GUNNISON COUNCIL AGENDA
MEETING IS HELD AT CITY HALL, 201 WEST VIRGINIA AVENUE
GUNNISON, COLORADO; IN THE 2ND FLOOR
COUNCIL CHAMBERS
REMOTE ACCESS MEETING
Approximate meeting time: 3 hours

TUESDAY
APRIL 14, 2020 REGULAR SESSION 5:30 P.M.

Due to the international outbreak of novel coronavirus (COVID-19), the City of Gunnison is holding Gunnison City Council online. The public may attend Public Hearings and Regular and Special Sessions remotely. The City is holding remote meeting to follow social distancing and event guidelines. Click Gunnison City Council Regular Session to register and access the meeting.

I. Presiding Officer Call Regular Session to Order: (silent roll call by City Clerk):

II. Citizen Input: (estimated time 3 minutes)
At this agenda time, non-agenda scheduled citizens may present issues of City concern to Council on topics on are not to be considered later in the meeting. Per Colorado Open Meetings Law, no Council discussion or action will take place until a later date; unless an emergency situation is deemed to exist by the City Attorney. Each speaker has a time limit of 3 minutes to facilitate efficiency in the conduct of the meeting and to allow an equal opportunity for everyone wishing to speak.

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III. Consent Agenda:
The consent agenda allows City Council to approve, by a single motion, second and vote, matters that have already been discussed by the entire Council or matters that are considered routine or non- controversial. The agenda items will not be separately discussed unless a councilor, City staff, or a citizen requests an item be removed and discussed separately. Items removed from the consent agenda will then be considered after consideration of the consent agenda.

- **Approval of the March 20, 2020 Special Session meeting minutes**
  Background: Per City Charter, the City Clerk produces minutes of the Council actions for all regular and special session meetings. Minutes are approved or amended at the follow regular session meetings and become permanent city record. If a city councilor was not present at the meeting, they must abstain in the vote and action on approval of the minutes.
- **Approval of the March 24, 2020 Regular Session meeting minutes**
  Background: Per City Charter, the City Clerk produces minutes of the Council actions for all regular and special session meetings. Minutes are approved or amended at the follow regular session meetings and become permanent city record. If a city councilor was not present at the meeting, they must abstain in the vote and action on approval of the minutes.
  Staff contact: City Clerk Erica Boucher
  Action Required of Council: A motion, second and vote to approve the Consent Agenda as presented with the following items:
  -Approve the minutes of the March 20, 2020 Special Session meeting; and
  -Approve the minutes of the March 24, 2020 Regular Session meeting.
  Estimated time: 5 minutes

B. Resolution No. 8, Series 2020: *A Resolution of the City Council of the City of Gunnison, Colorado, commending Spencer Hays for achievements in the sport of marbles*
Background: Gunnison youth, Spencer Hays, has been an avid marbles promoter and player for over 10 years. To promote the sport in Gunnison, Spencer Hays has repeatedly helped organize the Gunnison Valley "Mighty Mibster" tournament through City Youth Grant requests and victories.
Staff Contact: City Clerk Erica Boucher
Action Required of Council: Introduce, read in full, motion, second and vote to adopt Resolution No. 8, Series 2020: *A Resolution of the City Council of the City of Gunnison, Colorado, commending Spencer Hays for achievements in the sport of marbles*
Estimated Time: 5 minutes

C. Update from Gunnison Valley Regional Housing Authority (GVRHA) and 2019 Annual Report
Background: Jennifer Kermode, Executive Director of the Gunnison Valley Regional Housing Authority, will present the 2019 Annual Report and address questions from Council.
Community contact: Jennifer Kermode, Executive Director of the Gunnison Valley Regional Housing Authority
Action Requested of Council: No action requested. Discussion item only.
Estimated time: 20 minutes

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D. Approval for Mayor to Sign GOCO Grant Agreement
Background: The City of Gunnison was awarded a $350,000 GOCO grant on March 12, 2020 to assist in the costs to create Phase 1 of the West Gunnison Neighborhood Park on the Lazy K property.
Staff Contact: City Clerk Erica Boucher
Action Requested of Council: A motion, second and vote to direct the Mayor to sign the GOCO grant agreement.
Estimated time: 10 minutes

E. Taylor Mountain Park Camp Host Proposal
Background: On March 3rd, the Gunnison Parks and Recreation department issued an RFP for the Camp Host position at Taylor Mountain Park. We received two proposals. One was from Charles and Leah Crites who have been the camp hosts for the last several years. The other was from Samuel Degenhard who is the founder and CEO of Campfire Ranch. Mr. Degenhard's proposal included a for-profit business approach utilizing City-owned park space and property. Before making a decision, Council may want to visit the site and see the area that is being proposed for an expansion of camp sites and then revisit this question at the next Regular Session Council meeting.
Staff contact: Interim Parks and Recreation Director Dan Vollendorf
Action Requested of Council: Given that a for-profit proposal has been provided, staff is requesting Council make a motion on which proposal should be selected, if Council is ready to decide.

F. Financial Response and Project Considerations due to the Impacts of COVID-19
Background: During March 24, 2020, Regular Session meeting, City staff and Council discussed the inventory of large capital projects, specifically the Palisades Multi-Agency Street project and which and how large-scale projects may move forward. Final decisions were tabled to the next subsequent meeting, scheduled for April 14, 2020 in order to give staff more time to bring recommendations to Council. Staff will present its

recommendations. This item will include:

- An initial strategy to manage spending based on revenue projections with COVID- 19, and
- Review of capital projects and associated recommendations on when and whether to issue notices to proceed for projects, and
- Initial discussion on allocating funding for near term recovery.

Staff contact: City Manager Russ Forrest and Department Heads
Action Requested of Council: A motion to authorize Public Works to proceed with work this fiscal year as outlined in the Public Works Director's recommendations listed in the memo.
Estimated time: 25 minutes

G. Authorization to Hire Two Temporary Summer employees to assist with the Crack Seal program

Background: Even with the impacts of COVID-19, routine Public Works projects need to continue for the safety of the community. In an effort to temporary employ community members and to free up experienced Streets & Alley personnel, Public Works recommends hiring two part-time employees for a maximum of 232 hours per person to complete crack seal crew. Crack seal is needed prior to engaging any street surface project, such as slurry seal and traffic stripe. As soon as temperatures warrant, we propose to begin this program.
Staff contact: Public Works Director David Gardner
Action Requested of Council: A motion to authorize the Public Works Director to hire an additional .22 FTEs as part-time temporary streets employees and to authorize a budget transfer of $8,946 from the Crack Seal line to Personnel.
Estimated time: 10 minutes

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H. Authorization to Proceed with the Gunnison Water Master Plan Study

Background: The last water study conducted was completed in 2007. An update is needed at this time in order to determine capacity to meet growth projections and to identify a five-year Capital Improvement Plan.
Staff contact: Public Works Director David Gardner
Action Requested of Council: A motion to give the City Manager the authority to enter into a contract with JDS-Hydro to develop the Gunnison Water Master Plan Study in an amount not to exceed $68,500.
Estimated time: 20 minutes

I. Award Bid for Traffic Paint Stripe

Background: Public Works annually places traffic stripe on pavement surfaces for the City of Gunnison. This is a safety project. Bids will be received on April 13, 2020, and a recommendation to award to the lowest and best bid will be made to Council on April 14, 2020, during the Regular Session meeting.
Staff contact: Public Works Director David Gardner
Action Requested of Council: Staff recommends that Council make an award for the 2020 Pavement Striping and Marking Project to _____(contractor) in the amount not to exceed $_____(project bid amount).
Estimated time: 15 minutes

J. Discussion on HB 20-1001- Sale of Tobacco and Nicotine Products to Persons Under 21 Years of Age

Background: HB 20-1001- Sale of Tobacco and Nicotine Products to Persons Under

21 Years of Age was introduced on January 8, 2020.
Staff contact: City Attorney Kathy Fogo
Action Requested of Council: Staff requests direction about local licensing regulations, if desired by Council and raising the age of possession and consumption of tobacco and nicotine products to 21 years of age.
Estimated time: 15 minutes

V. Reports:

City Attorney Report
City Clerk Schedule Update
City Manager Strategic Projects Update and Report
City Councilors with City-related meeting reports; discussion items for future Council meetings

VI. Meeting Adjournment:

The City Council Meetings agenda is subject to change. The City Manager and City Attorney reports may include administrative items not listed. Regular Meetings and Special Meetings are recorded and action can be taken. Minutes are posted at City Hall and on the City website at www.gunnisonco.gov. Discussion Sessions are recorded; however, minutes are not produced. For further information, contact the City Clerk's office at 970.641.8140. **TO COMPLY WITH ADA REGULATIONS, PEOPLE WITH SPECIAL NEEDS ARE REQUESTED TO CONTACT THE CITY CLERK 24 HOURS BEFORE ALL MEETINGS AT 970.641.8140.**

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TO BE APPROVED: APRIL 14, 2020

March 20, 2020 CITY OF GUNNISON COUNCIL 3:00 PM

SPECIAL SESSION MEETING MINUTES

The City Council Special Session meeting was called to order at 3:01 P.M. in Council Chambers at 201 W. Virginia by Mayor Jim Gelwicks with Councilors Boe Freeburn, Jim Miles, and Mallory Logan physically present. Councilor Diego Plata was present remotely along with City Attorney Kathy Fogo and Finance Director Ben Cowan. City Manager Russ Forrest, City Clerk Erica Boucher, and Community Development Director Anton Sinkewich were also physically present in Council Chambers. The press was physically present. A Council quorum was present.

For the record, Mayor Gelwicks stated that Council is testing out remote participation during this Special Session.

Resolution No. 5, Series 2020: *A Resolution of the City Council of the City of Gunnison, Colorado, establishing a policy for electronic participation during City Council meetings.* Councilor Logan introduced and read Resolution No. 5, Series 2020 aloud by title only. Councilor Logan moved and Councilor Miles seconded the motion to adopt Resolution No. 5, Series 2020. City Attorney Fogo stated that Resolution No. 5, Series 2020 tracks with the Local Disaster Emergency Declaration and will maintain in effect until Council chooses to amend or revoke the resolution. Mayor Gelwicks stated that every councilmember will have a chance to voice their perspectives one at a time throughout the meeting. Councilor Plata, who called in, stated that he supports the resolution. Mayor Gelwicks stated that since Resolution No. 5, Series 2020 has not been passed, Councilor Plata cannot vote, but Councilor Plata's support is noted.

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Roll call, yes: Freeburn, Miles, Gelwicks, and Logan. So carried.
Roll call, no: None.
Abstain: Plata.

City Attorney Fogo stated that since Resolution No. 5, Series 2020 has passed it is now in effect and Councilor Plata is eligible to fully participate.

Resolution No. 6, Series 2020: *A Resolution of the City Council of the City of Gunnison, Colorado, extending the Local Disaster Emergency Declaration.* Councilor Logan introduced and read Resolution No. 6, Series 2020 aloud by title only. Councilor Logan moved and Councilor Miles seconded the motion to adopt Resolution No. 6, Series 2020.
Mayor Gelwicks clarified that with passage of Resolution No. 6, Series 2020, the City of Gunnison is in state of emergency status until this status is amended by the State of Colorado or by Gunnison County, if the City chooses to continue to follow their lead.

Roll call, yes: Miles, Gelwicks, Logan, Plata, and Freeburn. So carried.
Roll call, no: None.

Discussion and Direction on City Sales Tax Deferral. City Finance Director Ben Cowan summarized the research he compiled after speaking with and polling other Colorado municipalities as to whether or not they are deferring sales tax collection during the state of emergency. Municipalities are choosing to handle this in a variety of ways. Some municipalities are deferring sales tax for all businesses for a certain amount of time, others are not at all, and the majority of businesses are not giving a blanket deferral but will be lenient on penalties and interest. Sections 3.10.050 and 3.10.090 of the *Gunnison Municipal Code* outlines the discretion available to the Finance Director and City regarding deferring sales tax and collection. Finance Director Cowan recommended to Council that the City of Gunnison not participate in a blanket "no-deferral" practice but allow for the Finance department to be lenient on penalties and interest for those businesses that may be in need. Some businesses in the City, such as large corporate retail stores, do not need a deferral. The City depends on city sales tax to support its operations of essential services and payroll. Allowing for widespread deferrals could result in a cash flow issue for the City. Finance Director Cowan suggested to Council that the Finance department work with businesses on a case-by-case basis or allow for restaurants, miscellaneous retail stores, and lodging to have a blanket deferral. It was confirmed that the Finance Director currently has the authority for allow for deferrals on a case-by-case basis.
It was emphasized by Council the importance of consistent communication with business owners about their sales tax payment options during this time and the processes required for assistance

that the City can offer.
Discussion occurred about businesses that may need a deferral, which businesses do not likely need a deferral, establishing a time frame for when the payments are due, and the options that the Finance department can use to work with businesses on an individual basis as outlined in the *Gunnison Municipal Code*. Council asked about the additional workload that deferring sales taxes could add to the Finance department. Mr. Cowan mentioned that businesses should have February returns prepared as they were due March 20 and at this time only a few businesses have reached out to the department with payment concerns. City Manager Forrest noted that the situation will continue to evolve and adjustments may need to be made in the future to best serve residents. Finance Director Cowan mentioned that the Finance department is following a similar process for utility billing. The department is willing to work with residents on a case-by-case basis. Council supported the Finance Director's recommendation and his ability to be lenient on requiring penalties for businesses, as outlined in the *Code*. The City is not offering a blanket deferral to all businesses. Council directed the Finance Director to draft messaging to all local, physically-present businesses in the City of Gunnison and communicate to them that they have the option to reach out to the Finance department for more time or assistance regarding their sales tax payment.

Discussion and Update on the Coronavirus and 2020 Census Impacts. City Manager Forrest stated that the City of Gunnison is working at a new, faster tempo and has developed stronger partnerships throughout the valley as everyone supports the Emergency Operations Center (EOC). In addition in being a part of the EOC, the City is working under its own Incident Command System. The City is committed to providing the community with a high level of service while doing all it can to keep employees safe.

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The City Manager will be working with Senior Planner Ruggera and Community Development Director Sinkewich to develop ways to promote the 2020 Census, especially among Western students, seasonal workers, and immigrant population. Gunnison needs to ensure the community is not undercounted in order to receive maximum future resources from the 2020 Census.
The City has also created specific task forces on economic recovery, community wellness, and 2020 Census communication. Councilor Plata agreed that lines of communication have begun to open up more, especially with the Spanish-speaking population. It was suggested to look at local and national best practices regarding outreach and communication for the census.
For the record, Council stated the importance of supporting all Gunnison residents in innovative and feasible ways.

City Attorney Fogo noted the need for councilors and meeting attendees to interact safely with each other and review the Council materials as much as possible, especially for public hearings.

With no further business for the Special Session, Mayor Gelwicks adjourned the Special Session meeting at 3:48 P.M.

_____
Mayor

Attest:

_____
City Clerk

TO BE APPROVED: April 14, 2020

March 24, 2020 CITY OF GUNNISON COUNCIL 5:30 P.M.
REGULAR SESSION MEETING MINUTES

The City Council Regular Session meeting was called to order at 5:30 p.m. by Mayor James Gelwicks, with Councilor Jim Miles physically present in Council Chambers located at 201 W. Virginia Avenue, Gunnison, Colorado along with City Manager Russ Forrest and City Clerk Erica Boucher. Councilors Boe Freeburn, Mallory Logan, and Diego Plata were remotely present along with City Attorney Kathy Fogo, Western Liaison Adam Engleman, Public Works Director David Gardner, Electric Superintendent Will Dowis, City Engineer Cody Tusing, Information Technology Director Mike Lee, Senior Planner Andie Ruggera, and Community Development Director Anton Sinkewich. Others who remotely attended the meeting were David Assad and Darcie Perkins from the ICELab and the press. Alex Joyce and Jamin Kimmell of Cascadia Partners were present online, as well as Peter Hurley and James Diffey of San Juan Strains, Inc. A Council quorum was present.

PUBLIC HEARING

Mayor Jim Gelwicks called the public hearing to order at 5:34 p.m., on Tuesday, March 24, 2020, in the Council Chambers of City Hall, 201 West Virginia Avenue in Gunnison, Colorado and electronically. Physically present at the hearing were Mayor Gelwicks, Councilor Miles, City Clerk Boucher, and City Manager Forrest. Councilors Logan, Freeburn, and Plata were participating in the public hearing remotely along with City Attorney Fogo and Finance Director Ben Cowan. Top

Mayor Gelwicks stated that the purpose of this public hearing was to receive input on the Transfer of Ownership Application from White Porch LLC dba Hashish Hut to San Juan Strains Inc. dba San Juan Strains Inc., located at 827 N. Main Street, Gunnison, CO, 81230.

Mayor Gelwicks asked for proof of publication for the hearing from the City Clerk who confirmed that the public hearing was published in the *Gunnison Country Times*, posted at the place of business, on the City bulletin boards and the City website.

The Mayor asked for the staff report and recommendation. City Clerk Erica Boucher stated that this transfer of ownership started in January 2020. San Juan Strains Inc. is based in Pagosa Springs, Colorado and has completed all of the State's and City's application requirements. No concerns were raised as a result of background checks. City Attorney Fogo has reviewed their application for completion and requirements.
Based on the Findings of Fact, the Clerk recommended approval of transfer of ownership to San Juan Strains, Inc. The Findings are:

1. There has been no denial of an application at the same location, on the grounds that the reasonable requirements of the neighborhood were satisfied by the existing establishments. Hashish Hut currently operates in this location.
2. A Retail Marijuana Store, as proposed in the application, is not in violation of the zoning, fire, building, technical, and other applicable codes of the City of Gunnison or the laws of the State of Colorado.
3. The building where the application proposes to operate a Retail Marijuana Store does not appear to be within 1000 feet of any public, charter, or parochial school, daycare school, center or home, principal campus of any college, university or seminary, or mental health facilities.
4. The needs of the neighborhood were addressed during the original licensing application process.
5. The City of Gunnison Police Department does not have concerns.
6. All fees necessary for the application have been paid.

Peter Hurley and James Diffey of San Juan Strains stated that they are looking forward to becoming a part of the Gunnison community. For the record, Mr. Hurley and Mr. Diffey live in Pagosa Springs, Colorado.

The Mayor made three requests for public comments. No one came forward to speak in person. City Manager Forrest confirmed that no one online indicated an interest in making comment on the transfer of ownership application.
Mayor Gelwicks asked if the City had received any additional comments. The City Clerk stated that the City had not received any additional comments for the record.

Mayor Gelwicks called upon councilmembers individually to see if they had comments or questions. Councilor Miles said no. Councilor Freeburn said no. Councilor Plata wanted to confirm that this applicant began and had submitted a completed application prior to passage of Ordinance No. 2, Series 2020. The Clerk stated that was correct. Councilor Logan did not have any comments.

City Attorney Fogo noted that this transfer of ownership is for an existing establishment; therefore, the majority of adjacent landowners would not need to be notified.

With no additional comments made, the Mayor closed the public hearing at 5:42 p.m.

PUBLIC HEARING

Mayor Gelwicks noted that this public hearing will be continued and the date of the continued public hearing will have proper notification. The City Clerk stated that once the determination was made that this public hearing would be held remotely, she communicated the information to the adjacent property owners through mail, to interested parties through email, and also posted the remote access information online and on the City's official posting places.

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The Mayor asked for the staff report and recommendation. Community Development Director Sinkewich stated that this public hearing is for a PUD application submitted by Cascadia Partners representing Gunnison Valley Properties, LLC to revise the zoning designation within Gunnison Rising and amend the *Gunnison Rising PUD Development Standards*. This application had already been through the public hearing process on February 26, 2020 with the Planning and Zoning Commission, which recommended approval to Council based on the Findings of Fact included in the packet. Due to the size of this project and the complexity of the application, staff recommended that the review schedule be broken up into manageable sections. A tentative schedule is included in the packet, which outlines steps through June 2020.

Mayor Gelwicks called for the applicant to come forward. Alex Joyce and Jamin Kimmell of Cascadia Partners introduced themselves and began their presentation. They shared and referred to a visual representation of the project throughout the presentation.

Mr. Joyce began by thanking City staff for their collaboration throughout the process and for taking the time to hold the public hearing during this time. For Mr. Joyce's presentation, he plans to review the conceptual plan of the PUD amendments, go through the proposed changes, preview conversations they intend to have about amending the annexation agreement, and address questions brought up by the Planning and Zoning Commission.

Mr. Joyce started by reviewing the boundaries of the property. The purpose for changing the PUD is to fit the needs of the community and to better support infrastructure development. The development of the conceptual plan took eight to nine months to develop and was in partnership with the landowner, the City of Gunnison, Gunnison County, and Western Colorado University. The partnership process was important because it involved key stakeholders in the community to ensure the inclusion of a variety of ideas, goals, and values for the property. Mr. Joyce noted that Gunnison Rising is intended to be an extension of Gunnison and should not feel separate from the rest of the City. It is designed to be walkable a neighborhood. There was a focus to make the area vibrant and accessible to outdoor space. The opportunity to create a variety of housing options is a cornerstone of the design. Another important piece of the design includes integration with and access to open space. It must also be financially feasible and resilient.

There are specific areas where no development would be allowed in order to preserve hilltop views. Georgia Avenue would emerge as the Main Street of Gunnison Rising. The area would feature walkable commercial centers.

Key ideas of the conceptual plan are to keep large commercial activity near the gateway, which would be surrounded by beautification landscaping. Trail-orientated neighborhoods, all within a short walking distance to parks or accessible to regional trails, was another key idea. Also included was to maintain the Canal Trail as a centerpiece of the development.

For the land south of Highway 50, west to east, the key ideas are: a potential events center and rodeo grounds, a Maker's District, a public lands government campus, and a RV resort and campground. A Maker's District could fulfill a need to serve entrepreneurs needing light industrial workspace and manufacturing. The I-Bar would be the anchor for the Maker's District. Both the government campus and RV resort would provide a great interface with a possible Tomichi Creek State Park.

Jamin Kimmell took over the presentation to discuss the proposed development standards that would regulate future development in the PUD. The overall goal is to implement the conceptual plan that is based on a regulatory framework. The key document that would be replaced is the *PUD Development Standards*. It will also line up with the City's *Land Development Code*.

One of the key pieces of the package are the Zone Districts, which are consistent with the conceptual plan. The heart of the Gunnison Rising is the development south of the canal trail, which has a mix of commercial and residential areas and a mix of different residential types.

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Mr. Kimmell reviewed the use regulations and summarized that each zone allows for residential units. The type of residential units depends on the zone type. Some small-scale commercial uses are allowed in a few of the residential zones. Next, he briefly discussed the dimensional standards for the zones. Mr. Kimmell stated that an appropriate variety of residential units would be allowed in the Main Street district. There would be limited residential units in the Maker District and event conference area. He reviewed the dimensional standards for the mixed-use district.

Councilor Plata noted that this PUD does not allow for industrial uses on the area's Main Street. He asked if this proposal lines up with current Main Street zoning. Community Development Director Sinkewich confirmed that industry is not allowed in the Central Business District and is only allowed in the downtown commercial district with a conditional use permit approved by the Planning and Zoning Commission.

Councilor Freeburn asked about the industrial zone being so close to Tomichi Creek. Director Sinkewich noted that the industrial uses are intended to be light. The Maker's District is not for heavy industry.

City Manager Forrest suggested that staff capture key issues that they want Cascadia Partners and staff to follow-up on for future work sessions and a public hearing. This is a good opportunity to identifying issues that require more focus and discussion.

City staff will collate all questions received during the public hearing, whether they be submitted electronically or in person, for Cascadia Partners to review and prepare answers for. Those questions will be recorded into the record at the end of the presentation.

Mr. Kimmell returned to discussing dimensional standards for mixed-use districts. He transitioned from dimensional standards to design standards for the different districts. The residential design standards focused on walkability and pedestrian-friendly elements throughout the districts. They included design standards so Council could visualize density and lot sizes.

Mr. Kimmell highlighted the design standards for nonresidential districts as well. It was recommended that the building have a bottom, middle, and top floor, each with windows, and a diversity of facades to display active storefronts on the street. The commercial design standards can also be met by large, commercial retail stores. These standards should also allow for some flexibility in the non-residential and industrial districts.

To address the Planning and Zoning Commission's concerns about costs of compliance for meeting certain design standards, Cascadia Partners suggested an exemption process.

Next, Mr. Kimmell discussed the transportation issues. First, he discussed streets. All of the streets that will connect to Highway 50 will be in compliance with CDOT standards. He reviewed the proposed cross sections for the PUD. Georgia Avenue, as a Main Street, would have a 100' of right-of-way. The gateway streets, which access Highway 50, would have a 90' right-of-way, and local streets would have 70' right-of-way. Street design would include either landscaping or parallel parking between the driving lines and bike lanes. This is different from the current street designs. Public Works approved the new design proposed by Cascadia Partners.

Mr. Kimmell then discussed parks, open spaces, and trails. This new PUD suggests that parks and open space be located throughout the area whenever possible. This is a change from the current PUD. Mr. Joyce clarified that the existing trail around Gunnison Rising interfaces with the current trail system. Linking Gunnison Rising to the current trail system is the foundation of the plan.

Mr. Kimmell reviewed the electric trunk lines, which tie into the existing lines. It noted that 1000 new units could trigger the need for a new substation. The key water lines were highlighted and could serve the PUD through gravity fed lines. For sewer, the trunk lines come from Georgia Avenue, which could serve an additional 200 units now. The rest of the new units would be serviced by a new trunk line on the south side of the PUD and would connect to San Juan where a new lift station would be installed. The development of infrastructure would occur over time. Cascadia Partners submitted a Phase Review Process, where the City could approve one phase at a time.

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Mr. Joyce transitioned to the work Cascadia Partners has done on the PUD in combination with the annexation agreement. These two documents work in partnership and are closely linked to each other. In a phase 2, conversations will need to occur about the costs for public infrastructure and long-term housing affordability. These two items must be addressed at the same time and amendments will need to be made in the future to make that happen.

Mayor Gelwicks called for comments from members in the remote audience. No one came forward to speak through the chat feature. Dick Bratton said hello.

Jennifer Kermode, director of the Gunnison Valley Regional Housing Authority, stated for the record that she finds the revamped PUD for Gunnison Rising to be very attractive and is excited to see what it can do for affordable housing. She encouraged Mr. Bratton and Cascadia Partners to reach out to GVRHA when appropriate.

No online participants asked to speak. City Manager Forrest restated the comments and questions that were asked during Zoom's chat feature for the record. They were: Councilor Plata asked about the industrial uses; Councilor Logan asked about solar standards for energy effectiveness. She noted also the interesting façade displayed in the presentation but also expressed concerns that the flat style roof could result in snow shed and load issues. It was asked if the current Signal Peak trail system would be preserved. The answer was yes. Western Liaison Engleman noted that Western recently discovered issues with the bedrock of that area and asked if they have thought about the environmental effect of placing an RV camp and small industrial area in that area. The mayor stated that those issues and questions can be addressed in a continuation of the public hearing.

He asked the City Clerk if the City had received any additional comments. The City Clerk confirmed that the City had not. Mayor Gelwicks stated that he received one about affordability of housing, a topic already included in the document.

Mayor Gelwicks called for questions or comments from councilmembers, one at a time. Councilor Freeburn had nothing to add. Councilor Logan had nothing to add. Councilor Plata asked if the City had received feedback or input from the RE1J School District or the Gunnison Valley Hospital since this development could increase the population of school-aged children and have impacts on medical resources. It is important to gauge their understanding of the development. City Manager Forrest stated they had reached out to Superintendent Nichols and invited her to review the development plans. Mr. Forrest stated that the City could reach out again to key stakeholders whose operations would be affected by an increase to the population. Mr. Joyce responded by saying that the plan would provide for inclusion of neighborhood schools.

Councilor Miles had nothing to add. Mayor Gelwicks stated that he would like to discuss at a future meeting how fire mitigation and snow storage will be integrated into the plan.

Mayor Gelwicks noted that this is an open hearing and asked the City Attorney to confirm how Council should respond if they are asked about Gunnison Rising outside of this format. City Attorney stated that since this is a quasi-judicial hearing, all oral and written comments should be referred to the City Clerk and Council should not engage or respond to constituents on this topic.

City Manager Forrest shared that staff plans to intermix work sessions and public hearings on Gunnison Rising to continue the process. Topics still needing further discussion are infrastructure and the affordability of housing. Director Sinkewich recommended that the public hearing be continued until Tuesday, May 12, 2020. Mayor Gelwicks stated that the continuation date is tentatively set for May 12 and will need to be properly noticed.

Mayor Gelwicks continued the public hearing. The time was now 6:58 p.m.

Citizen Input:
Mayor Gelwicks called three times for citizens to speak. No one came forward to speak, in person or remotely.

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Consent Agenda:
Approval of the March 10, 2020 Regular Session meeting minutes and the March 16, 2020 Special Session meeting minutes.
Councilor Logan moved and Councilor Miles seconded the motion to approve the Consent Agenda, which included the minutes of the March 10, 2020 Regular Session meeting minutes and the minutes of the March 16, 2020 Special Session meeting minutes.

Roll call, yes: Freeburn, Miles, Gelwicks, Logan, and Plata. So carried.
Roll call, no: None.

Action Items:
Action on the Transfer of Ownership Application for the Retail Marijuana Store from White Porch LLC dba Hashish Hut to San Juan Strains Inc. dba San Juan Strains.
Councilor Logan moved and Councilor Freeburn seconded the motion to approve the Transfer of Ownership for Retail Marijuana Store License Application from White Porch LLC dba Hashish Hut to San Juan Strains Inc. dba San Juan Strains, 827 North Main Street, Gunnison, Colorado, 81230, based on staff findings.

Roll call, yes: Miles, Gelwicks, Logan, Plata, and Freeburn. So carried.
Roll call, no: None.

Appoint Member to the Planning and Zoning Commission. City Clerk Boucher informed Council that currently there is one vacancy on the Planning and Zoning Commission due to Erich Ferchau's resignation in February 2020. This term expires in May 2021. The Clerk was also notified on March 19, 2020, that Commissioner Darin Higgins will be resigning with his last day of service being April 22, 2020. This term expires in April 2024. It was recommended to Council that they appoint one candidate to fill the current vacancy on Planning and Zoning Commission and appoint a second candidate to fill the seat that will become vacant on April 23, 2020. There were four candidates for the two appointments. The candidates were Enid Holden, Geoff Oros, Travis Scheefer, and Matt Schwartz. The mayor asked each candidate to share their interest in serving on the Planning and Zoning Commission. Enid Holden spoke first. She noted her support of Gunnison 2030 and would like to help implement those actions. She spoke about how her experience with and knowledge of art history and architecture would be a benefit to the Commission and that she wants to help address issues of affordable housing for the community through this work. Matt Schwartz spoke second. He reminded Council of his previous experience as a former Gunnison City Councilor. He stated that he knows the *Land Development Code* and would be able to jump into the work immediately. Geoff Oros spoke third. He stated that his interest in serving on the Planning and Zoning Commission is his desire to help balance the growth of Gunnison while preserving the charm and history of the City for future generations. Travis Scheefer spoke last. He stated that he has a strong desire to contribute to the community as it continues to evolve. As a licensed architect, he could be an asset to the Commission. He noted that

his previous experience of living and working in quickly growing communities throughout the West would be beneficial as Gunnison begins to address some of those same issues. He is also familiar with how the planning process works. Council did not have any follow-up questions for the candidates.

Council briefly discussed the candidates' strengths and took a quick poll. Mr. Oros received four nods of support. Mr. Scheefer received three nods of support and Mrs. Holden received one. All council members thanked the candidates for their interest in serving on the Planning and Zoning Commission and acknowledged that each candidate would bring unique talents and skills to the Commission. For the record, Mayor Gelwicks stated his support for Enid Holden. In the future, when Council appoints new members, they would like to see a brief bio of existing members in the memo to help ensure that a variety of perspectives and professional experiences are represented on the Commission.

Councilor Miles moved and Councilor Plata seconded the motion to appoint Geoff Oros to the Planning and Zoning Commission to the term that begins immediately and expires in May 2021.

Roll call, yes: Gelwicks, Logan, Plata, Freeburn, and Miles. So carried.
Roll call, no: None.

Councilor Plata moved and Councilor Freeburn seconded the motion to appoint Travis Scheefer to the vacancy, which begins April 23, 2020.

Roll call, yes: Logan, Plata, Freeburn, and Miles. Motion carried.
Roll call, no: Gelwicks.

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ICELab Update and Request for Funding. David Assad and Darcie Perkins of the ICELab spoke to Council remotely. ICELab Director Assad noted that the ICELab acknowledged the City of Gunnison as one of its supporting partners based on the funding the City provided the organization in 2019. He gave a quick review of the ICELab and its programs. It continues to support existing businesses and recruit new businesses to Gunnison. He reviewed the measurable matrix and noted that they are accumulative results. Based on preliminary results from 2019, the ICELab reached or exceeded all of the assigned goals.

City Manager Forrest told Council that the City has $40,000 budgeted this year to support the ICELab in their work of economic prosperity. He also acknowledged the leadership of the ICELab during this time and with businesses throughout the valley. The ICELab has also became a contact point for the state to reach out to and is also helping market Gunnison to prospective businesses. Councilors continued the discussion in which they expressed their appreciation and acknowledgment of the economic recovery work the ICELab has started, but also noted a possible need for the City to maintain its financial resources. The issue of timing of the funding was discussed. The point was also made that the City needs to be ready for business when the COVID-19 crisis lifts. Mr. Assad responded that without this funding, some ICELab programming would stop and adjustments would have to be made that could delay recovery in the future. Darcie Perkins spoke about the skilled and highly technical work that ICELab members have done for the community without hesitation. Discussion ensued about funding the ICELab as a reflection of the City's confidence in their work and as an essential partner in Gunnison's future economic recovery. City staff supports the funding the ICELab for $40,000 to continue as an economic leader throughout the valley.

Councilor Logan moved and Councilor Miles seconded the motion to direct the City Manager to sign a contract with the ICELab for up to $40,000 in 2020 to support the economic recovery of Gunnison.

Roll call, yes: Plata, Freeburn, Miles, Gelwicks, and Logan. So carried.
Roll call, no: None.

Council took a recess and returned at 8:00 p.m.

Ordinance No. 3, Series 2020; Second Reading: *An ordinance of the City Council of the City of Gunnison, Colorado, amending the rates charged by the electric department for electricity consumed*

Councilor Miles introduced Ordinance No. 3, Series, 2020 and asked that it be read aloud by title only by the City Manager. The City Manager read Ordinance No. 3, Series 2020 aloud by title only. Councilor Miles moved and Councilor Logan seconded the motion to adopt Ordinance No. 3, Series 2020 on second and final reading.

It was confirmed that an error on the first reading for the Time of Day On-Peak rate has been corrected for the final reading to $0.1120/kWh. Councilor Freeburn noted concerns about raising rates at this time and indicated a desire to delay the increase.

Roll call, yes: Miles, Gelwicks, Logan, and Plata. Motion carried.
Roll call, no: Freeburn.

Review and Direction on Large Capital Projects. City Manager Forrest invited Public Works Director David Gardner to Council to discuss large, up-coming projects now through the lens of COVID-19. He has not yet signed the contract with United Companies for the Palisades project. Staff is seeking direction on large capital projects for 2020. Staff will return to Council at a future meeting with recommendations after a comprehensive review of all capital projects for 2020.
Director Gardner shared with Council the extensive time, planning effort, and resource accumulations that goes into a project like Palisades. From this discussion, he would like to know what funds Public Works has available in 2020 for street maintenance and improvement projects. He noted that delaying street improvement projects, such as Palisades, will make the cost of maintenance or rehabilitation of streets even more expensive in the future. City Engineer Cody Tusing joined the conversation and summarized the primary financial and maintenance points of the IMS Street Management report from May 2019. He referred specifically to Palisades and its low street rating. The City has a backlog for streets that need maintenance and Public Works wants to prevent further backlog as costs will continue to increase. Public Works staff recommended that they stay on course with addressing street improvement projects or the City may never be able to keep up with street improvement needs.

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Director Gardner ranked street maintenance priorities and explained theirs costs and what funds the money is coming from. The needs include paint striping, slurry seal, crack sealing, Palisades and Public Works parking lot, and asphalt sampling and drilling. The Palisades project is important because it is part of a multi-agency project. He explained the additional equipment costs that are associated with all projects. Mr. Gardner recommended not delaying the Safe Routes to Schools project as it is in partnership with CDOT and is receiving $350,000 in government funds. The City can not delay on this project, even in today's environment. A decision on Palisades must be made by April 14.

Discussion continued about how City funds could possibly redistribute if capital projects were cut or delayed. They also discussed the timing of these projects as well as the pros and cons regarding those decisions. It was recommended that the City hold off on spending discretionary funds, except in areas where a legal contract or grant dollars are committed, for a couple of weeks to have a better understanding of the timeline and impacts of COVID-19. Council should consider the value of these projects, if the City will have the revenue to support them, and how the funds can be most wisely spent. Council favored options that give the City more time to better assess the situation, putting people and the community first. These are uncertain times and more time before committing large amounts of funds would feel the most comfortable to Council. On April 14, Public Works could present multiple scenarios for different dollar amounts ($250,000, $500,000 and $750,000) in order to still make progress on some capital projects.

It was determined that the Safe Routes to School project should proceed. Finance Director Cowan spoke about Gunnison's sales tax revenue history and current predictions to give Council some financial perspective. He noted some concern about cash flow as the City is allowing for deferrals.

Councilor Logan moved and Councilor Plata seconded the motion to direct the City Manager to hold off signing the contract with United Company for the Palisades project until further direction by Council.
Mayor Gelwicks stated that he could call a Special Session if necessary to address timing regarding execution of the contract.

Roll call, yes: Freeburn, Miles, Gelwicks, Logan, and Plata. So carried.
Roll call, no: None.

Council did not have any change of direction for staff regarding the Safe Routes to School contract and project. City Manager Forrest will keep Council updated on the timeline of Safe Routes to School contract execution.

Resolution No. 7, Series 2020: *A resolution of the City Council of the City of Gunnison, Colorado, approving the adoption of the Gunnison 2030 Comprehensive Plan*
Councilor Logan introduced Resolution No. 7, Series 2020 and read Resolution No. 3, Series 2020

aloud by title only. Councilor Logan moved and Councilor Miles seconded the motion to adopt Resolution No. 7, Series 2020.

Roll call, yes: Miles, Gelwicks, Logan, Plata, and Freeburn. So carried.
Roll call, no: None.

Reports. Councilmembers who were present in Council Chambers lost audio functionality with those remotely attending the meeting at the beginning of Reports.

With no further business for the Regular Session Mayor Gelwicks adjourned the Regular Session Meeting at 9:10 p.m.

_____
Mayor

Attest:

_____
City Clerk

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RESOLUTION NO. 8
SERIES 2020

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GUNNISON, COLORADO, COMMENDING SPENCER HAYS FOR ACHIEVEMENTS IN THE SPORT OF MARBLES

WHEREAS, Spencer Hays is a citizen of Gunnison, Colorado; and

WHEREAS, Spencer, while a youth, exemplifies superb citizenship; and

WHEREAS, he began playing marbles at the age of three while supporting family members at marbles competitions; and

WHEREAS, he competed as a "Mini Mibster" in three Colorado State tournaments; and

WHEREAS, Spencer Hays won the annual Gunnison "Marble Mania" tournament twice, at ages nine and eleven, while also honored as the "Marble Mania Best Sport" at eleven; and

WHEREAS, he won the annual Gunnison Valley "Mighty Mibster" National Marbles qualifying tournament five times; and

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WHEREAS, Spencer competed in the annual Colorado Invitational Tournament four times, winning the "Best Sport" award twice and the Colorado Championship once; and

WHEREAS, he refereed and mentored at local tournaments, including hosting the annual Colorado Invitational Marbles Tournament twice and providing proficient annual marbles reports to City Council; and

WHEREAS, Spencer took the initiative in getting funding from the City of Gunnison's Youth Challenge Grants to benefit local marbles tournaments; and

WHEREAS, Spencer Hayes qualified to participate in the National Marbles Tournament six times, and he won the 2019 National Marbles tournament at age 13 becoming the "King of Marbles"; and

WHEREAS, Spencer Hays is a 2020 inductee into the National Marbles Hall of Fame.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF GUNNISON, COLORADO, THAT:

Section 1. Spencer Hays is commended for his achievements in the sport of marbles, his helping to establish Gunnison as a competitive marbles hub, his exemplary sportsmanship, and his outstanding representation of Gunnison throughout Colorado and the United States.

Section 2. Spencer Hays is wished continued success and happiness.

INTRODUCED, READ, AND ADOPTED at a Regular Session meeting of the City Council of the City of Gunnison, Colorado on the 14th day of April, 2020.

_____
Jim Gelwicks, Mayor

(SEAL):

ATTEST:

_____
City Clerk

To: City Council
Presenter: Jennifer Kermode, Executive Director of the Gunnison Valley Regional Housing Authority
Date: April 14, 2020
Re: 2019 GVRHA Annual Report Updated and Discussion

Council:

Jennifer Kermode, Executive Director of the Gunnison Valley Regional Housing Authority, was invited to present a summary of the 2019 GVRHA Annual Report and to answer questions about GVRHA.

Action Requested of Council: No action requested. Discussion item only.

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Gunnison Valley Regional Housing Authority

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2019 ANNUAL REPORT

Prepared by Jennifer Kermode and staff
GVRHA | 202 E. GEORGIA AVENUE

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GVRHA MISSION AND VISION STATEMENTS

As per the Board of Directors, Gunnison Valley Regional Housing Authority's **mission** is to:

"… advocate, promote, plan and provide the long-term supply of desirable and affordable housing in Gunnison County to maintain a well-rounded community."

This coincides with GVRHA's stated **vision** to:

"…support the quality of life and economic vitality of the unique communities in the Gunnison Valley by increasing housing choices and opportunities for local residents."

Recognizing that there are other public and private organizations with an advanced depth and capacity to fulfill the role of a developer, the GVRHA Board of Directors has made a purposeful decision to play a different role on any development team considering affordable housing development in the Valley. The GVRHA Executive Director and staff bring their expertise and experience in designing locals neighborhoods with respect to unit mix, targeted markets for tenure, AMIs, household types, crafting suitable deed restrictions, conducting buyer qualifications and lottery implementation, offering homebuyer education and other activities that serve to set new purchasers up for success long after their home is built. The GVRHA staff has previously participated in public, private and public/private deed-restricted housing ventures that created over 400 homes for locals.

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GVRHA BOARD OF DIRECTORS

The 2020 Board of Directors for the GVRHA include:

Roland Mason (President), Gunnison County - elected member
Jim Schmidt (Vice President), Town of Crested Butte - elected member
Chris Haver (Secretary), Town of Crested Butte - elected member
Matt Feier (Treasurer) CBMR an At-Large member
Carlos Velado, Town of Mt. Crested Butte - appointed member
Scott Cox, Gunnison County - appointed member
Mallory Logan, City of Gunnison - elected member
Shaun Matusewicz, City of Gunnison - appointed member
Michael Bacani, Town of Mt. Crested Butte - elected member

GVRHA STAFF BIOGRAPHIES

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EXECUTIVE DIRECTOR – Jennifer Kermode

Jennifer Kermode originally moved to the Gunnison Valley in May of 2017 to take the lead at the Gunnison Valley Regional Housing Authority. She left behind a strong, pro-active housing authority in Summit County, Colorado, where she was at the helm for nine years.

Jennifer has used her twelve years of affordable housing experience to grow rural and resort communities in Colorado by creating innovative programs to address unique housing challenges. Past achievements include regionalizing resources, obtaining a permanent funding source for housing efforts, developing unique community education programs and establishing a master lease program to address the impacts of short-term rentals.

Current achievements include assisting the Town of Crested Butte in building and selling 19 deed-restricted for-sale homes, entering into a partnership with a private developer for a 36-unit apartment campus in Gunnison serving low-income households, assisting the City of Gunnison in selection of a developer for 54 for-sale homes, and the Town of Mt. Crested Butte in building 22 for-sale homes deed-restricted to local workforce. Jennifer is also on the Board of Directors of the Colorado Mountain

Housing Coalition, which strives to empower the voice of small Western Slope housing agencies on policies and regulations at the State and federal level.

When Jennifer's not out enjoying all the rec opportunities the Gunnison Valley has to offer, she's busy serving as Secretary on the Board of Directors for the Gunnison Country Chamber of Commerce and is actively engaged with the Rotary Club of Gunnison and serves as their Treasurer.

HOUSING PROGRAM MANAGER – Shannon Frias

Shannon Frias has lived in Gunnison for 37 years, attending Gunnison High School and Western Colorado University (formally known as Western State College). Shannon worked at the Gunnison County Housing Authority from 2002 to 2007. During this time, she managed the senior and disabled apartment building, Mountain View, managed the Section 8 voucher program, and the Mutual Self Help Build program. After 6 years away from the Housing Authority, Shannon returned in 2013. Since her return she manages Mountain View Apartments, the Housing Choice Voucher Program (formally Section 8) and does the bookkeeping and loan servicing for varies programs at the Housing authority.

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HOUSING SPECIALIST & MANAGER – Chris Peterson

Chris Peterson graduated from Western Colorado University in 2013 with a double major in Economics and Business Administration and a minor in Sociology. As a longtime manager, her career path has taken her through various industries, beginning with a General Manager position at a fast food restaurant and continuing through retail store management, law firm management and now housing management.

In 2019, Chris became a Certified Tax Credit Specialist for her work managing Anthracite Place Apartments in Crested Butte, Colorado. In addition to her certification, she received training in Fair Housing, continued training in some Low-Income Housing Tax Credit (LIHTC) projects and participated in many webinars/courses on mental health and property management. Chris was invited to speak at a state housing conference on suicide prevention as a property manager, but an unexpected, extended medical leave prevented her participation. In 2020 she looks forward to continuing to expand on LIHTC management, diving deeper into affordable housing management, and presenting at conferences.

Alongside her professional capacities, Chris has held many volunteer rolls in the community. Most prominently, in 2016 she began volunteering with the American Foundation for Suicide Prevention. Since that time, Chris has served as the Chair of the Gunnison Out of the Darkness Campus Walk for a total of

five Out of the Darkness Walks and continues in the role. Additionally, she is on the AFSP Colorado Chapter Board of Directors, the Suicide Prevention Coalition of Colorado Board of Directors, a member of Crested Butte State of Mind, and a member of the Gunnison Health and Wellness Coalition.

PROGRAM ADMINISTRATOR – Loren Ahonen

Loren Ahonen originally moved sight-unseen to Gunnison in January of 2007 to attend Western State Colorado University. Since then, he has earned two degrees from Western: a BA in Politics & Government/Environmental Studies in 2011 and a Master in Environmental Management – Sustainable and Resilient Communities in 2018.

Loren is the Program Administrator for the Gunnison Valley Home Energy Advancement Team (GV-HEAT). GV-HEAT focuses on promoting energy efficiency, affordability, and safety at the household level in Gunnison County. By connecting households to energy efficiency programs and resources, GV-HEAT helps improve housing equity by lowering cost, increasing quality of life, and improving health and safety for clients across the income spectrum. In addition to administering GV-HEAT, Loren also serves as adjunct faculty and stewards renewable energy initiatives at Western Colorado University. As an educator, he teaches ENVS 410 Environmental Ethics, a capstone course for Environment and Sustainability undergraduate students.

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He has served numerous roles in Gunnison as a volunteer and professional working in the community and at the University. Currently he serves as a member of the South Advisory Committee for the Gunnison County Metropolitan Recreation District and founded an alumni association for Western cross country/track & field athletes called Supporters of the Big Red Machine. He has also been involved in Gunnison Valley Mentors.

