may withdraw from CIRSA by giving prior notice in writing to the Board of Directors of the prospective effective date of its withdrawal.

(2) If the effective date of a member's withdrawal is a date other than a January 1, the withdrawing member shall not be entitled to receive any refund of contributions made for administrative costs for the claim year of withdrawal. The withdrawing member shall be entitled to receive within forty-five (45) days after the effective date of withdrawal, a proportionate return of its contribution to any loss fund.

(3) If the effective date of a member's withdrawal is January 1, but the member's written notice of withdrawal is received by CIRSA more than thirty (29) days after the date on which CIRSA mailed a preliminary quote of the contribution to be assessed the member for the year beginning on that January 1, the withdrawing member shall be obligated to pay its share of CIRSA's administrative costs for the year beginning on that January 1. However, if the preliminary quote is mailed by CIRSA prior to September 1, members shall not be obligated for future claim year administrative costs if the member's written notice of withdrawal is received by CIRSA on or before the October 1 preceding the January 1 renewal date.

(4) The members may, by a two-thirds (2/3) vote of the members present at a meeting, adopt or amend a policy establishing additional conditions applicable to members which withdraw.



CIRSA Workers' Compensation Services

A Difference You Can Count On

The CIRSA claims handling experience is focused on finding creative, collaborative solutions that are in the best interest of our members and the health of their employees. When you have a claim, our claim representatives provide personal, one-on-one attention and open, thorough communication. We specialize in public entity claims and the complexities and nuances facing you, your employees, and the communities you serve.

If your claim escalates, CIRSA's defense counsel will be assigned based on the details of your claim, area of expertise, or your preference. We will assign attorneys from the most knowledgeable workers' compensation law firms in Colorado.

Rest assured that CIRSA:

- Consults with members on major decisions and before claim denials.
- Provides innovative solutions for getting employees back to work.
- Offers a customized resolution that fits your operations.
- Evaluates the need for experts where costs aren't warranted.
- Stays actively involved throughout the claims process to ensure the best outcome.



**SAFER
TOGETHER**

By working together to proactively manage claims, we are Safer Together. Contact us today to find out how we can better serve you!

CIRSA.org



TOWN OF PAONIA, COLORADO

**REQUEST FOR PROPOSAL
TOWN OF PAONIA MASTER PLAN**

October 14, 2022

**REQUEST FOR PROPOSAL
TOWN OF PAONIA MASTER PLAN UPDATE**

OVERVIEW

The Town of Paonia, Colorado (Town) is soliciting proposals from qualified individuals and/or firms (applicant) interested in providing services to update the Town’s Master Plan in a clear and concise form, easily understandable by the general public. The town asks that there be special emphasis on Paonia's unique qualities, community needs and characteristics. Please take into account what is specific to our region and local culture.

The applicant needs to have planning, facilitation, and writing skills and will work hand in glove with the Planning Commission to update our Master Plan. The Town encourages individuals who have the core competencies but are not part of a planning firm, per se to apply. The Commission plans to carefully vet all submissions and encourages all to submit a response especially if you possess these key skill sets:

1. Ability to accurately represent wide ranging input from citizen engagement meetings in a written form appropriate for our updated General Plan;
2. Facilitation of public listening/engagement meetings;
3. Knowledge to apply process improvement suggestions to guide the updating project;
4. Excellence in prioritization and follow-through.

Please provide an electronic copy or an intent to submit by 4:00 PM Friday, November 11, and final hard copy proposals must be received at the Town of Paonia Offices, 214 Grand Avenue, PO Box 460, Paonia, CO 81428 by no later than Thursday, November 14 by 4:00 p.m.

The Town shall reserve the right to reject any or all proposals, and to waive any informalities or irregularities therein and request new proposals when required.

Any questions or clarifications concerning this “Request for Proposal” (RFP) shall be submitted by email to the Town, at e-mail address: Paonia@townofpaonia.com. The Town will not be bound or responsible for any explanations or interpretations other than those given in writing as set forth in this RFP. No oral interpretations shall be binding on the Town.