GVRHA SUMMARY OF PROGRAMS

To provide for the long-term supply of desirable and affordable housing in Gunnison County, GVRHA provides several crucial managerial roles and programs to constituent communities. These include:

Property Management

Anthracite Place Apartments

Mountain View Apartments

Stallion Park Condominiums

Elk Valley Townhomes

Gunnison Watershed School District rental homes

Program Administration

Housing Choice Voucher administration

GV-HEAT

Down Payment Assistance loans (2020)

Property Rehab loans (2020)

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Other GVRHA Services

Deed Restricted Sales and Monitoring

Development Consulting

Lottery Administration

Loan Servicing

GVRHA FUNDING

At year-end 2019 the GVRHA realized $519,524 in revenues and $490,258 in expenditures, with a net income of $29,266. The Fund Balance at the end of the year was $1,270,148 which includes the GVRHA loan to Anthracite Place Apartments of $1,030,600.

49.95% of revenues came from the contributions of each member to the Authority; 18.30% came from property management fees; 24.30% was from GV-HEAT program contributions and donations and 7.17% came from other program administrative fees.

In November of 2018 the GVRHA put a referred measure on the ballot for a 1.5% property tax to fund affordable housing development and programs but the measure failed. The GVRHA Board does not contemplate putting another referred measure on the ballot in the near future.

GVRHA SUMMARY OF COMMUNITY ENGAGEMENT AND OUTREACH

GVRHA serves as a functional resource to connect our communities with resources and opportunities to address affordable housing needs. With that in mind, the Executive Director sought to extend GVRHA's presence throughout the Gunnison Valley in 2019. This connection and engagement within the community is an outgrowth of the Executive Director's value of relationship-building in small communities and the opportunities brought forth. In 2019, the Executive Director engaged many opportunities, and fostered many connections. A summary of these connections and collaborations includes:

Local Organizational Involvement

- One Valley Leadership Council participant (genesis from OVPP)
- Rotary Club of Gunnison member and Club Treasurer
- Gunnison Country Chamber of Commerce Board member – Secretary
- Inclusion in Mayors and Managers monthly lunches
- Affiliate member of the Community Foundation of the Gunnison Valley
- Leadership Team member of the Gunnison County Community Health Coalition

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Regional Organization Involvement

- Colorado Mountain Housing Coalition Board member – Treasurer
- Housing Colorado member
- CO-NAHRO member (Colorado-National Association of Housing and Rehabilitation Officials)
- PHADA member (Public Housing Authorities Directors Association)
- Delta Housing Authority Loan Committee (for rehab loans including Gunnison households)

Local Project Engagement

Crested Butte

- Conducted three lotteries for deed-restricted home sales. These lotteries culminated in the sale and closing of 17 homes
- Prepared 15 buyers for purchase process – including contracts, amend/extends, informational meetings
- Conducted three separate Homebuyer Education classes to prepare lottery participants

Mt. Crested Butte

- Drafted new Deed Restriction for Homestead neighborhood. This Deed Restriction applies to 22 new townhomes
- Worked with Homestead development consultant on lottery and sales process
- Drafted revised Housing Guidelines
- Participated in North Village Parcel F development team

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City of Gunnison

- Participated on Lazy K Neighborhood RFP selection team
    - Project totals 54 homes in phased development
- Participated in Lazy K Deed Restriction development team
- Member of Land Development Code Housing team
- Member of 2030 Comp Plan Housing team
- Partnered with Belmont Development for LIHTC GardenWalk project
    - Ground broken in October 2019 for 36 units
- Provided $100,000 loan to GardenWalk project
- Obtained $450,000 grant from CO-Division of Housing for GardenWalk
- Listed and sold one Rock Creek deed-restricted residence

Gunnison County

- Established Stallion Park buyer qualifications, sales prices and process
    - Applies to total of four homes
- Revised Deed Restriction for all County affordable housing properties
- Managed lease-up process for Elk Valley townhomes
    - Total of seven homes

- Participated in Lot 22 of Rock Creek RFP Selection team
    - Helped facilitate developer selection for planned 74 homes

Valley Housing Foundation

- Planned for partnership on Redden Mobile Home Park in Crested Butte
    - Project totals five units

Gunnison Watershed School District

- Assisted in developing housing program guidelines
- Providing property management services for two rental properties

Program Expansion and Additions

- Obtain grant for property rehabilitation loan program for low- to moderate-income households
- Obtain grant for down payment assistance loan program for low- to moderate-income households

Major Internal Projects

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- 2019 Gunnison Valley Housing Plan completed and adopted by GVRHA Board April 2019
- Provided update to GVRHA Housing Guidelines
- Facilitated Loan Servicing Implementation for Rehab and Down Payment Assistance loans

GVRHA PROPERTY MANAGEMENT

ANTHRACITE PLACE APARTMENTS OVERVIEW

Anthracite Place Apartments (APA) is a Low-Income Housing Tax Credit (LIHTC) complex serving a total of 30 households. Of these households, 13 are individuals under 50% AMI and an additional 17 individuals under 60% AMI. Rental rates are based upon the income-qualification and AMI of the tenant. For tenants at or below 50% AMI rent is $644 for a one bedroom and $771 for a two bedroom. For those tenants above 50% of AMI but below 60% AMI rent is $779 for a one bedroom and $933 for a two bedroom.

Management Summary

Overall, the three-year-old property is in good condition, but there are major expenses each year with both the fire alarm system and the heating system. GVHRA has looked in various options to improve both systems in the hopes of not only saving money but also making the building run more efficiently.

While occupancy remains high at APA, the availability of affordable, workforce housing in the Gunnison Valley continues to be a challenge. Given this reality, GVRHA and the property manager are always seeking ways to house residents efficiently. As a result, the waitlist policy for APA has been adjusted numerous times over the past few years. After assessing the cost of maintaining a waitlist, the process was shifted so that with each notice of a unit opening, the GVRHA would run an ad in the Crested Butte News for the opening. We believe that this will save both time and money and fill up open units faster. This process adjustment was implemented by management at the end of 2019.

APA is a No Pets property, but we are required to allow Service and Emotional Support Animals. We have chosen to use PetScreening.com for approval of any animal a tenant (or guest) wishes to have at APA. Each person is required to register their Service/Support animal on PetScreening.com by uploading both veterinary records and information from a medical/mental health provider, PetScreening.com verifies all of the information and then sends out an approval. This not only saves management time but also avoids any HIPAA issues.

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Snow removal is a constant challenge during the winter months. The snow removal policy for APA is that we have the walks shoveled 1 time per day after 2" has accumulated. The parking area is plowed after a minimum of 4". This policy has been continuous since the building became occupied.

Twice a year management takes a day to pick up improperly stored/unclaimed bikes. We store them in Gunnison and tenants that wish to reclaim their bikes must make arrangements to meet in Gunnison and pay $25/day for storage of their bike (or other personal property) tenants are welcome to pick up their items during normal business hours.

Comprehensive management of APA includes taking care of the physical property, tenant relations, and qualification files. All emergency calls from both tenants and emergency personnel are always forwarded directly to the property manager.

MOUNTAIN VIEW APARTMENTS OVERVIEW

Mountain View Apartments is an independent living, 28-unit apartment building that houses seniors 62 and older as well as disabled individuals. The apartment building is subsidized through HUD. Residents at Mountain View pay rent based on their income. The rent is 30-40% of a family's income. GVRHA

manages the property in accordance with the rules and regulations regarding qualifications of residents as established by the Colorado Housing and Finance Authority (CHFA) and the US Department of Housing and Urban Development (HUD). This includes Tenant Income Certifications and annual updates/renewals and interim certifications.

Funding Sources

Mountain View Apartments is owned by Gunnison County and managed by GVRHA. Gunnison County pays GVRHA a monthly management fee and an operational fee. The management fee is based on the HUD management fee schedule. This schedule is updated once a year around October.
The operational fee is based on the Property Management Agreement between Gunnison County and Gunnison Valley Regional Housing Authority.

Rent Structure

The rent structure at Mountain View is determined by several factors. First, HUD establishes a Market Rent each year as shown in the table below. Next income-qualifications are assessed for all tenants per program guidelines. This means subtracting medical expenses and other considerations. Following this income verification and adjustment process, the tenant pays 30% of their income to rent. The remaining gap from tenant rent to the Market Rent is covered by HUD's Housing Assistance Payment.

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Mountain View Apartments

Rent Structure

Bedrooms	Apartments	2019 Market Rent	Income Limits
1	25	$ 713.00	50% Area Median Income
2	3	$ 864.00	50% Area Median Income

Marketing and Outreach

GVRHA follows HUD guidelines when marketing. HUD requires subsidized and unsubsidized multifamily housing programs with five or more units to complete an Affirmative Fair Housing Marketing Plan (AFHMP) The purpose of this AFHMP is to help applicants offer equal housing opportunities regardless of race, color, national origin, religion, sex, familial status, or disability. The AFHMP helps owners/agents (respondents) effectively market the availability of housing opportunities to individuals of both minority and non-minority groups that are least likely to apply for occupancy. Affirmative fair housing marketing

and planning should be part of all new construction, substantial rehabilitation, and existing project marketing and advertising activities.

Program Administration

The management of Mountain View Apartments is subject to:

- HUD Handbook 4350.3
- Title VI of the Civil Rights Act of 1964
- Title VIII of the Fair Housing Act
- Section 504 of the Rehabilitation Act of 1975
- The Age Discrimination Act of 1975
- The Americans with Disabilities Act
- The Violence Against Women Act of 2005

Residents at Mountain View have their rent subsidized through HUD.

This requires:

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- Annual certifications of each tenant's income, assets and medical expenses on their move in anniversary date. These certifications are processed through the OneSite platform and are transmitted to HUD monthly through TRACS, Tenant Rental Assistance Certification System;
- Monthly submission of a HAP (Housing Assistance Payment) report. This determines the monthly subsidy paid to the owner;
- HUD REAC (Real Estate Assessment Center) inspections. Both administrative and physical property inspections are conducted;
- Annual Housing Qualification Standards (HQS) inspections;
- Annual inspections of building maintenance, including water back flow, nurse call system, sprinkler system, fire extinguishers, and alarm system;
- Monthly elevator inspection and a yearly full maintenance/inspection;
- Annual OCAF, Operating Cost Adjustment Factor, report and submission. This allows the property to raise the cost of the market rent based on the determination of HUD.

As a publicly funded housing complex, Gunnison County, the owners of Mountain View, acquired a loan through Colorado Housing and Finance Authority (CHFA) in financing the building. CHFA serves as the

Contract Administrator (CA) in Colorado for HUD's Section 8 project based rental assistance portfolio. The loan compliance requires:

- Annual submission of IRS 8703
- Annual submission of loan compliance form
- CHFA MOR (Management and Occupancy Review)
- Following HUD guidelines in all move ins, move outs, transfers, maintenance, house rules, lease, and annual certifications.

Navigating the abundance of reporting requirements and documentation are a necessity in managing Mountain View appropriately.

Management Goals and Outcomes

Throughout 2019, the Housing Program Manager sought to achieve the following goals while managing Mountain View Apartments.

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1. **Maintain a 100% lease-up rate**

Summary of Mountain View Lease Up

Total Units	7
Total Turnovers	8 (including 1 transfer)
Total Turnover days	331 days
Shortest Turnover	0 days
Longest Turnover	149 days
Average Turnover	41 days
Occupancy Potential	87.01

2. **House seniors and individuals with disabilities at or <50% AMI**

In 2019 there were four new move-ins at Mountain View Apartments. Two of the new tenants were at or below 30% AMI and the remaining two tenants were at or below 50% AMI.

3. Maintain an active waitlist

In 2019 the wait list for Mountain View averaged 17 applicants. The average applications received per month is two.

Maintaining an active waitlist helps ensure that there is less turnover time with unoccupied units. This management principle is reflected in the Mountain View Apartment's Tenant Selection Plan.

4. Closing the Waiting List(s)

The Gunnison Valley Regional Housing Authority maintains an open Waiting List(s) policy for Mountain View Apartments and will not close the waiting list. The Waiting List is always open for applicants. The application process is first-come, first-serve based on the time and date of the application.

5. Maintain safe and secure housing for seniors and individuals with disabilities

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Mountain View utilizes a Maintenance Plan that is updated as needed. Per the maintenance plan GVRHA's approach to maintenance at Mountain View is as follows:

A well- maintained property reflects the property's management. While the GVRHA strives to make Mountain View the best possible social environment for its residents, continued and diligent maintenance is the foundation for maintaining building integrity. Promoting resident safety and curb appeal are only two reasons for a sound and defined maintenance policy.

It is the philosophy of the GVRHA to maintain rental housing with a 75% proactive (scheduled inspections) and 25% (work orders) reactive approach. By conducting regular inspections, potential problems can be addressed before they become maintenance emergencies.

The mission of the GVRHA is to provide affordable housing and to promote the wise and sustainable use of resources. Therefore, this Preventative Maintenance Plan is based on the provision of safe, affordable housing while embracing natural resource conservation.'

Additional Mountain View Considerations

Providing a safe, healthy, and welcoming environment at Mountain View also requires additional duties, including but not limited to:

- Managing day to day building operations
- Creating and conducting monthly activities for the residents
- Scheduling all maintenance including apartment turn over

ELK VALLEY TOWNHOMES AND STALLION PARK CONDOMINIUMS

Elk Valley Management Summary

There are eight units within Elk Valley. Each of the homes have 3 bedrooms, 2.5 baths and attached garages. Rent is set on a sliding scale, with amounts range from $1,300 to $2,300. Additional monthly utility/services expenses have been estimated to be $235 per unit. The Elk Valley units were completed in the spring of 2019 through Gunnison County. However, it took until October of 2019 to determine the structure of occupancy for the units. For the homes six homes managed by GVRHA, there are specific requirements for applicants which include, 12 months residency within Gunnison County working 30+ hours per week on an annual basis, 80% or more of income made within Gunnison County, and total household income between 70 and 160% of AMI.

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The number of available leases at Elk Valley has changed overtime, leading to a staggered cycle of lease up. As of this report, six units are to be leased through GVRHA. Three are currently occupied and the remaining three should be leased by the end of January 2020. The leasing process for the first few units did take longer as the original lease-up documents had to be drafted and reviewed thoroughly. The remaining two units will be utilized by Gunnison County. One unit has been reserved by the hospital in a 100-year lease and the other is reserved by the County to entice new employees to the valley.

Stallion Park

Throughout 2019, GVRHA had 10 households on the Stallion Park waitlist. Traditionally, the waitlist is long, and the process moves slowly given limited changes in occupancy. With the completion of the Elk Valley Townhomes, Gunnison County decided that the existing four Stallion Park units would

transition from rental to a for-sale product. As a result, all leases in the building expire on March 30, 2020.

PROGRAM ADMINISTRATION

HOUSING CHOICE VOUCHER PROGRAM

The Housing Choice Voucher (HCV) program is the federal government's primary resource for assisting very low-income families, the elderly, and the disabled to afford decent, safe, and sanitary housing in the private market. Since housing assistance is provided on behalf of the family or individual, participants can find their own housing, including single-family homes, townhouses and apartments.

The participant is free to choose any housing that meets the requirements of the program and is not limited to units located in subsidized housing projects. However, the owner of the property must be willing to accept the HCV payment.

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HCV Goals and Outcomes

1. **Increase the number of Vouchers in Gunnison County**

The Housing Program Manager administers all the Housing Choice Vouchers for Gunnison County. At the end of 2019 GVRHA had 17 vouchers as compared to 21 vouchers in 2018. At this time the Division of Housing has put a freeze on issuing further vouchers.

A summary of HCV activity in Gunnison County for 2019 appears below.

- 4 families ported out of Gunnison County
- 1 family ported in
- 2 vouchers are on hold. Participants are in the process of moving, are temporarily hospitalized, or have not found housing to accept their voucher
- 7 families were issued vouchers, but either declined, did not show for the briefing or did not find housing before the voucher expired

Once the freeze of vouchers is lifted, the goal is to issue all available vouchers and work with landlords to house all voucher holders.

2. Service families <30% AMI

In the HCV program, a family's income may not exceed 50% of the median income for the county or metropolitan area in which the family chooses to live. By law, a Public Housing Authority must provide 75% of its available vouchers to applicants whose incomes do not exceed 30% of the area median income. Median income levels are published annually by HUD and vary by location.

Of the 17 vouchers currently administered, 11 total households are 30% or less AMI and six are 50% or less AMI. This means 65% of voucher holders are below 30% AMI and 55% are below 50% AMI. When the HCV freeze is lifted, the goal is to process all vouchers at 30% AMI or lower to meet compliance standards.

HCV Funding Sources

GVRHA administers the HCV program under the direction of the Colorado Division of Housing. To administer the HCV program, DOH enters a contractual relationship with HUD referred to as a Consolidated Annual Contributions Contract.

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The Division of Housing pays GVRHA an administration fee per voucher each month.

HCV Program Administration

GVRHA follows the Division of Housing Administration Plan and the HUD 4350.3 handbook to administer the HCV program.

This requires the Housing Program Manager to:

- Supervise the receipt of program applications; qualification and placement of applicants on waiting list; orientation of program participants
- Issue housing choice vouchers to applicants
- Coordinate and schedule HQS inspections.
- Calculate participant/tenant payments, utility allowances, and housing assistance payment contracts at initial examination and interim and annual reexaminations.
- Oversee the distribution of information regarding the programs to prospective participants.

- Inform and educate owners and landlords
- Submit files for DOH review

GV-HEAT PROGRAM

The Gunnison Valley Home Energy Advancement Team (GV-HEAT) offers a suite of energy efficiency and weatherization programs to improve housing affordability and equity throughout Gunnison County. GV-HEAT achieves this goal through grant-based interventions at the household level to improve energy efficiency, decrease utility and energy costs, all while improving quality of life for occupants.

2019 GV-HEAT Targets and Goals

- Complete 30 household retrofits through Colorado's Affordable Residential Energy (CARE) program
    - Targeting 20 City of Gunnison utility clients and 10 Gunnison County Electric Association clients
- Complete 10 household retrofits through the Weatherization Assistance Program (WAP) program
- Complete 15+ household audits through Energy Smart Colorado
    - Facilitate at least 5 retrofits in these homes
- Find unique solutions to complicated projects at homes with significant sustainability and resilience issues

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2019 GV-HEAT Outcomes

Aggregated Work	Retrofits Completed	Assessments Completed	Applications Approved	Applications Submitted	Outreach Contacts Made	Quality Control Inspections Completed
Colorado's Affordable Residential Energy (CARE)	29	29	40	43	86	10
Weatherization Assistance Program (WAP)	8	8	11	12	15	8
Energy Smart Colorado (ESC)	3	9	11	11	16	
Housing Rehabilitation Loan Program				2	5	

Figure 1 - Represents the aggregated work of the core programs utilized by GV-HEAT. ****All WAP work completed by Housing Resources of Western Colorado with application facilitation from GV-HEAT***

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Quantifying Outcomes

Income-Qualified Work

While GV-HEAT met targets for income-qualified work in 2019, it is essential to further characterize the impact of that work. The following offers a brief analysis of the work completed through the CARE and WAP programs in 2019.

Colorado's Affordable Residential Energy (CARE)

GV-HEAT provided free energy efficiency retrofits to 29 distinct households in 2019. This falls one short of the target, but the 30th home was not completed due to extenuating circumstances in the home that delayed the assessment process. This meant that available funding for the 2019 CARE program was exhausted before reaching the 30th household.

All told, GV-HEAT invested $101,084.64 into CARE client homes through funding from Energy Outreach Colorado (EOC) and additional grant resources. More specifically this included $41,878.17 in grant funding from EOC, $40,955.41 in rebates from local utilities, and a combined total of $18.953.93 in Health and Safety work split between EOC and GV-HEAT funding.

The investment in client homes was intended to maximize impact within program restrictions. As such, CARE households received an average investment of $1,350.91 in EOC grant funding alongside additional rebated dollars of nearly $1,000 on average. Across the representative utilities, the average utility rebate per client was as follows:

- Gunnison County Electric Association - $1,000* This is a flat investment in the complete retrofit
- City of Gunnison Electric - $977.35
- Atmos Energy - $685.58

Across serviced households, the mean total investment per home (including potential health and safety concerns and the initial assessment) totaled $3,242.60.

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These investments in CARE client households were made to some of those most in need within the Gunnison Valley. While all CARE clients must fall below 80% of the Area Median Income (AMI) the clients served in 2019 represent a significant range of the low to middle-income threshold.

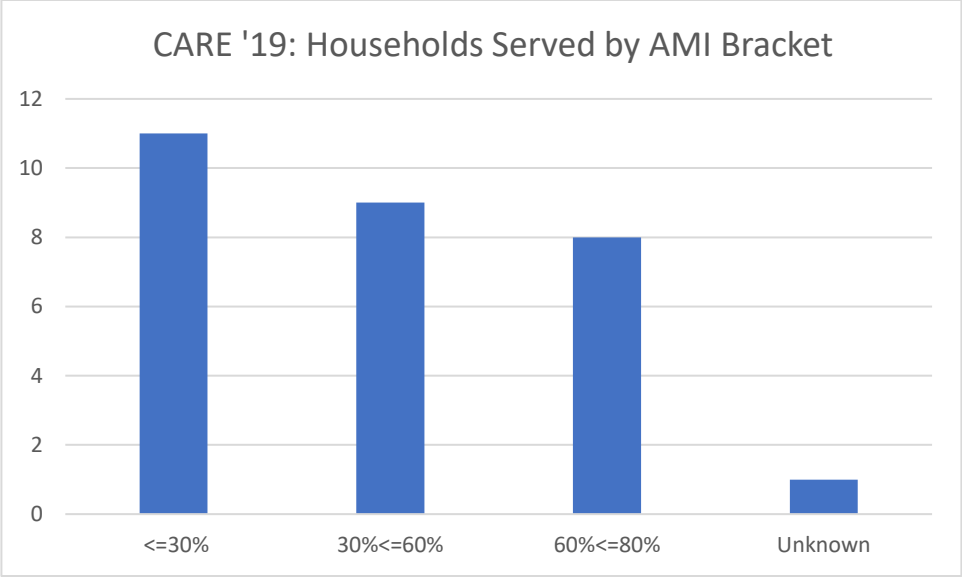


Figure 2 - Represents the distribution of CARE clients in standardized income brackets. The unknown category represents clients where the household income was not directly reported, but instead based on qualification for other social programs.

Most clients (11) served in the CARE program fell at 30% AMI or below. The population in this income bracket represents those most likely to be energy-burdened in their housing. Additionally, the CARE program served a significant number (8) of households in the 60% - 80% AMI category – which remains consistent with a local perception of middle-income populations still being cost constrained in the Gunnison Valley.

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The mean AMI serviced through the CARE program was 50%.

From a pure income perspective, the CARE program served households between an income range of $2,304 – to $51,323. However, these incomes mean little when stripped from the number of people in the household.

On the following page, Figure 3 highlights the discrepancy of annual income based on household size.

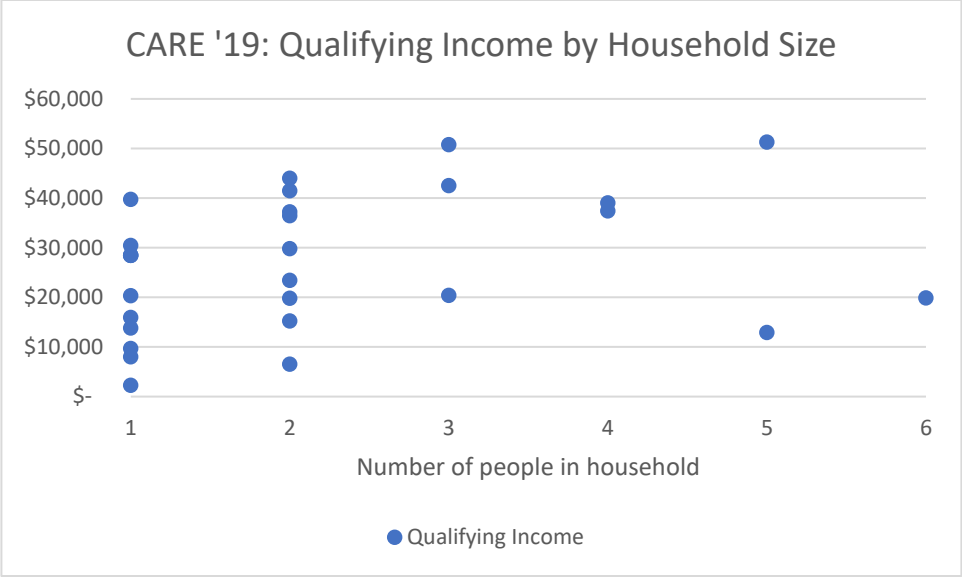


Figure 3 - Characterizes the diversity of annual income seen at different household sizes for CARE qualified clients.

In total, the CARE program benefited 81 distinct individuals across the 29 households serviced. This yields an average of 2.13 persons per household which aligns closely with the Gunnison County average of 2.35 people per household.

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Weatherization Assistance Program (WAP)

GV-HEAT's income-qualified work is also supported by the WAP program. WAP is a program funded by the Colorado Energy Office and serviced by predetermined weatherization providers across the states. Gunnison County is serviced by Housing Resources of Colorado which is based out of Grand Junction with a satellite office in Montrose. HRWC can service 10 households per year in Gunnison County.

With outreach, recruitment, and application assistance from GV-HEAT, HRWC filled its Gunnison County quota for the second year in a row. Historically filling the State apportioned quota in Gunnison County has been challenging for HRWC.

The WAP quota of 10 households for the 2019-20 program year was filled by August 2019. In total, eight households received service within the 2019 calendar year, with two more to be serviced in Spring 2020 consistent with the WAP fiscal year.

The WAP program provides similar services to CARE but has more flexibility in addressing heat sources and domestic hot water. Given that, WAP has more resources to invest per home which tends to correlate with a higher average investment per household. Of the retrofits completed thus far in the WAP program year (which runs from July to June) the mean investment in a home is $4,079.16. WAP is also intended to service a lower income bracket than the CARE program with a maximum qualifying income of 200% of the poverty rate. Of households where a direct income was reported, the average household income serviced by WAP in Gunnison County was 38% AMI.

As seen with GV-HEAT's other income-qualified work, WAP served a relatively diverse income range. Figure 4 characterizes WAP clients by Gunnison County AMI bracket.

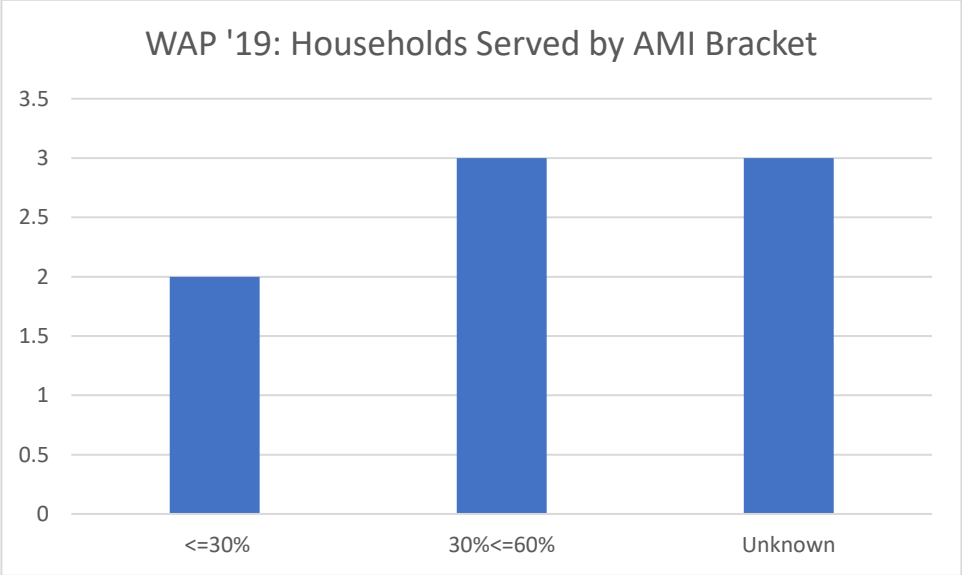


Figure 4 - Represents the income brackets serviced by the WAP program in Gunnison County. Unknown represents clients without a directly reported income who qualified through other social service programs. Given the income qualifications for other social service programs, it is likely these households fall around, or in, the 30% AMI category.

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Cost Savings Analysis

The goal of GV-HEAT's work is to incentivize, and complete, physical retrofits of the local housing stock to promote energy efficiency while reducing utility costs. In doing so, the program promotes a comprehensive understanding of affordability by considering alternative dimensions of the affordability conversation beyond mortgage and rent payments.

In general, energy efficiency programs like GV-HEAT utilize a deemed savings model to project cost savings for the work completed. While this is an imperfect solution, it is the standardized assessment mechanism in energy efficiency work. Long term monitoring of utility costs is also possible but requires continued engagement by client households and their willingness to share private utility data. It's also worth noting that real world cost savings are impacted by the behaviors of occupants as the home operates as a system – additional occupants or other behavioral changes can positively or negatively impact the system.

CARE Savings

Based on data compiled by the Program Administrator, Energy Outreach Colorado, and with calculation assistance from Energy Smart Colorado the following characterizations can be made regarding deemed savings for CARE in 2019.

In total, an estimated $10,095.53 of deemed savings were delivered to 29 CARE client households. This total can be disaggregated to $4,504.49 for savings in natural gas and $4,904.38 in electricity. On average, this represents an annual deemed savings of $336.03 per household – or approximately $28 a month.

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Deemed savings can be disaggregated by utility as well. Given that GV-HEAT served more City of Gunnison Electric clients in 2019 (17 households) the savings associated with City households are a higher portion of the total savings. Based on the available data, combined City of Gunnison Electric clients received an estimated $6,637.63 in annual savings. This includes a 2,132 kWh savings in electricity usage and approximately 5,226 therms of gas.

For the 12 households served by Gunnison County Electric Association, there was an estimated annual deemed savings of $3,457.90. *It's important to note that this total savings estimate is low as it does not include direct savings associated with homes utilizing propane.* The program administrator is still working to adequately characterize the resource reduction and associated savings for propane customers. When that analysis is complete, the estimated savings for GCEA households will increase significantly. However, an annual reduction of 21,466 kWh of electrical savings can be attributed to GCEA households.

From a resource perspective, the deemed savings in CARE client households reduced 47,598 kilowatt hours (kWh) of electricity usage and 6,072.4 therms of natural gas. When converted to a uniform unit, this represents a reduction of 821,304.04 kBtu annually.

As a more direct measure of occupant comfort, CARE client households saw an average reduction in air-leakage of 28%. Six households had air-leakage reduced by 30% or more with one excessively leaky structure experiencing an 83% reduction in air-leakage.

Alongside the cost savings provided by GV-HEAT, there are discernible impacts to greenhouse gas mitigation associated with the work. Based on the available data, the retrofits provided through the CARE program result in a savings of 73.62 metric tons of carbon dioxide equivalents (mtCO2e) annually. Since mtCO2e is an abstract value for most people, it's more helpful to think of these reductions in equivalents. According to EPA conversions, the 73.62 mtCO2e reduced is the equivalent of taking 15.9 passenger vehicles off the road for a year – or providing energy to 8.5 homes for a year.

Single-Family Owner-Occupied Rehabilitation Loan Program

GV-HEAT's work with the WAP and CARE programs is devoted to specific, pre-approved energy efficiency measures. Both programs operate by providing retrofit measures within broad categories like air-sealing, insulation, lighting change, etc. This structure leaves some categories of work outside the boundaries of the programs. For that reason, GV-HEAT has partnered with the Delta Housing Authority (DHA) to promote and market the Division of Housing's Single-Family Owner-Occupied Rehabilitation (SFOO) Loan program.

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The SFOO loan program is a low interest, no money down, revolving loan fund intended for low to middle-income households to complete larger renovations at their home (including activities like replacing roofs, re-siding, plumbing work, electric, and other more extensive repairs.) This program is available to households below 80% of AMI who meet the program application standards.
DHA manages the SFOO loan program for Gunnison County, and many other counties in Region 10. However, SFOO loan program administration will shift to GVRHA in 2020.

During the 2019 program year DHA's SFOO loan program provided service to four Gunnison County households.

Non-Income Qualified Work

Energy Smart Colorado

In 2019, GV-HEAT completed eight Energy Smart Colorado (ESC) including seven residential energy assessments and one assessment for a local, small business. While this is a modest amount of work, it represents an increase from the 2018 program year and is consistent with assessment totals over the last three years.

Six of these assessments were completed at Atmos Energy client households which allowed for a rebate on the assessment and any Quick Fix installations. In total, these assessments yielded $1,410 in Atmos rebate investment.

The ESC program connects with households to a qualified residential energy analyst and helps connect existing utility rebates for the service. Throughout 2019 the only participating utility in the Gunnison Valley was Atmos Energy. This left all-electric households, or those with propane service, to pay the full cost of the assessment at $300. This upfront cost did deter some potential clients.
GV-HEAT intended to facilitate 15 ESC residential energy assessments in 2019 but was unable to meet that goal. As a result, the program administrator has sought to create more effective partnerships with local utilities to subsidize and promote residential energy assessments in 2020.

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Regarding the eight ESC assessments completed, three have led to households completing retrofits recommended from the residential energy assessment. While short of the total assessments completed, the goal of facilitating retrofits in at least 33% of households was met in 2019.
Data on deemed savings associated with the retrofits will be fully compiled when all retrofit work is completed.

Additionally, in households served by Atmos Energy ‘Quick Fix’ measures were installed during the audit to remediate simple concerns at the home. These Quick Fix installations accumulate to 71.05 therms of gas in deemed savings, translating to $60.40 in annual savings. GV-HEAT recognizes the savings encapsulated in the Quick Fixes are small, but they are intended as tool to incentivize participation while creating a baseline for retrofit savings post assessment.

GV-HEAT Funding and Grant Requests

Early in 2019, it became clear that existing funding available through GV-HEAT may not be adequate to help client households fully address the resiliency of their housing. After identifying needs to find leverageable funding for household-level work not covered by the CARE and WAP programs, the program administrator sought additional resources to close the funding and resilience gap.

The program administrator identified a new funding resource at The Colorado Health Foundation and targeted a past funding source in the Valley Housing Fund.

Program administrator successfully obtained two grant requests (The Colorado Health Foundation and Gunnison Valley Housing Foundation) for a total of $51,800.

- The Colorado Health Foundation provided two years of funding for a total of $41,800
- The Valley Housing Fund provided one year of funding for a total of $10,000
    - $28,750 of additional funding in 2019. This represents an increase of 38% to the 2019 GV-HEAT budget

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Additionally, programmatic successes in 2019 led to the GCEA Board voting to increase funding for the CARE program while also delivering unrestricted funds to GV-HEAT to promote ESC residential energy assessments in 2020.

Marketing and Outreach

With consistent management in place, the program administrator sought to increase the scope and efficacy of GV-HEAT marketing and outreach efforts in 2019. The following is a summary those efforts:

- Obtained marketing and outreach funding through CHF grant cycle
    - $5,000 to market and administer the program
- Modified marketing and outreach strategies and goals
    - Created radio advertisements on KVLE, KEJJ, and KBUT
    - Created RTA bus advertisements
    - Established data sharing relationship with State of Colorado to provide outreach to Gunnison and Hinsdale County LEAP recipients
    - Launched a door-to-door outreach strategy

- Invigorated relationships with County Health and Human Services and local non-profits for active referrals
- Established a relationship with staff at the Senior Center to try to better reach Gunnison's elderly population
- Established consistent relationships with Inmigrantes Unidos de Gunnison and the Hispanic Affairs Project to help better serve our Spanish and Cora speaking communities
    - Coordinated consistent interpretation services to facilitate this need
    - Hosted one direct outreach event and participated in another
- Coordinated with GCEA and City of Gunnison utilities to more effectively promote GV-HEAT resources

GV-HEAT Program Administration

To increase the capacity of GV-HEAT, the program administrator also made operational adjustments to program implementation.

- In conjunction with staff at Energy Outreach Colorado, program administrator restructured the existing workflow for the CARE program. This resulted in a three-fold increase in jobs completed from 2018 to 2019.
    - A unique local-regional model was developed with EOC to administer the CARE program utilizing local outreach (GV-HEAT) and assessment (Little Foot Building) and regional retrofit contracting through the Energy Resource Center out of Alamosa, Colorado.
- Participated in Building Performance Institute (BPI) Building Analyst training
    - Nationally recognized building science certification
    - Gained certification as Building Analyst good for three years
- Received a scholarship to attend the 2019 Colorado Health Symposium sponsored by The Colorado Health Foundation
    - Networked with crucial stakeholders and garnered program administration experience from other Colorado communities considering the nexus of housing and health.
- Provided consultation to the Crested Butte Climate Action Plan
- Attempted to facilitate combined City of Gunnison/GVRHA application process for USDA Rural Energy Savings Program funding

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  - Program offered significant opportunity to help households at all income levels finance energy efficiency work. Presented opportunity to be help utilized in the City's mobile home rehabilitation goals.
- Facilitated dialogue amongst local governments regarding the conditions of several mobile home parks, the revised Mobile Home Parks Act, and opportunities to promote the resilience of manufactured/mobile home parks in our communities

GV-HEAT Revenue

- Energy Outreach Colorado/Colorado's Affordable Residential Energy = Total $97,494.29
  - $45,000 EOC Grant
  - $9,998.23 in EOC health & safety waivers
  - $42,496.06 in CARE utility rebates
    - $16,615 from City of Gunnison
    - $12,340.41 from Atmos Energy
    - $12,000 from Gunnison County Electric Association
- Energy Smart Colorado = $1,410 in Atmos rebates
  - $900 in assessment rebates
  - $270 in Quick Fix install rebates
  - $240 in Energy Advising rebates
- The Colorado Health Foundation = $41,800
  - $28,750 in 2019
  - *$23,050 committed for 2020*
- The Valley Housing Fund = $10,000

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ADDITIONAL GVRHA SERVICES

DEED RESTRICTED HOUSING LOTTERY ADMINISTRATION

Depending on the property/development location, size, and original deed restriction if applicable, lotteries serve a wide range of AMIs and household sizes. GVRHA normally opens the application acceptance process for 2-4 weeks and does their best to process applications as they are received.

After the application acceptance has closed letters are sent to applicants notifying them of the lottery procedure, the number of picks they have qualified for, the lottery date and time, and what units they are eligible to purchase (if applicable). Ticket numbers are assigned to each household and double checked by staff members. GVRHA works with both applicants and the owner/developer of units to ensure a fair, streamlined, and relatively simple process the day of the lottery.

Lotteries take up a fair amount of time between the application deadline and the lottery date itself. Generally, lottery timelines are scheduled around GVRHA's slower seasons to ensure adequate time is allotted to administer the lottery.

GVRHA STAFF TIME AND PROGRAM ADMINISTRATION ANALYSIS

In gauging the efficacy of the GVRHA it is essential to quantify the resources and staff-time applied to specific programs and their implementation. The following weekly staff-time allocation is calculated and self-reported by GVRHA staff.

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Executive Director – Jennifer Kermode

The Executive Director works at minimum a 40-hour work week.

The Executive Director's duties are split between administration, development, local and regional collaboration, professional networking, and staff and program oversight.

Housing Program Manager – Shannon Frias

On average the Housing Program Manager works a 40-hour work week. Given a standard work week the Housing Program Manager's program implementation time is as follows:

- Mountain View Apartments - 10 hours per week
- Housing Choice Voucher Program - 15 hours per week
- GVRHA bookkeeping/clerical work – 15 hours per week

Housing Specialist & Manager – Chris Peterson

On average the Property Manager works a 40-hour work week. Given a standard work week the Housing Specialist & Manager's program implementation time is as follows:

- Anthracite Place Apartments – 30 hours per week
- Elk Valley Townhomes and Stallion Park Condos – 4 hours per week
- GVRHA Lottery Administration – 4 hours per week

- GVRHA administrative/clerical work – 2 hours per week

GV-HEAT Program Administrator – Loren Ahonen

On average, the program administrator worked 138 hours a month in 2019. At a weekly rate this is 34 hours a week. Of that weekly total time spent on each activity was as follows:

GV-HEAT Administration Activities

- GVRHA & Staff Meetings - 2 hours per week
- Stakeholder Engagement & Meetings - 1 hour per week
- Research and Reading - 2 hours per week
- Grants Administration/Budgeting/Invoicing - 2 hours per week
- Marketing and Outreach - 8 hours per week
- Direct Program Administration - 17 hours
- Supplemental Client Interactions - 2 hours per week

  Total = 34 hours

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Program Specific Administration

- GVRHA Work and Miscellaneous - 3.5 hours per week
- SFOO Rehab Loans - < .5 hours per week
- Energy Smart Colorado - 2 hours per week
- Weatherization Assistance Program - 1 hour per week
- Colorado's Affordable Residential Energy Program - 27 hours per week

  Total = 34

To: City Council
From: Erica Boucher, City Clerk
Date: April 14, 2020
Re: GOCO West Gunnison Neighborhood Park Project Contract

Background:

In October 2019, the City of Gunnison applied for a GOCO Local Government Parks and Recreation grant. On March 13, 2020, GOCO's board formally approved the City of Gunnison's West Gunnison Neighborhood Park project grant application for $350,000. The total projected cost for Phase 1 of the West Gunnison Neighborhood Park project is $713,938. The GOCO grant covers 49% of this project's construction and landscaping expenses.

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The purpose of this project is to provide an intergenerational neighborhood park with ADA accessible walking trails and access to a natural environment to the west Gunnison area. This park will provide direct access to recreational activities and nature, including wildlife viewing and natural vegetation, for Gunnison's underserved, low-income families and senior population. A west Gunnison neighborhood park will also work in collaboration with the creation of 50 housing units to help address Gunnison's housing shortage.

Citizens from multiple generations and diverse backgrounds have communicated with City leadership for over 10 years, through public input meetings and a variety of planning documents, their desire to have an environmentally compatible park with accessible walking trails which access the Gunnison river and local ponds on the west side of town. With the City's ownership of Lazy K, the 15-acre parcel of land in west Gunnison and the creation and adoption of the *West Gunnison Park and Site Concept Master Plan*, now is the time to turn the community and Council approved plans into action.

Purpose:
In order to proceed with the GOCO approved grant, staff asks that Council to direct the Mayor to sign the contract between the City of Gunnison and GOCO. The City of Gunnison has until March 12, 2022 to fully complete the Phase 1 of the project as outlined in the grant application and briefly summarized above. Once the contract is signed and returned to GOCO, the City can formally announce its receipt of the grant. The Clerk intends to issue a press release as soon as possible. As a grant-funded project, it is recommended that Council and staff proceed with this project in 2020 and 2021 to the best of its financial and human resources' ability.

Action Requested of Council: A motion to direct the mayor to sign the GOCO agreement for the West Gunnison Neighborhood Park project.

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GRANT AGREEMENT

Project Name:	West Gunnison Neighborhood Park Project
Project Completion Date:	March 12, 2022
Great Outdoors Colorado Contract No.:	20013

PARTIES TO AGREEMENT

Board/GOCO:	The State Board of the Great Outdoors Colorado Trust Fund
Address:	1900 Grant Street, Suite 725 Denver, CO 80203
Telephone:	(303) 226-4520
Contact name:	Matt Brady
Grantee:	City of Gunnison
Address:	2000 E Spencer St P.O. Box 239, Gunnison, CO 81230
Contact name:	Erica Boucher
Date:	April 3, 2020

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EXHIBITS

Exhibit A	Project Summary
Exhibit B	Resolution
Exhibit C	Approved Budget
Exhibit D	Intergovernmental (or other) Agreement (if required)

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RECITALS

A. The State Board of the Great Outdoors Colorado Trust Fund ("GOCO" or "Board") is a political subdivision of the State of Colorado, created by Article XXVII of the Colorado Constitution, adopted at the November 1992 General Election, which article appropriates a portion of the net proceeds of the Colorado Lottery to GOCO and directs GOCO to invest those proceeds in the state's parks, wildlife, open space, and recreational resources.

B. In 1994, GOCO created a statewide grant program pursuant to which eligible entities could apply for grants for local government parks and outdoor recreation projects. Grantee listed above ("Grantee") submitted a detailed project application ("Project Application") that contemplates the execution of the project entitled above and described in GOCO's project summary ("Project Summary"), attached and incorporated as Exhibit A ("Project"). GOCO approved Grantee's Project Application, which is incorporated into this Agreement by reference, on March 12, 2020, subject to the execution of a detailed grant agreement. GOCO and Grantee each have on file a copy of the Project Application.

C. The parties intend this agreement to be the detailed grant agreement required by GOCO ("Agreement").

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AGREEMENT

NOW, THEREFORE, in consideration of the parties' mutual covenants contained in this Agreement and other good and valuable consideration, the receipt and sufficiency of which are acknowledged, the parties agree as follows:

SECTION 1 – PROJECT

1. Incorporation of Recitals. The Recitals set forth above are incorporated into this Agreement.

2. Representations and Warranties of Grantee. Grantee is a Municipality, duly organized in accordance with the laws of Colorado and has full and lawful authority to enter into, and comply with the terms of, this Agreement. Grantee's governing body has authorized entering into this Agreement as evidenced by the resolution attached and incorporated as Exhibit B.

3. Grant and Project. GOCO awards to Grantee a grant in the amount not to exceed $350,000.00 ("Grant"), subject to the terms and conditions set forth in this Agreement. The Grant shall be used by Grantee solely to complete the Project in substantial conformity with the final plans, specifications, designs, and uses approved by GOCO. In the event of a conflict between the Project Application and the Project Summary, the parties shall resolve the conflict by mutual agreement.

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4. Project Scope. Grantee shall not materially modify the Project without the prior written approval of the Executive Director of GOCO ("Executive Director") or the Executive Director's designee, such approval to be in GOCO's sole discretion. Any material modification to the Project undertaken without GOCO's prior written consent may be deemed a breach of this Agreement, entitling GOCO to all remedies available under this Agreement. If Grantee determines with reasonable probability that the Project will not or cannot be completed as approved by the Board, Grantee will promptly so advise the Board and cooperate in good faith to seek a resolution before any further funds are advanced.

5. Grantee Efforts. Grantee agrees to use its best efforts to complete the Project in a timely fashion, in a good and workmanlike manner, and consistent with this Agreement and GOCO's approvals related to the Project.

6. Approved Budget. Grantee has completed a detailed budget that reflects all anticipated sources and uses of funds for the Project, including a detailed accounting of Grantee's anticipated direct costs associated with the Project, a copy of which is attached and incorporated as Exhibit C ("Budget"). Eligible costs are described in Paragraph 10 of this Agreement. The Project Application contains a budget that may not match the approved version attached as Exhibit C and which, therefore, shall not be relied upon by GOCO or Grantee. Where discrepancies exist, the approved Budget in Exhibit C shall control until such time as GOCO approves the final version. Top

7. Property Ownership. All properties on which GOCO-funded projects are located must be owned by or under the control of the grant recipient for the useful life of the project. Grantee warrants that it has good and sufficient title to the property or properties on which the Project is to be located (the "Property"). GOCO may require Grantee to provide evidence of its ownership of the Property and encumbrances against the Property satisfactory to GOCO in GOCO's discretion prior to funding.

8. Waiver. Prior to the disbursement of funds, the Executive Director in his or her discretion may waive certain conditions set forth in this Agreement. Anything else to the contrary notwithstanding, the exercise by GOCO staff ("Staff"), the Executive Director, or GOCO of any right or discretion reserved to them under this Agreement shall not be deemed a waiver. Furthermore, no waiver by them under this Agreement shall constitute a waiver of any other requirements, actions, or conditions, nor shall any waiver granted be deemed a continuing waiver. No waiver by the Staff, the Executive Director, or GOCO shall be effective unless in writing executed by them. Additionally, any failure by the Staff, the Executive Director, or GOCO to take any actions as set forth in this Agreement shall have no legal effect on the contractual duties of Grantee. Further, no waiver with respect to this Project, Grant, or Agreement shall constitute a waiver in any other GOCO-funded project.

9. Project Operation and Maintenance.

A. Subject to annual appropriations, Grantee shall operate, manage, and maintain the Project in a reasonable state of repair for the purposes specified and for the useful life of the Project stated in the Project Application, in accordance with product warranties and/or the generally accepted standards in the parks/recreation community. Grantee has estimated a useful

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life of 15 years in the Project Application. Grantee also shall provide and maintain access to the Project and to the Property, regardless of the Property's ownership. Failure to comply with this paragraph may be deemed a breach by Grantee under Paragraph 20 below.

B. GOCO shall not be liable for any cost of maintenance, management, or operation of the Project.

C. Within 60 days of a reasonable request by the Board, Grantee will provide the Board with adequate records reflecting the operating and maintenance costs of the Project and provide the Board with such other information concerning the use of the Project by the public and the impact of the Project.

D. Grantee's staff shall request during the Grantee's annual budget process an appropriation sufficient to meet the financial obligations of Grantee under this Agreement. Grantee will use its best efforts to fully consider such appropriation. The parties understand that the Board is relying upon fair and full consideration of annual appropriation in its decision to extend its resources and the Grant and to enter into this Agreement. In the event that Grantee fails to appropriate sufficient funds to meet the obligations of this Agreement, Grantee shall provide notice to the Board of the specific reason(s) for any decision not to appropriate funding. Grantee's staff shall notify the Board of any recommendation not to fund or to partially fund the annual appropriation necessary to fulfill Grantee's obligations under this Agreement.

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10. Public Access. Grantee agrees, for itself and its successors in interest, to allow reasonable public access to the Project for the term specified in Paragraph 8.A. Grantee may temporarily close such public access for construction, maintenance, emergency situations, or other reasonable purposes.

11. Insurance. Grantee shall maintain general liability insurance or self-insure for the entire period of the Project for protection in the event of injury and/or damage. The insurance limits shall not be less than $1,000,000 per occurrence and $2,000,000 aggregate. If the Grantee contracts with another organization to complete the Project, it is the responsibility of the Grantee to ensure its contractor carries insurance that fulfills this requirement.

12. Future Funding. This Agreement and the Grant only apply to the Project specifically described in this Agreement. GOCO makes no representations regarding future funding for future phases of the Project, whether or not described in the Project Application, Project Summary, or otherwise.

SECTION 2 – GRANT PAYMENT

13. Eligible Costs. The Grant and all matching funds shall be used only for the cost of fixed assets, including construction of new facilities and enlargement or renovation of existing facilities; these costs are eligible for reimbursement on the basis of costs actually incurred by Grantee and supported by written documentation (receipts, bills, etc.). The Grant and all

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matching funds may not be used to pay for maintenance costs, administrative costs (such as salaries associated with administering the Grant, office supplies, telephone, or travel expenses), non-fixed assets (such as athletic or maintenance equipment), or any other costs deemed to be ineligible by the Board, at the Board's sole discretion.

14. Payment of Grant.

A. *Progress Payment*. Grantee may opt to receive a portion of the Grant after starting but prior to completing work on the Project ("Progress Payment"). Grantee shall provide GOCO with a progress report detailing expenditures and progress made to date ("Progress Report"). The Progress Report must be submitted using GOCO's Progress Report form (available at www.goco.org or by contacting GOCO). GOCO may, in its discretion, request additional documentation to support making a Progress Payment. A Progress Payment shall not exceed 50% of the Grant or the maximum percentage of funds GOCO can expend for the project to date based on the program's matching requirements, whichever is less. A Progress Payment shall be considered a loan until the Project is complete and Final Payment (as defined below) has been made.

B. *Final Payment.* Grantee shall submit a final report to GOCO detailing the accomplishments of and expenditures related to the Project and its completion ("Final Report"). The Project is "complete" when all facilities, trails, or other improvements included in the GOCO-approved Project scope have been built and are ready for their intended use. The Final Report must be submitted using GOCO's Final Report form (available at www.goco.org or by contacting GOCO). GOCO may, in its discretion, request additional documentation before its approval of the contents of the Final Report. Upon GOCO's review and approval of the Final Report, GOCO shall pay the outstanding balance on the Grant ("Final Payment"), subject to any reductions contemplated by any provision of this Agreement. Top

C. *GOCO Review*. GOCO shall have 30 days to review any Progress Report and Final Report and respond to Grantee.

D. *Waivers of Liens and Claims.* GOCO may, in its discretion, depending on the nature of the Project, require documentation of mechanics' lien waivers or waivers of claims to public project performance bonds as a precondition to any disbursement under this Agreement.

E. *Modifications.* Payment of the Grant is subject to the Project being completed with no material modifications made, except as otherwise agreed to in advance by GOCO in accordance with this Agreement. The Grant will not be increased, but GOCO may reduce the Grant if the Project changes in any way that GOCO deems material. "Material modifications" may include, but are not necessarily limited to, a reduction in the total cost of the Project, a reduction in the size or number of recreational development components to be constructed, changes to the nature of the recreational development components to be constructed, or any other variance from the Project as presented in the Project Application. It is the sole responsibility of Grantee to inform GOCO of any such modifications to the Project. GOCO strongly encourages Grantee to contact GOCO in writing when it becomes aware of or wishes to make any such modifications, however seemingly minor, to the Project.

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F. *Net Lottery Proceeds.* Payment of the Grant is also subject to GOCO's determination in its sole discretion that it has received and has available sufficient net lottery proceeds to fund the Grant. In determining the sufficiency of net lottery proceeds, GOCO may consider all facts and circumstances as it deems necessary or desirable, including but not limited to adequate reserves, funding requirements, and/or commitments for other past, current, and future grants, and past, current, and future GOCO operating expenses and budgetary needs.

15. Withdrawal of GOCO Funding; Termination of Agreement. Anything in this Agreement to the contrary notwithstanding, with prior notice to Grantee, GOCO reserves the right to withhold or withdraw all or a portion of the Grant, to require a full or partial refund of the Grant, and/or to terminate this Agreement if GOCO determines in its sole discretion that:

A. *Altered Expectations*. Facts have arisen or situations have occurred that fundamentally alter the expectations of the parties or make the purposes for the Project or the Grant as approved by GOCO infeasible or impractical;

B. *Material Project Changes*. Material changes in the scope or nature of the Project have occurred from that which was presented in the Project Application, approved by GOCO and reflected in the Project Summary, without prior written approval of the Executive Director;

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C. *Inaccuracies*. Any statement or representation made or information provided by Grantee in the Project Application, this Agreement, the Progress Report, the Final Report, or otherwise is untrue, inaccurate, or incomplete in any material respect;

D. *Reporting.* The results of GOCO's review of the Progress Report or the Final Report are not acceptable to GOCO;

E. *Conditions Precedent Not Fulfilled or Unsatisfactory*. Any of the conditions precedent to funding listed in Section 3 below is not fulfilled by Grantee or is unsatisfactory to GOCO, in its sole discretion;

F. *Delays*. The Project will not or cannot be completed by the Completion Date or any extensions granted, or delays in the implementation of the Project have occurred that make the Project impracticable in the Board's judgment;

G. *Costs*. The Project will not or cannot be completed within the Budget or any approved modifications, or the total Project cost and/or Grantee's matching funding are reduced; or

H. *Property.* Title to or encumbrances against the Property are or become such that Grantee is unable to complete the Project, or the Project and/or the Property are or become unavailable for public use.

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SECTION 3 – CONDITIONS PRECEDENT

16. Completion Date. Grantee shall complete the Project and submit its Final Report no later than March 12, 2022 ("Completion Date"), which is 24 months after the date of GOCO's approval of the Project. Grantee may request an extension of the Completion Date in compliance with GOCO's *Overdue Grants* procedure, as may be amended from time to time by GOCO in its sole discretion. GOCO may elect to terminate this Agreement and deauthorize the Grant in the event this Completion Date is not met and/or Grantee fails to comply with the *Overdue Grants* procedure.

17. Conditions Precedent to Funding. Anything else in this Agreement or otherwise to the contrary notwithstanding, the Grant is expressly conditioned upon Grantee's fulfillment of all terms and conditions of this Agreement to GOCO's satisfaction in its sole discretion, including but not limited to the following:

A. *Matching Funds.* Matching funds in the minimum amount required by GOCO policy or procedure and as set forth in the approved Budget, or as modified and approved in compliance with GOCO procedures, must have been received by Grantee, or the status of efforts to secure matching funding was disclosed and has been deemed satisfactory by Staff. Grantee shall provide evidence of matching funds as GOCO may require in its reasonable discretion.

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B. *GOCO Policies and Procedures.* The Project must comply with all of GOCO's policies and procedures, which may be amended from time to time by GOCO in its sole discretion, and must meet any special Board conditions as listed in the attached Project Summary (Exhibit A).

SECTION 4 – OTHER PROVISIONS

18. Publicity and Project Information. GOCO has the right and must be provided the opportunity to use information gained from the Project; therefore, Grantee shall acknowledge GOCO funding in all news releases and other publicity issued by Grantee concerning the Project. If any events are planned in relationship to the Project, GOCO shall be acknowledged as a contributor in the invitation for the event. GOCO shall be notified of any such events 30 days in advance. Grantee shall cooperate with GOCO in preparing public information pieces, providing access to the Property for publicity purposes, and providing photos or other imagery of the Project from time to time, which GOCO reserves the right to use and duplicate in any print or electronic publication or platform for publicity, illustration, advertising, web content, and other purposes at any time without the need to seek pre-approval from Grantee. Grantee shall give timely notice of the Project, its inauguration, significance, and completion to the local members of the Colorado General Assembly and members of the board of county commissioners of the county or counties in which the Project is located, as well as to other appropriate public officials. At no time shall Grantee represent in any manner to the public or to any party that it is affiliated with GOCO or acting on behalf of GOCO.

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19. Signage. Grantee shall erect one or more signs at a prominent location(s) on the Project site acknowledging the assistance of Great Outdoors Colorado and the Colorado Lottery. GOCO will provide such signs at no cost to Grantee. Alternatively, GOCO will provide reproducible samples of its logo to Grantee for custom signs. GOCO shall approve in advance the design of any permanent sign materially varying from the signs provided by GOCO. To obtain such approval, Grantee shall submit to GOCO plans describing the number, design, placement, and wording of signs and placards prior to completion of the Project. The Board may withhold Final Payment pending evidence of placement of permanent signage.

20. Liability.

A. *Indemnity*. To the extent allowed by law, Grantee shall be responsible for and shall indemnify, defend, and hold harmless GOCO, its officers, agents, and employees from any and all liabilities, claims, demands, damages, or costs (including reasonable attorneys' fees) resulting from, growing out of, or in any way connected with or incident to Grantee's performance of this Agreement. Grantee waives any and all rights to any type of express or implied indemnity or right of contribution from the State of Colorado, GOCO, its members, officers, agents, or employees for any liability resulting from, growing out of, or in any way connected with or incident to this Agreement. Grantee acknowledges that Grantee is the owner of the Project and the Property upon which it is located, or has control of the Project and the Property, and that GOCO neither possesses nor controls the Project, the Property, nor the operations of the Project. Top

B. *No CGIA Waiver*. No term or condition of this Agreement shall be construed or interpreted as a waiver, either express or implied, of any of the immunities, rights, benefits or protections provided to GOCO under the Colorado Governmental Immunity Act as amended or as may be amended in the future (including without limitation any amendments to such statute, or under any similar statute that is subsequently enacted) ("CGIA"). This provision may apply to Grantee if Grantee qualifies for protection under the Colorado Governmental Immunity Act, C.R.S. § 24-10-101, et seq. GOCO and Grantee understand and agree that liability for claims for injuries to persons or property arising out of the negligence of GOCO, its members, officials, agents, and employees may be controlled and/or limited by the provisions of the CGIA. The parties agree that no provision of this Agreement shall be construed in such a manner as to reduce the extent to which the CGIA limits the liability of GOCO, its members, officers, agents, and employees.

C. *Compliance with Regulatory Requirements and Federal and State Mandates*. Grantee assumes responsibility for compliance with all regulatory requirements in all applicable areas, including but not limited to nondiscrimination; worker safety; local labor preferences; preferred vendor programs; equal employment opportunity; use of competitive bidding; permits; approvals; local, state, and federal regulations and environmental laws; and other similar requirements. To the maximum extent permitted by law, Grantee agrees to indemnify, defend, and hold harmless GOCO, Executive Director, and Staff from any cost, expense, or liability for any failure to comply with any such applicable requirements.

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D. *Nondiscrimination*. During the performance of this Agreement, Grantee and its contractors, subcontractors, and agents shall not unlawfully discriminate against any employee or applicant for employment because of race, religion, color, national origin, ancestry, physical handicap, medical condition, marital status, age, sex, or any other basis prohibited by local, state, or federal law. Grantee and its contractors shall ensure that the evaluation and treatment of their employees and applicants for employment are free of such discrimination. Further, Grantee and anyone acting on behalf of Grantee shall not engage in any unlawful discrimination in permitting access and use of the Project.

21. Audits and Accounting Records. Grantee shall maintain standard financial accounts, documents, and records relating to the use, management, operation, and maintenance of the Project. Grantee shall retain the accounts, documents, and records related to the Project for five years following the date of disbursement by GOCO of the Grant funds, and they shall be subject to examination and audit by GOCO or its designated agent during this period. While Grantee is not required to use GAAP (Generally Accepted Accounting Principles), Grantee shall use reasonable and appropriate accounting systems in maintaining the required records under this Agreement.

22. Inspection. Throughout the term of this Agreement, GOCO shall have the right to inspect the Project to ascertain compliance with this Agreement.

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23. Breach. In addition to other remedies available at law or in equity, in the event that Grantee breaches any of the terms or conditions of this Agreement, GOCO shall have the following non-exclusive remedies:

A. *Prior to Payment of Grant*. GOCO reserves the right to withdraw funding, terminate this Agreement, and/or deny Grantee eligibility for participation in future GOCO grants, loans, or projects.

B. *After Any Payment of Grant*. GOCO reserves the right to seek specific performance of Grantee's obligations under this Agreement, receive reimbursement in full of any disbursements made under the Grant, including in the event that Grantee does not fulfill its obligations under Paragraph 8 due to lack of annual appropriations, and/or deny Grantee eligibility for participation in future GOCO grants, loans, or projects.

In the event GOCO must pursue any remedy under this Agreement and is the substantially prevailing party, GOCO shall be awarded its costs and reasonable legal fees, including costs of collection.

24. GOCO Policies and Procedures. With regard to all named GOCO policies and procedures referenced in this Agreement, Grantee acknowledges it has received a copy of the policies and procedures or otherwise has access to the documents in connection with this Agreement and is familiar with their requirements.

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25. Miscellaneous Provisions.

A. *Good Faith*. Both parties have an obligation of good faith, including the obligation to make timely communication of information that may reasonably be believed to be of interest to the other party.

B. *Assignment*. Grantee may not assign its rights or delegate its obligations under this Agreement without the express written consent of the Executive Director, who has the sole discretion to withhold consent to assign. Any assignment shall require that, at a minimum, the assignee is eligible to receive grants from the Board and assumes Grantee's ongoing obligations under this Agreement.

C. *Applicable Law*. Colorado law applies to the interpretation and enforcement of this Agreement. Venue for any dispute under this Agreement shall lie exclusively in the state courts of the City and County of Denver.

D. *No Joint Venture*. Nothing in this Agreement shall be construed to create a joint venture, partnership, employer/employee, or other relationship between the parties other than independent contracting parties. Except as permitted under the remedies provisions of this Agreement, neither party shall have the express or implied right to act for, on behalf of, or in the name of the other party. Top

E. *Status of Grantee*. The parties acknowledge that GOCO lacks the power and right to direct the actions of Grantee. Grantee acts in its separate capacity and not as an officer, employee, or agent of GOCO or the State of Colorado.

F. *Time is of the Essence*. Time is of the essence in this Agreement.

G. *Survival*. The terms and conditions of this Agreement, including but not limited to Grantee's obligations, shall survive the funding of the Grant and the completion of the Project.

H. *Fax and Counterparts*. This Agreement may be executed in one or more counterparts, each of which shall be an original, but all of which when taken together shall constitute one agreement. In addition, the parties agree to recognize signatures to this Agreement made electronically and transmitted electronically or by facsimile as if they were original signatures.

I. *Third-Party Beneficiary*. GOCO and Grantee acknowledge and agree that this Agreement is intended only to cover the relative rights and obligations between GOCO and Grantee and that no third-party beneficiaries are intended.

J. *Notice*. Any notice, demand, request, consent, approval, or communication that either party desires or is required to give the other shall be in writing and either served personally or sent by first class mail, postage prepaid, to the addresses shown on Page 1 of this Agreement.

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K. *Construction; Severability*. Each party has reviewed this Agreement, and therefore any rules of construction requiring that ambiguities be resolved against a particular party shall not be applicable in the construction and interpretation of this Agreement. If any provision in this Agreement is found to be ambiguous, an interpretation consistent with the purpose of this Agreement that would render the provision valid shall be favored over any interpretation that would render it invalid. If any provision of this Agreement is declared void or unenforceable, it shall be deemed severed from this Agreement, and the balance of this Agreement shall otherwise remain in full force and effect.

L. *Entire Agreement*. Except as expressly provided, this Agreement constitutes the entire agreement of the parties. No oral understanding or agreement not incorporated in this Agreement shall be binding upon the parties. No changes in this Agreement shall be valid unless made in writing and signed by the parties to this Agreement.

M. *Termination of the Board*. If Article XXVII of the Colorado Constitution, which established GOCO, is amended or repealed to terminate GOCO or merge GOCO into another entity, the rights and obligations of GOCO under this Agreement shall be assigned to and assumed by such other entity as provided by law, but, in the absence of such direction, by the Colorado Department of Natural Resources or its successor.

IN WITNESS WHEREOF, the parties by signature below of their authorized representatives execute this Agreement effective as of .

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STATE BOARD OF THE GREAT OUTDOORS COLORADO TRUST FUND	GRANTEE: City of Gunnison
By:	By:
Chris Castilian Executive Director	Title:
GOCO Program Staff: Route Grant Agreement to Executive Director for signature:	*NOTE* Signee should be the same individual authorized to sign the grant agreement per Grantee's resolution

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EXHIBIT A
Project Summary

Rank: 7	**Overall Score:** 90.5	**GOCO Staff Score:** 91	**Reviewer Average:** 90

Applicant: City of Gunnison
Project Title: West Gunnison Neighborhood Park Project
County: Gunnison
Log #: 20013

Funding Summary:

Applicant Funding	$343,733
Partner(s) Funding	$20,205
GOCO Grant Amount	$350,000
Total Project Cost	$713,938

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Project Description:

The City of Gunnison is seeking funds to develop a 10-acre neighborhood park. The scope includes a nature-themed playground, ADA walking trails that offer access to the Gunnison River and a natural environment in the west Gunnison area, restrooms, improved access, and open space. This park will provide direct access to recreational activities and nature, including wildlife viewing and natural vegetation.

Staff and Peer Reviewer Comments:

Reviewers were compelled that this project is a collaborative effort to create 50 affordable housing units on 5 acres of the property to help address Gunnison's housing shortage. The project will also be easily accessible to the 5,560 people living within a mile of the site and the adjacent senior care center. Many of the recreational offerings in Gunnison are located across a major highway creating a significant barrier.

The public planning process for this project began in 2008 and has been spearheaded by youth and families who will be directly impacted by this project. The applicant engaged Western Colorado University, the adjacent senior center, the City's Summer Camp, Houseal Lavigne Associates, the Gunnison County Multi-Cultural Center, Youth City Council, Colorado Parks and Wildlife, local schools, future residents at the adjacent affordable housing and the public. West Gunnison Neighborhood Park has been identified as a top priority by the community primarily because of its ability to serve as both a neighborhood park for workforce housing and as a destination park along the Gunnison River.

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Gunnison Community School and the City's Summer Camp will use the park for their outdoor, environmental learning programs and Western Colorado University Natural and Environmental Sciences program will use the site as a hands-on learning laboratory. The neighborhood park will provide many opportunities for field trips and environmental education for area school groups, scout groups, and families.

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EXHIBIT B
Resolution

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EXHIBIT C
Approved Budget

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EXHIBIT D
Intergovernmental (or other) Agreement (if required)

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April 8, 2020

Memorandum

To: City Council

From: Dan Vollendorf

Date: April 8, 2020

Re: Taylor Mountain Park Camp Host Proposal

Purpose:

The purpose of this memorandum is to inform City Council that we received two proposals (see attachment) for Camp Host at Taylor Mountain Park. One of the proposals is from a for-profit business that would like to operate on land owned by the City of Gunnison. The other proposal is from a Forestry Technician for the U.S. Forest Service.

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Given that a for-profit proposal has been provided, staff is requesting Council decide via a motion on which proposal should be selected. Before making a decision Council may also want to visit the site and see the area that is being proposed for an expansion of camping sites and then revisit this question at the next regular Council meeting.

Here is a list of differences on key topics between the proposals submitted by Campfire Ranch and Mr. & Mrs. Crites:

	Mr. and Mrs. Crites	Campfire Ranch
Cost to camp at Taylor Mountain Park	City's discretion but recommend $7 - $10/night. Split all use fees 50/50 with the City of Gunnison.	$55/night for campsites away from parking lot. $65/night for campsites nearest the parking lot. City of Gunnison would get 2% of gross revenue generated from use fees, and online reservation fees.
Ideas/Options & Enhancements	- Continue best practices to combat beetle infestation including using traps and trap trees - Sell firewood - Consider overnight camping around the pavilion - Encourage City to provide bear proof dumpsters	- Adding 19 walk in campsites - Walkway solar lighting - Comprehensive online marketing - Temporary outdoor showers - Increased staffing - Program onsite activities - Outdoor industry partnerships

REQUEST FOR PROPOSAL

The City of Gunnison is requesting proposals from qualified applicants for a **Camp Host for Taylor Mountain Park**. Proposals will be received by the City of Gunnison Parks and Recreation Department, 200 East Spencer, Gunnison, CO 81230 on **Friday, April 3, 2020 by 1:30pm.** Bids will be opened at 2:00pm on April 3, 2020.

Proposals should include the following:

- Summary of background of principal individuals that would be the camp host and summary of experience with hosting/managing campgrounds.
- Please provide three references for yourself.
- Frequency and approach to cleaning toilets and the camp as a whole.
- Approach toward collecting fees and ensuring guests pay their fees.
- Proposed costs for providing services and proposed nightly fees (historical the fee has been $7 per night). Any change in fees will require City of Gunnison approval.
- Ideas and options the host would provide to enhance the guest experience, promote the park, accommodate reservations, collection of fees, and any costs that would be associated with those services.
- Proposals should also include how the camp host would coordinate with the Gunnison Boy Scout Troop 476 to hang 260 pheromone packets to combat the Douglas Fir Bark Beetle.

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The City will accept questions on the Request for Proposal (RFP) until **5:00pm on March 20, 2020.** Submit questions in writing to Dan Vollendorf, Recreation Supervisor, dvollendorf@gunnisonco.gov or to the Gunnison Recreation Department, 200 East Spencer, Gunnison, CO 81230. Responses, clarifications, and addendums will be available by **March 27, 2020**.

Copies of the RFP are located at the Gunnison Community Center.

The City reserves the right to reject any or all proposals and to waive any informalities or irregularities therein. The finalist must be willing to consent to a background check.

Proposal for Camp Host at Gunnison Mountain Park

Charles & Leah Crites
14461 Marine RD #435
Montrose, CO 81403-8387

We the undersigned submit this proposal in response to “request for proposal “issued by the City of Gunnison for camp host at Gunnison Mountain Park.

Summary of background of principal individuals:

The combined education and experience between me and my wife are both having biology degrees and extensive research experience in plant biology, ecology and forestry. I work full time seasonal for the U.S. forest Service in the Gunnison as a forestry technician focusing on forest health and reforestation. My wife has extensive experience in biology research but is currently on disability. Her disability is related to digestive discord and does not interfere with the physical demands of performing camp host duties. In the past five seasons we have effectively managed Gunnison Mountain Park. A main success is keeping the Douglas-Fir beetle at a manageable level through the use of proper silverculture practices. We are very passionate about preventing tree mortality and maintaining the satisfactory conditions in the park overall.

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References:

Arthur Haines, 970-641-0471, ahaines@fs.fed.us
Jerad Besecker, 970-641-8423, JBesecker@gunnisonco.gov
Wade Jensen, 701-265-2994

Frequency and approach to cleaning toilets and the camp as a whole:

The cleaning and maintenance will be done on a daily basis and when needed. We will ensure that trash is picked up and daily checks are also done on each campsite and the day park. We assess hazards that might exist and mitigate as needed, other duties are clearing nature trail of any fallen trees or overgrown vegetation as well as cutting down any hazard trees throughout the park. As far as our guests are concerned we introduce ourselves as camp hosts, brief them on wildlife concerns and explain the rules of the park. We also offer firewood if needed at no charge. We also do continuous checks for unattended campfires as well as any other type of fire mitigation. Camp fee post is checked and verified on a daily basis.

Proposed costs for providing services and proposed nightly fees:

As camp hosts over the last 5 seasons the rate has been $7 a night which seems fair for primitive camp fees, however other similar USFS campgrounds in Taylor canyon average $10. This is probably due to camp hosts at these facilities receive a monthly stipend. Traditionally we as camp host have received 50% of collected fees which we believe is adequate. The matter of raising fees should solely rest on the discretion of management.

Ideas and options:

Gunnison Mountain Park in the past has not provided firewood for sale. USFS campgrounds in Taylor Canyon offer firewood which is a valuable service to guests. Sales of firewood would serve two purposes, increasing park income and preventing guests from harvesting wood within the campground.

The City should consider establishing some camp sites and overnight stays for groups using the pavilion. This would increase activity at the pavilion and generate more income in camp fees.

The city should also consider proving a bear proof dumpster; this would provide a valuable service and would prevent guests and passerbys from dumping trash in the vaulted toilets.

As far as reservations and promotion, our job as camp hosts is to provide a pleasant experience by interfacing with our guest and community using word of mouth type of promotion. Reservations and marketing should be the responsibility of the city.

Gunnison Boy Scout Troop 476 to hang 260 pheromone packets to combat the Douglas Fir Bark Beetle:

Over the last 5 seasons we have coordinated with the boy scouts in hanging MCH packets which is to deter male beetle from occupying trees. This only a small part to combating infestation, using traps and trap trees is important to the overall treatment effectiveness. This part has solely been the duties of the camp host. I am a qualified technician that can properly administer this treatment. I have the support of USFS, Colorado State Forestry and Colorado State University. Furthermore, last season evidence of the Pine Bark Beetle have emerged in the midpark Logdepole stand and could become a problem in the future. This would be a situation that will require mitigation.

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CAMPFIRE RANCH PROPOSAL

TAYLOR MOUNTAIN PARK RFP

MARCH 27, 2020

CONTACT INFORMATION

Sam Degenhard
Sam@CampfireRanch.co
(310) 489-8692

Campfire Ranch Productions LLC
200 N Wisconsin Ave #7056
Gunnison, CO 81230

www.CampfireRanch.co
@Campfire_Ranch

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EXECUTIVE SUMMARY

As one of Colorado's beloved mountain destinations, the City of Gunnison knows well the value of providing quality recreational resources for its community. Delivering the resources can be challenging, yet the City of Gunnison is committed to doing so by curating recreational programs and developing & maintaining recreational facilities to enhance the quality of life for all residents and visitors.

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Delivering this mission at the Mountain Park is difficult, given its rustic nature. In order to offer the community additional value at the Park, a solution that is driven by recreation industry knowledge and expertise is critical. Campfire Ranch, a new business venture with robust outdoor industry experience, intends to help the City of Gunnison as camp host and property manager of the Taylor Mountain Park. This proposal will increase recreational opportunities for the community, maintain a safe & welcoming park environment and allow for additional revenue for the City of Gunnison.





RFP RESPONSE

TAYLOR MOUNTAIN PARK PROPOSAL

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BACKGROUND SUMMARY

Campfire Ranch is led by Sam Degenhard, who will be the operational lead, host and manager of the Mountain Park. Sam is the founder of Campfire Ranch, a WCU 2013 alumni and candidate for the inaugural cohort of the WCU Outdoor Industry MBA program, concluding in May 2020. His professional and personal background comes from years of experience recreating and working in the outdoor industry.

Sam's career began in 2006 working in customer service for both the ski and bike industries in Annapolis, MD and Gunnison, CO. Sam began his career with Red Bull North America during his undergrad years at WCU. After graduating college, he moved to Santa Monica, CA to work at their U.S. headquarters office on the national sports, events and motorsports marketing team.

Sam became the National Event Marketing Manager, producing and supporting Red Bull's largest marketing efforts in the States. Sam moved back to Colorado to become the Sports Marketing Manager of the Rockies Region, where he and his staff managed sports marketing efforts in Idaho, Montana, Wyoming, Utah, Colorado and New Mexico. Sam led the design of the business plan to execute over 75 projects annually with Red Bull's ~$3 million budget and producing a multitude of projects such as: Red Bull Rampage, Burton US Open of Snowboarding, Red Bull Slopesoakers, Red Bull Home Run, Red Bull Conquest and Red Bull Media House film premiers, as well as the management of 17 individual ski resort partnerships.

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Sam left Red Bull in June of 2019 to move back to Gunnison and build his own business, Campfire Ranch, motivated by his innate passion to motivate others to enjoy the outdoors.

Campfire Ranch is in the business of building campgrounds for the experience generation, establishing itself as the hub for upcoming generations to experience the outdoors and build their own community of outdoor enthusiasts. Sam has used his experiences to create a unique business model with solid financials, guaranteed to enhance the value of the City of Gunnison by improving both revenues and services available at the Taylor Mountain Park.

Campfire Ranch has been working hard to identify real estate opportunities for campground development and gather new clients for both local and regional pop-up events. Sam is currently in discussions with Chaffee County for a Campfire Ranch location in Buena Vista, CO and The City of Denver Arts & Venues to build their first-ever campground for Red Rocks Amphitheater in Morrison, CO in 2021.

Sam enjoys a wide range of personal recreational pursuits in Gunnison and across the state including camping, mountain biking, fly fishing, rafting, skiing and hunting. As the business grows, Sam plans to make Gunnison, CO his home and the headquarters of Campfire Ranch. He currently manages Campfire Ranch out of the ICElab@Western surrounded by other business owners, entrepreneurs and students at WCU.

In addition to Sam as host and manager at the Mountain Park, Campfire Ranch will employ two part-time staff members to execute their proposed plan. An open position will be listed for the role of Camp Coordinator, who will be responsible to support Sam in the efforts of managing rental equipment, guest experience, site operations and maintenance. The second open position of Camp Intern will be a role held exclusively for current Western Colorado University students to apply. Camp Intern will be responsible for supporting both Sam and the Camp Coordinator in marketing efforts, operations and maintenance of the Mountain Park.

Additional company information about Campfire Ranch, including Sam's resume, can be found in the attached Property Management Plan (PMP), which outlines all proposed operational activities in full detail. The PMP is fully negotiable.

REFERENCES

Gary Pierson – Dean of Students, Western Colorado University
Email: gpierson@western.edu
Phone: 970-596-0533

John Norton – Executive Director, Tourism and Prosperity Partnership of Gunnison-Crested Butte
Email: john@nortonglobal.com
Phone: 970-379-5498

Top

Lisa Jenkins – Vice President of Account Leadership, CSM Sport & Entertainment
Email: lisamjenkins@gmail.com
Phone: 310-748-0484

Additional references can be found in the attached Proposal Management Plan.

CLEANING APPROACH

The Campfire Ranch team will be directly responsible for daily cleaning of the toilet facilities, as well as the entire park. Any maintenance or repair of facilities at the Mountain Park will be performed by Campfire Ranch at no cost to the City of Gunnison. End of season toilet pumping, mid-season pumping or pumping at the reasonable request of the City of Gunnison will be contracted and managed by Campfire Ranch per the City's requirements at no cost to the City.

- Daily toilet checks will occur at, or around, 9am, 1pm and 6pm
- All cleaning activities will be documented as completed
- All cleaning supplies will be provided at no cost to the City of Gunnison
- All major maintenance projects will be discussed with the City of Gunnison

FEE COLLECTION

Campfire Ranch will collect fees for campsites both in advance via reservations and onsite for walk-up campers. Reservations will occur online via the Campfire Ranch website, www.CampfireRanch.co through a dedicated "Booking" page. All campers will be required to check in with Campfire Ranch staff when they arrive at the Mountain Park to confirm their reservation or to obtain a walk-up campsite.

- Sites are reservable 14 days prior to the camper arrival
- 10-day consecutive camping limit
- 50% of the campsite inventory will remain walk-up only
- RPM Hotel, a cloud-based reservation system will be used for all bookings
- Temporary solar panel and battery bank will be used onsite to power devices
- Credit card, debit card and cash transactions will be accepted
- After-hours check-in will be offered when there is vacancy
- Vacancy/No-Vacancy sign will be posted at Mountain Park entrance
- Check-in time will be 1pm
- Check-out time will be 11am

PROPOSED COST

Campfire Ranch is proposing a fee increase for all campsites at the Mountain Park. In this proposal and under this structure, there will be no costs to the City of Gunnison and instead the City of Gunnison will receive a management fee from Campfire Ranch. The increased campsite fees will cover the costs of all campground operations & supplies, additional services and amenities, as well as administration.

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- Campsites nearest the parking area will be $65/night
- Campsites that require campers to walk from their vehicles to their site will be $55/night
- Campers will pay all state & county taxes of 12.9%
- Campers will pay a $2.95 reservation fee per campsite per night
- Campfire Ranch will pay the City of Gunnison 2% of gross revenue as a management fee of the Mountain Park.
- Terms of the management fee payment schedule are flexible

A detailed breakdown of fees, pricing and included campground amenities can be found in the attached Proposal Management Plan.

PROPOSED ENHANCEMENTS

Campfire Ranch is proposing operational and infrastructure improvements, as well as a marketing strategy designed to enhance guests' experience at the Mountain Park. This three-pronged approach will create opportunities for increased visitation, more public amenities, and reduced maintenance costs. While operating as the property manager, Campfire Ranch plans to open up the existing park to new outdoor opportunities to the community. With such a scenic and unique environment, Campfire Ranch plans to offer more encouragement to both the public and Gunnison citizens to leverage this wonderful resource.

Operations:

- Increased staffing
- Outdoor industry partnerships
- Program onsite activities
- Credit & debit card transactions
- Demo camping gear available
- Parking management
- Active campground communications

Infrastructure (no construction permits required):

- Additional walk-in campsites
- Repair & replace damaged signage
- Trash & recycling dumpster onsite
- Temporary Outdoor showers
- Vacancy/No Vacancy signage
- Walkway solar lighting
- Free firewood to campers
- Graffiti removal at pavilion

Marketing:

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- Launch and maintain a website
- Social media management
- Attractive events onsite
- Search engine optimization
- Media relations
- Listing on popular websites

TROOP 476 COORDINATION

As an Eagle Scout of Troop 855 of Severna Park, MD, Sam is familiar with Boy Scouts of America service projects and looks forward to working with the scouts of Troop 476, and any other local service organizations. Community service is a cornerstone of a vibrant, growing area and Campfire Ranch has those values in its core mission.

- Campfire Ranch will propose several potential dates to Troop 476
- Campfire Ranch staff will coordinate the needs of Troop 476 onsite
- Campfire Ranch willing to cover costs of the pheromone packets
- Campfire Ranch willing to provide snacks & beverages to scouts and volunteers

PROPERTY MANAGEMENT PLAN (PMP)

TAYLOR MOUNTAIN PARK PROPOSAL

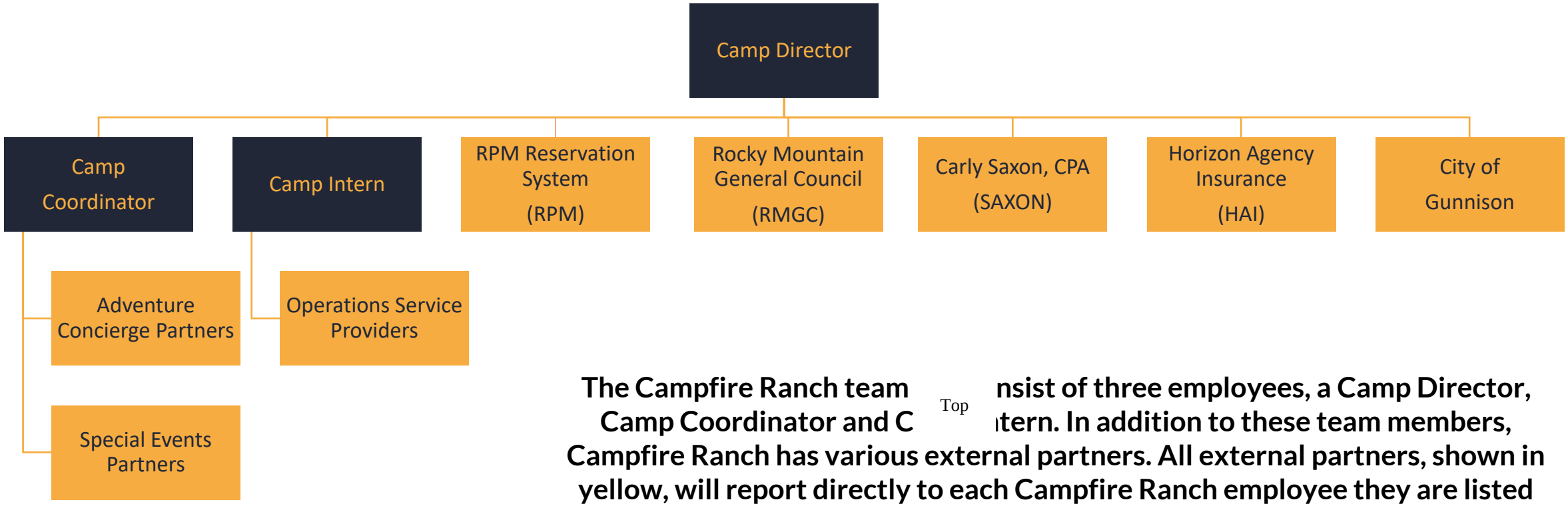
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PMP OVERVIEW

This Property Management Plan is supplemental to the RFP Response section and outlines all proposed activities at the Mountain Park in greater detail. The PMP highlights several topics including: team structure, operational enhancements, community relations, season schedule, infrastructure improvements, marketing channels, look & feel, City revenue, pricing, additional references and Sam's resume. The PMP is also fully negotiable, we look forward to any questions the City of Gunnison may have and the dialogue that follows.

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TEAM STRUCTURE



The Campfire Ranch team nsist of three employees, a Camp Director, Camp Coordinator and C ıtern. In addition to these team members, Campfire Ranch has various external partners. All external partners, shown in yellow, will report directly to each Campfire Ranch employee they are listed beneath. Under this structure, the City of Gunnison will have direct communication with the Camp Director at all times.

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TEAM ROLES



Camp Director

Full-time paid position, entire season, living onsite in a host-like role.
His responsibilities include:

Camp Management Lead
Marketing Lead
Staff Scheduling
Payroll & HR Responsibilities
Brand Partnerships
Contract Approvals
Accounting
Legal
Insurance
Risk Management
Public Relations & Communications
Campfire Ranch Spokesperson

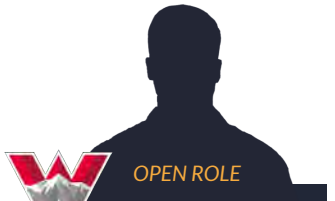


Camp Coordinator

Part-time paid position, entire season, onsite and office role.
Responsibilities include:

Adventure Concierge Lead
Adventure Demo Lead
Front Desk Lead
Events & Activities Lead
Camp Operations Support
Brand Partnerships Support
Marketing Support

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Camp Intern

Part-time paid position, undergrad WCU student only, June-August, onsite role.
Responsibilities include:

Camp Operations Support
Adventure Concierge Support
Adventure Demo Support
Front Desk Support
Events & Activities Support
Marketing Support

OPERATIONAL ENHANCEMENTS

Campfire Ranch is offering several enhancements to the management structure and daily operations of the Gunnison City Mountain Park.











INCREASED STAFFING

Our approach to staffing is more robust than a simple camp host model. We will employ a team of full-time & part-time staff and external partners to deliver a premium quality experience and execute these new operational enhancements at the Mountain Park property. Our staffing will include:

- 1 Full-time Employee
- 1 Part Time Employees
- 1 WCU Internship Position
- Defined Responsibilities

PARTNERSHIPS

We will form relationships with local businesses to offer amenities at the Mountain Park. These relationships will help to provide both guiding and demo equipment for guests through our Adventure Concierge program. We will also align with industry brands to supply our own onsite inventory of demo camping gear including tents, sleeping bags, cots and camp cooking supplies.

- Gear Demos Via Gunnison Businesses
- Guiding Via Gunnison Businesses
- Demo Gear From Industry Brands
- Marketing Collaborations With Industry Brands

ONLINE & MOBILE

New to the Mountain Park will be an official Campfire Ranch website that contains campground information, advance online reservations, event calendar and more:

- Mobile Friendly
- Campground Photos
- Rules & Regulations
- Contact Information
- Scheduled Happenings
- Credit Card Transactions
- Directions
- Linked Through Gunnisonrec.Com

PROGRAMMING

Regularly scheduled activities will be hosted at the Mountain Park for guests to learn outdoor basics, meet er campers and learn about the ory of the Gunnison Valley. mples include:

- Monthly Volunteer Days
- Campfire Building Clinics
- Camp Meal Plan Coaching
- Mountain Manners Education
- Fireside Music & Storytelling

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SPECIAL EVENTS

With a scalable team and these new tools, Campfire Ranch will be able to host and plan various events at the Mountain Park for both locals and campers. Events will span a range of categories but could include:

- Athlete Appearances
- Sportive Gatherings
- Group Buyouts
- WCU Education Programs
- Regional Event Lodging
- Company Retreats
- Holiday Parties
- Weddings
- Concerts

ONGOING COMMUNITY RELATIONS

Campfire Ranch recognizes that adopting a new model for management at the Mountain Park will be a change to previous operations. Campfire Ranch also recognizes that such change could raise questions from the community about the new approach and inquiries from citizens. To alleviate these potential concerns, Campfire Ranch intends to provide:



PUBLIC ACCESS

- Pavilion is still available to rent for private events
- Pavilion is still open for day use
- All turnouts and parking areas open to Public
- River still open to public



CITIZEN INCLUSION

- Free Activities for campers are open to the public
- Co-hosting activities & events locally
- Integration of volunteer or service style activities



EDUCATE TOURISTS

- Mountain Manners approach
- Increased contact with campers
- Free maps, resources and know-how
- Environmental stewardship in all operations

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PARTNER LOCALLY

- Adventure Concierge guiding and outfitting
- Demo sports equipment through local businesses
- Sponsor with local nonprofits
- Campground service providers locally sourced



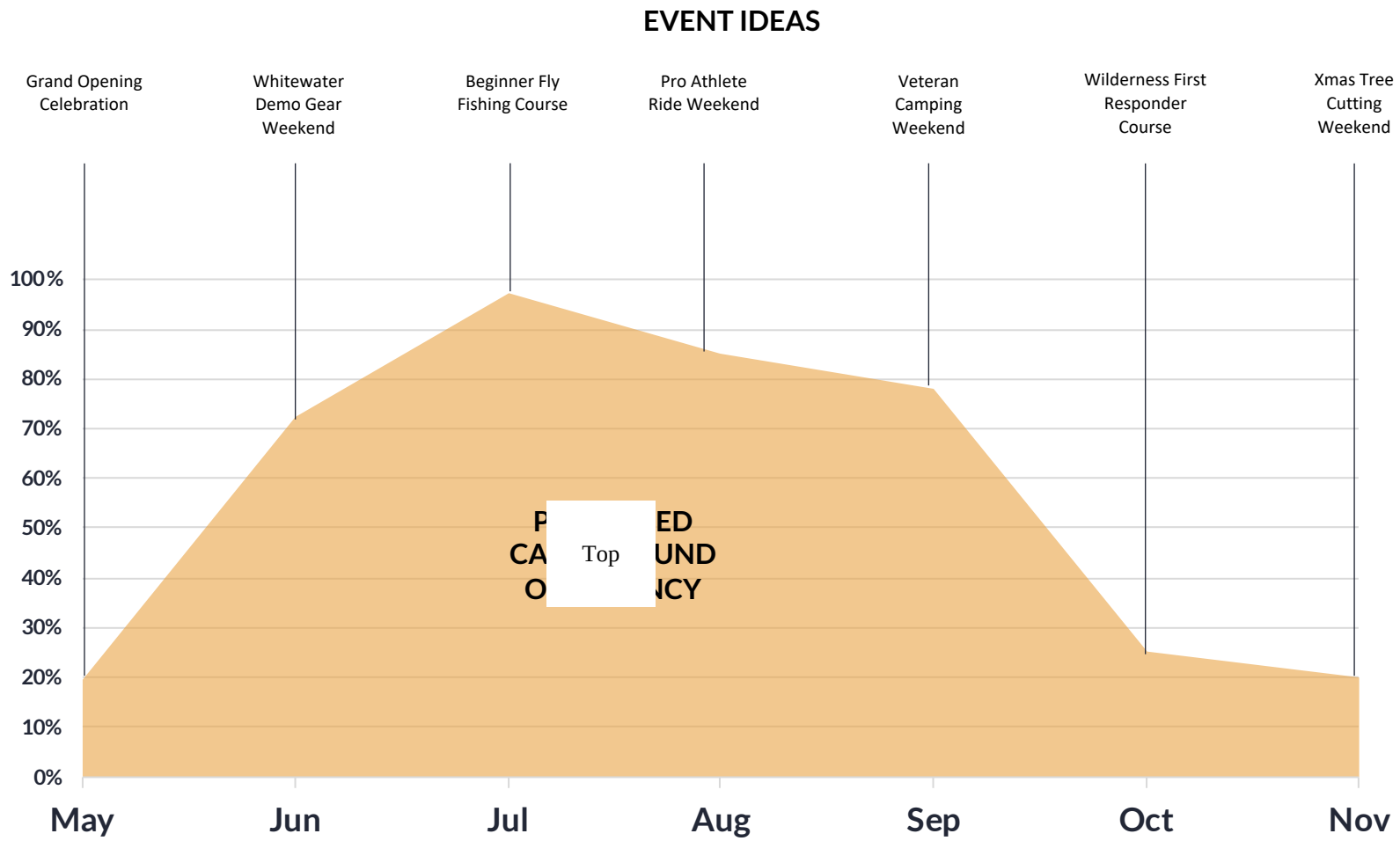
JOB CREATION

- Direct employment of onsite staff
- Grow operations in the future
- Gunnison as future home of Campfire Ranch Headquarters

SEASON TIMELINE

The 2020 season is an opportunity to expand the length of operations at the Mountain Park and to provide special event programming onsite. Events will be organized in partnership with local businesses and organizations.

- Opening Date: 5/1/2020
- Closing Date: 11/23/2020
  - Covers all GMU 55 hunting seasons
- Occupancy projections based off 2019 reservations from Recreation.gov at nearby USFS campgrounds
- Event ideas are examples, no confirmations have been made



INFRASTRUCTURE IMPROVEMENTS



ZONE 1

The existing Mountain Park footprint will receive a facelift and some new amenities that offer campers an enhanced experience. This upkeep and refresh will position the facility as a modern and accessible campground. Our proposal includes:

- *Temporary Campfire Ranch branding installed*
- *Repair or replacement of broken picnic tables (3)*
- *Removal of improper fire rings*
- *Temporary shed placed as front desk office & storage*
- *Solar powered hotspot and point of sale devices*
- *Installing of small solar walk path lighting*
- *Installation of temporary outdoor showers (2)*
- *Weekly trash and recycling dumpster service*
- *Firewood storage enclosure constructed*
- *Improved signage at entrance, water, bathroom, campsites and front desk areas*



ZONE 2

This area of the Mountain Park holds a great opportunity for sustainable expansion in 2020. Campfire Ranch will take on the cost and installation of additional walk-in campsites in this area. As a result the campground will benefit from a new community atmosphere; more campers will be able to visit the park each season and the increased revenue will alleviate the pressures of maintenance costs. Our proposal includes:

- *19 new walk-in campsites*
- *Installation of new picnic tables, fire rings, site signage*
- *Improved access trail connecting Zone 3*
- *No heavy equipment or construction permits required*



ZONE 3

Campfire Ranch is proposing management and maintenance of the pavilion and day use area within the Mountain Park. Our team will be able to improve the frequency and utilization of this facility via our proximity. Our proposal includes:

- *Requests, reservations, fee collection & scheduling*
- *Campfire Ranch programmed events*
- *Ability to provide supplemental infrastructure for bookings (sound, lighting, additional services)*
- *Graffiti removal from the pavilion*
- *Replacement of damaged nature trail signage*
- *Management of parking overflow needs from Zones 1 & 2*

Taylor River

GUNNISON CITY OF

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Existing Sites 1-11

New Sites 12-30

Managed Event Space

8400

8600

8800

9000

MARKETING CHANNELS

Campfire Ranch will reach customers through various marketing channels focused on both increasing awareness and booking conversion. All marketing efforts will be provided at no cost to the City of Gunnison.