Proposals submitted will be evaluated by a Selection Committee. The Town’s Selection Committee will review materials submitted with the RFP and select a list of Bidders for further consideration. Bidders may be interviewed or requested to make an oral presentation as part of the evaluation process.

Evaluation factors include, but are not limited to: excellent writing skills, the ability to effectively condense and accurately communicate complexity, qualifications, demonstrated ability with similar governmental entities, applicant's workload and availability, experience, credentials of the applicant's project team members and cost. The Town reserves the right to request additional information or clarifications from applicants, and or to allow corrections of errors or omissions.

Submission of a proposal indicates acceptance by the applicant of the conditions contained in this “Request for Proposal”.

It is anticipated that selection of a applicant will be completed on Tuesday, November 22, at the Regular Meeting of the Board of Trustees.

All materials submitted in connection with the proposal document become the property of the Town. Any and all information received by the Town shall become public record and shall be open to public inspection should an award of contract result from this solicitation, except to the extent the bidding entity designates trade secrets or other proprietary data to be confidential.

KEY DATES

A tentative schedule of key dates for the project has been established as follows:

1. Proposal Calendar

Due date for proposals	November 14,2022
Bid Opening (10:00 a.m.)	November 15, 2022
Applicant interviews (if necessary)	November 18, 2022
Anticipated Town Board decision	November 22, 2022
Selected applicant notified	November 23, 2022

2. Date Study May Commence

The Town will be prepared to assist and meet with the applicant’s personnel in December, 2022. Preliminary review work may be performed prior to that date.

3. Fieldwork

The proposal shall indicate the time believed necessary to perform all work.

4. Date Preliminary Report is Due

The Town anticipates that the studies necessary to complete all aspects of the project will require a few months. The Town is requesting for draft/preliminary reports be due by March 30, 2023.

5. Date Final Report is Due

The Town would like to receive the final report no later than June 31, 2023. However, the bidder may propose a different final date for the report with their reasoning/justification along with the anticipated issuance of an additional Preliminary Report should the Final Report suggestion be later than July 2023.

SCOPE OF SERVICES

The Town requires the applicant to provide:

1. Background Research and Project Kick-Off
 - 1.1. A kick-off meeting will include key stakeholders to review materials and build a shared understanding of project goals.
 - 1.2. The applicant will review existing information including previous Town Comprehensive Plans, the 2021 draft master plan and the related plans and studies included in that plan, zoning and building ordinances, and other data provided by the Town.
 - 1.3. The applicant will propose a combination of interviews, focus groups, and town meetings to gather community input.
2. Plan Development
 - 2.1. Two to three revisions of the draft plan will be reviewed by Town officials and the public, discussions will inform the applicant on the preferred final plan.
 - 2.2. Final Master Plan will include:
 - An introductory chapter with a very brief history of the Town
 - Community vision and objectives
 - Goals and policies
 - Growth framework
 - Action plan
 - 2.3. Emphasis should be on the creation of a short (30-40 page) document that is clear, concise and easily understood by the general public.
3. Deliverables will Include
 - 3.1. Final Master Plan
 - 3.2. Update recommendations
 - 3.3. Electronic files and graphics for the project will be provided to the Town.

ASSISTANCE TO BE PROVIDED TO THE APPLICANT

The Town Staff shall assist the applicant in gathering data as necessary to complete the task requested.

The Town will provide the applicant with reasonable workspace, tables and chairs. The applicant will also be provided access to telephone, wireless internet, photocopying facilities and facsimile.

DESCRIPTION OF THE TOWN OF PAONIA

The applicant’s principal contact with the Town will be Corinne Ferguson, City Clerk/Town Administrator. The Public Works Director, Assistant to the Town Administrator, Deputy Clerk, Finance Officer, and other public utility personnel shall also be available when necessary.