WEBSITE

- Informational hub for inquiring guests
- Pricing list and availability
- 2-week advance bookings
- Credit card transactions
- Destination & activity information
- Portal for communications

SOCIAL

- Active management of all channels
- Customer engagement & communications
- Home for all produced content
- Budgeted advertising spend
- Establish social brand ambassadors



SEO

- Targeted search strategy
- Budgeted Google Adwor spend
- Positioning alongside TAPP efforts



PUBLIC RELATIONS

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- Regional earned media coverage
- Endemic earned media coverage
- Host media outlets & journalists

LISTINGS

- Dyrt camping app
- Campin' camping app
- Hipcamp camping platform
- Google Business page
- Yelp business page
- Gunnison & CB Chambers

LOOK & FEEL

Campfire Ranch is proposing that it use temporary branding during management of the Gunnison City Mountain Park for consistency and clarity for its guests.

232636 f4aa3f

OUR NAME, Campfire Ranch, was selected because of its aspirational aspects: “campfire” connects with every camper’s love to be fireside and the word “ranch” hints to beautiful expanses of the American west, a core component of our American heritage.

OUR LOGO and branding was also designed with the spirit of camping in mind: the midnight blue color represents the starry night sky and the glow gold represents some of the best moments in the outdoors, sunset and sunrise. The logo is made up of two components, the first is an a-frame tent, constructed from our ranch brand C & R. The second logo element is ıg campfire, the undisputed symbol of camping and gatherir Top or friends in the outdoors.

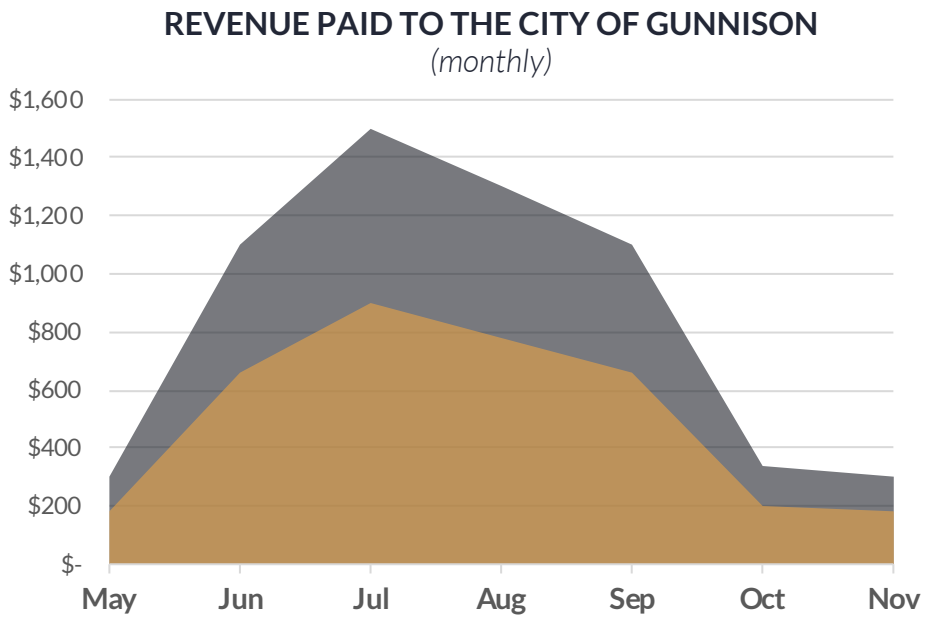
OUR BRANDING onsite at the Gunnison City Mountain Park will be temporary. Each branding placement will be facings which would cover existing signage or stand on their own, all branding items will be removed after the contract term and will not require a construction permit to install.

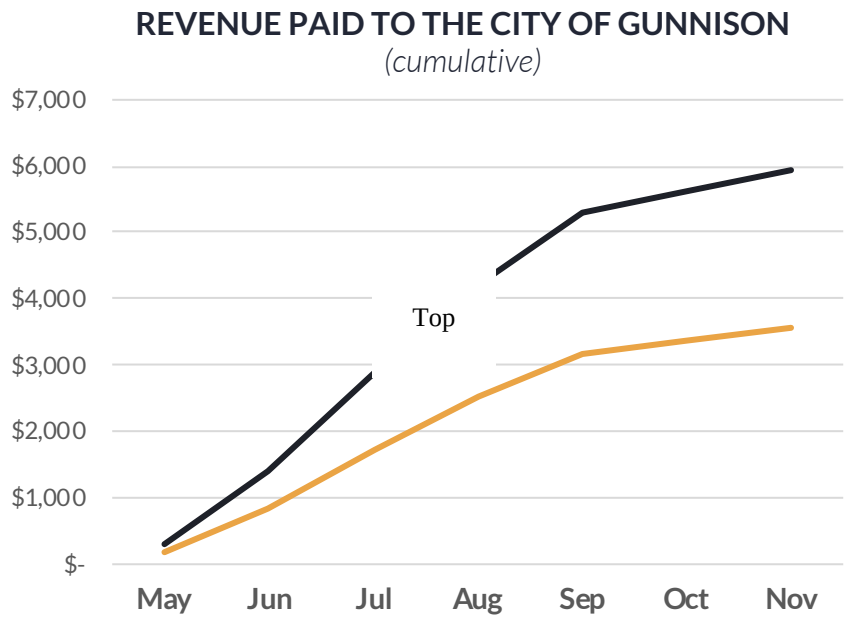
The Campfire Ranch name, logo and colors are all protected under trademark from the U.S. Patent and Trademark Office.



REVENUE PAID TO THE CITY OF GUNNISON

This Campfire Ranch PMP is a proposal that completely removes the burden of maintenance costs from the City of Gunnison. In turn for increasing fees and providing additional amenities at the Mountain Park, Campfire Ranch will pay the City of Gunnison 2% of gross revenue. This fee is estimated on a monthly basis from both targeted and conservative campground occupancy projections. Payment terms are flexible. All proposed pricing and amenities are listed in detail on the following page.





TOTAL TARGETED REVENUE: **$6,000**

TOTAL CONSERVATIVE REVENUE: **$3,500**

PRICING COMPARISON

	CURRENT MOUNTAIN PARK OPERATIONS		CAMPFIRE RANCH MOUNTAIN PARK OPERATIONS		USFS NORTH BANK CAMPGROUND		USFS ONE MILE CAMPGROUND		KOA GUNNISON	
Campground Layout		**Nightly Price**		**Nightly Price**		**Nightly Price**		**Nightly Price**		**Nightly Price**
	Walk-in Campsites	10	Walk-in Campsites	26	Park-at Campsites	15	Electric Only Park-at Campsite	18	Tent Only	29
	Park-at Campsites	0	Park-at Campsites	4	Taxes		Taxes		Water & Electric RV	28
	Pavillion Day Rental	1	Pavillion Day Rental	1	Fees		Fees		Full Hookup RV	49
	Taxes		Taxes						Cabin 1 bd, 0 ba	2
	Fees		Fees						Cabin 1 bd, 0 ba	2
									Cabin 2 bd, 0 ba	2
									Taxes	
									Fees	
Included Amenities										
	Potable Water	Incl	Potable Water	Incl	Potable Water	Incl	Potable Water	incl	Potable Water	Incl
	Vault Toilets (2)	Incl	Vault Toilets (2)	Incl	Vault Toilets (2)	Incl	Vault Toilets (2)	incl	Flush Toilets	Incl
	Vehicle Parking	Incl	Vehicle Parking	Incl	Vehicle Parking	Incl	Vehicle Parking	incl	Hot Showers	Incl
	Site Specific Fire Pit	Incl	Site Specific Fire Pit	Incl	Site Specific Fire Pit	Incl	Site Specific Fire Pit	incl	Vehicle Parking	Incl
	Site Specific Picnic Table	Incl	Site Specific Picnic Table	Incl	Site Specific Picnic Table	Incl	Site Specific Picnic Table	incl	Site Specific Fire Pit	Incl
	Camp Host Onsite	Incl	Camp Host Onsite	Incl	Camp Host Onsite	Incl	Camp Host Onsite	incl	Site Specific Picnic Table	Incl
	Public Access to Mtn Park	Incl	Public Access to Mtn Park	Incl					Staff Onsite	Incl
			Unlimited Firewood	Incl					Wifi	Incl
			Outdoor Pull Showers	Incl					Dish Cleaning Station	Incl
			Regional Trail Maps	Incl					Pavillion	Incl
			Credit Card Transactions	Incl						
			Advance Reservations	Incl						
			Lighted Walkways	Incl						
			Onsite Trash & Recycling	Incl						
Optional Offerings										
	Firewood Bundle (ea)	$5.00	Demo Tent	$70.00	Firewood Bundle	$6.00	Firewood Bundle	$6.00	Firewood Bundle	Unknown
			Demo Sleeping Bag	$25.00	Trash Disposal	$5.00	Trash Disposal	$5.00	Propane Filling	Unknown
			Demo Camp Cot	$20.00	Day Use	$4.00	Day Use	$4.00	Fishing	Unknown
			Demo Camp Chair	$15.00					Pets in Cabin	$5.00
			Rental Towel	$2.00						
			Rental Pillow	$2.00						
			Campfire Ranch Hat	$25.00						
			Campfire Ranch Shirt	$25.00						
			Adventure Concierge Excursions	Varies						

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ADDITIONAL REFERENCES

- **JOHN MESSNER** Gunnison County Commissioner
  messner@gunnisoncounty.org - 970-901-6708

  "Sam and his business Campfire Ranch is a great example of the type of entrepreneurial spirit that we are striving to support in Gunnison County. It is businesses like his that create strong job growth, sustainable tourism and diversity of our economy - I appreciate his interest in investing in the future of our community."

- **SCOTT BORDEN** Director of the Outdoor Industry MBA at Western Colorado University
  sborden@western.edu – 970-943-3026

  "Sam exemplifies the work hard-play hard approach that we seek in the OI MBA program at WCU. His passion for problem solving comes with a creative approach that has the potential to make a sizeable impact in the outdoor industry."

- **BROOKE MORAN** Owner, Coach & Consultant at Zen for Business
  bmoran@western.edu – 970-209-4330

  "Considering the decrease in dispersed camping in both the north and ends of the Gunnison Valley, combined with the need to disperse recreation, Sam and his unique business, Campfire Ranch, have the potential to make a positive impact in the Gunnison Valley. I whole-heartedly support the City of Gunnison providing Sam with the opportunity to manage the City's Mountain Park this summer."

- **SCOTT DESMARAIS** Board Member, Borick School of Business at Western Colorado U Top /
  stdesmarais@gmail.com

  "Campfire Ranch is a fresh approach to the campground industry that alleviates barriers for novice campers and promotes sustainable recreation. I support Sam's efforts to establish the business in the Gunnison Valley and look forward to the impact it will create locally and nationally."

- **GARY PIERSON** Dean of Students at Western Colorado University
  gpierson@western.edu– 970-593-0533

  "Sam consistently displays professionalism, honesty, and inclusiveness, all of which are grounded in his determination to be a "difference maker" in the world around him. I highly recommend Sam Degenhard, without any reservation, as he pursues business opportunities in the Gunnison Valley with Campfire Ranch"

Samuel L. Degenhard

904 Spruce St. • Gunnison, CO 81230
310-489-8692 • Sam@CampfireRanch.co

SLD

Social Instigator

Constantly stepping outside of the comfort zone to tackle new levels of challenge and contribution. Rallies and aligns the talents of others to encourage adventures, seek opportunities, and deliver impactful experiences.

Experience

Campfire Ranch LLC – Founder & CEO | Greater Colorado **May 2019 to Present**

Development of new private campground infrastructure and franchise business
Brand Development ● Market Research ● Real Estate Development ● Angel and VC Fundraising ● Financial Planning

Degenbrau Outdoors LLC – Owner & CEO | Gunnison, CO **April 2019 to Present**

Provide outdoor industry business consulting, event production, market research and product development
Strategic Planning ● Land Development ● Marketing Innovation ● Stakeholder Management

Red Bull North America – Sport Marketing Manager, Rockies Region | Denver, CO **June 2017 to June 2**

Develop and implement regional sports marketing strategy, investments and relationships throughout region
Business Planning ● Venue Partnerships ● Athlete Sponsorships ● Team Development ● Event & Content Production

Top

Red Bull North America – National Event Marketing Manager | Santa Monica, CA **January 2016 to June 2017**

Deliver best-in-class execution and visibility across action, adventure and endurance sporting events for RBNA
Branding Lead ● Ideation & Feasibility of New Projects ● Technical Event Solutions ● Event Production Management

Red Bull North America – National Event Marketing Specialist | Santa Monica, CA **March 2014 to January 2016**

Develop, support and execute consumer facing initiatives for national level events and projects
Ideation of New Project Concepts ● Implementation of Consumer Activations ● Event Production Management

Education

Western Colorado University | Gunnison, CO **September 2018 to Present**

Candidate, Outdoor Industry Masters of Business Administration – School of Business
Emphasis: Service & Hospitality Track

Western Colorado University | Gunnison, CO **August 2009 to May 2013**

Bachelor of Arts in Business Administration, Deans List Scholar
Emphasis: Marketing, Minor: Computer Science

Attributes & Interests

Proficiency in: Microsoft Office, Adobe Creative and Production Suite Products, Google Analytics, Social Media Advertising, Wordpress, HTML, CSS, Sketch-up and AutoCAD

Awards: Boy Scouts of America Eagle Scout, WCU Academic Leadership Scholarship Recipient

Hobbies: Avid mountain biker & occasional racer, recreational freeride skier, angler, camper, surfer and hunter

CONCLUSION

A partnership between the City of Gunnison and Campfire Ranch to manage the Taylor Mountain Park brings a new level of services and amenities to the citizens of Gunnison and visitors of our community. While certainly the Taylor Mountain Park has always been available to citizens and the public, Campfire Ranch would like to bring a new level of visibility, use, and revenue to this City resource. We look forward to your feedback and continued dialogue regarding this opportunity. Thank you for your thorough consideration of our proposal.

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Thank You!
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From:	John Norton
To:	Erica Boucher
Subject:	For next week"s meeting
Date:	Friday, April 10, 2020 2:22:29 PM

To the City of Gunnison Council

Sam Degenhard is coming to your next meeting to defend his bid for managing your park land up Taylor Canyon.

When Sam first applied for help at ICELab, Gary Pierson reached out and told us that Sam was one of his favorite Western students ever. Since we began working with Sam, it became clear that Gary's recommendation was well-founded. Sam is juggling his Western Outdoor MBA along with getting his Campfire Ranch concept launched. He is hard-working, inquisitive, incredibly responsive and a pleasure to be around.

More, Sam has used what precious little free time he has to help us as we get our covid economic recovery efforts coordinated at ICELab. So he came to us for help, and now he's helping us.

I have no doubt that Sam will turn your park up the Taylor from a small cost center to a small profit center for the city. But that's not why I support his bid. He is going to establish his company in Gunnison, and has plans to take his company nationally. He is also in negotiations with others for more Campfire Ranches. But Taylor Canyon would be the first and would establish his proof of concept.

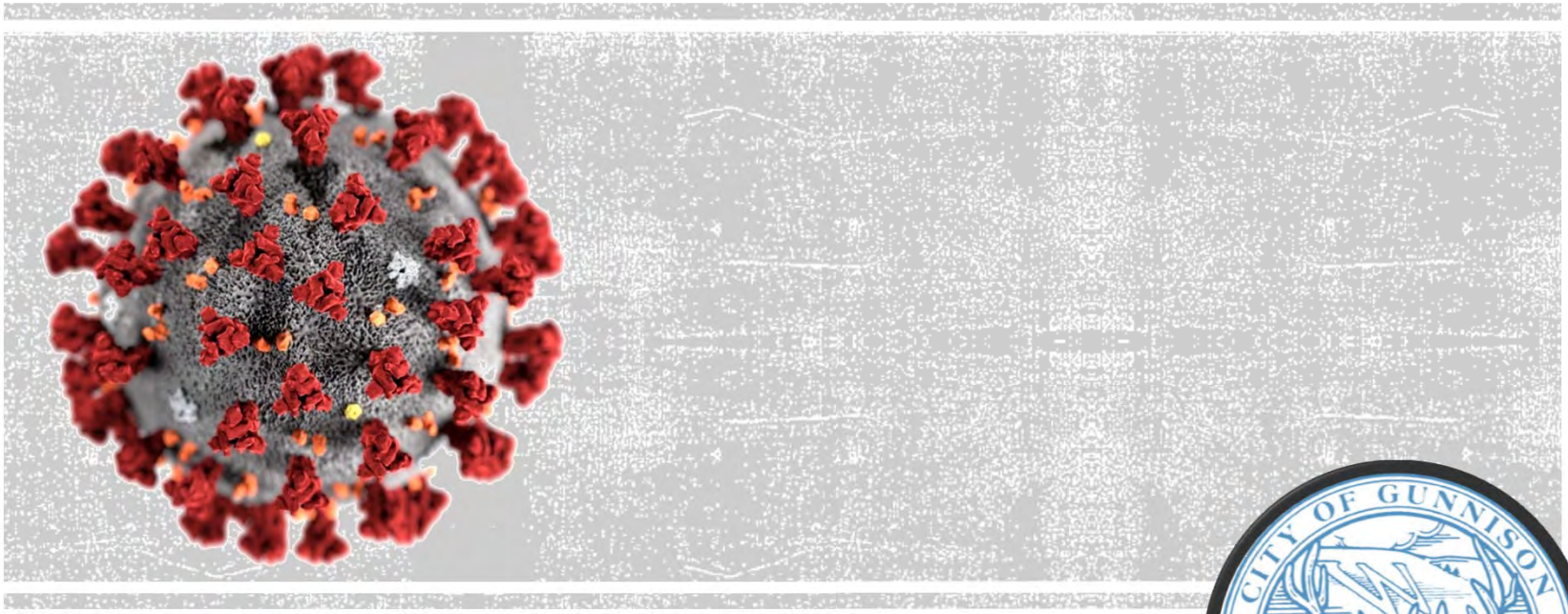
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This is just the type of entrepreneurial effort that ICELab was put on earth to support!

Thank you for listening.

John

John Norton
NortonGlobal.com
P.O. Box 2765
Crested Butte, CO. 81224
970.379.5498



CITY OF GUNNISON

FINANCIAL RESPONSE TO CORONAVIRUS PANDEMIC

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AGENDA

1. Summary
2. Forecast Review Objectives
3. Economic Outlook
4. Financial Leadership
5. Budget Overview
6. Immediate Actions
7. Revenue Sensitivity
8. General Fund – Fund Balance Availability
9. Decision Tree and Assumptions
10. Recovery Efforts
11. Other Ideas/Questions?

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SUMMARY

1. The City of Gunnison Finance Department has taken a leadership role in the valley-wide response efforts.
2. In light of fiscal discipline maintained over the last several years, the City has adequate reserves to maintain essential services through 2020, even if major revenue items are only 25% of budget.
3. Should this recession persist into 2021, the City will need to reduce annual expenses further, but using the informed budget process over a number of months.
4. The City has already contributed to response efforts and may be able to assist further with creative initiatives.

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FORECAST REVIEW OBJECTIVES

1. Inform Council of the likely revenue reductions associated with COVID 19 and resulting recession. Three scenarios are shown:
   - Recovery during summer
   - Recovery beginning in fall
   - Pandemic persisting through the end of the year

2. Obtain Council direction associated with expense management suggestions.

3. Obtain Council direction associated with community recovery efforts.

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ECONOMIC OUTLOOK

The Great Disruption

COVID-19 and the efforts to contain it have brought the longest economic expansion to its end.

Economists expect real GDP to decline at a 22% annual rate. Unemployment rate to more than 15%.

The Great Disruption is not likely to turn into another Great Depression, however. The Federal government and the Fed have implemented significant, policies that should prevent the health crisis and resulting economic losses from triggering a financial crisis.

The growth rate in new cases is now expected to top out in mid-April.

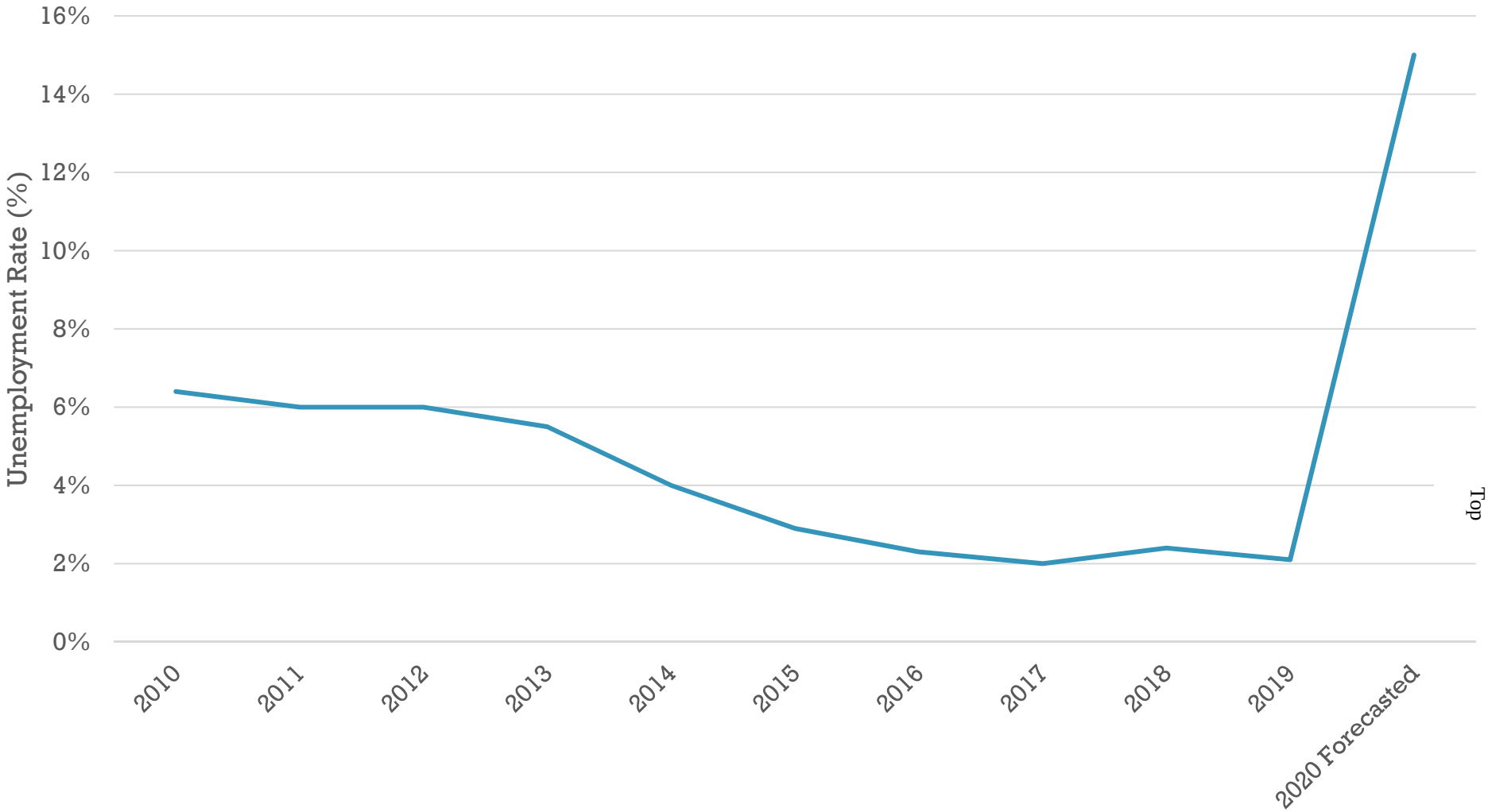
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ECONOMIC OUTLOOK (CON'T)

- The unemployment rate for March rose to 4.4% from 3.5% in February. It was the largest one-month increase in the rate since January 1975. Does not reflect the millions of unemployment-insurance claims individuals filed in the last two weeks of March.
- The near shutdown of large portions of the U.S. economy due to the virus is inflicting damage on the labor market. Economists say the most significant economic downturns of the post WWII era, and this rapid change in unemployment is playing out in a matter of weeks, rather than years.
- Yields on U.S treasuries remained largely unmoved on the news, but in the last few months, the markets have been anticipating an economic downturn because of the virus, so the decline in yields was already built in. The 10 Year Treasury is yielding .62% and the 5 Year is yielding .37%.

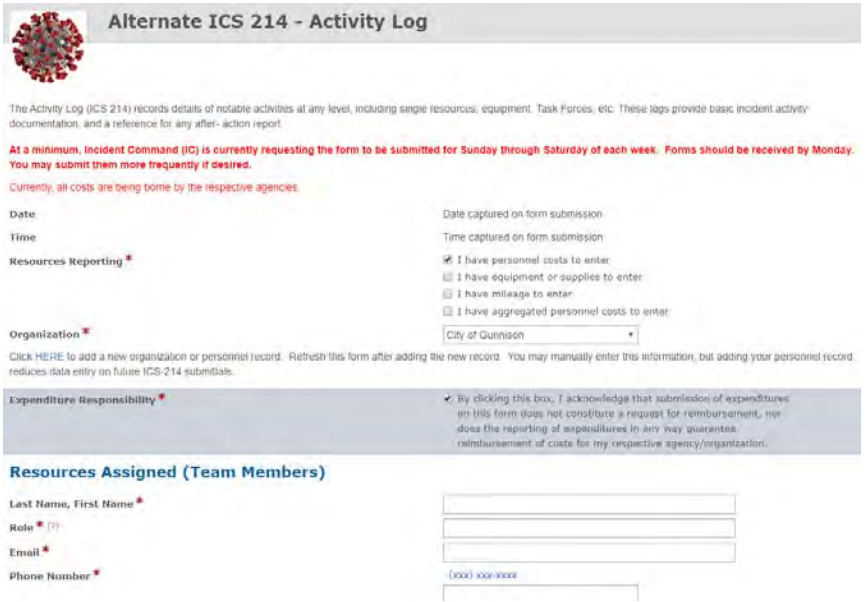
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GUNNISON COUNTY UNEMPLOYMENT



CITY OF GUNNISON FINANCIAL LEADERSHIP

- The Finance Director is participating as a Finance Section Chief for the Incident Command System
  - Developed an automated data collection system that has collected response costs of over $920,000 over 14 valley-wide organizations with 3,118 lines of data
  - Working on registering each organization with the state to be poised to receive FEMA reimbursement for eligible costs
  - The City has been accepted for access on April 2



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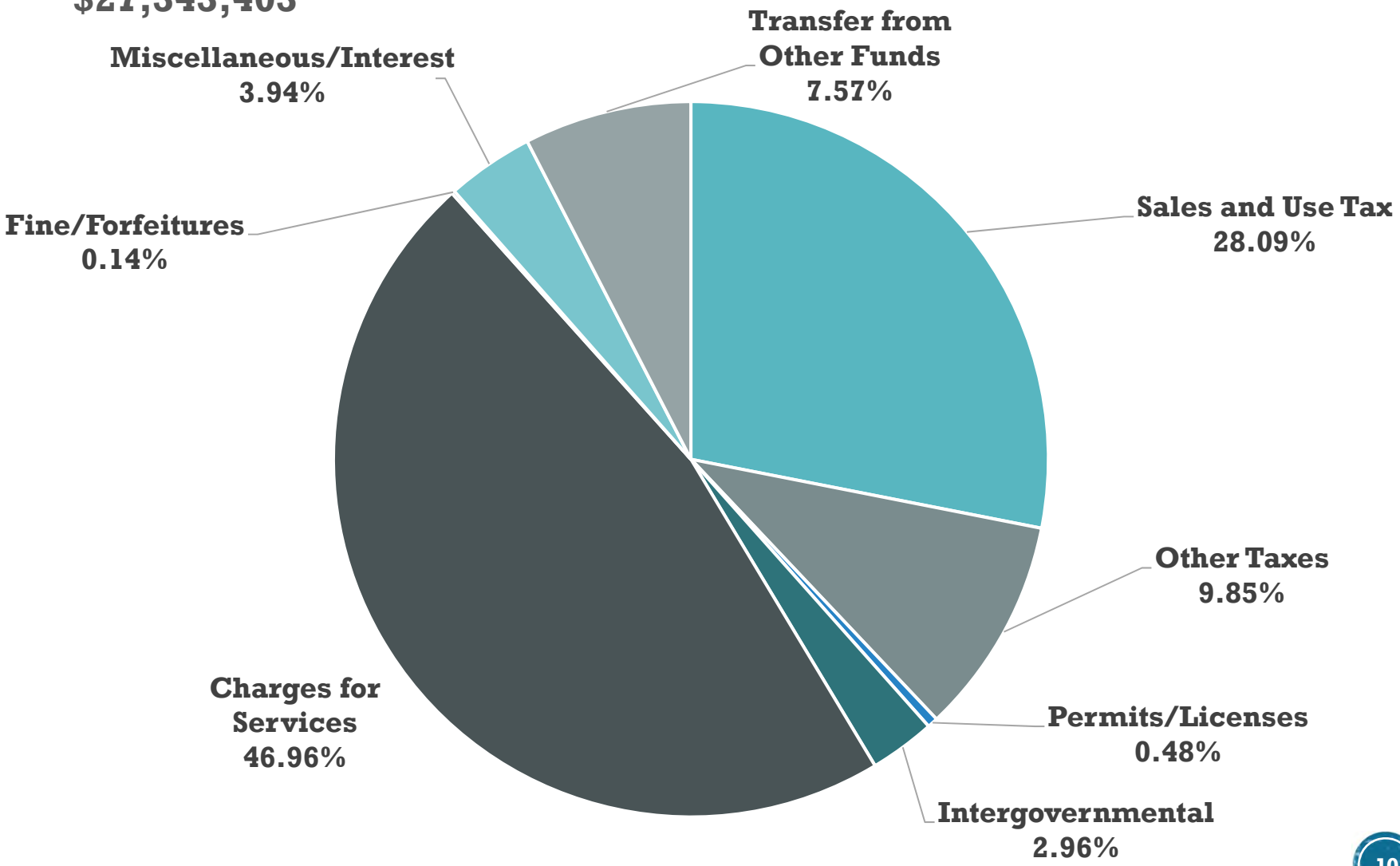
CONSOLIDATED BUDGET SUMMARY

Fund	2020 Beginning Balance	Estimated Revenues	Interfund Transfers	2020 Available Resources	Net Budgeted Expenditures	Interfund Transfers	2020 Total Appropriations	2020 Ending Balance
General Fund:	4,784,101	9,234,487	302,696	14,321,284	9,542,929	718,704	10,261,632	4,059,652
Special Revenue Funds:								
Conservation Trust Fund	45,338	45,350	0	90,688	38,500	15,000	53,500	37,188
Risk Management Fund	54,146	251,103	0	305,249	236,906	0	236,906	68,343
Marijuana Mitigation Fund	312,522	261,400	0	573,922	70,000	146,756	216,756	357,166
Ditch Fund	527,728	52,500	0	580,228	358,599	0	358,599	221,629
Fiduciary Funds:								
Firemen's Pension Fund	2,344,025	196,020	0	2,540,045	269,000	0	269,000	2,271,045
Enterprise Funds:								
Electric Fund	2,893,505	7,521,350	0	10,414,855	6,825,140	0	6,825,140	3,589,715
Water Fund	983,080	946,500	0	1,929,580	1,310,753	0	1,310,753	618,828
Wastewater Fund	1,257,422	1,936,808	0	3,194,230	2,494,078	0	2,494,078	700,151
Refuse Fund	245,276	730,541	0	975,817	731,836	0	731,836	243,981
Communications Fund	111,047	1,000,717	0	1,111,764	978,970	0	978,970	132,794
Recreation								
Community Center	149,412	981,335	595,402	1,726,149	1,575,599	0	1,575,599	150,550
Ice Rink	59,619	378,374	496,115	934,108	864,177	0	864,177	69,931
Trails	158,371	34,889	0	193,260	39,424	0	39,424	153,836
Other Recreation Improvements	2,302,838	1,023,420	0	3,326,258	0	1,189,826	1,189,826	2,136,432
Internal Service Fund:								
Fleet Management	177,804	678,323	676,073	1,532,200	1,180,248	0	1,180,248	351,952
Total City Budget	**16,406,233**	**25,273,117**	**2,070,286**	**43,749,636**	**26,516,159**	**2,070,286**	**28,586,444**	**15,163,192**

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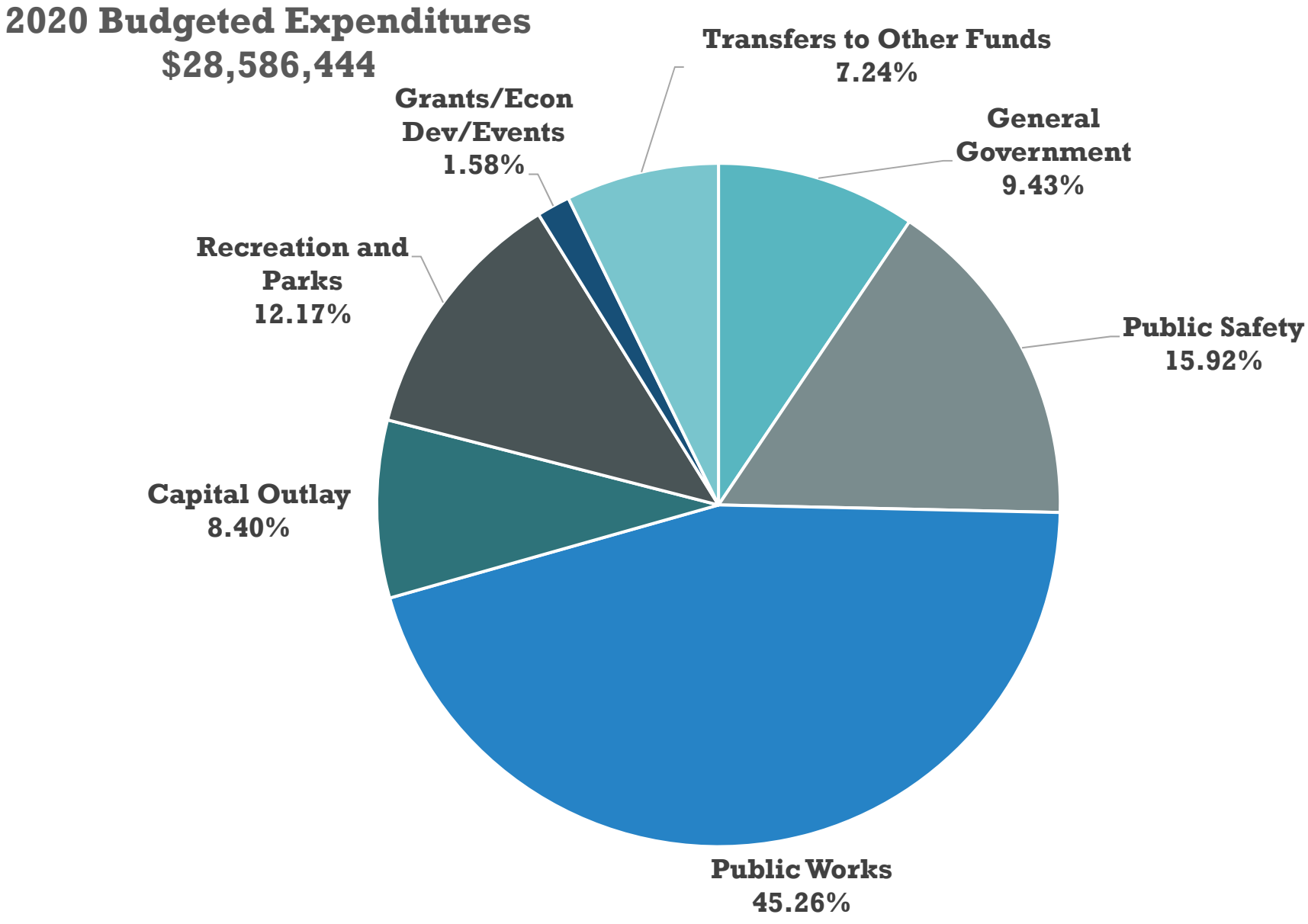
WHERE THE MONEY COMES FROM

2020 Budgeted Revenues
$27,343,403



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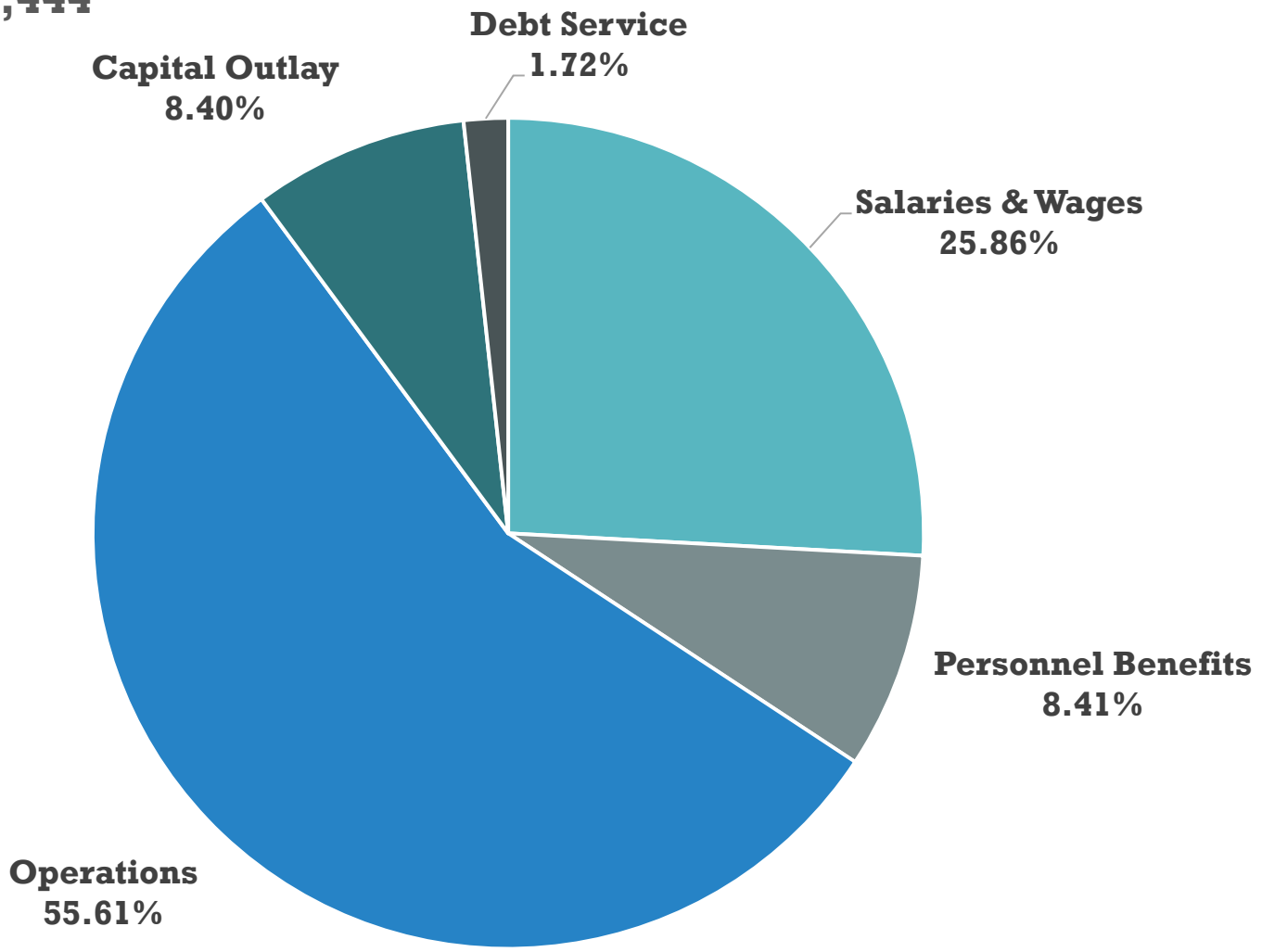
WHERE THE MONEY GOES (BY FUNCTION)



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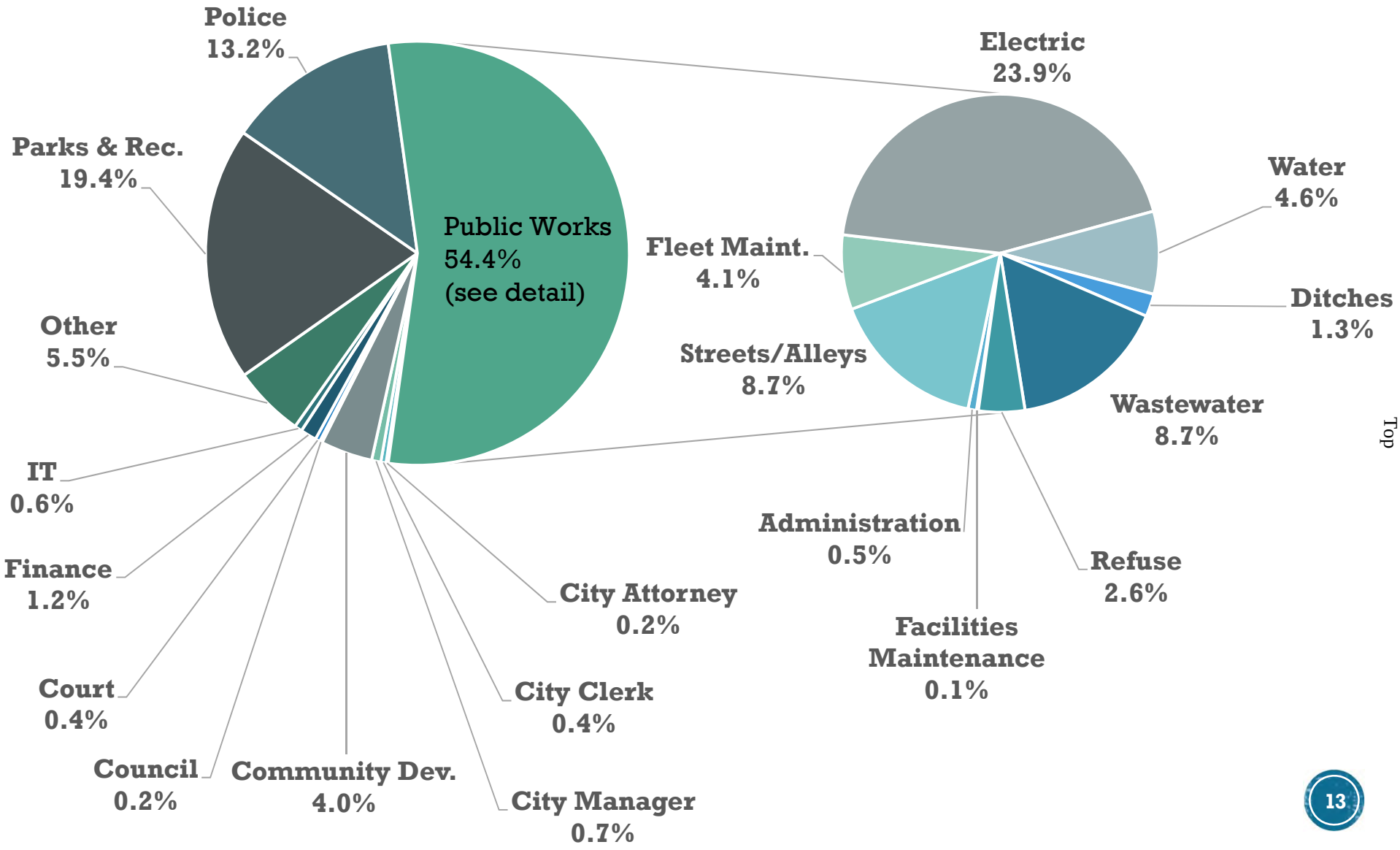
WHERE THE MONEY GOES (BY TYPE)

2020 Budgeted Expenditures
$28,586,444



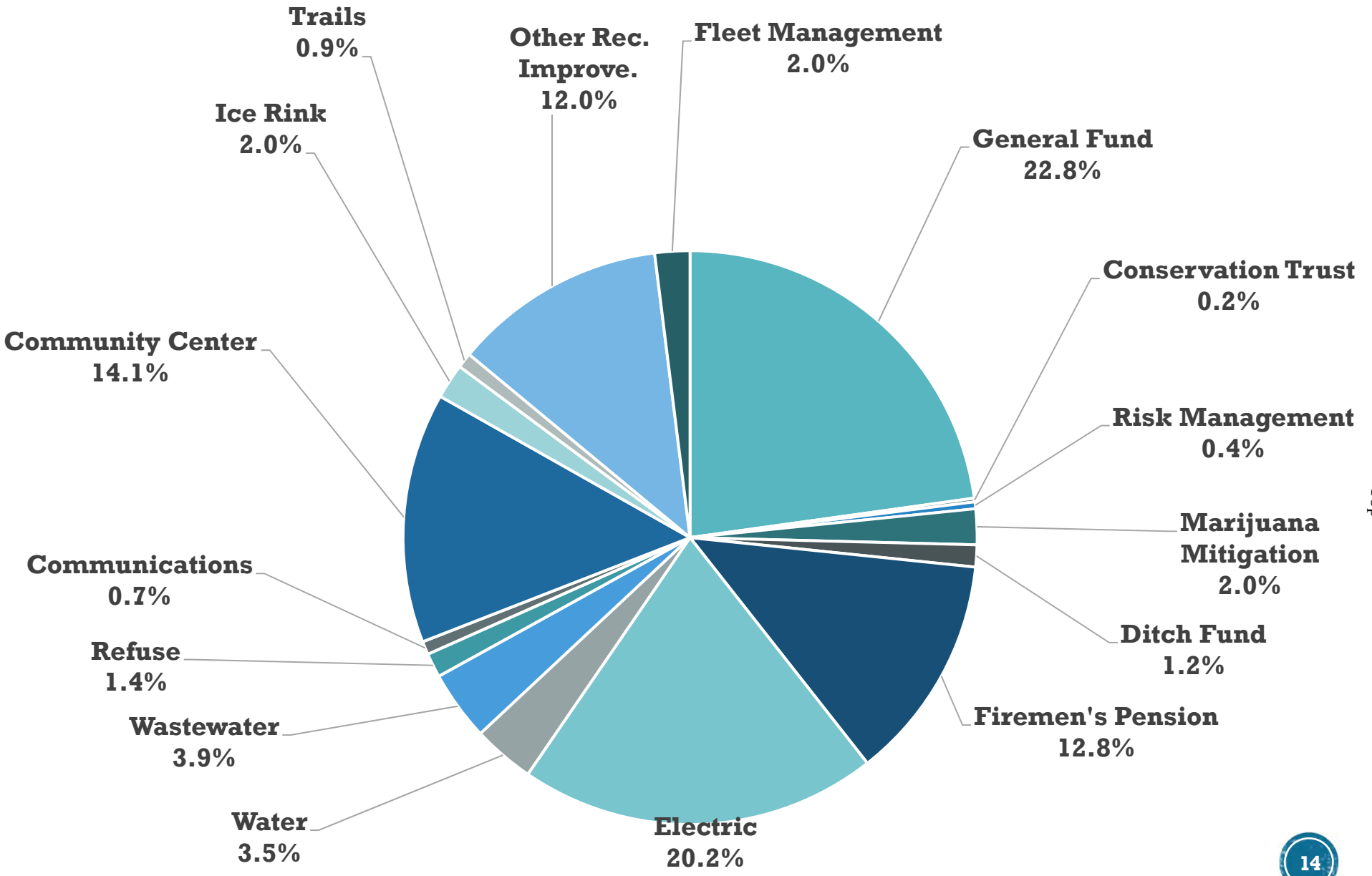
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WHERE THE MONEY GOES (BY DEPARTMENT)