Background Information

The Town of Paonia was incorporated in 1902 and is located in Delta County. The Town is located 0.5 miles south of Colorado State Highway 133. The Town is surrounded by United States Forest Service, Federal Bureau of Land Management, State of Colorado, and local public lands.

The Town of Paonia has a current population of approximately 1,450 persons mostly being permanent year-round residents. Although the industry has experienced recent downturns and loss of federal contracts, mining continues to be an industry in the region. Optimal conditions for growing over 30 varieties of organically grown fruit and several vineyards has branded Paonia as

a “farm to table” community with agriculture also being a primary industry.

The Town operates under the Board of Trustees – Town Administrator form of government. Policy-making and legislative authority are vested in the Town Board of Trustees, which consists of a Mayor and a six Member Council. The Town Board of Trustees is responsible, among other things, for passing ordinances, adopting the budget, and appointing a Town Attorney, Town Clerk, and Town Treasurer. The Town Administrator is the Chief Administrative and Executive Officer of the Town responsible for carrying out the policies and ordinances of the Board of Trustees, as well as for overseeing the day-to-day operations of the Town.

The Town is a statutory town (municipality) empowered to levy a property tax on the assessed value of real property located within the Town. By voter approval, the Town collects a 3% sales tax on all retail sales which are equally divided between a Capital Improvement Fund and the General Fund. In addition, the Town also receives a sales tax distribution per a formula from Delta County and a Marijuana Operational tax dedicated to the Street Capital Fund. The Town also operates Enterprise Funds consisting of a Water Fund, Sewer Fund, and Garbage Fund and has the statutory rights to fix rates for each of those Enterprise Fund.

The Town has the power by state statute to extend its corporate limits by annexation, which is done periodically when deemed appropriate by the Town Board of Trustees. The Town provides a range of municipal services including the police department, maintenance of parks, streets and roads, water and sanitary sewer services, refuse collection service, community planning and zoning, and general administrative services. The Town has a variety of intergovernmental and operations agreements primarily associated with water service’s needs.

PROPOSAL REQUIREMENTS

Proposals shall include the following:

- 1) **Title Page.** Title page showing the Request for Proposal’s subject; the applicant’s name; name, mailing address, telephone number, and email address of the primary applicant contact person; and the date of the proposal submission.
- 2) **Table of Contents.**
- 3) **Transmittal Letter.** A signed letter of transmittal briefly stating the applicant’s understanding of the work to be conducted, the commitment to perform the work within the time period specified, a statement why the applicant believes itself to be the best qualified applicant to perform the engagement and a statement that the proposal is a applicant and irrevocable offer for the engagement covering the project time period.
- 4) **Technical Proposal.** The technical proposal should follow the order and include the content set forth below. The purpose of the technical proposal is to demonstrate the writing expertise, qualifications, competence, and capacity of the applicant. As such, the substance will carry more weight than the form or manner of presentation. The technical proposal should demonstrate the ability to condense and accurately communicate complex material, and the qualifications of the applicant and designated staff to be assigned to this engagement in a clear and concise manner. It should also specify an approach that will meet the Request for Proposal's requirements.

The technical proposal should address all the points outlined in the Request for Proposal. The proposal should be prepared simply and economically, providing a straightforward, concise description of the applicant’s capabilities to satisfy the requirements of the Request for Proposal. While additional data may, at the discretion of the proposer, be included, the following items A through I, must be included:

A. Independence. The applicant should provide an affirmative statement that it is independent of the Town of Paonia. The applicant should also list and describe the applicant's professional relationships involving the Town of Paonia for the past five (5) years. Should there be any involvement, a statement explaining why such relationship does not constitute a conflict of interest relative to performing the proposed audit must be included.

B. Applicant Qualifications and Experience. The proposal shall include qualifications for self and any staff who will assist in the project. In addition, the applicant shall provide information on the circumstances and status of any disciplinary action taken or pending against the applicant during the past three (3) years, including the name and address of any regulatory agency or professional organization involved.