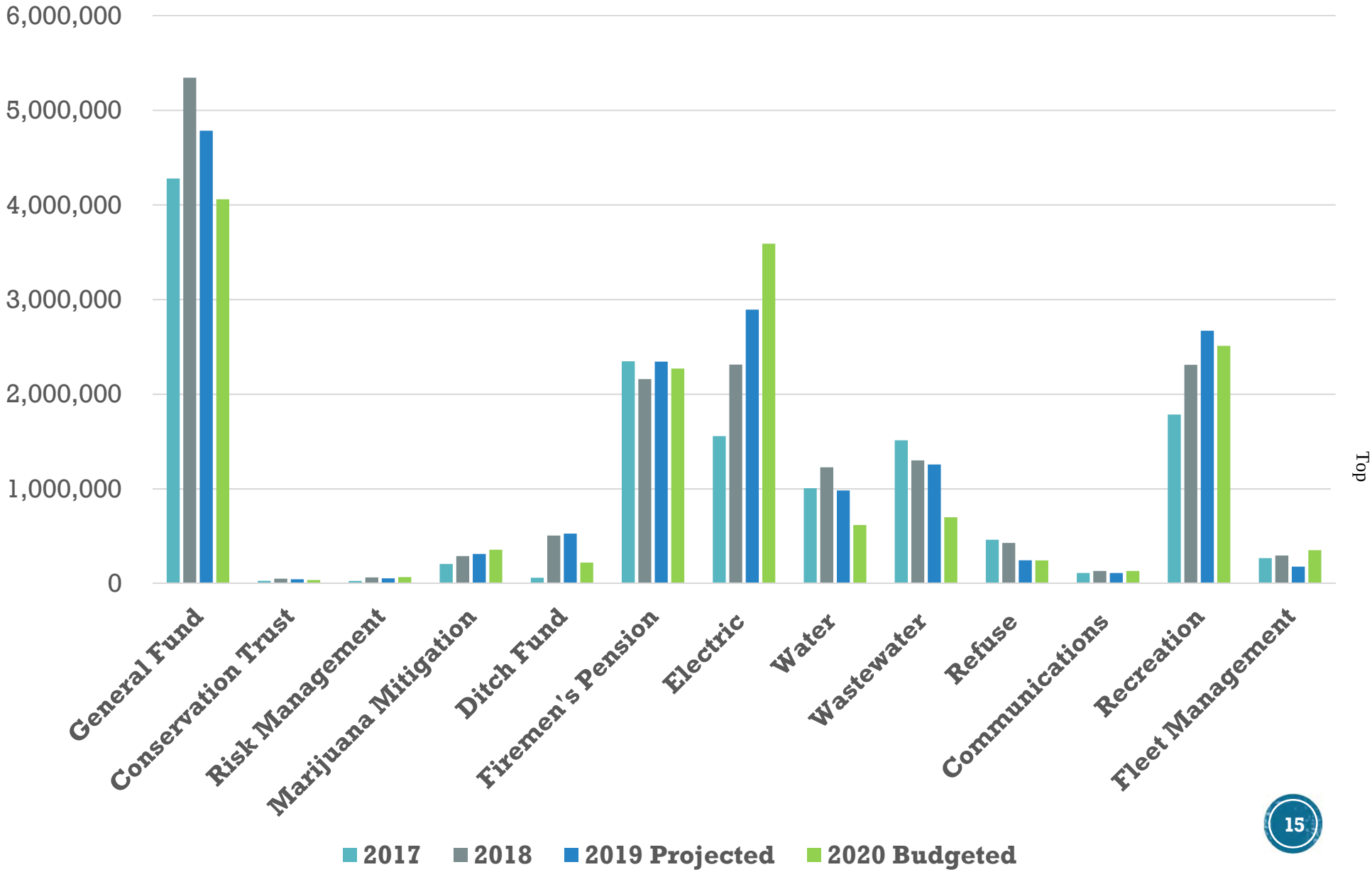


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FUND BALANCE



AVAILABLE RESOURCES

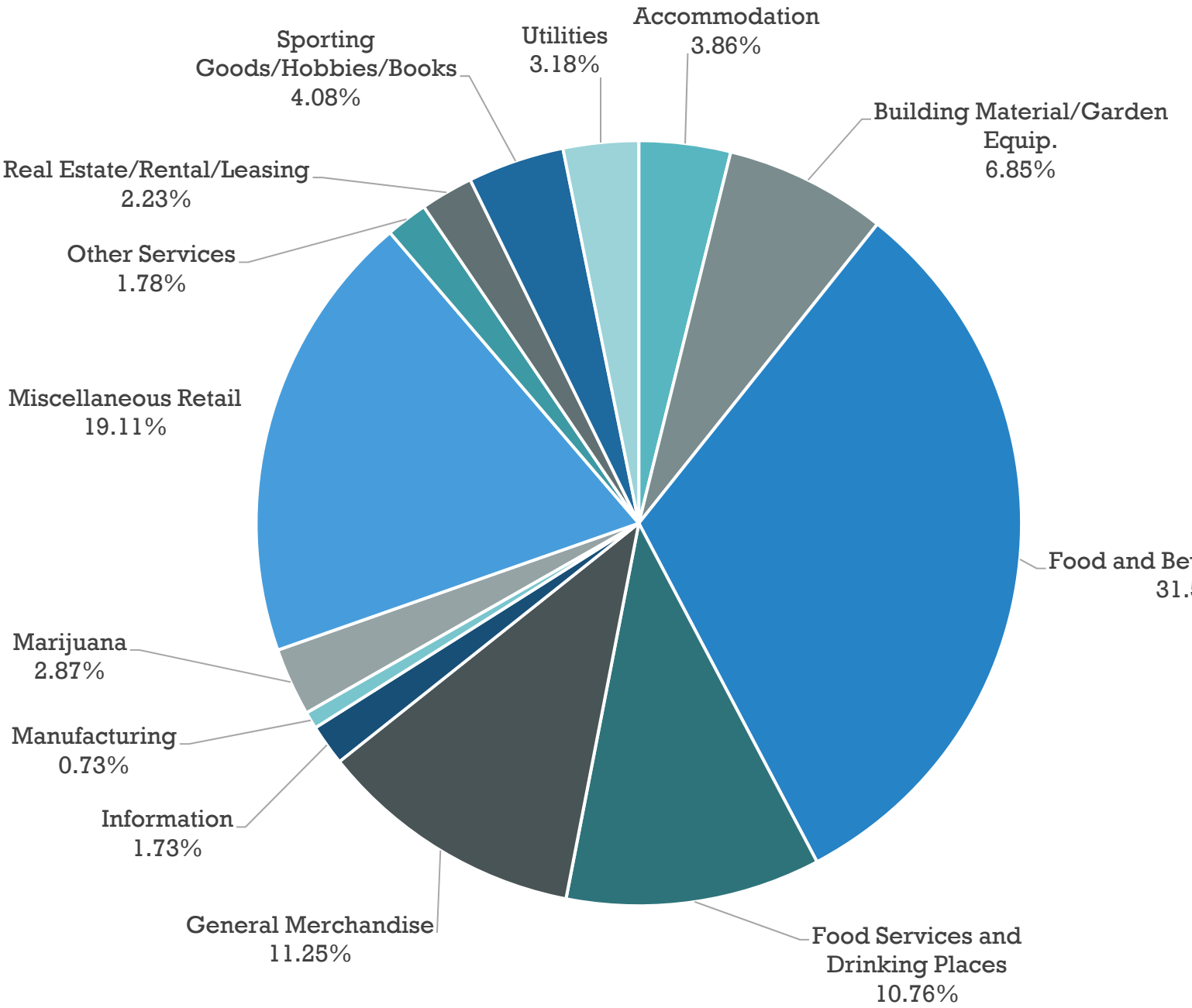


IMMEDIATE STEPS

- All capital projects or capital purchases ($5,000 or more and having a useful life of greater than one year – loaded in 9xxx accounts) are immediately to be curtailed unless:
  - Already purchased or under construction by March 13.
  - Explicitly approved in writing by the City Manager.
- All professional service/consulting contracts over $5,000 are immediately suspended unless explicitly approved in writing by the City Manager.
- Supplies, materials, tools, and other smaller purchases should be curtailed if they are not immediately essential for ongoing provision of City services.
- Training and travel costs should be curtailed except for required to retain licensure or certifications, etc. Training must take place remotely.
- Hiring freeze on personnel. Position vacancies shall remain unfilled unless specifically approved by the City Manager for full-time positions or the Finance Director for part-time positions.
- Department heads must approve all expenditures to ensure the above purchasing guidelines are being followed. All approval authorizations for staff below department head level are suspended until further notice.

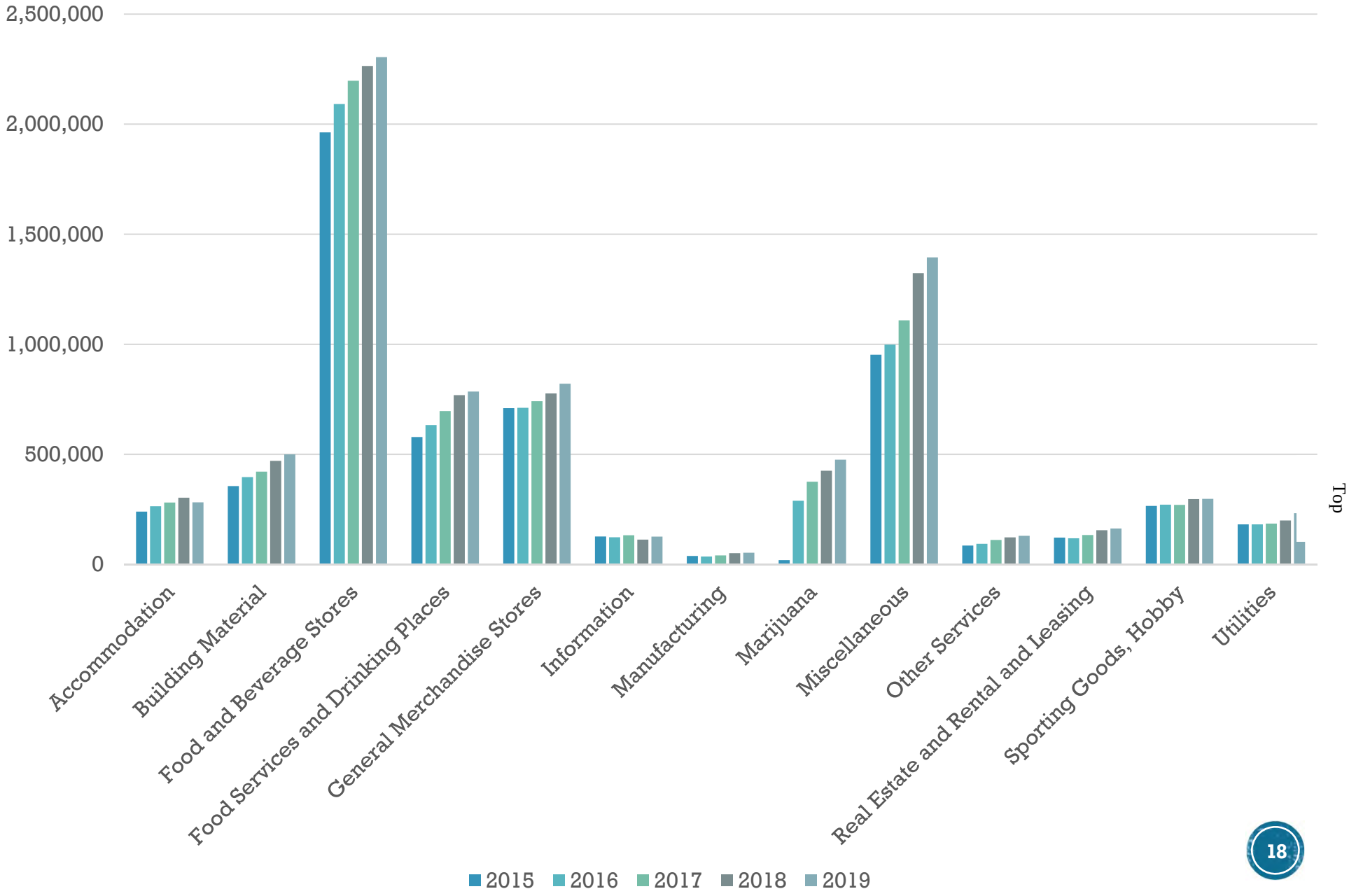
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SALES TAX DISTRIBUTION



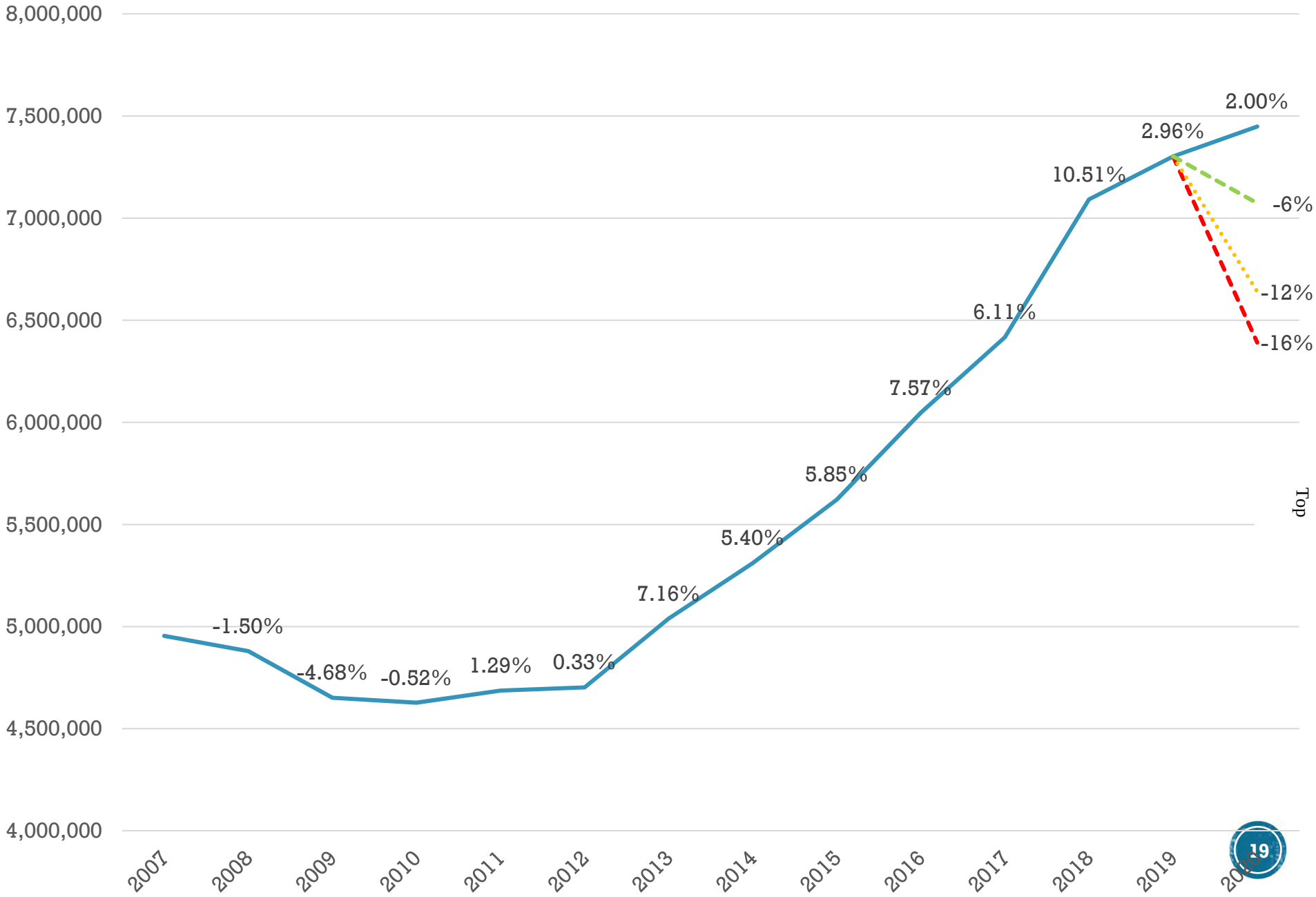
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SALES TAX DISTRIBUTION

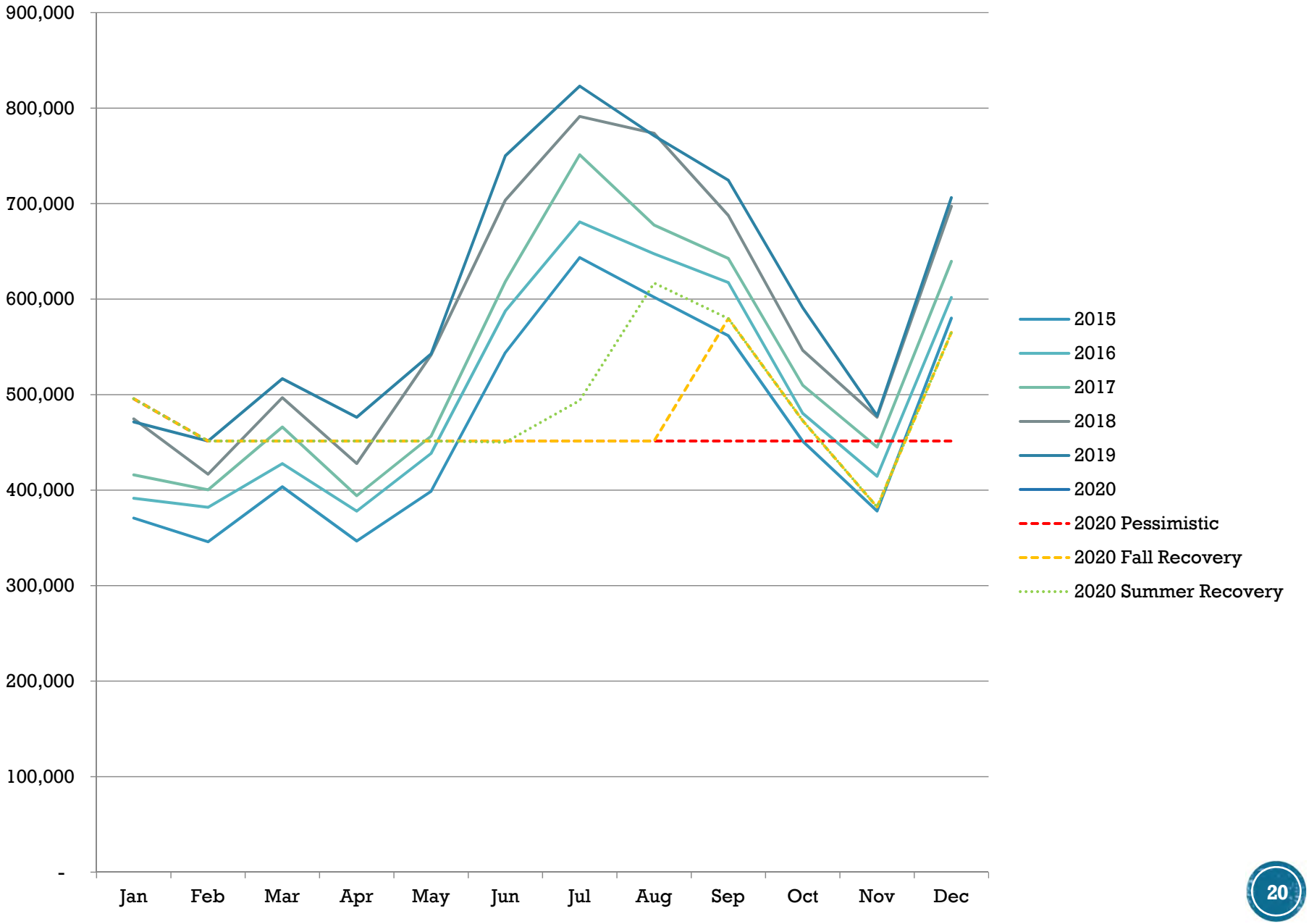


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SALES TAX REVENUE HISTORY



SALES TAX REVENUE BY FILING PERIOD



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PARTIAL RECOVERY IN JULY

Sector	2019 Sales Tax	% of Total	Estimated Impact												
			Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Overall
	Weight Factor		**6%**	**6%**	**7%**	**7%**	**7%**	**10%**	**11%**	**11%**	**10%**	**8%**	**7%**	**10%**	
Accommodation	281,901	4%	0%	0%	-48%	-95%	-95%	-48%	-20%	-20%	-20%	-20%	-20%	-20%	**-33%**
Building Material/Garden Equip.	499,797	7%	0%	0%	-10%	-20%	-20%	-10%	-5%	-5%	-5%	-5%	-5%	-5%	**-7%**
Food and Beverage Stores	2,304,446	32%	0%	0%	5%	10%	10%	2%	0%	0%	0%	0%	0%	0%	**2%**
Food Services and Drinking Places	784,953	11%	0%	0%	-38%	-75%	-75%	-38%	-10%	-10%	-10%	-10%	-10%	-10%	**-23%**
General Merchandise	820,786	11%	0%	0%	-10%	-20%	-20%	-10%	-10%	-10%	-10%	-10%	-10%	-10%	**-10%**
Information	126,201	2%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	**0%**
Manufacturing	53,010	1%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	**0%**
Marijuana	475,815	3%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	**0%**
Miscellaneous Retail	1,394,474	19%	0%	0%	-10%	-20%	-20%	-10%	-5%	-5%	-5%	-5%	-5%	-5%	**-7%**
Other Services	129,596	2%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	**0%**
Real Estate/Rental/Leasing	163,009	2%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	**0%**
Sporting Goods/Hobbies/Books	297,632	4%	0%	0%	-25%	-50%	-50%	-25%	-10%	-10%	-10%	-10%	-10%	-10%	**-17%**
Utilities	232,235	3%	0%	0%	3%	3%	3%	3%	3%	3%	3%	3%	3%	3%	**3%**
	7,563,855	**100%**													
2020 Estimate	7,073,236														
% Change	-6%														
Revenue Loss	(490,619)														
General Fund Portion	**(367,964)**														

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PARTIAL RECOVERY IN OCTOBER

			Estimated Impact												
Sector	2019 Sales Tax	% of T	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Overall
	Weight Factor		**6%**	**6%**	**7%**	**7%**	**7%**	**10%**	**11%**	**11%**	**10%**	**8%**	**7%**	**10%**	
Accommodation	281,901	4%	0%	0%	-48%	-95%	-95%	-95%	-95%	-95%	-95%	-48%	-20%	-20%	**-64%**
Building Material/Garden Equip.	499,797	7%	0%	0%	-10%	-20%	-20%	-20%	-20%	-20%	-20%	-10%	-5%	-5%	**-14%**
Food and Beverage Stores	2,304,446	32%	0%	0%	5%	10%	10%	6%	5%	5%	6%	3%	3%	3%	**5%**
Food Services and Drinking Places	784,953	11%	0%	0%	-38%	-75%	-75%	-75%	-75%	-75%	-75%	-38%	-10%	-10%	**-49%**
General Merchandise	820,786	11%	0%	0%	-10%	-20%	-20%	-20%	-20%	-20%	-20%	-10%	-10%	-10%	**-14%**
Information	126,201	2%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	**0%**
Manufacturing	53,010	1%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	**0%**
Marijuana	475,815	3%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	**0%**
Miscellaneous Retail	1,394,474	19%	0%	0%	-10%	-20%	-20%	-20%	-20%	-20%	-20%	-10%	-5%	-5%	**-14%**
Other Services	129,596	2%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	**0%**
Real Estate/Rental/Leasing	163,009	2%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	**0%**
Sporting Goods/Hobbies/Books	297,632	4%	0%	0%	-25%	-50%	-50%	-50%	-50%	-50%	-50%	-25%	-10%	-10%	**-33%**
Utilities	232,235	3%	0%	0%	3%	3%	3%	3%	3%	3%	3%	3%	3%	3%	**3%**
	7,563,855	**100%**													
2020 Estimate	6,640,616														
% Change	-12%														
Revenue Loss	(923,239)														
General Fund Portion	**(692,429)**														

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PESSIMISTIC IMPACT FOR THE REMAINDER OF 2020

			Estimated Impact												
Sector	2019 Sales Tax	% of T	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Overall
	Weight Factor		**6%**	**6%**	**7%**	**7%**	**7%**	**10%**	**11%**	**11%**	**10%**	**8%**	**7%**	**10%**	
Accommodation	281,901	4%	0%	0%	-48%	-95%	-95%	-95%	-95%	-95%	-95%	-95%	-95%	-95%	**-80%**
Building Material/Garden Equip.	499,797	7%	0%	0%	-10%	-20%	-20%	-20%	-20%	-20%	-20%	-20%	-20%	-20%	**-17%**
Food and Beverage Stores	2,304,446	32%	0%	0%	5%	10%	10%	6%	5%	5%	5%	5%	5%	5%	**5%**
Food Services and Drinking Places	784,953	11%	0%	0%	-38%	-75%	-75%	-75%	-75%	-75%	-75%	-75%	-75%	-75%	**-63%**
General Merchandise	820,786	11%	0%	0%	-10%	-20%	-20%	-20%	-20%	-20%	-20%	-20%	-20%	-20%	**-17%**
Information	126,201	2%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	**0%**
Manufacturing	53,010	1%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	**0%**
Marijuana	475,815	3%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	**0%**
Miscellaneous Retail	1,394,474	19%	0%	0%	-10%	-20%	-20%	-20%	-20%	-20%	-20%	-20%	-20%	-20%	**-17%**
Other Services	129,596	2%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	**0%**
Real Estate/Rental/Leasing	163,009	2%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	**0%**
Sporting Goods/Hobbies/Books	297,632	4%	0%	0%	-25%	-50%	-50%	-50%	-50%	-50%	-50%	-50%	-50%	-50%	**-42%**
Utilities	232,235	3%	0%	0%	3%	3%	3%	3%	3%	3%	3%	3%	3%	3%	**3%**
	7,563,855	**100%**													
2020 Estimate	6,391,150														
% Change	-16%														
Revenue Loss	(1,172,705)														
General Fund Portion	**(879,529)**														

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OTHER GENERAL FUND REVENUE SENSITIVITY

ACCOUNT	2020 BUDGET	% OF FUND	CLOSURE THROUGH JUNE	CLOSURE THROUGH SEPTEMBER	CLOSURE THROUGH DECEMBER	SENSITIVITY NARRATIVE
3104 CITY SALES TAX	5,510,580	59.67%	5,179,945	4,849,310	4,628,887	As per accompanying discussion.
3105 COUNTY SALES TAX	960,125	10.40%	902,518	844,910	806,505	Likely a deeper impact than the City sales tax.
3101 PROPERTY TAXES	377,819	4.09%	377,819	377,819	377,819	Deferral only, but stable for two years.
3112 ELECTRIC FRANCHISE	364,657	3.95%	364,657	364,657	364,657	Set by utility rates.
3106 USE TAX	250,000	2.71%	250,000	250,000	250,000	A lagging revenue stream as projects already underway are likely to proceed.
3117 SEVERANCE TAX	200,000	2.17%	200,000	200,000	200,000	Lagging as the economy may depress this stream. The City is conservative on budgeting.
3406 RECREATION PROGRAM REVENUE	170,000	1.84%	170,000	170,000	170,000	Should offest as we refrain from hiring coaches and incurring other direct expenditures.
3111 NAT'L GAS FRANCHISE TAX	166,646	1.80%	166,646	166,646	166,646	Likely will not decrease as a result of recession. Commodity cost.
3307 H.U.T.F.	166,565	1.80%	141,580	124,924	116,596	Derived from gasoline sales, which will likely be much reduced.
3114 SEWER FRANCHISE	96,840	1.05%	96,840	96,840	96,840	Set by utility rates.
3116 STATE MARIJUANA TAXES	80,000	0.87%	80,000	80,000	80,000	This may increase as consumers are locked in their homes.
3304 MINERAL LEASING	80,000	0.87%	80,000	80,000	80,000	Lagging as the economy may depress this stream. The City is conservative on budgeting.
3208 COMM DEV PERMIT/LICENSE	70,000	0.76%	70,000	70,000	70,000	A lagging revenue stream as projects already underway are likely to proceed.
3314 VICTIMS OF CRIME ACT GRANT	64,787	0.70%	64,787	64,787	64,787	Federal grant to support an existing position is unlikely to change.
3662 POMH GRANT	53,336	0.58%	53,336	53,336	53,336	Mental health grant matches with expense.
TOTAL TOP 15 GENERAL FUND REVENUES	**8,611,355**	**93.25%**	**8,198,128**	**7,793,229**	**7,526,073**	
Revenue Shortage			**413,227**	**818,126**	**1,085,282**	

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GENERAL FUND – FUND BALANCE

General Fund Ending Balance Per Budget *		**4,059,652**	***33% Minimum Fund Balance Per Purchasing Policy***
Minimum Required for Cash Flow	(1,807,245)		*15% Including TABOR Reserve (55 days of cash flow)*
TABOR Emergency Reserve	(268,000)		*Cannot spend as it must immediately be replenished*
Pessimistic Revenue Loss	(1,085,282)		*Assuming recovery occurs after 12/31/20*
Total Reductions in Available Funds		(3,160,527)	
Adjusted Available Funds Prior to Expense Management		899,125	
Expense Management			
Travel/Training Cuts	50,000		
Refuse Garage Addition	275,000		
Street Projects Curtailment	612,976		*See David Gardner's Memo re: Spreadsheet #2*
Other Supplies/Prof. Services Cuts	50,000		
Total Estimated Expense Management		987,976	
Adjusted Available Funds		**1,887,101**	***18%*** **Fund Balance**

* Includes anticipated use of $504,280 City Council Strategic Plan Implementaion Funds
Only $30,000 for Lazy K design has been committed

The balance is to mitigate current and future risks (e.g. revenue shortfalls and unanticipated expenditures), **meet emergency obligations**, avoid interruptions in cash flow, generate interest income, and maintain a sound bond rating.

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OTHER FUNDS

- Does it make sense to release restricted funds once reasonable cash flow is determined? These may serve as local stimulus especially if we make local contracting a priority. The purchasing policy has a 10% local preference under $250k and 3% above.
- Can Marijuana Mitigation Funds be used to shore up local non-profits with a nexus in youth activities, or prevention/enforcement impacts?
- Should Parks and Recreation projects continue since the sales tax revenue losses don't have an immediate impact on the amassed savings in the Other Recreation Improvements fund?
- Should planned utility projects proceed once cash flow is established, but be delayed until later in the year?

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SPECIFIC PROJECT QUESTIONS?

- Direction from City Council:
  - Lazy K infrastructure

    Dependent on DoH grant

    Original plan was to utilize Council strategic plan implementation fund
  - I.O.O.F. Park Redevelopment

    Other Recreation Improvements would fund this project
  - Palisades – partial redirect to slurry seal and shop asphalt
  - Highway Access Plan $150,000 (not budgeted)

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HYPOTHETICAL DECISION TREE

Anticipated Date	March	April	May	June	July	August	September
Coronavirus Response	Phase 1: Slow Spread Stay at Home Orders		Phase 2: Local COVID Recovery Modified Orders Possible trigger points: 1) No COVID in GVH for 7 days 2) No new positive COVID for 7 days		Phase 3: State/National COVID Cases Decline No Orders More testing needed Vaccine available?		
City Council Decisions	**4/14** Revenue impact assessment Expense curtailment Recovery participation (what extent?)		**5/26** Summer review based on better revenue info and clearer direction re: COVID activity		**7/14** Late summer review based on better revenue info and clearer direction re COVID		**9/22** Review budget recommendations based on new prioritization of use of resources
Staff Review/ Recommendations	**3/12** Expense curtailment Revenue analysis		**5/18** Staff review of orders/situation Develop council recommendation **6/30** Wage analysis		**7/7** Staff review of orders/current situation	**8/15** Begin 2021 budget process	
Sales Tax Due Dates	January (Due Feb 20)	Feb (Due Mar 20)	March (Due April 20)	Apr (Due May 20)	May (Due June 20)	Jun (Due Jul 20)	July (Due August 20)
Budget Implications	Suspend spending		Release early stage spending		Enter budget process and reprioritize funds		
Community Recovery	Immediate Support Stimulus SBA loans		Open to locals? Open to second homeowners? City support of economic development organizations		Long term recovery		

* Note: This graphic is purely hypothetical for discussion purposes only.
All activities related to orders are subject to the State of Colorado and/or the Gunnison County Department of Health and Human Services. All City of Gunnison recovery efforts are subject to the discretion of the City Council.

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RECOVERY EFFORTS ALREADY IMPLEMENTED

- Utility payment deferrals, free of fees

  Governor Polis issued Executive Order D 2020 31 which extends the existing executive order (D 2020 012) preventing utility shutoffs until April 30, 2020.

  The City has further committed to deferrals until recovery is underway and will enter into 6 month promissory notes. *GMC 12.40.30.F.4.g.*

- Sales tax deferrals, free of penalties and interest

  The City of Gunnison has been allowing deferrals of sale tax remittance until recovery is underway. This constitutes an interest free business loan.

  The Finance Director may extend the time of making returns and paying the taxes due under such reasonable rules and regulations as he may prescribe, upon written request of the vendor, may accept reports at such intervals as will in his opinion better suit the convenience of the taxpayer and will not jeopardize the collection of the tax. *GMC 13.10.050 and GMC 13.10.090*.

Finance has been advising that, while this is available to all, that the customer/vendor should make payments as they can to avoid having a large balance to repay.

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RECOVERY EFFORTS EXPLORED

Applicable City Charter Provisions

- **Section 7.13 Expenditures Forbidden:**

  No expenditures shall be made for any charitable or benevolent purposes to any person, corporation, or organization not under the control of the City, nor to any denominational or sectarian institution or association.

- **Section 11.9 City Not to Pledge Credit:**

  The City shall not lend or pledge its credit or faith, directly or indirectly, or in any manner to, or in aid of any person, corporation, or other organization, public or private, for any amount or any purpose whatsoever, or become responsible for any debt, contract, or liability thereof.

This does not prohibit the City from:

- Issuance of Economic Development grants that invest in the City's sales tax revenue provided the endeavor is estimated to generate at least as much sales tax as the grant award.
- Contributions to community based organizations that serve economic development function such as the Tourism and Prosperity Partnership (TAPP), Community Foundation of the Gunnison Valley, or Region 10's existing business loan program.
- Others?

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QUESTIONS/OTHER IDEAS

- Questions?
- Anything we need to talk about but haven't?





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April 10, 2020

Memorandum

To: City Council

From: David Gardner

Date: 4/10/2020

Re: Public Works/Parks & Rec Schedule of Large Capital Projects

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Purpose:

Due to growing concerns regarding the financial impacts of the COVID-19 virus, Public Works and Parks & Recreation reassessed its large capital fund expenditures going into the 2020 construction season. A discussion with Council is hereby requested to seek direction with scheduled and ongoing projects.

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Note:

This memo intends to supplement the previous Council memo dated 03/19/2020.

Background:

Council preliminarily discussed this topic on March 24, 2020 with staff, but any potential action was tabled to allow staff more time to prepare recommendations. Since then, staff has been directed to curtail all capital projects $5000 or more having a useful life of greater than one year. This includes new or existing professional service contracts & consulting contracts over $5000 unless explicitly approved by the City Manager. This directive is assumed to take into consideration all enterprise fund expenditures (Water, Wastewater, Refuse, Recreation, Fleet, Electric, and Ditch Fund) that meet the spending threshold (use the 9000 internal accounting code). This impacts 56 budgeted projects slated for this fiscal year, both from the general funds and the enterprise funds.

Discussion, Recommendations and Possible Action:

Due to uncertainties, thus the need to possibly offset expenses this year, we agree with previous discussions with Council to postpone portions of the Palisades Multi-Agency work this year, due to its large price tag. We recommend looking towards 2023 to continue this Palisades project, only if additional funds can offset funds otherwise needed for our annual street maintenance budget. Besides the street rehabilitation work for the Palisades neighborhood, this multi-agency project also included rehabilitation to the Public Works construction yard in its bid. The need to continue with this and the annual maintenance or other important facets of infrastructure planning is essential to maintain our quality of life.

We recommend the following:

- Reference spreadsheet #1. Proceed with PW recommendations (Column M). This includes pushing out **$2,054,500** of funds, mostly Enterprise funds to summer or fall of 2020.

- We recommend postponing the Palisades neighborhood scope to 2023.

- Reference spreadsheet #2. There are $2,947,988 in Public Works annual street maintenance projects slated for this summer. $2,009,960 was budgeted to Palisades including the PW construction yard. Based on our recommendations listed in column K, we recommend allocating the monetary difference, **$612,976.45** towards the Council's Strategic Reserve Funds.

- We recommend to continue with **$2,335,011** of projects with a few exceptions (column K):

    - Proceed to bid out the **$975,000** slurry seal project but structure the bid award contingent upon available funds. In addition, structure the bid to issue a Notice to Proceed no earlier than a May 29, 2020 date, continuant upon Council approval. This will be presented to Council for review May 28, 2020.

    - Proceed to bid out the **$356,914** in Concrete – Valley Pans, Curb & Gutter Repair, but structure the bid award contingent upon available funds. In addition, structure the bid to issue a Notice to Proceed no earlier than a May 29, 2020 date, continuant upon Council approval. This will be presented to Council for review May 28, 2020.

    - Proceed to bid out the PW Parking-Construction yard, Loveland, and the Safe Routes to School project in the amount of **$649,500**. But structure the bid award contingent upon available funds. In addition, structure the bid to issue a Notice to Proceed no earlier than a May 29, 2020 date, continuant upon Council approval. This will be presented to Council for review May 28, 2020.

    - Recommend the use of council strategic funds for the WWTP compost pad and NPDES permit, if economic outlook becomes most stable and favorable. Project cost estimate for this project is **$245,000.**

  The recommendations herein will tie up **$2,580,011** in general funds and **$2,054,500** in Enterprise funds should our financial outlook become bleak, per Council's discretion. This will be re-evaluated with Council on May 26, 2020.

  Recommended motion: Authorize Public Works to proceed with schedule work this fiscal year as outlined in the Public Works Director's recommendations listed above.

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City of Gunnison

Spreadsheet #1

Coronavirus Response - Project Go/No Go Listing

Legend	
Purple Text	Grant Fund Dependent
	Current Project - need to finish
	Recommend Implement
	Recommend Hold
	Consider at future milestone

Department	Project Description	Project Manager	Staff Recommendation	Project Cost
Parks & Rec	**Char Mar Park**	**Jerad Besecker**	**Project is almost completed**	**$ 470,255.00**
Parks and Rec/City Engineer	I.O.O.F. Park Redesign	Cody Tusing supported by Jerad	Proceed	$ 275,000.00
Parks and Rec	**Lazy K**	**New Parks and Rec Director supported by Jerad Besecker**	**Proceed**	**$ 713,938.00**
Public Works	Lazy K, Ohio Ave., IOOF Park Lighting	Will Dowis	Do not proceed at this time	$ 50,000.00
Parks and Rec	Cranor Hill Snowcat Garage	Jerad Besecker	Do not proceed at this time	$ 82,800.00
Parks and Rec	Ice Shavings Building Project	Andy Eflin	Proceed	$ 324,188.00
Parks and Rec	Ice Rink Bollards	Andy Eflin	Not essential at this time	$ 9,999.00
Parks and Rec	Pool Dream Team	Tracy Chandler	Need to replace UV for lap pool. The CO2 and Oxygen can be delayed.	$ 132,000.00
Parks and Rec	Van Tuyl Park Projects	Dan Vollendorf	Proceed	$ 200,000.00
Parks and Rec	Legion to Rink Sidewalk Continuation	Andy Eflin	Proceed	$ 9,999.00
Public Works	Refuse Building Addition	Cody Tusing & *Consultant-Lisa will help with the contracts*	Do not proceed at this time	$ 275,000.00

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Legend	
Purple Text	Grant Fund Dependent
	Current Project - need to finish
	Recommend Implement
	Recommend Hold
	Consider at future milestone

Department	Project Description	Project Manager	Staff Recommendation	Project Cost
Public Works	WWTP Improvements	David and Mike	Proceed	$ 14,200,000.00
Public Works	Ohio Avenue	David and Lisa	Do not proceed at this time	$ 500,000.00
Public Works	Water Master Study	Mike Rogers with support from Cody Tusing	Proceed	$ 85,000.00
Public Works	I&I Study	Mike Rogers with support from Cody Tusing	Proceed	$ 90,000.00
Public Works	Mixing Zone Study	Mike Rogers with support from David Gardner	Do not proceed at this time	$ 25,000.00
Public Works	Slurry Pavement Surface Treatment	Jason Kibler with support from Cody	Proceed	$ 250,000.00
Public Works	Street Maintenance - Crack Sealing	Jason Kibler	Proceed	$ 25,500.00
Public Works	Asphalt Plant	Cody Tusing	Do not proceed at this time	
Public Works & Comm Development	River Restoration	Anton working with CPW & Cody T	Proceed	$ 16,000.00
Public Works	2020 Fiber to Water Wells	Mike Rogers with support from Cody Tusing	Proceed	$ 150,000.00
Public Works	Utility Code Recodification	Mike, David, Cody, Anton & Andie	Proceed Rear End Loaded	$ 34,200.00
Public Works	Construction Standard Revisions	David/Mike/Cody plus Comm Dev.	Proceed	$ 22,500.00
Public Works	Water Well Tank Painting	Mike Rodgers	Proceed	$ 50,000.00
Public Works	Well #6 Rehab	Mike Rodgers	Proceed	
Public Works	WWTP Compost Paving	Mike Rodgers & supported by Lisa	Hold	$ 245,000.00
Public Works	WWTP Primary Wire	Will Dowis	Push to Fall	$ 96,000.00
Public Works	Electric Infrastructure upgrades	Will Dowis	Proceed Immediately	$ 329,000.00

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Legend	
Purple Text	Grant Fund Dependent
	Current Project - need to finish
	Recommend Implement
	Recommend Hold
	Consider at future milestone

Department	Project Description	Project Manager	Staff Recommendation	Project Cost
Public Works	Electric System Distribution & Capacity Study	Will Dowis	Proceed Rear End Loaded	$ 40,000.00
Public Works	Electric Meter Board	Will Dowis	Push to Fall	$ 16,000.00
Public Works	Electric Lineman FTE	Will Dowis	Push to Fall	
Public Works	Substation Breakers/Relays	Will Dowis	Push to Fall	$ 260,000.00
Public Works	Design/Replacement Transformer	Will Dowis	Push to Fall	$ 50,000.00
Public Works, County, WSU	**600 KW Solar Panel Array**	**David G & Will Dowis**		**$ 60,000.00**
Public Works	**Safe Routes to School Sidewalk Project**	**Cody with support from Lisa**	**Proceed**	**$ 575,000.00**
Public Works	Palisades Multi Agency Street Project	Cody, Lisa and David	Push to 2023	$ 2,100,000.00
Public Works	Intersection at Quartz and Spencer	Cody	Do not proceed at this time	$ 150,000.00
Public works	**Lazy K Phase 1**	**Cody, Mike, David, Will**	**Once funds secured then Proceed**	**$ 15,000.00**
Public Works	Combination Plotter/Scanner	Lisa and Cody	Push to Fall	$ 12,500.00
Public Works	Blue Storage Bldg.	Pat and Chris Green	push our for summer mid July	$ 15,000.00
Public Works	**Highway Access Plan**	**David & Cody**	**Push out**	**$ 150,000.00**
Public Works	City Shop Weatherization	Chris Green	Use on reception screen and hall door immediately	$ 12,500.00
Public works	Alley in Van Tuyl	Jason	Proceed this summer	$ 15,000.00
Public works	Main Line Ditch Screening Structure	Cody & Mike	Proceed with Design for Fall Construction	$ 120,000.00

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City of Gunnison
Spreadsheet #2
2020 Street Improvement Budget

Income Statement	2020 Amended Budget	2020 Recommended PW Projects
4035 STREET IMPROVEMENTS		
4330 Professional Services	$7,500.00	$31,603.81
4360 Contracted Services	$3,500.00	$3,500.00
9101 Tree Program	$1,504.15	$1,504.15
9102 Tree Chipping	$0.00	$0.00
9103 Material Crushing	$41,187.50	$41,187.50
9104 Paint Striping	$80,006.91	$80,006.91
9105 Signs	$34,052.16	$34,052.16
9106 Gravel	$20,380.96	$20,380.96
9108 Concrete-Sidewalks	$49,960.23	$49,960.23
9109 Slurry Seal	$251,620.00	$975,000.00
9110 Crack Seal	$28,396.19	$28,396.19
9111 Street Imprv/Overlay	$2,009,960.26	$649,500.00
9112 Concrete-Valley Pan, Curb, Gutter	$356,914.35	$356,914.35
9925 Building Construction	$0.00	$0.00
9940 Improvement Other Than Bldgs	$6,778.97	$6,778.97
9952 Equipment	$49,490.91	$49,490.91
9956 Heavy Equipment	$6,735.46	$6,735.46
Total Account	**$2,947,988.05**	**$2,335,011.60**

Savings **$612,976.45**

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C. Tusing
4/10/2020

PROPOSAL

CITY OF GUNNISON
2020 Ice Melt Building











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April 6, 2020, 1:30PM

STRYKER
& COMPANY, INC.
COMMERCIAL CONTRACTORS

Duns #: 079929997

Scott Stryker
970-964-4434
scott@strykerco.net

688 Spring Creek
Montrose, CO 81403

STRYKER & COMPANY, INC.
COMMERCIAL CONTRACTORS

April 6, 2020

Andy Eflin
City of Gunnison, Parks & Recreation Department
200 E. Spencer Avenue
Gunnison, CO 81230

Dear Andy,

We want to thank you for the opportunity to bid this project. We, at Stryker and Company, know that this is an important facility for your organization, and we don't take it lightly. In the attached proposal, you will find that we are familiar with these types of facilities, we have an in-depth knowledge of this project and its potential pitfalls. We have ideas to bring costs down should that be necessary. Our construction team is ready to bring this project to life.

You will find that Stryker & Company and its team of employees and subcontractors to have the experience to deliver a high-quality steel building very efficiently and with the professionalism you want and expect. We feel we are qualified for the following reasons:

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- We have recent experience constructing these types of structures, as well as facilities for public and municipal operations.
- We are familiar with the City of Gunnison's expectations from our work together on recent projects.
- We will 'think outside of the box' and will work to bring this project in on budget with your desired program needs. We're a solution-oriented contractor.
- We have visited the site and are intimately familiar with the site conditions as well as the programming goals for this specific use.

For these reasons, you will find that our team is qualified to be chosen as the contractor for this snow melt structure for the City of Gunnison.

We look forward to meeting with you and discussing our project approach in further detail.

Best regards,

Scott Stryker, President
Stryker & Company, Inc
(970) 964-4434 Office
(970) 209-5138 Cell
scott@strykerco.net

Jimmy Merritt, General Manager
Stryker & Company, Inc
(970) 964-4434 Office
(970) 596-7288
jimmy@strykerco.net

Bid

Bid of Stryker and Company, Inc. (herein after called "Responder"), organized and existing under the laws of the State of Colorado doing business as Stryker and Company, Inc.. To the City of Gunnison (hereinafter called "Owner").

In compliance with your Advertisement for Bid, Responder hereby proposes to perform all Work for the **2020 Ice Melt Building Project** in strict accordance with the Contract Documents, within the time set forth therein, and the prices stated below.

By submission of this Bid, each Responder certifies, and in the case of a joint Bid each party thereto certifies, that this Bid has been arrived at independently, without consultation, communication, or Agreement as to any matter relating to this Bid with any other Responder or with any competitor.