Engagement partners, managers, and other supervisory staff may be changed if those personnel leave the firm, are promoted or are assigned to another office. These personnel may also be changed for other reasons with the express prior written permission of the Town. However, in either case, the Town retains the right to approve or reject replacements. Consultants and applicant specialists mentioned in response to this Request for Proposal can only be changed with the express prior written permission of the Town which retains the right to approve or reject replacements.

C. Similar Engagements with Other Government Entities. For the applicant that will be assigned responsibility for the project, list the most significant engagements (maximum of 5) performed in the last three (3) years that are similar to the engagement described in this Request for Proposal. The applicant should indicate whether or not it continues to perform the services involved in these engagements. Indicate the name and contact information for the principal client contact.

D. Specific Approach. The proposal shall set forth a work plan, including an explanation of the methodology to be followed, to perform the services required under this request for proposal.

E. Quality Control. The applicant must submit a copy of its most recent external quality control review report and a statement indicating the applicant's record for quality work.

F. Bid Costs. The proposal shall contain all pricing information relative to performing the engagement as described in this Request for Proposal. Each bid shall contain a detailed direct and indirect costs including all out-of-pocket expenses.

G. Manual Signature. Bid proposals must contain a manual signature of an authorized agent of the Bidder.

The accuracy of the bid proposal is the sole responsibility of the Bidder. No changes in the proposal shall be allowed after the submission deadline, except when the Bidder can show clear

and convincing evidence that an unintentional factual mistake was made, including the nature of the mistake and the price actually intended. Alternate bids will not be considered.

TERMINATION OF CONTRACT

The Town may, by written notice to the successful Bidder, terminate the contract if the Bidder has been found to have failed to perform in a manner satisfactory to the Town’s specifications, including delivery as specified. The date of termination shall be stated in the notice. The Town shall be the sole judge of non-performance.

The Town may cancel the contract upon thirty (30) days written notice for reasons other than cause. This may include the Town’s inability to continue with the contract due to non-appropriation or reduction of funding.

WARRANTIES

The successful applicant shall indemnify and save harmless the Town against any and all damages to property or injuries to or death to any person or persons, including property and employees or agents of the Town, and shall defend, indemnify and save harmless the Town from any and all claims, demands, suits, actions, or proceedings of any kind, or nature, including workmen's compensation claims, of or by any whomsoever, in any way resulting from or arising out of the operation in connection herewith, including operations of subcontractors and acts or omissions of employees or agents of the successful applicant or his sub-contractors.

The successful applicant shall procure and maintain, at their own cost and expense, any additional kinds and amounts of insurance that, in their own judgment, may be necessary for their proper protection in the prosecution of the work.

The successful applicant shall be required to have property, liability, and workers compensation insurance with minimum limits of \$1,000,000.00 and to provide the Town with copies of the certificate of insurance upon request, or sign a waiver of liability for any property, liability, or workman’s compensation claims.

The successful applicant will not discriminate against any employee or applicant for employment because of race, color, religion, sex or national origin and will comply with the Americans with Disabilities Act. The successful applicant shall adhere to acceptable affirmative action guidelines in selecting employees and shall ensure that employees are treated during employment, without regard to their race, color, religion, sex or national origin. Such action shall include, but not be limited to, the following: employment, upgrading, demotion, or transfer, recruitment or recruitment advertising; layoff or termination, rates of pay or other forms or compensation; and selection for training, including apprenticeship.

Pursuant to Section 8-17.5-102(1), C.R.S., the Bidder will certify that, as of the date of its Proposal, it does not knowingly employ or contract with an illegal alien and it has participated or attempted to participate in the Basic Pilot Employment Verification Program (as such term is defined in Section 8-17.5-101(1), C.R.S.) in order to verify that it does not employ any illegal Aliens.