Responder hereby agrees to commence Work under this contract on a date to be specified in the Notice to Proceed. The Project will be completed by the dates specified in Division 1 - General Requirements - Section 5 - Contract Time. Responder further agrees to pay as liquidated damages, the sum of $500.00 for each calendar day thereafter as provided in Section 18 of the General Conditions.

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The Owner reserves the right to adjust the Bid Schedule amounts if required.

The Owner reserves the right to reject any or all Bids.

The Contractor agrees to guarantee the unit price on the Bid Schedule. The Responder agrees to perform all the Work described in the Contract Documents for the following unit prices:

BID SCHEDULE - ICE MELT BUILDING 2020
JORGENSEN ICE RINK

DESCRIPTION	UNITS	QUANITY	NOTES	UNIT PRICE	TOTAL PRICE
General Conditions	LS	1	Project Manager, Site Supervisor, Trash		
Existing Conditions	LF	195	Saw cut, demo asphalt, sewer connection		
Structural Concrete	SY	45.5	Foundation, floor, tank poured & drive way		
Concrete Sidewalk	LF	112	Replace sidewalk after sewer line installation		
Doors	LS	4	Overhead, entry doors. & mechanical room		
Special Construction	SF	975	Pre engineered building with insulation wall & ceiling		
Plumbing & Water	LS	1	Overflow drain, tankless hot water heaters		
Water Service	LF	167	Bringing water source to building as per city standards - 1" line		
Heat Exchanger & Tie in	LS	1	Heat exchanger, supply/ret. lines, and coil - Arena P&S - Sole Source	$ 79,592.00	$ 79,592.00
Heat Exchanger Lines	LF	175	Trenching supply & return lines from heat exchanger to coil		
Heat & Ventilation	LS	1	Radiant tube or ceiling gas		
Electrical	LS	1	Electric to panel / Owner will complete from there		
Landscaping/irrigation			Owner will do repairs / patching		
BONDING & INSURANCE					
Payment & Performance Bonds			Bonding and insurance are included in Divison 1 - General Cond.		
Builders Risk			Bonding and insurance are included in Divison 1 - General Cond.		
OTHER CONST. COSTS					
Building Permit			Owner will pay permit		
Utility Connection Fees			Allowance included in Division 1 - General Conditions		
Contractors Fee	LS				
TOTAL CONTRACT AMOUNT					$320,212.10
OWNERS CONTINGENCY			For unforseen conditions/design changes		
TOTAL CONTRACT AMOUNT / WITH SUGGESTED CONTINGENCY					
Add Alternative 1	SY	225	Electric ice melt mat or cables in front of overhead doors		$7,136.30
Add Alternative 2	SY	460	Electric ice melt mat or cables in front of outdoor rink		$11,669.49
Total with Alternative 1					$327,348.40
Total with Alternative 2					$333,881.59
Total with Alt. 1 & 2					$339,017.89

See attached bid schedule on next page.

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Units: LS – Lump Sum
SY – Square Yard
CY – Cubic Yard
SF – Square Feet
LF – Linear Feet
EA - Each

See attached bid schedule on next page.

STRYKER & COMPANY, INC. COMMERCIAL CONTRACTORS

Stryker & Company Inc.
236 S. Third St., #319
Montrose, CO 81401
(970)-964-4434 Phone

Project Name: GUNNISON ICE DUMP

BLDG. SQ. FT.
1008

DIV.	CONSTRUCTION COSTS	Units	Quantity	Unit Price	Bid	Notes:
1	General Conditions	LS	1	$ 50,735.86	$ 50,735.86	Project Manager, Site superintendent, trash, temporary fence, includes bonds and builders risk
2	Existing Conditions	LF	195	$ 41.77	$ 8,144.77	Saw Cut parking lot for sewer tie in and demo asphalt
3	Structural Concrete	SY	45.5	$ 767.10	$ 34,903.01	Foundation/tank poured
6	Rough Carpentry	LS	1	$ 4,768.47	$ 4,768.47	Wood framing of Mechanical room and mezzanine
7	Damproofing / Waterproofing				$ -	Included elsewhere
7	Caulking and Sealants				$ -	Included elsewhere
8	Doors	EA	4	$ 1,630.60	$ 6,522.39	Overhead door and 1 walk door for mechanical room
8	Windows	EA	8	$ 748.16	$ 5,985.25	8 5/0 x 2/0 HM frames with glazing
9	Painting and Specialty Coatings	SF	300	$ 8.31	$ 2,493.86	Poly Urea Coating on tank
13	Special Construction	SF	975	$ 53.76	$ 52,417.76	PreEngineered Steel Building per the loads and codes of the area. Insulation R-41 roof and an R-30 in the Walls, 1' soffit overhang, 2 walk doors,
22	Plumbing and Hot Water					See plumbing in Div 23 below HVAC & Plumbing combined
23	Heat and Ventilation	LS	1	$ 20,915.50	$ 20,915.50	**HVAC:** 2-Unit Heaters in ceiling of new space- **PLUMBING**: 2 tankless Water heaters, Hot and Cold Hose Bibbs.
26	Electrical	LS	1	$ 3,954.73	$ 3,954.73	Electrical service only (owner to complete interior lighting/electrical)
31	Earthwork	LS	1	$ 14,003.96	$ 14,003.96	12" of Class VI is figured under all slabs and footings
32	Exterior Improvements	LF	112	$ 44.78	$ 5,015.12	Patch Asphalt, Patch Concrete sidewalk for sewer.
32	Landscaping-Irrigation	LS	1	$ -	$ -	By Owner
33	Site Utilities	EA	5	$ 3,003.59	$ 15,017.94	1. 195' Tie in Sewer in parking lot, 2. 160' Heat Exchanger lines from Indoor rink Mechanical room to new building. 3. 50' Gas from outdoor rink to new building, 4. 160' Water from Indoor rink to new building….5. 180' Electrical from Indoor rink to new building. **NO DEWATERING IS FIGURED**!! Can we Drain the Lake down while installing utilities?

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	BONDING AND INSURANCE					Notes:
	Payment and Performance Bonds				$ 4,340.95	Included in Div 1 above
	Builders Risk				$ 217.49	Included in Div 1 above
**	OTHER CONSTRUCTION COSTS					
	Building Permit				By Owner	
	CONTRACTORS FEE	LS	1	$ 15,741.50	$ 15,741.50	7.00%

TOTAL CONTRACT AMOUNT					**$ 240,620.10**
With owners purchased Heat Exchanger & Tie in					**$ 79,592.00**
TOTAL CONTRACT AMOUNT					**$ 320,212.10**

ALTERNATES

Alternate 1 - Garage Apron 27' x 5', heated with cables/electric mats	SY	225	$ 31.72	$ 7,136.30	
Alternate 2 - East ZAM gate 11'x 25' with electric mats	SY	460	$ 25.37	$ 11,669.49	
With Alt 1				$ 327,348.40	
With Alt 2				$ 331,881.59	
With both Alternates 1 & 2				**$ 339,017.89**	

OTHER OPTIONS to Consider

Overhead door with a high lift option (more clearance)				$586
Bollards on the exterior at the Overhead door opening x 2				$586
Hot dip galvenize the primary main frames and have secondary purlins galvenized as well (highly humid environment)				$6,724
ADD Ceiling liner panel				$7,923

This document is proprietary and confidential. No part of this document may be disclosed in any manner to a third party without the prior written consent of Stryker Company, Inc.

Bid Bond

Know all men by these presents, that we, the undersigned, Stryker and Company, Inc. as Contractor and Western Surety Company as surety, are hereby held and firmly bound unto The City of Gunnison as Owner in the penal sum of Five Percent of Amount bid for the payment of which, well and truly to be made, we hereby jointly and severally bind ourselves, successors and assigns.

Signed, this 6th day of April, 2020.

The condition of the above obligation is such that whereas the Contractor has submitted to the City of Gunnison a certain Bid attached hereto and hereby made a part hereof to enter into a contract in writing, for **2020 Ice Melt Building Project.**

Now, therefore,

(a) If said Bid shall be rejected, or

(b) If said Bid shall be accepted and the Contractor shall execute and deliver a contract in the form of Contract attached hereto (properly completed in accordance with said Bid) and shall furnish a Payment Bond for faithful performance of said Contract, and for the payment of all persons performing labor or furnishing materials in connection therewith, and shall in all other respects perform the Agreement created by the acceptance of said Bid,

then this obligation shall be void, otherwise the same shall remain in force and effect; it being expressly understood and agreed that the liability of the Surety for any and all claims hereunder shall, in no event, exceed the penal amount of the obligation as herein stated.

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The surety, for value received, hereby stipulates and agrees that the obligations of said surety and its bond shall be in no way impaired or affected by any extension of the time within which the Owner may accept such Bid, and said surety does hereby waive notice of any such extension.

In witness whereof, the Contractor and the surety have signed, and such of them as are corporations have caused their corporate seals to be here to affixed and these presents to be signed by their proper officers, the day and year first set forth above.

Stryker and Company, Inc.

(Contractor) (Seal)

By: _____

Western Surety Company

(Surety Company)

151 N Franklin, 17th Floor, Chicago IL 60606

(Address)

By: Amy Allen

Amy Allen, Attorney-in-fact (Seal)

IMPORTANT - Surety companies executing bonds must be authorized to transact business in the state of Colorado.

Western Surety Company

POWER OF ATTORNEY APPOINTING INDIVIDUAL ATTORNEY-IN-FACT

Know All Men By These Presents, That WESTERN SURETY COMPANY, a South Dakota corporation, is a duly organized and existing corporation having its principal office in the City of Sioux Falls, and State of South Dakota, and that it does by virtue of the signature and seal herein affixed hereby make, constitute and appoint

Ronald K Ford, Kevin P Harrison, Beverly K Jackson, Darren Ray Deltondo, Vikki J Bell, Amy Allen, Individually

of Grand Junction, CO, its true and lawful Attorney(s)-in-Fact with full power and authority hereby conferred to sign, seal and execute for and on its behalf bonds, undertakings and other obligatory instruments of similar nature

- In Unlimited Amounts -

and to bind it thereby as fully and to the same extent as if such instruments were signed by a duly authorized officer of the corporation and all the acts of said Attorney, pursuant to the authority hereby given, are hereby ratified and confirmed.

This Power of Attorney is made and executed pursuant to and by authority of the By-Law printed on the reverse hereof, duly adopted, as indicated, by the shareholders of the corporation.

In Witness Whereof, WESTERN SURETY COMPANY has caused these presents to be signed by its Vice President and its corporate seal to b hereto affixed on this 27th day of November, 2019.

Top

WESTERN SURETY COMPANY

Paul T. Bruflat, Vice President

State of South Dakota
County of Minnehaha } ss

On this 27th day of November, 2019, before me personally came Paul T. Bruflat, to me known, who, being by me duly sworn, did depose and say: that he resides in the City of Sioux Falls, State of South Dakota; that he is the Vice President of WESTERN SURETY COMPANY described in and which executed the above instrument; that he knows the seal of said corporation; that the seal affixed to the said instrument is such corporate seal; that it was so affixed pursuant to authority given by the Board of Directors of said corporation and that he signed his name thereto pursuant to like authority, and acknowledges same to be the act and deed of said corporation.

My commission expires

June 23, 2021

J. MOHR
NOTARY PUBLIC
SOUTH DAKOTA

J. Mohr, Notary Public

CERTIFICATE

I, L. Nelson, Assistant Secretary of WESTERN SURETY COMPANY do hereby certify that the Power of Attorney hereinabove set forth is still in force, and further certify that the By-Law of the corporation printed on the reverse hereof is still in force. In testimony whereof I have hereunto subscribed my name and affixed the seal of the said corporation this 6th day of April, 2020.

WESTERN SURETY COMPANY

L. Nelson, Assistant Secretary

Form F4280-7-2012

Go to www.cnasurety.com > Owner / Obligee Services > Validate Bond Coverage, if you want to verify bond authenticity.

MANAGEMENT APPROACH

This project, like most construction projects, has its own unique challenges. Below are our means and methods of managing a typical construction project, and in doing so, we proactively manage it to make the process as smooth and seamless as possible. Construction inherently is a process of 'solving problems.' We have an excellent reputation in our work because we communicate early and often. Even if the news isn't 'good', we share what we know so that in the end, the owner gets the building they expect in a manner that is professional and efficient.

PROJECT MANAGEMENT SOFTWARE

Procore will be our chosen software that we would use for managing submittals, change orders, pay applications, and communication throughout the project.

Procore uses a database to upload and download PDF documents according to content and use. Approvals, Change Orders, Submittals, RFI's, RFP's, etc. can be approved, reviewed, or rejected within our Procore system.

SUBMITTALS

The key to the success of this process will come from the Owner and the Architect, Mechanical, Electr (ME) Design team. We will be relying on them in helping us to make sure we can get our submittals appro efficiently. Not doing so can delay the project. On this project, it is imperative to get the electrical and floor covering submittals in and approved due to the long lead items.

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DAILY REPORTS

Our on-site superintendent will complete a daily report (*see sample within this proposal*) that highlights the important conversations and decisions made on site. This report also documents the subcontractors, our employees, and any visitors (owners, inspectors) that were on site. These are valuable to have for reference to conversations had on site. We also take daily photos; this is a vital component to memorializing our daily work.



San Miguel Park n Ride

SCHEDULING

This project, as we see it, will begin around July 1st and finish around September 15th. We have attached a critical path schedule within this proposal. The general construction of this project will be completed in around 11 weeks. Initial mobilization to get utilities laid out and staging set up. From here, we will move into excavation and foundation forming. While the Steel Building is getting erected, we will get all five utilities to the new building. From here, we will move into the interior finishes and exterior metal panels. Electrical, unit heaters, garage doors, and window glazing will round out the work. A final punch-list will be issued and completed in a few days on a project such as this.

SUBCONTRACTOR TEAM

Our team will consist mostly of Gunnison and Montrose subcontractors. The same subcontractor base that we used on the City's Cold Storage Building in 2017/18 is, for the most part, the same ones we're using on this project.

We use subcontractors that agree and abide by our strict safety standards. If a subcontractor is on-site during our weekly safety meeting, we insist that they all attend our meeting as well. Most importantly, we subcontract to those firms that do consistently quality work.



Communication structure foundation Island Lake

VALUE ENGINEERING

We live in a rural area, and most of our projects are funded with grants and community tax dollars in some form or fashion. A few areas to 'VE' that the owner may want to consider include:

- Removal of windows
- 5" thick slab vs. 6"
- 8' liner panel vs. full-height wall liner

CONCERNS SPECIFIC TO THIS PROJECT

OCCUPIED FACILITY

Having an **occupied facility next to this site** could present challenges that we have faced successfully in past. We will reroute traffic around our construction site and will have safety fencing to keep the wandel public out.

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DEWATERING

We would like to see if it is possible to hold the water down in Pac-Man Lake while we are installing utilities. The site, being so close to the lake, has the potential of water table problems during excavation and installation of utilities. Without holding the water, we foresee needing to dewater the site, which is much more cumbersome. The water problem could be resolved if the water table is controlled during this scope of work.

CORONA VIRUS/COVID-19

One thing we all want to take into consideration is to 'acknowledge' how this newest virus that has especially hit Gunnison may play a role in our construction schedule. We may find over time that we need to limit crew sizes, we are already operational with ZOOM Meetings. We think it's important to know at least that we are thinking about it and bring it to the table early so we can proactively plan our construction around, making sure we all are safe.



Communication structure Island Lake

CLOSING

Decisions during construction and using local subcontractors to the area make the work-flow go so much smoother. After we complete a project, it's not uncommon for the owner to need to have the HVAC system rebalanced, or to get some small adjustments made after they have moved in. Our chosen subcontractor team has service departments, and are a quick phone call away to follow up and service you after the job is complete!

STRYKER & COMPANY, INC. COMMERCIAL CONTRACTORS

DAILY REPORT

JOB NAME				**Job #**	**Page 1 of 2**
ADDRESS				**Report #**	**DATE**
CITY, STATE ZIP				**Project Superintendent :**	
WEATHER	RAINFALL	**TEMPERATURE**		**GROUND CONDITIONS:**	
		Hi:	**Lo:**		

Stryker & Co

EMPLOYEES :	**TASK:**	**Hours**	**EQUIPMENT**

WORK PERFORMED:

SAMPLE

Top

Delays /Notes:

- ➢

JOB NAME	**Job #**	**Page 2 of 2**	**DATE**

STRYKER & COMPANY, INC. COMMERCIAL CONTRACTORS

DAILY REPORT

SPECIFIC INSPECTIONS:

CONTRACTOR	TRADE	TYPE	RESULT	INSPECTOR

OFFICIAL VISITORS:	REPRESENTING	OFFICIAL VISITORS:	REPRESENTING

Subcontractor:

EMPLOYEES :	TASK:	Hours	EQUIPMENT

WORK PERFORMED:

SAMPLE

Top

Subcontractor:

EMPLOYEES :	TASK:	Hours	EQUIPMENT

WORK PERFORMED:

Subcontractor:

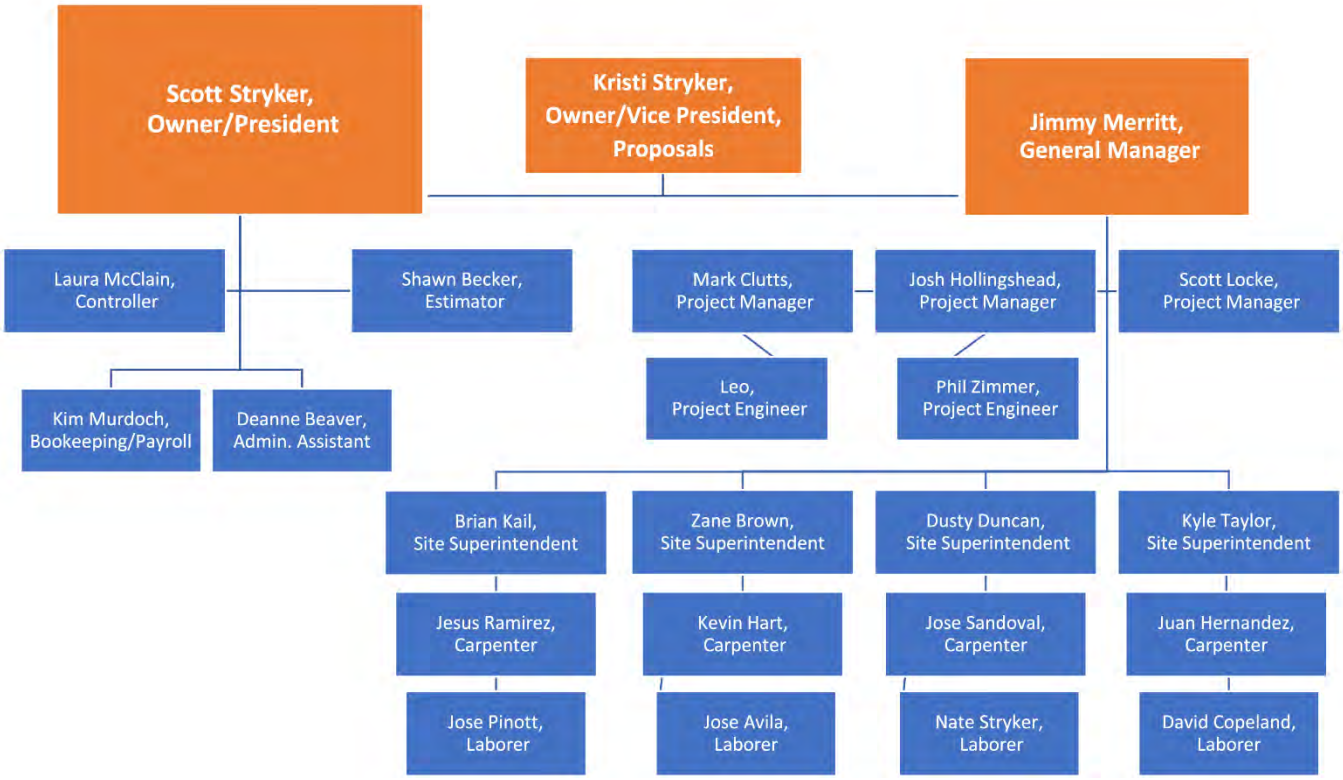
EMPLOYEES :	TASK:	Hours	EQUIPMENT

WORK PERFORMED:

PROJECT MANAGEMENT APPROACH

Stryker and Company is made up of 24 hardworking team players. Scott Stryker is our president and oversees much of the quality control in the field as well as meeting with current and future clients. Jimmy Merritt is our general manager of operations, making sure our crews and projects are on schedule and advises on our overall operations. We have two Estimators, three Project Managers, four site Superintendents, two project engineers, and a crew of eight laborers and carpenters as well as an administrative staff of three. Below is a matrix depicting how we would anticipate managing this project.

ORGANIZATIONAL CHART



Top

STRYKER & COMPANY, INC. COMMERCIAL CONTRACTORS

BUREAU OF LAND MANAGEMENT
NORWOOD WAREHOUSE

Norwood, CO - As Prime

Scope of Work: This project's goal was to completely gut out a building constructed in 1956 and recreate it for longevity and usability. Scopes of work involved demolishing concrete for new plumbing system (bathrooms, showers, break areas). New interior finishes included paint, drywall, and floorcoverings. Exterior finishes included new metal panels for the roof and walls as well as spray foam insulation to make it more energy efficient. **When it was complete, we replaced everything except the slab and super-structure.** The unique success was to keep the old building together and bring it back to life to last another 40 plus years.

Original Contract: $539,632.92

Final Amount: $560,127.15

Completion Date: April 30, 2019

Percentage of contract work completed with in-house staff: 40%

Duration of Project: 16 weeks

References

Blaine Vecchia,
BLM Representative
bvecchia@blm.gov
970-549-6536

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GUNNISON COLD STORAGE

Gunnison, CO

Scope of Work: This project was constructed in the winter of 2017/18 for the City of Gunnison's Public Works Department. It was a very simple building that we were able to erect with our own crew of workers over a 4-week time frame. We were able to accommodate their need to have a long overhanging canopy off the back to protect equipment without having to install column supports. This was accomplished while still having to plan for potential heavy snow loads that this roof could experience.

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Original Contract: $253,166.30

Final Amount: $292,693.12

Completion Date: March, 2018

Percentage of work completed with

in-house staff: 65%

Duration of Project:
Construction Phase: 8 Weeks



References: David Gardner, Director
970-641-8322

TRI STATE MONTROSE

Montrose, CO - As Prime

Scope of Work: This is one of our more unique projects in that we were hired to take over a project that was previously started by another contractor. It was 75% complete when we took it over, the work was a 'standard interior remodel'. We assisted the owner in helping them to discover any substandard work and worked with the architect to clear up any fire rating and code upgrades to the facility. We were able to hire back most of the subcontractors and hired new ones as needed and have put the facility back to its original intent. Our Superintendent, **Kyle Taylor** was instrumental in his quality control measures and seeing that the owner is involved in the process and communicating any 'surprises' along the way.

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Original Contract: $320,601.44

Final Amount: $493,279.87

Completion Date: April 10, 2019

Duration of Project:
Construction Phase: 14 Weeks

References: Steve Stevenson,
Owners Representative
sstevenson@del-mont.com
970-249-2251



SAFETY PLAN AND SAFETY RECORD

- We are adamant about maintaining a safe work site and insist on our employees and subcontractors start each day with safety in mind. We are proud to say that we have not had any loss time injuries! **We strive each day to make sure our team of workers goes home to their families unhurt** to enjoy the important things in life. We have a comprehensive safety program in place and can be supplied upon request. (*This is plan is 50 pages and would not be prudent to include here)*

- We can provide our OSHA 300 log upon request for our history regarding accidents at our job sites. We are proud to have an Experience Mod rating of .82. This represents that we perform 82% better / more safely than construction companies of our same size range. We've earned this through our diligent efforts each day to make sure our job sites are a safe place to work.

- We have a third-party consultant MJS Safety, Mike Stookey who provides our company with necessary safety information. He has done site specific audits for us at our job sites; and has been available for any safety related concerns we have had.

- Each week the **Site Superintendent is required to fill out a Safety Audit** for his specific project to review the work we are doing to make sure we are in compliance. Below is an example of our week safety audit report for your review.

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STRYKER & COMPANY, INC. COMMERCIAL CONTRACTORS

Project Safety Audit

Project Number: 1900
Project Name: NEW PROJECT
Address: Some Where

Superintendent: John Doe
Project Manager: Jim Doe

SAMPLE

Hazard Classification:		
Type A	Imminent Danger	A condition or practice likely to cause permanent disability, loss of life, substantial extensive damages of structure, equipment, or material.
Type B	Serious Danger	A condition or practice likely to cause serious injury or illness requiring hospitalization, disability or property damage.
Type C	Non-Compliant	A condition or practice likely to cause minor (non-disabling) injury or illness or non disruptive property damage.

Status: Open = Not Corrected, Closed = Corrected, Ongoing = Keep an eye on activity

Item #	Date of Inspection	Location	Hazard Classification	Status	Status Date	Observation	Responsible Party
1	1/1/2019	Building	C	Ongoing		General Housekeeping	All Trades
2	1/2/2019	North Wall	A	Closed	1/2/2019	Perimeter guard rail up not up on 3rd floor. Framer working, not tied off. Workers Removed for corrective action.	XYZ Framing & Drywall
3	1/3/2019		B	Open	1/8/2019	Closed off North Stair Door Exit. ABC Stucco is working on Stucco and Scaffold is blocking door	ABC Stucco& Stryker

STRYKER & COMPANY, INC. COMMERCIAL CONTRACTORS

STAFFING PLAN

- Josh Hollingshead would be the chosen Project Manager; he has a strong 10-year work history with the most of this in Department of Defense work. He is familiar with the formalities of submittals, weekly OAC meetings, and communicating with the owner early and often. This good line of communication reduces problems in the field and helping us manage those inevitable 'surprises' that come with any construction project.

- Our Site Superintendent would be Zane Brown. Zane has 40 years of experience in a commercial construction but is very experienced in Pre-Engineered Metal Buildings. He's a seasoned site super with a vast knowledge of the trades and construction processes. He keeps open communication with everyone involved in a project, especially the owners.

- We have a team of 6-8 carpenter/laborers that can self-perform demolition, door/hardware installation, some small masonry, drywall, acoustical ceiling repairs, and paint as needed to keep the momentum of the project going. Most of this crew has been with us for an average of 7 years! We truly work like one big family.

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Resume for

STRYKER & COMPANY Inc.

Josh Hollingshead, Project Manager

TRAINING

- 30 Hour OSHA
- CPR-First Aid
- American Institute of Constructors- Associate Constructor
- Primavera- P6 Basic Training
- USACE, Construction Quality Management for Contractors, Certification

In his role as Project Manager, Mr. Hollingshead spent his first five months in the field, managing daily operations while maintaining his project control duties. As PM he met regularly with USACE, the DOR, and Subcontractors to maintain solid communication keep the project progressing. As Cost Control Manager, he performs a variety of tasks related to the collection of cost data, analysis, forecasting, and projections required to monitor and maintain project budgets and schedules. His responsibilities include negotiating and writing purchase orders, verifying the accuracy of subcontractor/ vendor invoices, analysis of production rates and procurement activities, as well as reporting of overall job costs and areas for improved management on multiple jobs at once.

CURRENT AND PAST PROJECTS OF JOSH'S PERSONAL CONSTRUCTION EXPERIENCE

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Barge Load Manager

Malaysia- Shoreline Revetment- 11/13

Mauritius- Shoreline Revetment/ PWP- 12/13, 2/14, 3/14

Hawaii- Space Fence Equipment- 10/14

Guam- POL Pier- 2/15

Guam- Space Fence Batch Plant (2 loads) - 8/14, 11/14

Guam- ECHO Pier (6 loads) - 02/17-9/17

Cost Controller

Kwajalein Atoll/Reagan Test Site,

Non-Potable Water Tank Repair

Replace Fuel Storage Tanks

Echo Pier Restoration

Repair Bldg. 602, Shipping & Receiving General Purpose Warehouse

Project Manager

Kwajalein Atoll/Reagan Test Site,

Non-Potable Water Tank Repair

Resume for

STRYKER & COMPANY Inc.

Zane Brown, Superintendent

September 2015 - Present

TRAINING

- 10 Hour OSHA
- CPR-First Aid

As a superintendent for Stryker & Company, Zane brings more than 25 years of construction experience to the field, including residential, commercial and industrial projects. He has **extensive background in the erection of structural steel and pre-engineered metal buildings.** His thoroughness in reviewing drawings and attention to detail in the field are invaluable assets to our company

CURRENT AND PAST PROJECTS OF ZANE'S PERSONAL COMMERCIAL CONSTRUCTION EXPERIENCE

Hotchkiss Medical Center – New Building, Hotchkiss, CO

Sharing Ministries – Pre-Engineered Steel Building, Montrose, CO

Top

Mattress Firm – New Building, Montrose, CO

Community Options Shop – New Pre-Engineered Steel Building, Montrose, CO

Center for Mental Health – Office Remodel, Delta, CO

Tri-State Generation & Transmission – New Pre-Engineered Steel Building, Craig, CO

ROSS Dress for Less – New Building, Montrose, CO

Roi Namur Building Erection – Kwajalein Atoll, Marshall Islands

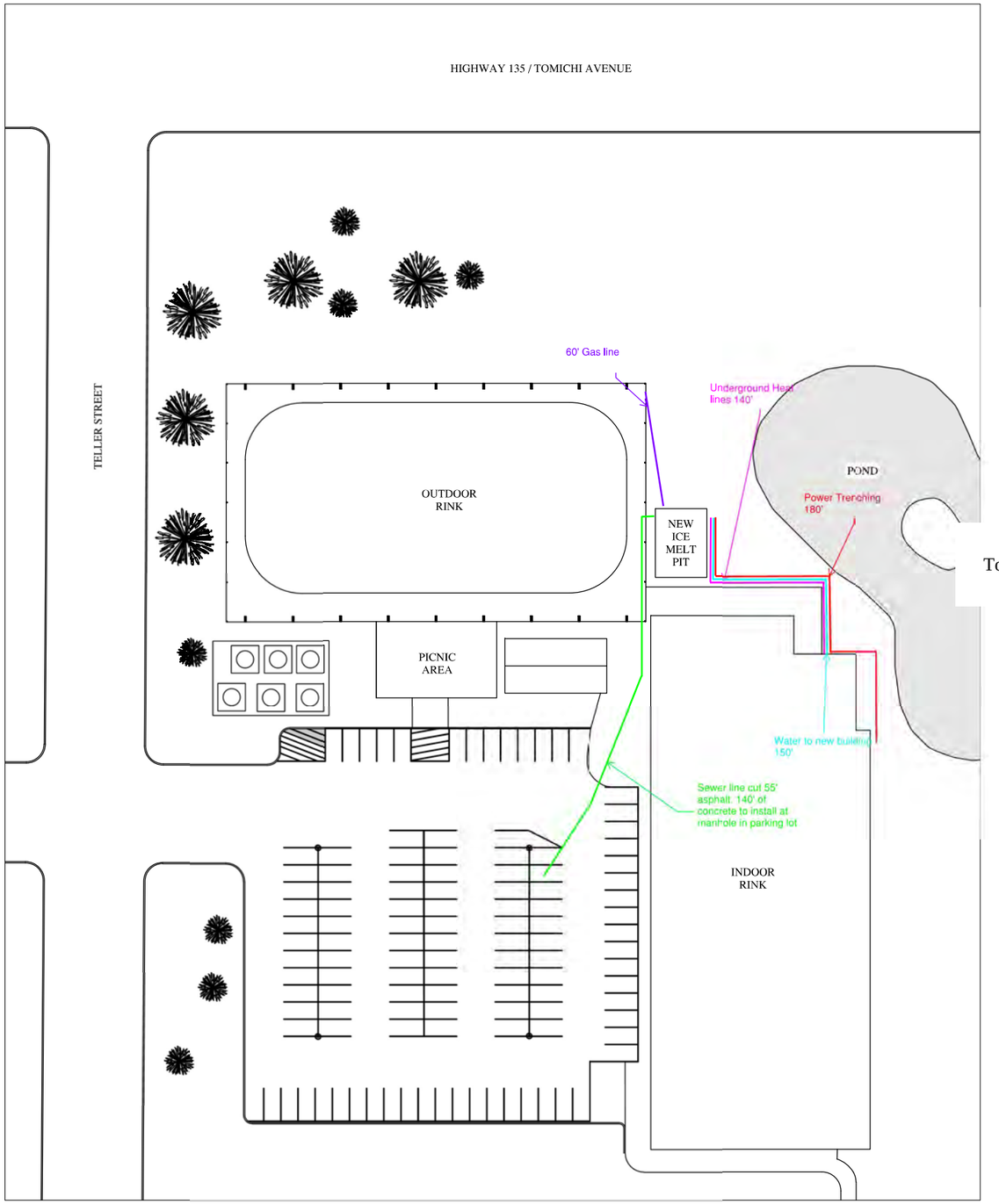
Montrose Fire Station #3 – Building Erection – Montrose, CO

Vista Charter School - Building Erection – Montrose, CO

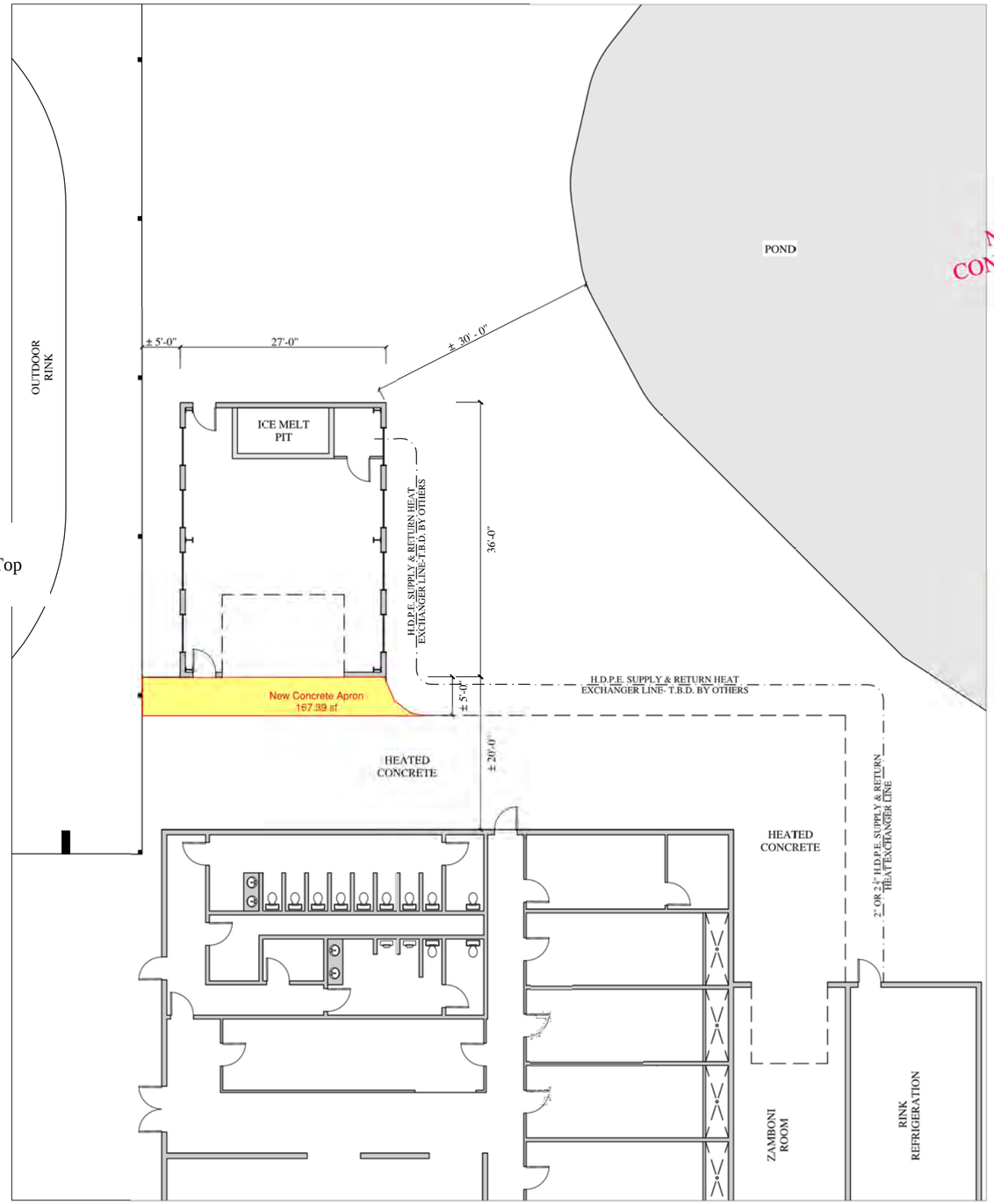
Bureau of Land Management - Building Erection – Elko, NV



STRYKER & COMPANY, INC. COMMERCIAL CONTRACTORS



1 SITE PLAN
1/32" = 1'-0"



2 SITE PLAN
1/8" = 1'-0"

ISSUED FOR REVIEW	1/10/2020
ISSUED FOR REVIEW	1/15/2020
ISSUED FOR REVIEW	1/21/2020
ISSUED FOR ESTIMATING	3/6/2020

ENGINEER'S STAMP

NOT FOR CONSTRUCTION

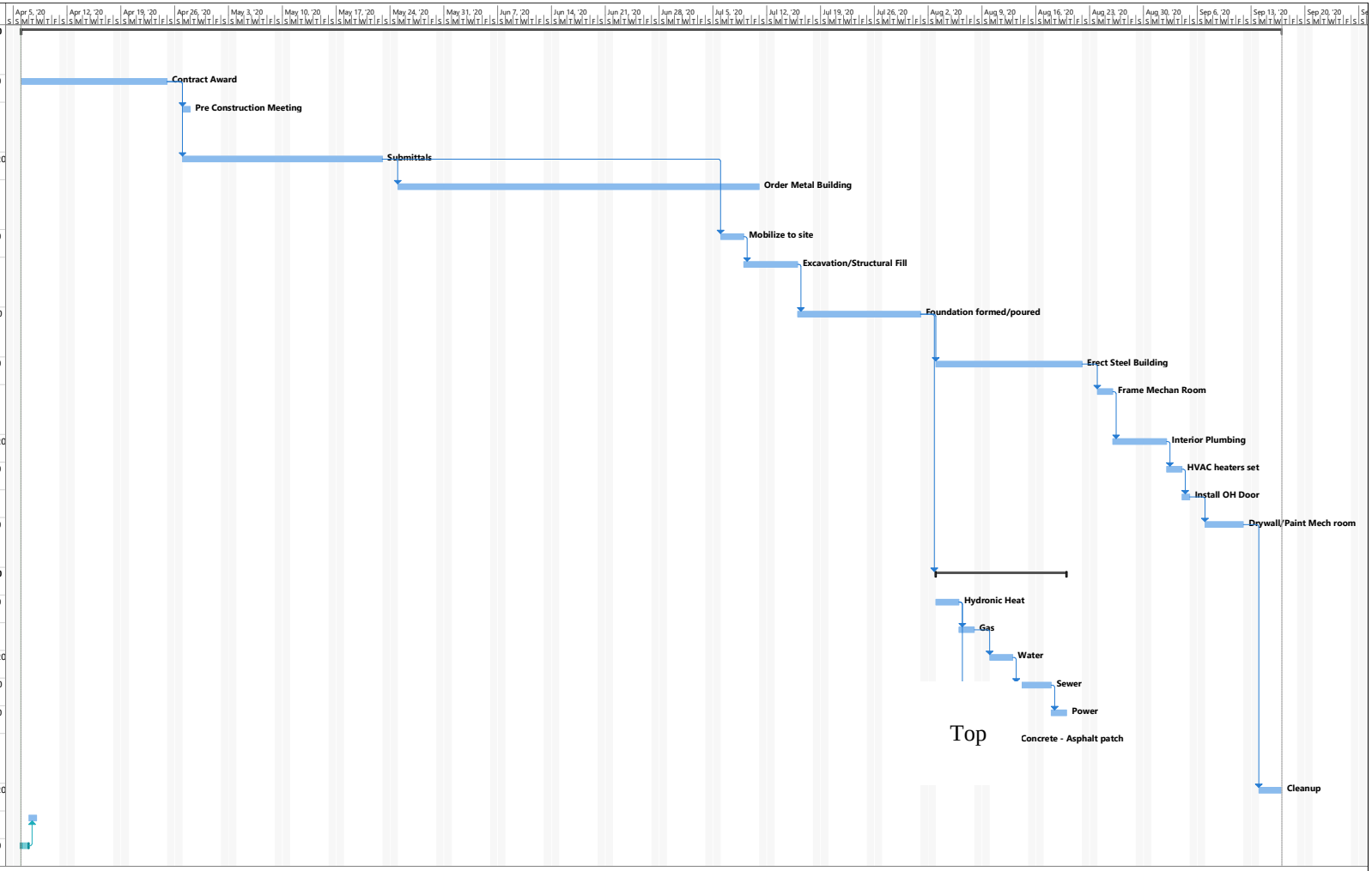
TROUT CREEK ENGINEERING

124 East Virginia Ave.
Gunnison, CO 81230
(970) 642-4110

CITY OF GUNNISON
JORGENSEN ICE RINK & EVENTS CTR.
ICE MELT BUILDING
GUNNISON, COLORADO

MOST CURRENT DATE: 3/6/2020
JOB NO. 591
SHEET: P

ID	Task Mode	Task Name	Duration	Start
1		**CITY OF GUNNISON ICE DUMP**	**118 days**	**Mon 4/6/20**
2		Contract Award	15 days	Mon 4/6/20
3		Pre Construction Meeting	1 day	Mon 4/27/20
4		Submittals	20 days	Mon 4/27/20
5		Order Metal Building	35 days	Mon 5/25/20
6		Mobilize to site	3 days	Mon 7/6/20
7		Excavation/Structu Fill	5 days	Thu 7/9/20
8		Foundation formed/poured	12 days	Thu 7/16/20
9		Erect Steel Building	15 days	Mon 8/3/20
10		Frame Mechan Room	2 days	Mon 8/24/20
11		Interior Plumbing	5 days	Wed 8/26/20
12		HVAC heaters set	2 days	Wed 9/2/20
13		Install OH Door	1 day	Fri 9/4/20
14		Drywall/Paint Mech room	5 days	Mon 9/7/20
15		**Utilities**	**13 days**	**Mon 8/3/20**
16		Hydronic Heat	3 days	Mon 8/3/20
17		Gas	2 days	Thu 8/6/20
18		Water	3 days	Mon 8/10/20
19		Sewer	3 days	Thu 8/13/20
20		Power	2 days	Tue 8/18/20
21		Site Concrete - Asphalt patch	3 days	Thu 8/6/20
22		Cleanup	3 days	Mon 9/14/20
23			1 day?	Tue 4/7/20
24			1 day?	Mon 4/6/20



Project: Project1
Date: Mon 4/6/20

Task	Summary	Inactive Milestone	Duration-only	Start-only	External Milestone	Manual Progress			
Split	Project Summary	Inactive Summary	Manual Summary Rollup	Finish-only	Deadline				
Milestone	Inactive Task	Manual Task	Manual Summary	External Tasks	Progress				

Memorandum

To: City Council

From: Jason Kibler and David Gardner

Date: 4/10/2020

Re: Summer Part-Time Temporary Assistance for the Crack-Sealing Program

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Background:

Annually the City of Gunnison performs crack seal prior to street surface projects such as slurry seal and pavement marking. This is part of our annual street maintenance program as shown in the approved 2020 budget in 01-4035-9110.

Crack sealing is an important component to street preservation. Infiltration of moisture through cracks in the asphalt saturates the base and sub-base materials, resulting in the total loss of bearing capacity. Without bearing capacity, when loaded under axel weight, pavement will settle and crack; ultimately leading to failure of the pavement. Crack sealing with hot bituminous asphalt materials is one the best methods to seal asphalt pavement cracking and prevent moisture damage. The crack seal process must be completed in order to have the street surfaces prepared for the applications of slurry seal and pavement marking.

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Because of COVID-19, social distancing requirements, and limited staffing, Public Works has concentrated on providing core essential services. This has created a backlog of work of routine maintenance and street improvement projects and has delayed our crack-sealing program this year. As the weather allows it would be a great advantage to the public works crew to have additional part-time, temporary staff at our discretion for the sole purpose of crack seal duties. This would allow a full crew to work on crack seal for 30 hours per week and allow time for other street projects. Since the timeframe for crack sealing is limited and with a staff member out on extended medical leave, the need for temporary assistance has become critical. To have an efficient crack seal operation a crew of four is necessary, adding two part-time-temporary workers will allow other projects such as slurry seal and striping to proceed. Without temporary assistance, trail maintenance, sign repair, pothole patching, and concrete work will suffer due to lack of staffing. Without addition of staffing, it is anticipated the completion of projects slated for public works this summer would be adversely impacted.

Estimated Costs:

This request does not require additional funding. $25,500 is allocated in the approved 2020 budget. It is proposed that a portion of this money be used to pay the wages of two part-time temporary workers, while the remainder will be utilized on crack sealing supplies.

1. Two employees at $16.80 per hour plus taxes and insurance at $19.28 for 232 hours each = $8,945.92 total wages.

2. This would leave a balance of $16,054.08 to purchase additional crack seal material.

Requested Action:

A motion authorizing an additional .22 Full-Time Equivalent (FTE) for part-time temporary street employees and authorizing the budget transfer of $8,946 from the crack seal line in 01 4035 9110 to personnel in 01 4035.

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Memorandum

To: City Council

From: Selection Committee: David Gardner, Cody Tusing and Mike Rogers

Date: 4/10/2020

Re: Water Master Plan

Purpose:

Direct staff to engage the engineering services of JDS-Hydro to perform a 2020 Water Master Plan.

Background:

In 2007, Black & Veatch conducted the most recent Water Master Plan for the City of Gunnison. This plan focused on analysis of the existing water distribution and moderate growth within city limits. This plan did not look into water treatment, capital improvements, or future regulations. Some items we will need going into the future that the 2007 document does not address are as follows:

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- Previous water studies appear more like system analyses instead of master plans. Given the growth we are experiencing now plus capacity issues, the City needs more guidance. The city needs a living document that can serve as a playbook into the future.
- Areas that need improvement or consideration in a new study are:
    - Capital outlay to maintain and upgrade our:
        - Treatment Capacity
        - Water Storage
    - Platt and Expansion process for taking on more infrastructure and capacity.
        - How to grow and intelligently take on more without creating extended liability.
        - How do we adjust to fast or slow development during upturns/downturns.
        - How do rates and tap fees cover us during this process.
    - Regulations & Milestones for planning, implementation and reporting
    - Capital Improvement Plans for:
        - Repair/Maintenance
        - Expansion/Growth/Regulations
- Our system is a dynamic operation and the City needs a living document that we can reference and change with times and demands.

On December 19, 2019, the City issued an RFP for engineering services to conduct an update to our 2007 Water Master Plan. On January 9, 2020, staff received five (5) RFP's from qualified engineering firms. The firms Hazen, SGM, JVA, B&V, and JDS-Hydro submitted qualifications.

ENGINEERING FIRM	PROPOSED PRICE
JDS-Hydro	$ 68,500.00
Hazen	$ 74,607.00
SGM	$ 75,000.00
JVA	$ 75,000.00
Black & Veach	$ 74,935.00

Scope and Fee:

After a review of all the submittals, the selection committee narrowed the candidates to a short list consisting of the following:

- Black & Veatch
- JDS-Hydro
- Hazen

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The committee conducted detailed evaluations of the three firms, included reference checks. Then a video conference was held with the top candidate, JDS-Hydro. The following criteria was used in the evaluations:

Qualifications 25 points - Qualifications for each staff person to be assigned to the project. Process control knowledge (e.g. biological nutrient removal and chemical nitrogen and phosphorous removal experience, both biological and chemical).
Experience 25 points – Include pertinent information regarding the firm and five projects that your firm has completed in the last 10 years that are relevant to the work outlined in this RFQ.
Capacity for Performance 10 points – Provide an organization chart that identifies the key staff and sub-consultants (if any) assigned to the project. Include not-to-exceed two-page resumes for each individual so listed.
Team Availability, **Gunnison Background and Location** 20 points – Location of office where the majority of the work will be performed, staff availability, and past Gunnison WWTP experience, if any.