History of One Delta County: An Economic Alliance (ODC)

Formation

- A broad-based volunteer committee which included county-wide representation met for six months during 2020 to discuss and determine the need and desire for a new economic development entity, outline structure and create By-Laws.
- Held first Board of Directors Meeting on August 24, 2020
- Hired the first Director, (Greg Pope), in September 2020
- Board Members include a combination of 25 appointed and elected representatives who meet every other month. The meetings are rotated around the county.
 - A 10-member Executive Committee which includes the elected officers, Municipal representation, the County and a business representative meet each month.
- Members include all 6 municipalities in Delta County, The County of Delta, 4 entities, 3 Chambers of Commerce and private businesses. Each member has equal representation regardless of their monetary support.
- The first annual meeting of ODC was held November 18, 2021, at The Creamery Arts Center in Hotchkiss. The annual meeting featured presentations by new businesses in the county.
- The second Annual meeting is being planned for November 17, 2022.
- Two Meet & Greet gatherings are being planned in October 2022, one in Hotchkiss and one in Cedaredge.

New Business

- During 2021, three new business were qualified for the state of Colorado's most robust incentive program, Rural Jump Start.
 - Colorado Stone Quarry- manufacturing facility located in Delta

- Colorado Herb- a start-up agriculture procurement and repackaging facility located in Paonia
- Scenic Express- a manufacturing and wholesale retail company relocated from Pennsylvania to Delta. They purchased a house and are living in Paonia.
- An additional new manufacturing business from Maryland purchased a vacant manufacturing facility in Delta and began operations. Although they did not qualify for Rural jump Start, ODC assisted in their relocation and establishment.
 - Off Grid Adventure Vans
- A fourth manufacturing facility (a Delta County start-up company) who produces agriculture related irrigation equipment, was qualified for Rural Jump Start in 2022.
 - Automated Widgets
- A fifth potential manufacturing facility has been identified for Rural Jump Start in 2023. They are presently looking to purchase property in the Paonia area.

Industrial Parks

- ODC has partnered with Uncompahgre Development Company to expand the existing Industrial Park east of Delta. Uncompahgre Development Company applied for and received a grant from the Colorado Office of Just Transition to fund the purchase of property and funding for planning of the expansion.
 - The land has been purchased
 - A sketch plan has been approved
 - Additional design and planning are in process
- ODC is partnering with Uncompahgre Development Company to complete pre-planning on 169 acres of land the County owns north of Delta. Referred to as the “Gateway Property”, it is being planned as an additional potential Industrial Park with a possible focus on the creation of renewable energy.

Workforce Training

- ODC co-sponsors the Dr Perry Quarterly Economic Updates with Delta County and Colorado Mesa University. Updates are provided quarterly with two in-person breakfast presentations each year. The next one will be held October 26.
- In response to feedback from members, ODC developed an employee training program, “The Positive Employee Program” and ODC applied for and received a grant from the Colorado Department of Labor and Employment through Rural Consortium to assist in funding the development of the curriculum and administration of the program. The first Employer Assessment was held on September 20, 2022, with 16 attendees. The first Employee class will begin on Oct 5, 2022 and is fully enrolled. Due to demand, a second employee class will be held simultaneously also beginning on Oct 5. It is fully enrolled. Future classes are planned for early 2023.

Other

- ODC has held conversations with several potential buyers of the Technical College of the Rockies former Mining Technology Center in Paonia, concerning potential uses including mixed use development.
- ODC has made multiple presentations to various groups over the last two years. Calls continue to increase substantially from existing businesses interested in expansion, as well as potential new buyers of existing businesses and new business interested in locating to the county.
- ODC recently assisted a Crested Butte business to secure warehouse storage in Delta County.