Scope, Schedule, and Fee 20 points – Provide a proposed scope of services along with the associated schedule and not-to-exceed fee needed to execute your proposed scope of work.

Recommendation:

Based on the above criteria, the consensus of the committee was to select JDS-Hydro as the best fit, most complete team, and the highest-ranking firm. Even as we are still evaluating current vs.

projected revenues for budgets during COVID19, we recommend full authorization of this contract as the expected draw request will be incremental as the project progresses. This will alleviate the concern of an initial large drawdown in available funds. Finally, one final comment, completing half or a reduced amount of this type of contract will not allow for any final products from this study, so we recommend full commitment of the entire contract amount.

Action: A motion to give the City Manager the authority to enter into a contract with JDS-Hydro to develop the Gunnison Water Master Plan Study in an amount not to exceed $68,500.

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REQUEST FOR PROPOSALS

Water Master Plan

City of Gunnison
Engineering Services - Request for Proposals
Water Master Plan
December 19, 2019

The City of Gunnison (City), is soliciting proposals from qualified consulting firms to provide engineering services related to updating the City's water master plan. The City's goal in updating the Water Master Plan is to prepare for long term growth by identifying areas of need in the distribution and treatment systems. Services consist of updating and calibrating the City's existing hydraulic model; updating population and water demand projections; projecting distribution system development; future infill development, developing short and long-term strategies for water treatment; and development of near-term (5-year) and long-term (10-year) capital improvement plans (CIPs).

Proposals will be accepted electronically until 4:00 p.m., local time, Tuesday, January 29, 2020.

1) General Information

The City maintains 9 wells that pump directly into the distribution system. Three tanks are connected to the distribution system and are used to maintain system pressure and provide daily and emergency storage. Well pumps are turned on and off depending on the level in the tanks. The distribution system consists of mainly 6-inch to 12-inch DIP mains connected to the tanks. Two new developments totaling over 800 single family homes are planed within the City's service area over the next ten to twenty years. Irrigation water is provided by a non-potable canal system.

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Well water is disinfected locally at each well. Well water is discharged directly from the well pump into the distribution system. The City owns property that is planned for future wells needed to meet future demands.

The City is currently in the beginning stages of a preparing for a planned development called Gunnison Rising. Located on the east side of town, the new development is expected to have significant impacts on the City's water distribution system with up to 1,700 single family homes and substantial commercial space. The City is currently undertaking the East Gunnison Development Study with a Consultant to determine preliminary impacts to the distribution system and to develop short- and long-term recommendations for improvements.

A draft Master Plan report shall be prepared that summarizes the existing system and model calibration, population and demand projections, alternatives evaluation, and recommendations. Estimated costs for the recommended CIP shall also be prepared. The City will evaluate the recommendations and estimated costs and determine a course of action to complete or refine the recommendations prior to finalizing the Master Plan report.

Selection of the Consultant will be based on weighted evaluation criteria that addresses the experience, capability, and resources to perform the work scope.

2) Existing System Information

Service Area - The service area is contained within City limits and includes wholesale customers.
Estimated Population – 7,000
Average Water Use– 150 gpcd
Approximate Average Day Demand – 1.0 MGD
Distribution and Treatment System:

- Approximately 120 miles of distribution pipelines.
- Distribution pipe sizes range in size from 4-inch to 12-inch.
- Predominant size of distribution pipe is 6-inch. Larger 10-inch and 12-inch lines are used as major distribution feed lines within the system.
- 3 Storage Tanks
- 1 Pressure zone
- 9 wells with directly injected chlorine gas disinfection.
- 3.31 mgd firm well capacity
- 3.89 mgd total well capacity

3) Future Development

The following information summarizes the planned developments within the City of Gunnison:

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Gunnison Rising: A proposed PUD projected as follows:

- 1700 dwelling and accessory dwelling units with some irrigation demand
- 227,000 SF of retail floor
- 593,000 SF of business park/office/flex space

Supplemental information is available for this development.

West Gunnison Neighborhood Plan:

http://cms5.revize.com/revize/gunnisonco/Planning/West%20Gunnison%20Neighborhood%20Plan.pdf

Lazy K Development:

http://cms5.revize.com/revize/gunnisonco/Comm%20Dev/Lazy%20K/Lazy%20K.Gunnison%20Introduction.pdf

Ongoing Projects: Multiple site developments with 100 units or less

4) Scope of Services

The City will retain a qualified Consultant to update the Master Plan covering the following Scope of Services:

a) Kick-off and Review Meeting

b) **Data Accumulation and Review –** The Consultant will coordinate with City staff to gather flow, population, and other relevant hydraulic data to develop demand and population projections.

c) **Population Projection –** The Consultant will develop population projections for 10- and 20-year planning periods based on current and future development, historical growth rates, and other information deemed relevant.

d) **Demand Projection –** The Consultant will develop demand projections based on historical flows and meter billing data, future development, and other information deemed relevant.

e) **Water Treatment Assessment–** The Consultant will assess the current wells and disinfection method. Alternatives will be developed to improve disinfection contact time and well production capacity. Well improvements alternatives should include options that optimize energy consumption, minimize the City's expense, improve reliability, and be consistent with projected demand growth.

f) **Hydraulic Model Update and Calibration –** The Consultant will update existing hydraulic model to account for recent system upgrades. The hydraulic model will be calibrated using historical demands. Calibration should include a 24-hour verification. The hydraulic model should be updated in Bentley or Innovyne software.

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g) **Distribution System Evaluation -** After calibration, the Consultant will model system hydraulics based on scenarios collaboratively chosen with the City to identify distribution system improvements. Improvements identified under the East Gunnison Development Study shall be included and verified during the evaluation. Fire flow will be included in modeling activities.

h) **Develop CIP –** The Consultant will develop a recommended CIP for the next five (5) years for the distribution and treatment systems. Each project identified will include a budgetary cost estimate. The Consultant will also identify a long term (10 year) CIP for further improvements based on projected growth excluding costs.

i) **Master Plan** – The Consultant will document the above scope in a Master Plan Report.

j) **TAP Fee Schedule** – The Consultant will develop a plan to offset future capital improvement costs of future developments.

5) Schedule

Following are the key dates identified for the project:

December 19, 2019	RFP Issued
January 14, 2020	Deadline for Clarifying Questions
January 29, 2020	Proposals due by 4:00 p.m.
February 18-21, 2020	Interviews (if needed)
March 10, 2020	Anticipated Award by City Council
August 28, 2020	Final Draft of Master Plan Submitted

6) **Submittal Requirements**
Proposals shall include the following items at a minimum. Any additional information relevant to the proposed scope of work may be included at the discretion of the proposer.

a) **Consultant Qualifications** – The proposing Consultant shall demonstrate their team's qualifications for developing the Water Master Plan. The experience, background, and unique qualifications of key staff members shall be identified. A detailed organization chart shall identify the role of each team member.
b) **Project Experience –** The proposing Consultant shall provide five (5) relevant water master plan projects completed within the previous five (5) years as an example of their experience. Each project should include a project summary, project value, project location, and an owner contact (name, position, phone number).
c) **Project Approach –** The proposing Consultant shall demonstrate their understanding of the project scope through their approach to developing the Water Master Plan. The approach shall address the scope of services identified herein as well as any additional scope items that the Consultant feels are necessary to develop a comprehensive Water Master Plan.
d) **Project Schedule –** The proposing Consultant shall provide a proposed project schedule for preparing and finalizing the Water Master Plan by the City's requested final draft date.
e) **Fee Rate Schedule –** The proposing Consultant shall provide a fee rate schedule that encompasses the hourly bill rates for all personnel anticipated to work on the project.

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7) **Selection Process**
Submitted Proposals will be reviewed based on the requirements listed in the RFP and will be evaluated based on the evaluation criteria outlined below. If needed, an interview of the Consultants will also be performed, however, the City reserves the right to select a Consultant directly from the proposal.

a) **Overall presentation and compliance with the requirements of the RFP**.
b) **Project Approach and Understanding** - Demonstrate an understanding of the scope of this type of work and present an overall summary of the Consultant's approach to accomplishing the work.
c) **Previous and comparable size and scope project experience** - Provide a summary of five (5) similarly sized and relevant project work performed by the Consultant in the last 5 years with key staff identified.
d) **Qualifications and experience of key project team members and confirmed availability -** Identify key Staff committed to this Project. Provide names, resumes, technical qualifications of the team's key members and organizational chart of key project staff that will be committed to this project. Demonstrate pertinent and similar work experience of similar size and complexity. Demonstrate key points of contact and effective project management approach.
e) **Experience with hydraulic models** - Identify specific experience, development, and approach of building and developing hydraulic models and analysis. Demonstrate experience with Bentley and Innovyne hydraulic modeling software.
f) **Schedule** - Identify the proposed team's ability to meet the requested schedule.
a) **Hourly Billing Rate Structure** - Provide hourly rate(s) for Engineering Services to

be applied to the proposed key staff and subcontractors. The Consultant shall ensure that project approach and scope of services does not exceed a budget of $75,000. A final not to exceed amount will be negotiated with the selected consultant.

All proposals received by the deadline will be reviewed first for substantial compliance with this RFP and for fulfillment of the mandatory requirements. Proposals that are late, non-compliant, or fail to meet the minimum mandatory requirements will not be evaluated.

Proposals that are timely, compliant, and meet the minimum mandatory requirements will be reviewed by the Evaluation Committee. This Evaluation Committee will include four to six people including staff with the City. The City reserves the right to invite other personnel to review the proposals. However, only members of the Evaluation Committee will grade the proposals. The written proposals will be evaluated and graded in accordance with the Evaluation Criteria.

Proposers will be ranked according to the scores received by the Evaluation Committee. The Evaluation Committee will submit its rankings to the City Manager of the City of Gunnison.

It is anticipated the top three firms receiving the highest score will be shortlisted. Those shortlisted could be invited for a further interview. If a firm is selected as the top choice, the City Manager or his designee will then enter into negotiations with the selected firm and continue until a contract is agreed upon. Should contract negotiations not be successful, the negotiations shall terminate and the City Manager or his designee shall begin negotiations with the next selected firm. The City shall select the firm deemed to be in the best interest of the City and reserves the right to select direct from proposal received.

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8) Proposal Format

Statements of Qualifications shall be clear, concise, specific to the needs and conditions of this project, and organized as outlined in this Section. SOQs shall be formatted as follows:

a) Proposals shall not exceed 15 pages in length
b) Tabs, table of contents, transmittal letters, resumes, and required forms will not count against page count.
c) The minimum font size shall be 11 and the font type shall be similar to Times New Roman.
d) SOQs shall be printed on 8-1/2" x 11" pages with 1-inch or greater margins.
e) One side of a page shall count as one page toward the page limit; each page printed double-sided shall count as two pages.
f) If needed, two (2) 11x17 single-sided foldout pages will be permitted and shall count as a one (1) page each.
g) Combinations of text and graphic material may be used at the proposer's discretion.

9) Submitting Proposals

Proposals shall be submitted in electronic format (.pdf) no later than 4:00 pm January 21, 2020 via email to:

Mike Rogers
Water and Wastewater Superintendent
MRogers@gunnisonco.gov

a) Request for Amendments – All amendments or clarifications to this RFP deemed necessary between issuance of this RFP and the proposal submission deadline will be posted on BidNet. If an amendment requires a time extension, the proposal submission date will be changed as part of the written amendment.
b) The offeror is responsible solely to deliver their proposal to the proper place and at the time designated. The fact that a proposal was dispatched will not be considered. The City will confirm receipt of proposals via email.
c) Proposal Evaluation – A City committee will review each proposal based upon the outlined evaluation criteria identified in this RFP. City staff will forward recommendations to the City Council which will make the award.
d) Proposals accepted by the City shall be valid for a period of sixty (60) days following the submittal due date.
e) Proposals may be withdrawn upon receipt of written request, prior to scheduled deadline for the purpose of making any corrections and/or changes. Corrections must be properly identified and signed or initialed by offeror. Resubmittal must be prior to scheduled deadline for consideration.
f) Any questions or clarifications regarding this proposal must be submitted to the City's Water and Wastewater Superintendent in writing no later than the date identified in the Schedule section of this RFP. All clarifications will be issued in written format. No oral changes shall take place during any conversations.

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10) Agreement

An Agreement with the selected Consultant will be executed upon award. The City has developed a standard Engineering Services Agreement that will be provided to the successful Consultant.

The City will provide progress payments and compensate the Consultant for the time and related expenses associated with the project defined work scope. Upon completing the review and evaluation and preparation of the Master Plan, the City may elect to negotiate Addendums to the Agreement specifically identifying costs of completing recommendations made in the Master Plan or other projects stemming from thereof.

The negotiated Agreement will provide the City with all engineering services needed for the completion of the project. All documents, necessary to complete the project will be an integral part of the Project and will be included as a deliverable. All documents must be prepared and certified by the appropriate certified professionals which are the responsibility of the Consultant.

The City will retain ownership of any and all documents associated with this project.

11) Award of Contract

The City of Gunnison's City Council anticipates contract award to the Consultant whose proposal is deemed to be in the best interest of the City. The City reserves the right to waive any and all irregularities in proposals, and to reject any or all proposals or portions thereof.

CONTRACT FOR PROFESSIONAL SERVICES

This Contract for Professional Services (herein "Contract") is entered into this Fifteenth(15) day of April, 2020, by and between the City of Gunnison, Colorado, whose address is 201 West Virginia, P.O. Box 239, Gunnison, CO 81230 (herein "City") and JDS-Hydro Consultants, Inc., a Colorado engineering firm, whose address is 5540 Tech Center Drive, Suite 100, Colorado Springs, Colorado 80919 (herein "Contractor").

RECITALS

The Contractor desires to provide services for Engineering Services – Water Master Plan.

City desires to engage Contractor to provide services according to this Contract.

AGREEMENT

NOW THEREFORE, in consideration of the recitals, mutual covenants and obligations hereinafter set forth, the parties agree as follows:

1. SCOPE OF SERVICES.

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Contractor shall provide an engineer licensed in the State of Colorado, for services and shal. furnish all materials, labor, supervision, supplies and equipment to commence, diligently pursue, and to complete the Services specifically identified in the "Proposal for Services" attached hereto and incorporated herein by reference as Appendix "A" ("Services").

2. STANDARDS OF SERVICES.

Services must be provided according to all applicable federal, state and local laws and regulations. All Services shall be performed in a timely manner according to paragraph 3 herein.

3. USE OF MATERIALS.

City shall retain all rights to use materials produced by Contractor with no additional approval by Contractor.

4. COMPENSATION.

In consideration and in exchange for Contractor's performance of the Services, City shall pay Contractor fees not to exceed Sixty-eight Thousand and Five Hundred U.S. Dollars ($68,500.00) pursuant to Appendix "A" attached hereto.

Contractor shall forward invoices for services detailing the calculation used to determine the value of work on a monthly basis and at the completion of all services. City shall forward payment within 30 days of the invoice billing date.

5. TERM AND SERVICE SCHEDULE.

The term of this Contract shall commence on the date this Contract is entered into as set forth above and shall expire upon completion of Services but no later than October 15, 2020.

No work will or has been done outside of the start and end date of this Contract, and, therefore, no work will or has been done outside of the start and end dates of the Sewer Enterprise Fund contract start and end dates.

Services shall be completed and delivered pursuant to Appendix "A" attached hereto.

6. INSURANCE.

Contractor agrees that at all times during the Term of this Contract that Contractor shall carry and maintain, in full force and effect and at its sole cost and expense, the following insurance policies. Within thirty (30) days of the execution of this Contract, Contractor will provide insurance certificates to City, listing City as an additional insured, for the coverage's required herein which shall state that such policies shall not be materially changed or cancelled without thirty (30) days prior notice to City.

A. Worker's Compensation Insurance in accordance with Colorado and Federal law which adequately protects all labor employed by Contractor during the term of this Agreement and no less than $500,000 for Professional Liability Insurance; and

B. Comprehensive General Liability Insurance or the equivalent for any injury to one person in any single occurrence, Three Hundred Eighty-Seven Thousand Dollars and No Cents ($387,000.00); and for an injury to two or more persons in any single occurrence, the sum of One Million Ninety-Three Thousand Dollars and No Cents ($1,093,000.00).

C. Comprehensive automobile liability insurance on all vehicles used in the Services, in an amount no less than Three Hundred Eighty-Seven Thousand Dollars and No Cents ($387,000.00) for any injury to one person in any single occurrence and in an amount no less than One Million Ninety-Three Thousand Dollars and No Cents ($1,093,000.00) for any injury to two or more persons in any single occurrence.

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7. INDEPENDENT CONTRACTOR.

A. In carrying out its obligations and activities under this Contract, Contractor is acting as an independent Contractor and not as an agent, partner, joint venture or employee of City. Contractor does not have any authority to bind City in any manner whatsoever.

B. Contractor acknowledges and agrees that Contractor is not entitled to: (i) unemployment insurance benefits; or (ii) Workers Compensation coverage, from City. Further, Contractor is obligated to pay federal and state income tax on any moneys paid it related to the services.

8. INDEMNIFICATION.

A. To the fullest extent permitted by law, CONTRACTOR agrees that it shall indemnify, hold harmless and defend CITY and CITY's respective officers, directors and employees from and against any and all third party claims, liabilities, claims, demands, lawsuits, causes of action, judgments, orders, and losses (including reasonable attorney fees) to the extent caused by any negligent act or omission or by any material breach of contract.

B. This provision shall survive any termination or expiration of this Contract with respect to any liability, injury or damage occurring prior to such termination.

9. SOLE SOURCE CONTRACTS.

If the Contractor has entered into a sole source contract or contracts with the State of Colorado or any of its political subdivisions as defined in Article XXVIII of the Colorado Constitution which including this contract in the aggregate on an annual basis are equal to or exceed the amount of $100,000, then the following provisions apply:

A. Because of a presumption of impropriety between contributions to any campaign and sole source government contracts, Contractor, on behalf of itself , any person who controls ten percent or more of the shares of or interest in the Contractor, and the Contractor's officers, directors and trustees (collectively, the "Contract Holder") shall contractually agree, for the duration of the contract and for two years thereafter, to cease making, causing to be made, or inducing by any means, a contribution, directly or indirectly, on behalf of the Contractor Holder or on behalf of his or her immediate family member and for the benefit of any political party or for the benefit of any candidate for any elected office of the state or any of its political subdivisions.

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B. The parties further agree that if a Contract Holder makes or causes to be made any contribution intended to promote or influence the result of an election on a ballot issue, the Contract Holder shall not be qualified to enter into a sole source government contract relating to that particular ballot issue.

C. The parties agree that if a Contract Holder intentionally violates sections 15 or 17(2) of Article XXVIII of the Colorado Constitution, as contractual damages that Contract Holder shall be ineligible to hold any sole source government contract, or public employment with the state or any of its political subdivisions, for three years.

D. These provisions shall not apply to the extent they have been enjoined or invalidated by a court of competent jurisdiction.

10. DISCRIMINATION.

The Contractor agrees not to discriminate against any person or class of persons by reason of age, race, color, sex, creed, religion, disability, national origin, sexual orientation or political affiliation in providing any services or in the use of any facilities provided for the public in any manner prohibited by Part 21 of the Regulations of the Office of the Secretary of Transportation. Contractor shall further comply with the letter and spirit of the Colorado Anti-Discrimination Act of 1957, as amended, and any other laws and regulations respecting

discrimination in unfair employment practices. Additionally, Contractor shall comply with such enforcement procedures as any governmental authority might demand that City take for the purpose of complying with any such laws and regulations.

11. ADA COMPLIANCE.

The Contractor assures City that at all times during the performance of this Contract no qualified individual with a disability shall, by reason of such disability, be exclude from participation in, or denied benefits of the service, programs, or activities performed by the Contractor, or be subjected to any discrimination by the Contractor upon which assurance City relies.

12. IMMIGRATION COMPLIANCE CERTIFICATION.

A. Contractor certifies that Contractor does not and will not knowingly contract with or employ illegal aliens to work under this Contract.

B. Contractor certifies that Contractor has required its subcontractors to certify that they do not knowingly contract with or employ illegal aliens to work under this Contract.

C. Contractor certifies that it has attempted to verify the eligibility of its employees and subcontractors to work through the Basic Pilot Employment Verification Program administered by the Social Security Administration and Department of Homeland Security.

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D. Contractor agrees to comply with all reasonable requests made in the course of an investigation under C.R.S. § 8-17.5-102 by the Colorado Department of Labor and Employment.

E. Contractor agrees to comply with the provisions of C.R.S. §8-17.5-101 et seq.

13. MISCELLANEOUS.

A. SEVERABILITY. If any clause or provision of this Contract shall be held to be invalid in whole or in part, then the remaining clauses and provisions, or portions thereof, shall nevertheless be and remain in full force and effect.

B. AMENDMENT. No amendment, alteration, modification of or addition to this Contract shall be valid or binding unless expressed in writing and signed by the parties to be bound thereby.

C. NO WAIVER OF GOVERNMENTAL IMMUNITY. Nothing in this Contract is, or shall be construed to be, a waiver, in whole or part, by City of governmental immunity provided by the Colorado Governmental Immunity Act or otherwise.

14. DELEGATION AND ASSIGNMENT.

This is a contract for services with Contractor and, therefore, Contractor shall not delegate or assign its duties under this Contract without the prior written consent of City which consent City may withhold in its discretion.

Subject to the foregoing, the terms, covenants and conditions of this Contract shall be binding on the successors and assigns of either party.

15. TERMINATION.

Either party shall have the right to terminate this Contract at any time, with or without cause, upon thirty (30) days prior written notice to the other. Upon termination, Contractor shall be entitled to compensation for Services performed prior to the date of termination.

16. NOTICES.

Any notice, demand or communication which either party may desire or be required to give to the other party shall be in writing and shall be deemed sufficiently given or rendered if delivered personally or sent by facsimile or certified first class US mail, postage prepaid, addressed as follows:

City:

City Manager
City of Gunnison
201 W. Virginia Ave.
P.O. Box 239
Gunnison, CO 81230

Contractor:

JDS-Hydro Consultants, Inc.
5540 Tech Center Drive, Suite 100
Colorado Springs, Colorado 80919

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Either party has the right to designate in writing, served as provided above, a different address to which any notice, demand or communication is to be mailed.

17. GOVERNING LAW.

This Contract shall be governed by and interpreted in accordance with the laws of the State of Colorado. Exclusive jurisdiction and venue for any legal proceedings related to this Contract shall be in the state District Court governing Gunnison, Colorado.

18. COUNTERPARTS: FACSIMILE TRANSMISSION.

This Contract may be executed by facsimile and/or in any number of counterparts, any or all of which may contain the signatures of less than all the parties, and all of which shall be construed together as but a single instrument and shall be binding on the parties as though originally executed on one originally executed document. All facsimile counterparts shall be promptly followed with delivery of original executed counterparts.

19. ENTIRE AGREEMENT.

This Contract contains the entire agreement between the parties hereto with respect to the subject matter hereof, and supersedes any and all prior agreements, proposals, negotiations and representations pertaining to the obligations to be performed hereunder.

IN WITNESS WHEREOF, the parties have executed this Contract as of the date above written.

City of Gunnison, a Colorado home rule municipality

By: _____

Title: _____

ATTEST:

_____
City Clerk

Contractor

By: _____

Title: President

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JDS-HYDRO CONSULTANTS, INC.

City of Gunnison
Attn: Mike Rogers -Water and Wastewater Superintendent
1100 W. Virginia Ave
Gunnison, CO 81230

January 29, 2020

Re: City of Gunnison Engineering Services
Request for Proposal
Water Master Plan

Dear Mr. Rogers,

We are excited to submit the attached proposal to provide engineering services related to updating the City's water master plan. We have based the proposal on the provided "Scope of Work" and have included an overall view of our firm, project manager experience/qualifications, senior personnel, team member experience, a list of representative projects and services, as well as our rates for your review.

We are a local Colorado firm whose sole purpose is to provide water and wastewater engineering services to municipalities, districts, and water systems throughout Colorado. As with any engineering effort, the experience and qualifications of the actual individuals performing the work is probably the most critical element to a successful project. We feel the résumés and selected team demonstrate the depth of experience of JDS-Hydro as related to the water master plan.

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It is our pleasure to submit this proposal for your review and we appreciate your consideration. We look forward to helping the City of Gunnison and collaborating with the City's resourceful and talented team.

If you have any questions, please do not hesitate to contact us.

Thank you for this opportunity.

Respectfully,
JDS-Hydro Consultants, Inc.

John P. McGinn, President

5540 TECH CENTER DRIVE SUITE 100, COLORADO SPRINGS, CO 80919
(719) 227-0072 FAX (719) 471-3401

Exhibit A

Proposal

For



WATER MASTER PLAN

JDS-HYDRO
CONSULTANTS, INC.
5540 Tech Center Drive, Suite 100
Colorado Springs, CO 80919

Phone: (719) 227-0072 ▪ Fax: (719) 471-3401

www.jdshydro.com

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PART A: CONSULTANT QUALIFICATIONS

JDS-Hydro Consultants, Inc. is proud of its record for consistently providing work based on excellence. We have established an exceptional reputation through our commitment to quality, expert project management, and responsive service to our clients' specific needs, and a high respect for the project budget. Evidence of our success in upholding our commitment to our clients is demonstrated in continually renewed contracts for our consulting services.

Dedication to Municipal Water/Wastewater Systems; JDS-Hydro is focused solely on water and wastewater infrastructure in Colorado over its 20-year history and 95% of our clientele are municipalities and/or special service Districts. We focus on developing and maintaining long-lasting relationships (several over 30 years with some of our principals) and providing long-term support to the municipalities we serve. Whether the project is a simple 2,000 foot line extension, a complicated 10 pressure zone hydraulic model, or a $14 million treatment plant, we have the track record of devoting our attention to the project need. JDS-Hydro has a strong track record of very little or no staff turn-over which promotes project and client continuity. If questions arise years down the road, the original project team is likely to still be around to answer those questions. Many of the team members assigned to the project have been with JDS-Hydro for over ten years.

Matching Size and Experience; JDS has municipal clients (water/wastewater systems) ranging from populations of 200 to over 200,000. Our most typical sized system is the small to medium sized system, similar to the City of Gunnison, so we understand the economics, history, resources, and culture of small mountain communities. Many of these systems face financial shortfalls to successfully implement capital improvement projects or investments in current infrastructure to meet regulatory or maintenance challenges. Over its history, JDS has successfully obtained either grant, matching grant, low interest loan, or loan forgiveness supplemental funding for a variety of small to medium sized municipalities or private non-profit water providers. JDS is currently serving as the Colorado Department of Local Affairs' (DOLA) Technical Engineering Unit for the Small Community Water and Wastewater Project Development Assistance Program. JDS-Hydro has also partnered twice with CDPHE to bring small system trainings across the State.

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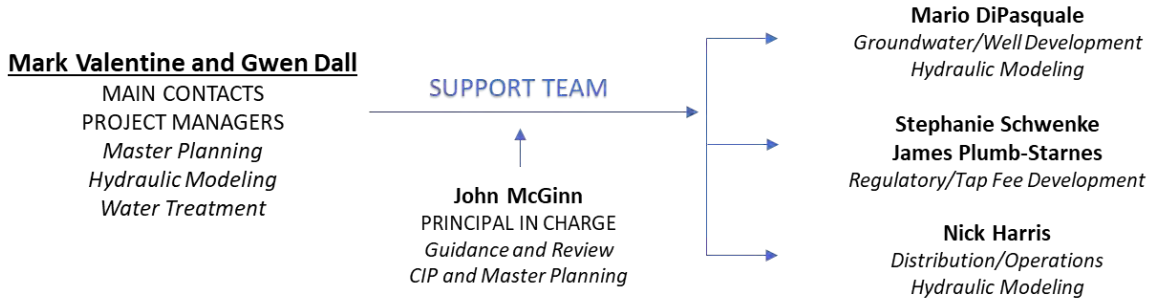
Professional Staff and Support; We employ nine registered professional engineers and three junior engineers in training (of which one is also an experienced registered A Water Operator and another is a chemical engineer). We have a dedicated biologist, technicians and support staff, all dedicated to water and wastewater. We have a single office and concentrate our services in the southern Colorado area.

Technical Hydraulic Modeling Capacity; JDS owns and operates software licenses for Bentley WaterCAD and Innovyze InfoWater Pro. In the past we have utilized AutoCAD base files to work in WaterCAD but recently added InfoWater Pro. This software allows us to utilize data stored in Esri ArcGIS for hydraulic model base files improving accuracy and speeding up the process of building new models. JDS also owns licenses for and operates ArcGIS and has developed system maps in ArcGIS for multiple municipalities.

Key Staff Members Qualifications

We propose a team for the City of Gunnison Water Master Plan that includes engineers that have an intimate knowledge of all facets of water treatment, master planning, hydraulic modeling and high mountain communities. Since we are a small to medium sized firm and all work out of the same office, we work together as a team daily to serve our clients. All team members regularly participate in master planning efforts with multiple districts and are actively involved in permitting multiple facilities with regulatory agencies which allows them insight into the everchanging regulatory requirements. The proposed JDS team was chosen based on

prior experience of individuals and proposed timing of this project with their current workload. Key staff will be committed to meeting project schedules and budgets. The proposed team outlined in the organizational chart below is excited to work with the City of Gunnison to ensure adequate preparation for future water needs. Resumes for each team member are included as an appendix at the end of the proposal package.



John P. McGinn, P.E., will act as the Principal in Charge. Mr. McGinn has over forty years of experience in civil engineering and related fields, including utility rate and revenue analysis, water resource planning and studies, Master Planning, and water demand projection. Mr. McGinn understands all nuances of master planning and CIP development and will serve as a resource for the JDS team as they document, develop and review the City of Gunnison water master plan and system model. Mr. McGinn's expertise and background knowledge will be utilized on an as-need basis throughout the Project, and will be especially critical in the demand projection, modeling review and CIP development.

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Mark Valentine, P.E. will act as a Project Manager in cooperation with Ms. Dall. Mr. Valentine has 13 years of experience in Colorado partnering with communities to improve their water and wastewater systems. Experience includes water line, well development, well drilling, disinfection systems, permitting, funding, and project delivery. A selection of communities Mr. Valentine has specifically partnered with include Forest Glen Sports Association, Town of Cheyenne Wells, Woodland Park, Department of Local Affairs, CDPHE Small Systems Training, and is currently serving on the RMWEA board. Most projects include future planning and considerations for our clients.

Gwen Dall, P.E., will act as a Project Manager in cooperation with Mr. Valentine. Ms. Dall has 10 years of experience in hydraulic design and modeling, groundwater, pumping, pipeline and facilities design and project management. Ms. Dall has completed steady state and extended period hydraulic modeling, water age and fire flow modeling for municipalities ranging in size from 400 to 8,500 taps. Ms. Dall has prepared demand projections, defined user characteristics based on water use records and reviewed Disinfection Outreach and Verification Effort (DOVE) compliance for multiple municipalities and projects.

Mario DiPasquale, P.E. has extended experience in groundwater services with a focus on new well construction, aquifer testing, and hydraulic modeling. His background includes water supply project planning, demand evaluation, hydraulic modeling, water rights planning, and various other groundwater and surface water topics. Select projects include the Widefield Water and Sanitation District Raw Water Manifold project which converted alluvial wells from individual treatment to a centralized treatment facility and the City of Fountain Well #1 Re-Drill which consisted of the permitting, design, and well construction observations for the re-drill of an alluvial municipal supply well.

James Plumb-Starnes, M.Sc., P.E. is a Staff Engineer with 10 years of experience in wastewater and water resource related projects. His professional experience spans research, construction, estimating and design. Since joining JDS-Hydro, he has managed permitting of monitoring wells, lift stations, water and wastewater treatment facilities. His experience in construction as an estimator has served significant benefits to clients whose budgets require extra attention to value-engineering. On assignment from DOLA, he developed a rate study model to see impacts of financing, operational expenses, CIP planning and tap fees on service rates. He also assists clients in developing detailed operations and planning budgets.

Stephanie Schwenke, E.I.T. is a degreed chemical engineer and is part of the team that developed tap fees and rate evaluation for the Town of Ouray, CO and reviewed/suggested improvements to the Town of Buena Vista, CO tap fee and rate analysis. Ms. Schwenke has spent significant time working with CDPHE regarding treatment regulations and has served in several workgroups and stakeholder processes.

Nick Harris, E.I.T. is an engineer and also holds a Level A Water Treatment and Class 4 Distribution Operator license and has over 11 years of experience as a water operator. Mr. Harris has served many municipalities and special districts in Colorado as an Operator providing services that include superintendent, operator in responsible charge, short- and long-term planning, design, daily operations, routine and preventive maintenance and construction of numerous water treatment facilities and infrastructure projects. Mr. Harris joined JDS in 2018 and helps to bridge the gap between engineering design and daily operations. Mr. Harris has experience with hydraulic modeling in both EPA Net and Bentley WaterCAD.

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PART B: PROJECT EXPERIENCE

Five examples of recent planning efforts completed by JDS-Hydro in the past five years that incorporate the various elements outlined in the scope of services are provided. We took the liberty to show some of our efforts spanning a little longer time frame to better demonstrate JDS's commitment to each client's plans and demonstrate the ability and effectiveness relative to follow-up projects related to those plans. We have specifically included a wide range of master planning efforts that include projects;

- where substantial new growth expansion areas are driving planning efforts,
- where the original Master Plan requires updates in development,
- that incorporate many pressure zone areas and one project that is a single zone,
- that span several years, and
- that demonstrate how facility development in recent years follows the prior planning effort.

1. TRIVIEW METROPOLITAN DISTRICT



JDS-Hydro has provided **Comprehensive Water System Planning**, design, and construction activities for Triview Metropolitan District for the last six years. In 2016, JDS began planning for dramatic system expansions that added three new pressure zones over 1,000 acres of expanded service area, which was complicated by the fact the elevation differential between the high and low areas was between **7050 ft and 7545 ft.** This was a rather unusual planning effort since the growth areas needed to be fully planned out, designed, and constructed prior to completing the Comprehensive Master Plan. All the system modeling was completed by JDS in order to plan and develop the three new required pressure zones. The original modeling was completed in 2016 using **Bentley WaterCAD,** but more recent updates are converting the overall system model to run in **Innovyze® InfoWater Pro.** The new pressure zones were developed with over $3.5 million in facilities and are currently being occupied. While it would preferable to have the Master Plan developed prior to system growth, we feel this is a good example of JDS understanding the needs of water systems and to being able to look ahead to plan the extra zones in a very timely fashion. The Comprehensive Master Plan is currently in final stages and will be completed this spring.

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Triview Metropolitan District is similar in elevation and system size (approximate population 6,000) to the City of Gunnison. Triveiw's source of supply are deep wells on six sites (1,200 to 1,900 feet deep). They maintain two filtration treatment plants and a total of 2.5 MG of storage on two sites. One specific project that JDS-Hydro has completed for Triview is outlined below.

Owner Contact: Jim McGrady, P.E., District Manager
(719)488-6868 office, (719)494-3782 cell, jmcgrady@triview.com

District and Project Location: East of Monument, CO

TRIVIEW METROPOLITIAN DISTRICT continued on next page

Specific Project Summary: Sanctuary Pointe Storage Tank and Booster Station



Continued growth along the Front Range has required many systems to increase the capacity, storage, and install new pumping systems. The Triview Metropolitan District tasked JDS-Hydro with the design of a new 1.1 MG water storage tank and booster pump station to serve expansion within the District. The work included master planning, hydraulic analysis, permitting, design and construction management of a 1.1 MG AWWA D110 Pre-Stressed Concrete Tank and 0.75 MGD Booster Pump Station.

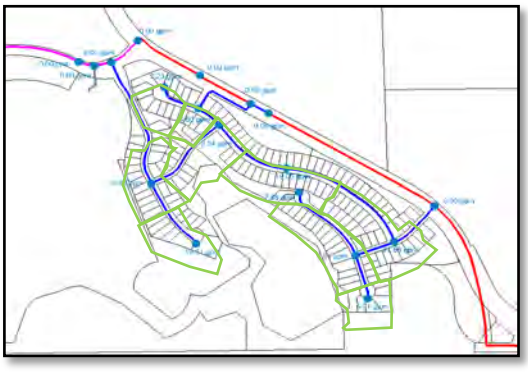
The Booster Station design included superstructure, piping, control narrative, and pumping system for the upper pressure zone. JDS-Hydro provided construction services that included bidding and contractor procurement, construction observations, schedule coordination, project budget tracking and pay applications. The tank, located specifically for maximum hydraulic capability, provided a multitude of challenges during construction due to the limited site space. JDS-Hydro was able to coordinate two contractors during the construction phase. The tank and booster pump station went online April 2017.

Project Value: Facilities planned and developed included a 1.1 MG Tank, 2 miles of 12-inch water transmission line, and 2 booster pump stations. Total value of the facilities was $3,500,000.

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2. FOREST LAKES METRO DISTRICT

JDS-Hydro has provided **Comprehensive Water System Planning**, design, and construction activities for Forest Lakes Metropolitan District (FLMD) for the last 15 years. JDS-Hydro completed the original master plan for the District in 2006 but due to market issues, the growth and development within the District was delayed until the past five years. **JDS-Hydro recently updated and expanded the Master Plan** including updating the water model for the distribution system in order to accommodate actual buildout that JDS considered back in 2006. The update to the master plan includes a new storage tank and booster station which will create a new service zone to serve approximately 200 lots. in the upcoming year. FLMD includes over 1,000 acres and is currently master planned to include 1100 taps.



Forest Lakes Metro District is similar in elevation (6,800 ft to 7,300 ft) to the City of Gunnison and at full build out will have a larger commercial water demand than residential. Forest Lakes is a conjunctive system which utilizes sources of both surface water and deep well water. This is a good example of not only providing the original master planning but updating that master planning and re-modeling the system due to changes in development approach. The second storage tank, booster station, and system expansion has been planned, permitted, and designed by JDS-Hydro and will go to construction in 2020.

Owner Contact: Anne Nichols, District Manager, (719)- 337-9270 cell, anicholsduffy@aol.com

District and Project Location: South of Monument, Colorado

FOREST LAKES METRO DISTRICT continued on next page

Specific Project Summary: Phase II Regional Water Improvements

JDS-Hydro has completed the planning, design, and permitting for the Phase II regional water improvements for Forest Lakes Metropolitan District. Improvements include the addition of a 260,000 gallon potable water storage tank and a booster pump station which will move water from the existing 1.5 MG water tank to the new tank. Water modeling was completed in Bentley WaterCAD to determine line sizing, review water age scenarios, review fire flow to determine hydrant locations and to design the booster pump station. Water age improvements incorporated into the design include a passive mixing system for the tank and bypass/recycle vault to allow water to cycle from the new pressure zone to the existing pressure zone during initial development when demand is low.

Project Value: Planned facilities including the tank, bypass/recycle vault and pump station are estimated at $1,600,000.

3. WOODMEN HILLS METROPOLITAN DISTRICT

JDS has provided comprehensive water and wastewater planning, design, and construction activities for the Woodmen Hills Metropolitan District (WHMD) for the past 15 years. JDS has created and continually updated the hydraulic model for WHMD to allow JDS to design system improvements and expansions. JDS is currently completing a 3.0 MG Potable Storage Tank, 18-inch transmission line; and modifications to the upper zone for WHMD.

Woodmen Hills Metro District is similar in size (about 6,000 pop.) to the City of Gunnison and is between 6,800 and 7,200 feet in elevation.

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Two specific design projects that JDS has completed for the District during the past 5 years are highlighted below.

Owner Contact: Jerry Jacobson, General Manager – 719-495-2500, Jerry@WHMD.org

Project Location: Falcon, Colorado

Specific Project Summaries:

3.0 Million-Gallon Concrete Water Storage Tank

A new water storage tank is being permitted and designed that will increase storage volumes and pressures in WHMD's upper zone. The tank will integrate a passive mixing system to improve water quality, contain new level sensing and chlorine residual monitors, as well as integrate high-level safety measures for maintenance and inspections.

18-Inch Water Transmission Line

In order to integrate the 3.0 MG storage tank into WHMD's overall system, a new, 18-inch, 22,000 LF transmission line is being permitted and designed that will connect water storage tanks in WHMD's lower pressure zone to the new tank in the upper pressure zone. Existing and future pumps had to be evaluated and sized to work with the new tank and higher flows and pressures. The entire project is being master planned to incorporate existing deep aquifer wells and a future treatment facility that will replace an aging treatment facility.

Project Values: Water Storage Tank: $2.3M. / Transmission Pipeline: $2.2M

4. CITY OF BRUSH

JDS-Hydro has provided comprehensive water and wastewater planning, design, and construction activities for the City of Brush for over 20 years. Select projects include facilities permitting, short- and long-term planning, design, and construction. Of note, projects completed which required master planning are the main potable water pump station, water line sizing and replacement, water allocations and

CITY OF BRUSH continued on next page

water rights forecasting, user characteristics development, and the integration and planning of several industrial developments. JDS is currently the consultant for the City helping evaluate and plan for several major water and wastewater users and residential development. JDS is currently in the process of updating the City's water and wastewater models and converting the older limited WaterCad model into the GIS based Inovyze system which will be utilized to continue the planning effort for the next 20 years.

We are highlighting Brush because many of the products of JDS planning efforts are related to evaluation of impacts on the water and wastewater system from many expansions to serve various new large industrial users as well as assisting in designing special contract rates, tap fees, and associated Capital Improvements.

Owner Contact: Dale Colerick, Director of Public Works - (970) 842-5001, dalecolerick@yahoo.com

Project Location: Brush, Colorado

Specific 5 Year Project Summary: In the recent 5 years, JDS is currently updating and converting the Master Plan model from WaterCad to Inovyse; we have completed several pipeline extensions, and will be adding large residential growth project in 2020. Additionally, Brush has developed service contracts with three new large industrial users during the last 5 years.

Project Construction Value: Many of these efforts are planning only and did not include actual project design fees or costs. Of the pipeline projects, total construction costs were on the order of $500,000.

Project Engineering Value: The large industrial users incorporated planning and approvals, but no design. ($25,000 in total fees over 5 years). The various pipeline projects totaled about $70,000 in fees.

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5. FALCON HEIGHTS PROPERTY OWNERS ASSOCIATION

JDS-Hydro has master-planned, designed, modeled, and observed the construction of various phases of the overall Falcon Heights water system over the past five years. Those phases have included:

- Develop overall CIP and O&M system evaluation and master plan with phases of integration
    - New distribution pumps
    - Deep well replacement
    - Tank relocation
    - Up-sizing distribution lines
    - Integration of high-volume "fire-flow" pump
    - Reconfiguration of water treatment facility
    - Integration of new pressure-sustaining valves



Owner Contact: Christopher Zimmerman, (719) 201-8910, kachzi@comcast.net

Project Location: Falcon, Colorado

Specific Project Summary:

Integration of new high-volume pump into existing pressure system

Prior to our involvement with the association, "fire-flows" ranged from about 300 GPM to 500 GPM throughout the system. JDS modeled and designed improvements to support higher fire suppression flows as well as higher pressures. The project was a phased approach – first integrating a new high-volume pump to increase flows to a range of 800 - 1,400 GPM, with a second planned phase increasing distribution line sizes to achieve minimum flows of 1,750 GPM throughout the system.

Project Value: $150,000 (high-volume pump only)

PART C: PROJECT APPROACH

Our approach to any project is client oriented. We pride ourselves on understanding operator needs, system needs, and providing tailored solutions that perform the function required in a manner that can be expanded and improved without being forced to "start-over".

The Gunnison water system has both certain complexities as well as certain aspects that are rather simple. Gunnison has a single pressure zone with a single point of pressure control (three tanks at the same elevation). While this is a fairly simple system, it is a little unique because few systems of the City's size have the limited elevation change to accommodate this type of system. Gunnison is even more unique because it has a single zone in a mountainous setting.

The source of supply for the potable water system is nine groundwater wells in three general locations throughout the city. The wells pump directly into the distribution system. Each wellhead is housed in a heated building where chlorine gas is injected for disinfection and a sand separator removes large sand particles. Currently the wells are classified as groundwater and have never been "triggered" (or had a total coliform sample test positive). Chlorine contact or another means of inactivation for each well should be considered.

A second source of supply is surface water diverted from the Gunnison river and distributed throughout the City in open ditches. City residents may utilize that water for landscape irrigation.

The items below detail our methodology to meeting the goals and scope critical to the success of this project.

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Objectives

The JDS-Hydro team will focus on the following objectives when producing the Water Master Plan:

1. Provide a comprehensive water master plan report and updated water model to be used as tools in order to help the City evaluate the needs for current and future development.
2. Identify and prioritize water capital improvement needs including evaluation of current and future regulations.
3. Develop a plan to offset future capital improvement costs and future development costs including a tap fee schedule.

In order to meet those objectives the following tasks will be generally followed.

Kick-Off /Data Accumulation and Review

Following project award, project kickoff/site visit will be coordinated with water operations staff. Locations visited will include all well sites and tanks. Installed equipment will be documented and the condition of the facilities assessed visually. During the initial site visit, operations will be asked to run each well individually and all wells at once to confirm flowing pressure and volume and help calibrate the water model.

All available drawings and installation records will be gathered and reviewed to assess age and types of equipment. JDS will gather information on existing population, historical flows, meter billing data and any other information available for planned future developments. The existing master plan developed in 2007 and the latest water model will be requested. Detailed meter records will be requested to assist in the development of user characteristics and a 24-hour diurnal curve for the system.

Digital Topo: JDS-Hydro has requested information from the City of Gunnison's GIS department and if the old water model is available that will be utilized as well. If those sources are not available the major water facilities elevations will be collected with a sub-foot GPS unit as well as a few reference points throughout the City and the remaining elevations will be filled in with publicly available elevation models.

Population and Growth Projections

The City has a recently updated Comprehensive Plan which will aid and provide a roadmap for consideration of future projections. Population projections for 10 and 20-year planning periods will be developed based on that plan, input from staff, future development, historical growth rates, and any other information available. The City of Gunnison is currently finalizing their comprehensive plan which includes population projections and growth rates. JDS will incorporate any available information. Overall the goal is to create a couple scenarios for population growth that will allow the staff to evaluate future growth.

The City is considering some large future developments which must be incorporated into the overall planning. One such development (Gunnison Rising) will require system expansion that potentially entails a second pressure zone in the northern sections. We have several examples in our Project Experience regarding master planning efforts that resulted in development of new pressure zones within those systems.

Demand Projection

The establishment of good information on demand is critical to being able to accurately predict future needs. Demand projections will be developed based on population, historical flows, and master meter well pumping data and any information available for planned future developments. Special considerations of demand profiles are;

- The City of Gunnison will have a somewhat unique and lower water user characteristic for summer water use given that the non-potable ditch system offsets a substantial amount of summer irrigation. Understanding and establishing the difference in the unit user characteristics between areas having ditch sources and those that do not will require special attention.
- Another interesting aspect of the Gunnison system is Western State which is a large user but having seasonal patterns that do not necessarily coincide with typical municipal models. Consequently understanding the seasonal impacts of the college will be crucial in modeling the Gunnison system.
- Gunnison has a fair amount of commercial-retail use. Much of the commercial uses support both winter and summer activities as the Gunnison area has both winter and summer activities.

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Demand projections will include;

- Seasonal Profile (monthly based)
- Average Daily Use
- Maximum Daily Use
- Peak Hour Projections

Water Treatment and Source of Supply Assessment

JDS-Hydro will outline in detail the operation and condition of the existing water treatment facilities and address considerations the City should evaluate relative to their existing treatment processes. Our assessment will include well production capacity.

Current treatment is gas chlorine which is has been used effectively. It is JDS's understanding that the well water is high quality with low chlorine uptake demand. One area to be specifically considered will be contact time from each well and the evaluation of disinfection options. The Master Plan anticipates development of a Phased capital plan to address disinfection contact time.