One Delta - MUNICIPALITY COST SHARING 2020 - 2023

	<u>Year</u> <u>2020</u>	<u>Salary</u> <u>\$65,994</u>			<u>Year</u> <u>2021</u>	<u>Salary</u> <u>\$68,531</u>		<u>Year</u> <u>2022</u>	<u>Salary</u> <u>\$ 71,241</u>		<u>Year</u> <u>2023</u>	<u>Salary</u> <u>\$ 74,803</u>
	<u>%</u>		<u>Proration based</u> <u>on 2.5 mos</u>	<u>Total</u>	<u>%</u>	<u>Total</u>		<u>%</u>	<u>Total</u>		<u>%</u>	<u>Total</u>
Delta County	62%	\$ 40,916.28	20.83%	\$ 8,522.86	62.85%	\$43,071.73		59.90%	\$ 42,673.36		59.90%	\$ 44,807.00
City of Delta	28.6%	\$ 18,874.28	20.83%	\$ 3,931.51	23.00%	\$ 15,762.13		21.00%	\$ 14,960.61		21.00%	\$ 15,708.63
Orchard City	3.6%	\$ 2,375.78	20.83%	\$ 494.88	5.46%	\$ 3,741.79		7.30%	\$ 5,200.59		7.30%	\$ 5,460.62
Cedaredge	2.6%	\$ 1,715.84	20.83%	\$ 357.41	3.90%	\$ 2,672.71		5.30%	\$ 3,775.77		5.30%	\$ 3,964.56
Paonia	1.7%	\$ 1,121.90	20.83%	\$ 233.69	2.54%	\$ 1,740.69		3.40%	\$ 2,422.19		3.40%	\$ 2,543.30
Hotchkiss	1.0%	\$ 659.94	20.83%	\$ 137.47	1.50%	\$ 1,027.97		2.10%	\$ 1,496.06		2.10%	\$ 1,570.86
Crawford	0.5%	\$ 329.97	20.83%	\$ 68.73	0.75%	\$ 513.98		1.00%	\$ 712.41		1.00%	\$ 748.03
	100%	\$ 65,994.00		\$ 13,746.55	100.00%	\$68,531.00		100.00%	\$ 71,241.00		100.00%	\$ 74,803.00

ADU Summary

December 2020

Accessory Dwelling Unit (ADU): Defined as a dwelling unit with all necessary facilities (kitchen, bathroom) distinct from the primary home, whether attached or detached, in the R-1 zone

GAPS Recommendations to be added to code and/or ordinance to allow ADUs

1. Code adjustments
 - a. Remove restrictive and unclear land-to-development ratio from Chapter 16, article 3. Instead, rely on required setbacks to ensure compatibility with neighborhood character
 - b. Do not include a lot square footage minimum (R-2 has a minimum 8,000 sq ft for a duplex)
2. Water requirements
 - a. Moratorium: Review with town attorney, but current understanding of the moratorium may allow for an ADU in cases where no extension of the line is required (ex. Converted garage already has water/sewer service). However, extension of a line would be disallowed by the moratorium.
 - b. When available, the allowable method to extend water to an ADU would be based on tap size; Public Works has existing guidelines on tap service capabilities
 - i. If the tap is large enough to service the anticipated water use of an extension, the homeowner can use the existing tap and add a meter for the ADU.
 - ii. If the tap is not large enough to service the anticipated water use, the homeowner would have to enlarge the tap (3/4" to 1" service) and pay the tap fee difference or purchase an additional tap
3. Parking
 - a. Recommend no minimum parking requirement for an ADU; rather, the homeowner would have to demonstrate on their application that adequate parking is available to meet their needs (whether on property or on street, in line with neighborhood character)
4. Size restrictions
 - a. Limit to the greater of 500 sq ft, or 25% of the primary dwelling floor area
 - b. Maximum 2 bedrooms/1 bathroom
 - c. No more than 1 ADU and 1 primary dwelling per R-1 lot
5. Relationship to Short-term Rentals (STRs)
 - a. Short-term rental would not be an allowable use for ADUs until the board establishes STR regulations, which are also currently under review but may take longer to finalize

Board action requested: Suggestions for changes and/or direction to prepare a draft ordinance based on these recommendations

ORDINANCE NO. 2021-____

AN ORDINANCE OF THE BOARD OF TRUSTEES OF THE TOWN OF PAONIA, COLORADO, AMENDING CERTAIN PROVISIONS OF CHAPTER 16 OF THE TOWN OF PAONIA MUNICIPAL CODE

RECITALS:

WHEREAS, the Town of Paonia (the “**Town**”), in the County of Delta and State of Colorado, is a municipal corporation duly organized and existing under the laws of the State of Colorado; and

WHEREAS, the Town pursuant to C.R.S. 31-4-101, the Town has certain legislative powers; and

WHEREAS, pursuant to C.R.S. § 31-23-301, the Town has the power to regulate buildings and other structures for the purposes of promoting health, safety, and the general welfare of the community; and

WHEREAS, the use of Accessory Dwelling Units (“ADUs”) has been recognized to be an effective means to improve affordable housing, and provide additional dwelling units within a community; and

WHEREAS, to offset housing costs and to create additional housing within the Town of Paonia, the Board of Trustees wishes to amend the Town Code to allow for ADUs within the Town; and

WHEREAS, the Board of Trustees determines that it is in the best interest of the community and the public health, safety and welfare of the citizens of the Town to amend the Town Code to add certain provision to the Municipal Code.

NOW THEREFORE, BE IT ORDAINED BY THE BOARD OF TRUSTEES OF THE TOWN OF PAONIA, COLORADO, AS FOLLOWS:

Section 1. Legislative Findings.

The recitals to this Ordinance are adopted as findings of the Board of Trustees in support of the enactment of this Ordinance.

Section 2. Amendment of Town Code.

(A) The definition of “*Accessory building, structure or use*” under Sec. 16-1-100 is repealed and amended to read as follows:

“*Accessory building, structure or use*’ means a building, structure or use located on the same lot as the principal building, structure or use, which is clearly incidental to and subordinate to and customarily found in connection with the principal building

structure or use. Accessory buildings, structures or uses shall not be used for living or sleeping quarters unless such accessory building, structures or uses shall meet the requirements of Sec. 16-_____.

(B) The definition of “*Dwelling Unit, accessory*” is added to under Sec. 16-1-100 to read as follows:

“*Dwelling Unit, accessory*’ means A dwelling unit located within, attached to, or detached from the principal dwelling, that contains no more than 800 square feet of gross floor area, the use of which is associated with and subordinate to the principal dwelling and that is located upon the same lot as the principal dwelling.”

Section 3. Addition to the Town Code.

(A) The following Sec. 16-3-65 is added to the Town Code as follows:

Sec. 16-3-65. – Accessory Dwelling Units.

- (a) ADU’s as defined in Sec. 16-1-100 are only allowed as accessory to a single-family dwelling and within the R-1 Low-Density Residential District. Only one ADU per single-family dwelling is permitted.
- (b) The accessory dwelling unit must be constructed in accordance with applicable requirements of the Town Building Codes. It may be attached or detached to the principal single-family dwelling. Applicable lot dimensional requirements for a single-family dwelling as set out in 16- must be met.
- (c) One off-street parking space shall be provided for the accessory dwelling unit in addition to any other required off-street parking.
- (d) The accessory dwelling unit may not exceed 800 square feet of gross floor area.
- (e) One of the dwelling units on the property must be, and remain, owner occupied.
- (f) A minimum of a 90-day rental period shall be required by written lease.
- (g) The accessory dwelling unit must be owned together with the principal residential unit, and the lot or parcel upon which they are located, in undivided ownership.

- (h) The accessory dwelling unit may be served off of the water or sewer tap for the principal residence, in which case it shall not be subject to additional tap fees.
- (i) The burden shall be upon the owner of any accessory dwelling unit to provide adequate proof to the Town that the criteria of this Section are met. In the event that the Town determines that the criteria has not been shown to be satisfied, the unit may not be occupied as a residence.
- (j) A dwelling unit constructed before a principal single-family dwelling, which meets these criteria, may be converted to an accessory dwelling unit following construction of a new principal dwelling unit.

Section 4. Severability.

If any provision, clause, sentence or paragraph of this Ordinance or the application thereof to any person or circumstance shall be held invalid, such invalidity shall not affect the other provisions of this Ordinance which can be given effect without the invalid provision or application, and, to this end, the provisions of this Ordinance are declared to be severable.

Section 5. Repeal of Prior Ordinances.

All other ordinances or parts of ordinances in conflict herewith are hereby repealed.

Section 5. Ordinance Effect.

Existing ordinances or parts of ordinances covering the same matters as embraced in this Ordinance are hereby repealed and any and all ordinances or parts of ordinances in conflict with the provisions of this Ordinance are hereby repealed, provided, however, that the repeal of any ordinance or parts of ordinances of the Town shall not revive any other section of any ordinance or ordinances hereto before repealed or superseded and further provided that this repeal shall not affect or prevent the prosecution or punishment of any person for any act done or committed in violation of any ordinance hereby repealed prior to the taking effect of this Ordinance.

Section 6. Effective Date.

This Ordinance shall take effect thirty days after adoption. Notwithstanding the foregoing, the Town shall not issue a certificate of occupancy for an accessory dwelling unit unless or until there is a repeal on the Town wide water tap sale moratorium.

THIS SECTION LEFT INTENTIONALLY BLANK

INTRODUCED, READ, AND REFERRED for second reading before the Board of Trustees of the Town of Paonia, Colorado, on the 23rd day of February 2021.

TOWN OF PAONIA, COLORADO, A MUNICIPAL CORPORATION

By: _____
Mary Bachran, Mayor

ATTEST:

CORINNE FERGUSON, Town Clerk

HEARD AND FINALLY ADOPTED by the Board of Trustees of the Town of Paonia, Colorado, this _____ day of _____, 2021.

TOWN OF PAONIA, COLORADO, A MUNICIPAL CORPORATION

By: _____
Mary Bachran, Mayor

ATTEST:

Corinne Ferguson, Town Administrator/Clerk



AGENDA SUMMARY FORM



Street Committee Banners & Flags Policies - Final Draft

Summary:

Here's the current version of the flag policy resolution with the board motions from 8/11/22 incorporated: <https://docs.google.com/document/d/1tTJR6q8gHvZwEwT9VhZQiyhRRkItOAEzQ1dpa4k8dso/edit?usp=sharing>

This is the proposed street use application form: <https://docs.google.com/forms/d/1sFwGfdcwMiyz63rXataJA5YjsWfKRb-Zklnur1evlSk/edit>

This is the proposed street use petition form: <https://docs.google.com/forms/d/1OUTMroDt7jKExUAE6XDqDo8XkvunowTJi2wkEsP3dW8/edit>

Attorney Cotton-Baez will provide additional information during the meeting.

Possible Motion:

Motion by: _____ 2nd: _____ vote: _____

Vote:	Trustee Knutson	Trustee Markle	Trustee Smith
Trustee Stelter	Trustee Valentine	Trustee Weber	Mayor Bachran (Tie)

**Mayor's Report
10-13-22**

Grants

- DOLA Innovative Affordable Housing Strategies Planning Grant submitted
- CDOT Safe Streets for Children
 - Coordinating with Wendell Koontz and Kurt Clay about boundary adjustments for intersection
- Safe Drinking Water preliminary meeting
 - Finishing up paperwork and information for preliminary meeting
- Colorado Grand Grant submitted
 - They were very excited to get the grant and said they were planning on giving us \$15,000, but would try to get up to \$17,000.

RFP for Master Planner

Presenting to the Colorado Cancer Collaboration Symposium on our CDPHE tree planting grant on November 4, 2022.