Hydraulic Model Update and Calibration

Once all necessary data is gathered and site visits have been completed, JDS will review and analyze the data collected. The existing water model will potentially be used in the development of the new water model. The new water model will be compiled, updated and calibrated. Calibration will include the development of a 24-hour diurnal curve based on available meter data.

Currently and for the duration of this project, JDS-Hydro maintains a license for Bentley WaterCAD but we are transitioning to Innovyze® InfoWater Pro. Through this transition we will convert our existing models into InfoWater Pro and continue to update them as required by our clients. The City of Gunnison model will

be developed with InfoWater Pro and used to perform all required analysis. The water model will be built to include all water system piping throughout the City of Gunnison with nodes at pipe intersections allocating appropriate unit demands. Each node will be also reference ground elevations.

Distribution System and Storage Evaluation

The hydraulic models developed will provide the background data to produce a plan for immediate and future improvements to the distribution system. The following scenarios will be run to assess the existing system: Average Day, Max Day, and Peak Hour Demand, fire flow analysis, and water age analysis. Scenarios will be collaboratively chosen with the City to identify distribution improvements and plan for future development to include the East Gunnison Development. In addition to the hydraulic models, JDS-Hydro will use our understanding of the City of Gunnison's system needs and how the system is operated to determine the areas best suited for improvements.

In addition to be used in predicting and analyzing fire flow, domestic peak needs; the potential for optimizing the existing system will be reviewed as well as consideration for identifying any looping to assist in efficiency and redundancy will be considered.

Finally, consideration and loading from future growth areas will be evaluated at the various loading scenarios to determine any inter-existing system upgrades needed to support the various growth areas. Needs for additional source of supply and/or storage requirements.

Another valuable effort that the model will be employed to predict is the pumping and efficiency of well selection in minimizing localized head losses to more efficiently operate the system. This element is likely to interface nicely with City desires to operate the system more efficiently using SCADA.

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Develop Short-Term and Long-Term Capital Improvement Programs

After the data has been gathered and the facility assessment and hydraulic models are completed, a list identifying and prioritizing the water capital improvements will be developed. A recommended Capital Improvement Plan (CIP) for the next five years will be developed for the distribution and treatment systems. A long term 10-year CIP plan will be developed. The plans will include budgetary estimates and will be categorized by JDS-Hydro with reference to the master plan developed in 2007. Future upgrades will be estimated in 2020 dollars, but future dollars can be used if directed by the City. JDS will review the initial draft of the plans with the City and then update the CIP based on the input received regarding available funding and goals.

Tap Fee Schedule/Infrastructure Improvement Plan

Once the capital improvement plan is complete and the cost of future improvements necessary to serve growth areas are defined, JDS-Hydro will evaluate a range of future tap fees appropriate for those costs. Plans proposed to offset future capital improvement costs may include recommendations beyond tap fees such as cost allocation agreements among developers and/or recommendations for alternative funding sources. This portion of the report will be developed in conjunction with the master plan and the CIP plan. JDS will work with the City to develop a plan that will provide adequate funding for infrastructure to service growth areas and preserve water quality.

Development of Comprehensive Water Master Plan Document

JDS-Hydro proposes to develop the comprehensive master plan document throughout the project which documents the above elements and approach. Each section of the report will be completed when all necessary information has been gathered. All elements of the system will be considered in each component (source of supply-wells; treatment, disinfection, and contact time; efficient use of wells, adequacy of distribution and storage system; fire flow capabilities and ratings). The 50% draft report will include details and analysis of the existing system. The final draft of the report will incorporate future planning for the water systems and develop Capital Improvement Programs.

An example table of contents is included for reference below but JDS will work with the City of Gunnison to modify the table of contents to serve their specific needs.

1.0 INTRODUCTION 1-1
1.1 Executive Summary 1-x
1.2 Report Methodology 1-x
1.3 History of System 1-x

2.0 CURRENT WATER SYSTEM **2-1**
2.1 Current Demand Summary 2-x
2.1.1 Existing Water Demand Characteristics 2-x
2.1.2 Service Area 2-x
2.2 Existing Water Sources 2-x
2.2.1 Well Condition Assessment 2-x
2.2.2 Disinfection/Water Treatment 2-x
2.3 Distribution System Capacity and Model 2-x
2.3.1 Distribution System Adequacy and Condition 2-x
2.3.2 System Pressures and Fire Flow 2-x
2.3.3 Calibration
2.3.4 Treated Water Storage 2-x
2.3.5 Water Age 2-x
2.4 Regulatory 2-x
2.4.1 CDPHE WQCD Standards and Advisories 2-x
2.5 Operations and Maintenance Evaluation 2-x

3.0 FUTURE WATER SYSTEM 3-1
3.1 Projected Water System Growth 3-x
3.1.1 Population Projection 3-x
3.1.2 Demand Projection 3-x
3.2 Future Water Supply Model 3-x
3.2.1 Future Distribution System 3-x
3.2.2 Future System Storage 3-x
3.2.3 Future Water Sources 3-x
3.3 Water System Capital Improvements 3-x
3.3.1 Distribution System 3-x
3.3.2 Wells 3-x
3.3.3 5 Year Capital Improvement Plan 3-x
3.3.4 10-year Water System Capital Improvement Plan 3-x

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PART D: DELIVERY PROJECT SCHEDULE

JDS-Hydro will be working on the final deliverables throughout progress on all portions of the project. Each milestone presented includes updates and progress on the final report.

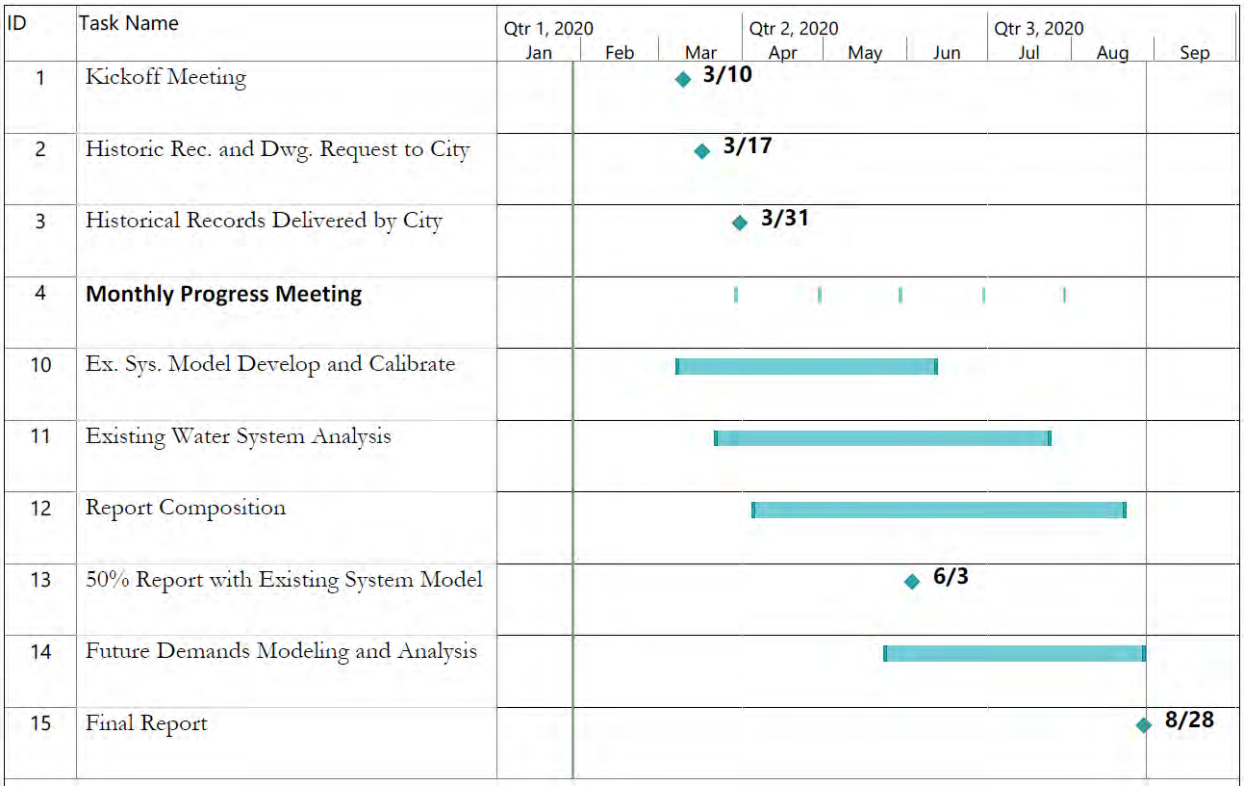
March 10, 2020 – Project Kick-off

June 3, 2020 - 50% Submittal

August 28, 2020 – Final Draft of Master Plan Submitted

Following these milestones and by keeping frequent communication throughout out, JDS-Hydro will provide a water master plan that can be used to evaluate the current system needs, future needs, assess development.

See the estimated schedule below.



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PART E: FEE RATE SCHEDULE

Availability of Staff:

The engineering team that is proposed for this project has availability to complete the work outlined and meet the key dates identified in the RFP as follows:

Project Kickoff: After award of project on March 10, 2020
Final Draft of Master Plan Submitted: August 28, 2020

Project Fee and Budget:

We are dedicated to maintaining and managing the project budget throughout progress. JDS-Hydro is proposing a project cost of **$68,500.** JDS-Hydro shall provide the City of Gunnison with a monthly bill detailing the percent complete for each task as outlined in the project schedule. Tasks generally include kick-off/data accumulation and review, existing model development/review, existing system analysis/future projections, evaluation/recommendations. All information gathered will be presented in the final document. At each monthly meeting (phone or in person) we will also highlight the work plan details that have been accomplished to-date to keep the City informed on progress. If any additional work outside of the provided scope is requested by the City additional fees will be discussed and negotiated.

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2020 STANDARD BILLING RATES

Category	Rate ($/hour)
Principal Engineer	$170.00
Senior Project Manager	$160.00
Project Manager	$150.00
Senior Project Engineer	$140.00
Project Engineer	$130.00
Senior Design Technician	$125.00
Staff Engineer III	$110.00
Staff Engineer II	$105.00
Staff Engineer I	$100.00
Engineering Technician III	$95.00
Engineering Technician II	$90.00
Engineering Technician I	$85.00
Senior Engineer Construction Management	$105.00
Project Engineer Construction Management	$95.00
Staff Engineer Construction Management	$85.00
Senior Engineer Construction Observation	$100.00
Project Engineer Construction Observation	$90.00
Staff Engineer Construction Observation	$80.00
Administrative/Clerical	$75.00
Mileage	$0.575/mile
Direct Costs (added to external sources only)	Cost + 5%

Appendix A
Resumes

JOHN P. MCGINN, P.E.

Education and Registration:

B.S.-Civil Engineering, Colorado State University (1978)
Registered Professional Engineer – Colorado, and California

Experience: Over forty years' experience in civil engineering and related fields, including the analysis, planning, permitting, and design of water and wastewater treatment facilities, **water and wastewater system master planning**, reuse treatment and distribution systems, **hydraulic modeling,** well sources, water distribution, wastewater collection facilities, groundwater systems, pumping and lift station facilities, raw and potable water storage, utility rate and revenue analysis and municipal systems, district management, water resource planning and studies, construction administration, grant application, expert witness/representation, and administration, and project management.

Selected Experience:

- *Project Manager for the design, bidding and construction of the 2.0-MGD Water Treatment Plant. The project included filtration with up-flow clarifiers, backwash system, laboratory facilities, SCADA, and office space or a staff of four overlooking the filtration units. Also included were upgrades to the seventy-five foot high Loy Gulch Dam and reservoir feeding the plant. City of Woodland Park, CO.*
- *Project Manager for the design, bidding, and construction of the Phase I Wastewater Plant Upgrades for the Widefield Water and Sanitation District ($5.0 Million Project). This included anoxic zone, aerobic digester with centrifuge thickening, headworks facility with automatic grit removal and automatic screening, SCADA, dual primary clarifiers, and final clarifier. Widefield CO.*
- *Project Manager for the **master plan**, design, bidding, and construction administration of the Colorado Springs Airport Sewer System. The system included 3 miles of 12" through 18" interceptor sewer, 1 and 1/2 miles of 10" force main. and a 2.5 MGD lift station for the City of Colorado Springs, CO.*
- *Project Manager for multiple **water system expansions** including **master planning** the overall system, treatment, pumping, **hydraulic modeling**, and source of supply for the Woodmen Hills Metropolitan District. These include pressure filtration systems, pump station replacements, wells, and distribution upgrades. Colorado Springs, CO.*
- *Project Manager for various repairs and improvements to the 36 inch outlet structure for Bristlecone Reservoir. The reservoir includes a 100 foot high earth-filled embankment, 36 inch outlet, and a 400 foot wide spillway. Forest Lakes Metropolitan District CO.*

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- *Principal in Charge for the **Water System Master Plan** and design, bidding and construction of numerous system expansions including added pressure zones. Projects included 1.1 MG Water tank; two booster pump stations and several transmission and distribution system extensions of 12 inch and larger. Also included were SCADA upgrades, **hydraulic modeling**, and multiple new well sources and treatment for deep (excess of 1200 feet) wells. Triview Metropolitan District, CO.*
- *Project Manager for the **system planning design, hydraulic modeling**, bidding, and construction of the North Wellfield Water Collection and Treatment System. The system incorporates segregating multiple sources of groundwater of varying qualities and includes selective treatment which includes aeration and Granulated Activated Carbon Filtration. City of Woodland Park, Colorado.*
- *Project Manager for **various planning studies,** design, **hydraulic analysis**, and development of the water and wastewater systems for Meridian Service Metropolitan District, Falcon, CO.*
- *Project Manager for the Joint Northern Water Delivery Project which entailed, **hydraulic modeling, master planning,** and concept development of a $20 Million Water Delivery Project to be jointly owned and operated by 4 water delivery providers in the northern El Paso County area.*
- *Principal in Charge for **master planning, hydraulic modeling,** design, bidding and construction of a two major system expansions incorporating three new pressure zones for the Widefield Water and Sanitation District. The expansions included two new pump stations, several miles of 12 thru 24 inch pipeline and a 2.0 MG Tank. Widefield Water and Sanitation District, CO.*
- *Project Manager for the Joint Facilities Storage Project for the City of Fountain and Widefield Water and Sanitation District ($ 3.0 Million Project). The project includes a 750,000 Gal. Elevated Storage Tank, 4.0 MG ground storage tank, pumping station in the elevated tank, SCADA, and joint coordination with the joint owners, Fountain and Widefield, CO.*
- *Project Manager for the **master planning, hydraulic modeling**, design and construction administration of 2 and 1/2 miles of 15" and 12" sewer line, 1 mile of 12" water line and 1 mile of streets for the City of Brush, CO.*
- *Project Manager for the **master plan, hydraulic modeling,** and design of the Forest Lakes Water Treatment and Distribution System. Phase I of the system consists of combined1.0 MGD groundwater/surface water treatment, 6 miles of 14/16 inch transmission line, and 1.0 MGD potable water storage tank. Forest Lakes Metropolitan District CO.*
- *Project Manager for the **Non-Potable System Master Plan** design, bidding and construction of the South Fountain extension of the high pressure Colorado Springs Non-potable water system. The extension was 2 miles of 18" and 16" high-pressure water line through mostly CDOT Right-of-Way Colorado Springs Utilities, CO.*
- *Project Manager for the design, bidding, and construction administration of 3-1/2 miles of offsite water (16" and 12") and wastewater facilities and pumping station for the Anheuser-Busch Metal Container Corporation Facility in Windsor, CO.*

John P. McGinn
Selected Experience Page Two

- *Project Manager for the Sanitary Sewer **Master Plan** for the City of San Dimas, California. Population app. 35,000*
- *Project Manager for the design, bidding, and construction administration of the 1-1/2 miles of distribution facilities and upgrades for the City of Fort Collins Foothills Pressure Zone.*
- *Project Manager for design, bidding and construction of the Pikeview Pumping Station of the Colorado Springs Reuse Water system. Colorado Springs Utilities, CO.*
- *Project Manager for the design, bidding and construction of the Non-potable water system for Water World, which includes collection, storage, pump station, and transmission lines, Federal Heights, CO.*
- *Project Manager for the design and construction administration of the new Sludge Handling, Storage and Drying Facility the City of Brush, CO.*
- *Project Manager for the preparation of the **Master Plan for Groundwater and Wastewater Reuse** Development Study for Colorado Springs Utilities, CO.*
- *Project Manager for the **master plan, hydraulic modeling**, design and construction administration of a new wells, water lines, chlorination, and new 250,000 gallon elevated water tank and site improvements for the City of Cheyenne Wells, CO.*
- *Project Manager for the **Wastewater Service Area Plan** prepared for a 10-square mile area surrounding Lochbuie, CO.*
- *Project Manager for the design, bidding, and construction administration of 8 miles of 12 inch water line and a new variable speed pump station for the Northern Colorado Water Users Association, Fort Collins, CO.*
- *Project Manager for the design, bidding, and construction administration of a new 2.5 MGD chlorination/dechlorination system addition to the wastewater treatment plant for the City of Brush, CO.*
- *Project Manager for the design, bidding, and construction administration of the new 10-MGD high head Reuse Pumping Facility at the Las Vegas Treatment Plant ($ 3.0 Million Project). The facility included several adjunct facilities, reservoir improvements, SCADA, building crane system, 400 HP VFD pumping units, and chlorination. Colorado Springs, CO.*
- *Project Manager for the City of Fort Collins Water and Wastewater Department's designated open-end engineering contract, which included nearly fifteen water and sewer projects for the City over a two-year period.*

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- *Project Manager for the design, bidding and construction of the Ethylene-glycol treatment and discharge facility for the Colorado Springs Airport, CO.*
- *Project Manager for the design, bidding and construction administration of the Divide Regional Advanced Wastewater Treatment Facility Teller County, CO.*
- *Project Manager for the design, bidding and construction of two groundwater extraction fields, collections systems and chemical treatment facilities that include corrosion control, pH adjustment and chlorination. These included the Paint Pony Plant and the Westwood Lakes Plant. City of Woodland Park, CO.*
- *Project Manager for the design and construction administration of the wastewater plant expansion, doubling its original size, for Gilcrest, CO The project included chlorination, plant expansion, auxiliary power, and a three-mile outfall to the Platte River. An O & M manual was developed for the staff.*
- *While employed as the District Engineer for a water and sanitation district in Colorado he was responsible for the supervision of the system **Master Plan** and design and construction administration and operation of $ 8 million in system upgrades through the capital improvements program. Improvements included several water tanks up to 2.5 million gallons; two pump stations; approximately 25 miles of water and sewer transmission lines; a 10-MGD Filter Plant expansion; and various upgrades to the wastewater treatment facility. Fort Collins, CO.*
- *Project Manager for the **Water System Master Plan, hydraulic modeling** of the overall system as well as the design, bidding and construction of the 300,000-Gallon Water Tank, Pump Station Upgrades, groundwater/surface water blending station and 8-inch transmission line for the Town of Gilcrest, CO.*
- *Project Manager for the design, bidding, and construction administration of the **Master Plan,** 1988 Water System Improvements for Woodland Park. These included a 1 MGD booster pump station, two water tanks (.65 & 2.45 Million Gallons), 10 inch and 12 inch water lines, computer telemetry, and an access road to the one of the water tanks, Woodland Park, CO.*
- *Project Manager for the design, bidding, and construction of the new well field collection systems and well stations for the City of Brush, CO.*
- *Project Manager for the wastewater plant evaluation, treatment master plan, sewer rate study and the development of an O & M manual for the City of Brush. The system has a 1.9 MGD trickling filter system with anaerobic digestion, which handles heavy industrial waste from a hog slaughtering plant. Brush, CO.*
- *Project Manager for design, bidding and construction of the new 4-mile- 12 inch high-pressure transmission line to Farmer's Corner, Breckenridge, CO.*
- *Project Manager for the design, bidding, and construction administration of 3,000-foot relocation of 16" transmission line for the East Larimer County Water District.*
- *Project Manager for the design, bidding, and construction administration of the Ptarmigan offsite sewer system for Larimer County Improvement District 1987-5 which included a high pressure 1 MGD wastewater pumping station, 1-1/2 miles of dual (8" & 6") force main and 2 miles of 12" gravity sewer line. Fort Collins, Colorado*
- *Project Manager for the **master plan, hydraulic modeling,** design, bidding, and construction of three miles of new 6 and 8-inch water distribution system for the Town of Pritchett, CO.*

MARK D. VALENTINE, P.E.

Education and Registration:

B.S. – Civil Engineering, Colorado State University – Fort Collins, Colorado
Registered Professional Engineer – Colorado No. 45463
WEF Member No. 17807379 / RMWEA Trustee 2019-2021
FAA Certified Remote Pilot – Small Unmanned Aircraft Systems

Experience:

Mr. Valentine has thirteen years of experience in civil engineering, wastewater, water resources and related fields, including project management, design of municipal water and wastewater treatment systems, collection, and distribution systems, **hydraulic analyses and modeling**, open-channel design, CDPHE permitting, **small system training,** construction administration, information and technology and GIS mapping and analysis.

Selected Experience:

- *Project Manager and Design Engineer – The City of Woodland Park completing Site Application, Basis of Design Report, Construction Drawings and Specifications for the construction of a $7.47 million **expansion** to the City of Woodland Park Wastewater Treatment Facility. The project included **securing funding** through CDPHE that included both "Green Funds" as well as traditional leverage loans. Design and oversite for the project success including providing on-site construction administrative and engineering services. Design and construction consisted of the construction of an expanded aeration basin, installation of new blowers, final clarifier, screw press dewatering and composting facility, UV disinfection, and tertiary treatment for treated effluent reuse for golf-course irrigation. The entire plant SCADA was replaced and a new electrical service and backup power was installed. During construction there were no permit exceedances. – Woodland Park, CO*

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- *Project Manager and Design Engineer – Forest Glen Sports Association water system improvements project utilizing joint United States Department of Agriculture Rural Development Funds and Colorado Department of Health and Environment Small Communities Water Grant. Design and **planning** elements included Application for Construction approval of a new water treatment facility, replacement of 7,700 LF of new water line, 4,670 LF of new ¾" service line, and replacement of 49 existing services. Florissant, CO*
- *Trainer - CDPHE Small System Documentation- Worked with operators all over Colorado to assist them in meeting CDPHE documentation requirements for their water systems. Training and materials included operation and maintenance manuals, standard operating procedures, asset management and development of usable manuals for operators. State of Colorado*
- *Project Manager – developed plant performance evaluation of the Wayward Wind Mobile Home Park Wastewater Treatment Facility for the purpose of bringing the facility back into compliance with Colorado Department of Health and Environment discharge requirements. Fort Morgan, CO*
- *Project Manager – Golden Bell Camp and Conference Center built a chapel building on their facility. As part of that construction project Golden Bell was required to complete a Teller County Conditional Use Permit. To assist in that permit JDS completed a complete water resources report, general drainage information, grading plans for the chapel and some water system master planning. Teller County, CO*
- *Project Manager – completed site investigation for the integrity of on-site wastewater storage ponds for the Town of Hillrose. Prepared letter to the Colorado Department of Health and Environment ascertaining integrity of lining apparatus. Hillrose, CO*
- *Project Manager and Design Engineer – The City of Brush! completed ~1,800LF of 10" C900 water line relocation and installation, 1,200 LF of casing installation and 3 highway crossings. The project required coordination with various municipal owners, CDOT and various engineers and funding sources. Brush!, CO*
- *On-Site Representative – The City of Pueblo required observation and documentation for their wastewater plant upgrades. Construction included replacement of their two centrifuges, replacement of an influent Archimedes screw, removal and replacement of two fixed anaerobic digester domes, installation of RAS hydrocyclones, and installation of Ammonia based aeration controls. Pueblo, CO*

- *Project Manager and Design Engineer – The City of Brush! required the **upsizing** and relocation of a sewer line and installation of a new water line through a city street and agricultural field. The project has been successfully bid under budget and is slated for construction in early 2015. Brush!, CO*
- *Project Engineer – The City of Woodland Park completed phase I of their wastewater treatment improvements by upgrading their headworks in order to improve their solids capture. Upgrades included construction of a new building, new step screen, solids washer/compactor and grit removal system. Woodland Park, CO*
- *Project Engineer – A Preliminary Engineering Report was completed in 2014 for the expansion of the Woodland Park Wastewater Treatment Facility in order for the plant to keep up with increasing loading demands. **Projections for future waste streams**, current plant operations, and various treatment technologies were evaluated and cost comparisons completed. Woodland Park, CO.*
- *Project Manager – Replacement of one of the main water transmission lines in a CDOT highway required due to aging infrastructure and constant repair issues. ~5,000 LF of 16" water main with associated main connection, hydrant replacements, while maintaining service. Coordination with local businesses, road maintenance crews and contractor was imperative to keep the road open and construction progressing. Completed in 2014. City of Sterling, CO*
- *Project Engineer – The City of Cripple Creek completed a Preliminary Engineering Report in response to CDPHE's sanitary survey. In addition to addressing sample point deficiencies the PER addressed potential hydro electric turbines for power recovery. Cripple Creek, CO*
- *Project Engineer – Cheyenne Wells Sanitation District (CWSD) Wastewater Treatment Plant Improvements. Design and construction administration for significant improvements to the CWSD treatment facility. Elements included updated/new aeration, sludge removal, HDPE liner, disinfection change from gas to chlorine, process flow changes, equipment for increased plant monitoring and significant electrical improvements throughout the facility. Cheyenne Wells, CO*

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- *Project Engineer – completed Preliminary Engineering Report for the Town of Cheyenne Wells water system in 2014, including development of Water CAD hydraulic model. Cheyenne Wells, CO*
- *Project Engineer – Florissant Water and Sanitation District preliminary engineering report. The reports objective was to determine the most acceptable and economical option to remove ammonia which their current wastewater lagoon system was not accomplishing. Florissant, CO.*
- *Project Engineer - Water Resources Report was completed in 2016 for the renovation of the Cathedral Ridge Camp and Conference Center. Report covered documentation required by Teller County Conditional Use Permit to report water supply and quality with new renovations. Woodland Park, CO.*
- *Project Engineer – Golden Bell Camp and Conference Center required a Water Resources Report for Teller County Special Use Permit in 2016. Increased water supply, demand, and quality were evaluated and a report provided to document sufficient supply for Camp expansion. Divide, CO*
- *Project Engineer – Town of Hillrose Wastewater Treatment Improvements project. The Town required the ability to discharge from their current lagoon system to meet the incoming flows during high flow events Construction included the addition of a discharge facility, chlorination building, pumping equipment and chlorine contact chamber. Hillrose, CO.*
- *Project Engineer – Design, construction observation and administration of roughly 13,000 LF of 6" potable water main replacement, 1,000 LF of 24" chlorine contact potable water main, and associated services throughout the Town of Cheyenne Wells. Significant coordination with CDPHE and the contractor was required due to ARRA requirements. Cheyenne Wells, CO.*
- *Project Engineer – Design of ~ 2,000 LF of 8" water main replacement and associated services. Also included reconnecting to existing services and appurtenances. CDOT coordination required during design and construction. City of Brush!, CO.*
- *Project Engineer – Town of Hillrose Water System Improvements. Design engineer and construction observation and administration for upgrading the Town of Hillrose's potable water system. Upgrades include disinfection, metering, storage, distribution, treatment for the removal of uranium, and determining alternate sources of supply. Hillrose, CO.*

GWEN J. DALL, P.E.

Education and Registration:

B.S. – Engineering Science, Focus: Environmental Engineering – CSU, Fort Collins, CO
Registered Professional Engineer – Colorado (PE #51810)

Experience: Mrs. Dall has ten years of experience in hydraulic design and modeling, groundwater, pumping, pipeline and facilities design and project management. Her experience includes design of municipal water treatment systems, CDPHE permitting, planning, and construction administration.

Selected Experience:

- *Lead Water System Modeling Engineer for JDS-Hydro Consultants, Inc. This includes hydraulic, dynamic, and water quality modeling for numerous municipal water systems including;*
  - *Forest Lakes Metropolitan District master-planned 1000 equivalent taps*
  - *Triview Metropolitan District 2000 equivalent taps-master planned to 5000 equivalent taps*
  - *Forest View Acres Water District 350 taps*

- *Project Engineer/Manager for the VA PPNC Water Delivery System for the Widefield Water and Sanitation District. This project included the routing, planning, permitting and design of approximately 4-miles of 24" through 12" potable water delivery system; two booster pump stations, interim storage tank, County road boring, hydraulic and water quality-water age modeling, county permitting approvals, 1041 Exemption, coordination with affective entities including developers, VA engineering staff, and property owners for easements.*

- *Project Engineer/Manager for the Forest Lakes Metropolitan District upper pressure zone creation and expansion. Th project included the planning, permitting and design of a New Water Pumping Station; Potable Storage Tank; a interconnecting zone piping. A major element also included hydraulic modeling for new system, and water age/chlori residual degradation modeling for new zone especially in early development stages. Permitting included El Paso Cour permitting approvals, 1041 Exemption, and CDPHE approvals. Forest Lakes, CO.*

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- *Project Engineer/Manager for the planning, design, and hydraulic modeling for the Sunnywood Municipal Pumping Station Re-construction including back-up power, Controls, off-site 3 phase power, and sequencing of construction, to keep pump station in operation throughout reconstruction activities. City of Woodland Park, CO.*

- *Project Engineer/Manager for the Keeton Water Treatment Plant in the Red Rock Valley Water District.*
  Design included chemical feed, membrane filtration, back-wash systems-recovery, booster pumping, instrumentation/controls, and chlorination. Design also included the internal layout of a 600 square foot building, field piping for 5 water sources, a shallow well redrill, existing treatment plant demolition, and back-up generator. Also required were grant coordination, CDPHE permitting, DOWR permitting and onsite construction observation. Colorado Springs, CO

- *Project Engineer for 2014 Booster Pump Station for Forest View Acres Water District.*
  Construction observation and administration of a 130 GPM booster pump station. On-site observation and construction coordination included the construction of a 390 square foot building, field piping connections, existing booster station demolition, and landscape and revegetation. Monument, CO.

- *Staff/Design Engineer for Raw Water System Modeling for Golden Bell Camp and Conference Center and Meridian Service Metropolitan District. Reviewed options to maximize raw water delivery. Divide, CO and Falcon, CO.*

- *Project Engineer for Phase 2 Water System Improvements and Staff/Design Engineer for Phase 3 Water System Improvements for Forest View Acres Water District. Construction observation and administration of roughly 4,900 LF of 6" potable water main replacement. Included service connections, horizontal directional drilling, hydrant replacements and reconnection to existing water mains. Significant coordination with CDPHE and the contractor was required due to SRF requirements. Monument, CO.*

- *Project Manager for the routing, planning, permitting, and design of the West Water Transmission extension for the Triview Metropolitan District. Design includes 12 Inch transmission line including 900-foot directional bore; interface with endangered species habitat; and paralleling of Tri-State Major Power lines. Monument, CO.*

- *Project Engineer for the planning, permitting, and design of the Walden Wastewater Treatment Plant Upgrade and Expansion. Design includes new membrane bioreactor, with bio-nutrient removal, disinfection, and discharge system. Also required are Site Application and CDPHE permitting; El Paso County 1041 planning/permitting. Colorado*

- *Project Engineer for Water Treatment System Improvements for the Royal Gorge Bridge. Assisted in evaluation and design of existing water treatment system. Reviewing proposed conventional water treatment design. Canon City, CO.*

- *Project Engineer for Phase 4 Water Main Rehabilitation Project for Forest View Acres Water District. Design, construction observation and administration of roughly 3,800 LF of 6" potable water main replacement. Included service connections, horizontal directional drilling, hydrant replacements and reconnection to existing water mains. Significant coordination with CDPHE and the contractor was required due to SRF requirements. Monument, CO.*

- *Project Engineer for Water Resource Report for Forest View Acres Water District. Included review of existing water rights and ability to meet proposed new demands. Monument, CO.*

- *Project Engineer/Manager for Water Treatment Plant for High Mountain Institute. Design included chemical feed for corrosion control and disinfection, internal layout for 150 square foot plant, roughly 160 LF of 10" chlorine contact pipe, field piping for existing water source. Also required was CDPHE permitting for a new community water system and onsite construction observation. Leadville, CO*

- *Project Engineer for Morning Sun PRV for City of Woodland Park. Design included internal layout for 100 square fo vault and reconnection to existing water mains, specification review, procurement assistance and onsite constructi observation.* Top

- *Project Engineer for Optimal Corrosion Control Treatment Revision for Divide MPC Metropolitan District No. 1. Design included evaluation of options to raise pH and chemical feed design for corrosion control and CDPHE permitting for OCCT revision. Divide, CO.*

MARIO L. DiPASQUALE, P.E.

Education and Registration:

B.S. – Civil Engineering, South Dakota School of Mines and Technology
Registered Professional Engineer – Colorado (PE # 41667), Wyoming (PE # 13687)

Experience: Mr. DiPasquale has fifteen years of experience in civil engineering and related fields with a focus on municipal water and wastewater. He has served many municipalities and special districts in Colorado providing engineering services that include the **master planning**, design, and construction of numerous water treatment facilities, municipal pump stations and system infrastructure projects. Mr. DiPasquale is technically proficient in **water distribution system modeling**, watershed and open channel flow modeling, geographical information systems (GIS), pump station and pumping system design, and groundwater well design and construction.

Selected Experience:

- *Project Manager for the Northern Regional Water Delivery Project. Project consisted of evaluating four Northern El Paso County water systems for the delivery of renewable water resources. The project **master planning** and outlined phases including evaluating individual entity system hydraulic systems delivery, hydraulic components including base delivery and max day delivery, full pipeline routing study with alternatives, planning of pumping and storage facilities, **pipeline system hydraulics** and sizing for a 24-in water main, identifying permitting, land, and environmental obstacles, and provide cost estimates with entity allocations. Northern El Paso County*
- *Project Manager for the 2.8 MGD Southmoor Water Treatment Plant for the Widefield Water and Sanitation District. Duties included the permitting, design, and construction administration for the first Ion Exchange Water Filtration system in the United States for the removal of PFC's (perfluorinated compounds) for municipal drinking water. The project included local planning approvals, CDPHE drinking water approvals, **hydraulic system modeling**, design of pumps, piping, backwash system, and review of existing chlorination system. Widefield, CO*
- *Project Manager for **master planning** the Sanctuary Pointe Tank and Booster Pump Station Zone Expansion for the Triview Metropolitan District. Project scope included the design of 1.1 MG Pre-Stressed concrete storage tank and 500 gpm booster pump station. Included CDPHE drinking water approvals, **modeling of water system hydraulics**, sizing of pumping and storage systems for max day demands and fire flows, design of building structure and foundation and operational controls. Triview Metropolitan District, Monument, CO*
- *Project Manager for the re-drill of two alluvial groundwater wells for the Widefield Water and Sanitation District. Improvements included planning, permitting, engineering design, and construction support for re-drilling of the JHW #2 and C#2 high capacity alluvial wells. Additional improvement included the design and CDPHE permitting of the disinfection system for potable drinking water. Widefield, CO*
- *Project Manager for the **master planning and hydraulic modeling** of the Widefield West to East Transmission System. This includes completion of planning, permitting, engineering design, and construction support, of Phases 1, 2, and 4 of the lower West to East 24 inch transmission line.. Future phases are yet to be completed. Widefield, CO*
- *Project Manager for the Triview B-Plant Booster Pump Station Addition which included design and construction management services. Project scope included evaluation of the existing water system hydraulics, **system modeling**, sizing of pumping systems for max day demands and fire flows, design of building structure and foundation, design of connection to existing pipeline, and operational controls. Construction management included performing all bidding services, review of contractor shop drawings, and onsite observation. Triview Metropolitan District, Monument, CO*
- *Project Engineer for the redrill of an alluvial groundwater well for the City of Fountain. Improvements included planning, engineering design, and construction support for re-drilling of the City of Fountain's Metcalfe Well (Well #9). The City's existing non-potable well services the sprinkler system for the Metcalf Park. Fountain, CO*
- *Project Engineer for the Booster #1 Pump Station Bypass for the Widefield Water and Sanitation District. Project was the **hydraulic modeling, planning,** and design of a gravity water transmission line to eliminate a booster pumping system. Project included sizing of the line, cross connections to existing lines, permitting within El Paso County right-of-way, and design of a 24" Steel Casing Auger Bore. Widefield, CO*
- *Project Manager for the **planning, hydraulic modeling**, design, and permitting of the new Booster Two Pumping Station Replacement. The new pump station is master planned for a total of 6000 GPM with SCADA, backup power, site development, and yard piping. This project is to be constructed in 2021. Widefield Water and Sanitation District, CO*

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- *Field Engineer for Widefield Water and Sanitation District, performing construction administration and observation for the 30" Widefield/Fountain Joint Storage Pipeline project. Project included the installation of 1,600 LF of 30" Ductile, PVC, and HDPE directional bore, the construction of a 13'x13' meter vault, and the 30" steel pipe connection to the Widefield/Fountain Joint Storage Tank. Project also included the installation of a 12" PVC bypass for the 2.5 MGD FVA/Fountain tank. Widefield, CO*

- *Project Engineer for the ARRA funded Wastewater Collection System Relief for the Widefield Water and Sanitation District. Duties included the procurement of funding, permitting, design, and construction administration and inspection of approximately 5,500 lineal feet of collection line replacement within established neighborhoods and 8,000 foot extension of a 12" High Head Forcemain to a new discharge location. Widefield, CO*

- *Field Engineer for Widefield Water and Sanitation District, performing construction observation for the 1.5 mile Fontaine Transmission Pipeline project. Project included the installation of 24" ductile iron pipe, construction of 5 air relief vaults, coordinating cross connections to active lines, and monitoring of disinfection and testing procedures. Widefield, CO*

- *Project Manager and Construction Manager for the "Emergency Design-Build" replacement of the 30 inch Crews Gulch Water Raw Augmentation System Line which included 1500 feet of replacement that required complete re-design, materials acquisition, and construction within a 27 day time frame. City of Fountain/Widefield, CO*
- *Project Engineer for the design of two alluvial groundwater wells for the Colorado Department of Corrections. Improvements included review of existing well permits and logs, assessment of existing water system infrastructure and hydraulics, and design of gravel pack, well screen, and pumping equipment. Canon City, CO*
- *Project Engineer for the development and creation of a new water and wastewater facility mapping system for the Widefield Water and Sanitation District. Project included review of older system maps, conversion of paper maps, exporting cad maps, and managing new inclusions. Digital mapping was created within a geographical information system (GIS) program using ESRI software. Project is ongoing with new development and field edit revisions. Widefield, CO*

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- *Design Engineer and Field Engineer for 1.8 MGD Jimmy Camp Regional Wastewater Lift Station. Design included wet-well/dry-well, auxiliary storage, odor control, back-up power, high head pump facilities,* ***hydraulic design****, SCADA system, abandonment and cross-ties of four minor lift stations, and transportation lines to and from the lift station. Project also included construction administration and observation. Widefield, CO*
- *Staff/Design Engineer for 2 miles of Water and Sewer Utility Relocations tied to CDOT State Highway 16 Interchange Improvements. Project involved the design and construction of numerous relocations requiring significant coordination, phasing, and sequencing required for the construction of a new interchange at State Highway 16 and State Highway 85/87. Widefield, CO*
- *Field Engineer for Widefield Water and Sanitation District, performing construction administration and observation for the 20" South Powers Boulevard Transmission Line. Project included the installation of 3,700 LF of 20" PVC, 1,400 LF of 18" PVC, and 1,700 LF of 10" PVC including air-vac vault. Widefield, CO*
- *Design Engineer on Widefield Water and Sanitation District 2,000,000 gallon water tank refurbish. Prepared tank painting specifications, coordinated bidding, contract administration, and tank inspections. Widefield, CO*
- *Design Engineer for creation of* ***Hydraulic Water Distribution System Model*** *for the Widefield Water and Sanitation District. Widefield, CO*
- *Staff/Design Engineer for Trout Haven Resorts, performing hydraulic design upgrades to existing Class III Dams. Duties included hydrologic modeling and design of emergency spillway, outlet works, slope stability, and seepage improvements. Divide, CO*

JAMES PLUMB-STARNES, P.E.

Education and Registration:

B.S.E. – Civil and Environmental Engineering, University of Michigan, Ann Arbor, MI
M.Sc. – Process and Environmental Engineering, University of Stuttgart, Germany
Member: WEF, ASCE, WASTE Club Stuttgart
Registered Professional Engineer – Colorado PE # 52530

Experience: Mr. Plumb-Starnes has ten years of experience in civil and environmental engineering and related fields, including three years in research, three years in construction, and four years in design. His professional focus is **asset management** and treatment system optimization. He has proved especially proficient at cost analysis and resource selection. He is also proficient with **complex hydraulic systems**, including pump system design and controls for potable and wastewater applications. He served as lead process engineering for the design of two biological nutrient removal (BNR) wastewater treatment facilities, combing his data analytics and EnviroSim BioWin modeling skill sets. He is also an adept project manager, overseeing permitting, design, schedule and budgeting for a variety of projects.

Selected JDS-Hydro Consultants, Inc. Experience:

- *Project Manager and Design Engineer – The Royal Gorge Bridge and Park, Water Treatment System Improvements. Evaluation of short and long-term needs. Basis of Design Report and physical design of expandable 50-gpm conventional water treatment system and 120,000-gallon finished water storage tank. Provided contract and bid assistance. Providing on-site 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. – Canon City, CO*

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- *Project Manager and Design Engineer – The Royal Gorge Bridge and Park, Intake Structure Improvements. Assessment of current unreliable infrastructure, making short-term recommendations and development long-term design of 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*** *must be accommodated in location with severely limited access and available footprint. Project requires coordination with local fire authorities, owner, railway, and Army Corps of Engineers. – Canon City, CO*
- *Project Manager and Design Engineer – Ramah in the Rockies, Wastewater Treatment System Expansion. Provided* ***master planning*** *wastewater demand and collections for recreational camp. Designed and permitted MBBR expansion of wastewater facility that makes use of existing system components. Pike National – Deckers, CO*
- *Project Manager and Design Engineer – River Bend Creek Lift Station.* ***Planning****, design and permitting of sanitary sewer lift station for new development. Assisting with environmental assessment. – Security, CO*
- *Project Engineer – Timber Ridge Booster Pump Station. Design and* ***hydraulic analysis*** *of potable water booster pump station. Four alternative designs were evaluated based on variety of considerations. Pump system includes pressure vessel and fire flow components. – Colorado Springs, CO*
- *Project Engineer – District 20 Wastewater Treatment Facility Evaluation. Investigation into cost-effective alternatives for small wastewater treatment system with limited budget needing to meet new stringent effluent permit limits. – Colorado Springs, CO*
- *Project Engineer – Limon Correctional Facility Water Treatment System. Evaluation of existing water treatment system, making repair and upgrade recommendations based on performance, operational considerations and long-term financial impacts. – Limon, CO*
- *Project Engineer – Fort Carson Brigade Complex. Site drainage and geotechnical investigation to determine best-value mitigation strategies to protect building foundation against future ground-swell.*
- *Project Manager and Design Engineer – The Royal Gorge Bridge and Park, Wastewater Treatment System Plant Performance evaluation. Developed plant performance evaluation of the existing treatment system* ***for planning purposes****. Canon City, CO*

- *Project Engineer – Developed plant performance evaluation of the Wayward Wind Mobile Home Park Wastewater Treatment Facility for the purpose of bringing the facility back into compliance with Colorado Department of Health and Environment discharge requirements. Efforts included working with CDPHE on alternative permit requirements. Fort Morgan, CO*
- *Project Engineer – The City of Woodland Park, Wastewater Treatment System Improvements – Phase II. Completed Basis of Design Report, physical design and development construction drawings and specifications for the construction of a $7.8 million expansion to the existing wastewater treatment facility, which includes expanded aeration basin, installation of new blowers, final clarifier, screw press dewatering and composting facility, UV disinfection, and tertiary treatment for treated effluent reuse for golf-course irrigation. Value-engineering efforts delivered project within budget. Construction responsibilities included submittal review and construction sequencing modeling to ensure continued compliance during construction. – Woodland Park, CO*
- *Project Engineer – Woodmen Hills Metropolitan District – Regional Water Reclamation Facility. Completed Site Application and Basis of Design Report for a new 1.2-MGD BNR water reclamation facility. Efforts included and process modeling and development of* ***system hydraulics*** *used as a basis for equipment specifications. – Woodmen Hills, CO*
- *Project Engineer – 4-Way Metropolitan District, Lift Station and Pretreatment. Completed Basis of Design Report for new lift station, which included design and modeling of biological pretreatment system to reduce organic load to receiving wastewater treatment facility. – Falcon, CO*
- *Project Engineer – Cave of the Winds, Wastewater Treatment System Evaluation. Assisted in development of short and long-term alternatives for managing wastewater flows in remote location.*
- *Project Engineer - Improvements to a 760-cfs open channel conveyance system, including rip-rap drop structures, and re-grading of invert to provide less erosive conditions. The project required considerable coordination between the Corp of Engineers and FEMA. Falcon, CO.*

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- *Project Engineer – Widefield Water and Sanitation District, FVA West Lateral.* ***Hydraulic and physical design*** *of 12" C900 waterline, including tap onto existing 32" steel pipe, bore under Interstate 25, and PRV valve vault, prior to termination into existing 12" C900 water line on opposite side of Interstate 25. Worked with authorities at Fort Carson, City of Colorado Springs and Colorado Department of Transportation to ensure respective design criteria were satisfied and proper authorizations were in place. Fountain, CO*
- *Project Engineer – Widefield Water and Sanitation District, On-Site Wastewater Treatment System. Design and permitting for lift station and 750-square foot soil treatment area (STA) for disposal of wastewater from commercial building. – Fountain, CO*
- *Project Engineer – Designed irrigation pumping system, including lake intake, as a replacement for reliance on more expensive potable water. – Monument, CO*
- *Construction Management – Fort Carson, Disinfection System Improvements. 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. – Fort Caron, CO*
- *Design Engineer – Provide design assistance for new pressurized (i.e. pumped) individual sanitary sewer connections where gravity connections are not possible. - CO*
- *Well Permitting – Provide permitting assistance for new well construction. – CO*

STEPHANIE SCHWENKE, E.I.T.

Education and Registration:

B.S. – Chemical Engineering and Petroleum Refining, Colorado School of Mines - 1994
– Golden, Colorado
Registered Engineer-in-Training (FE exam) in State of Colorado

Experience:

Ms. Schwenke has five years of experience in engineering, wastewater, water resources and related fields including CDPHE water and wastewater permitting, 208 plan writing, rate and tap fee studies, permitting and regulatory analysis, construction observation, assisting in water and wastewater treatment analysis and selection, documenting and analyzing data collected for water and wastewater regulations, governmental funding and grant assistance, county water resource reports.

Selected Experience:

- *Staff Engineer – Assisted with the creation of Rate Study. Ouray, CO*
- *Staff Engineer – Reviewed and provided update for Rate Study. Buena Vista, CO*
- *Staff Engineer – Providing 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. Colorado*
- *Staff Engineer –. Researched alternatives and completed Application for Construction Approval for the first Ion Exchange based water treatment facility for the removal of perfluorocarbons (PFC's) for the Widefield Water and Sanitation District. Project team decided on equipment that would treat perfluorocarbons through either granular activated carbon or ion exchange resin. Assisted in design of treatment building as well as equipment purchase for said treatment. Widefield, CO*

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- *Staff Engineer – represented water district in discussions with Colorado Division of Public Health and Environment's Compliance and Engineering Divisions as to correct response required due to home owner sampling error for Lead and Copper sampling which was technologically sound and economically feasible and satisfied the State using EPA's Optimal Corrosion Control Treatment guidance documents. Woodland Park, CO*
- *Staff Engineer – water treatment optimization for consecutive system including equipment and water treatment media replacement recommendations. Limon, CO*
- *Staff Engineer – 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 Nutrients Incentive Program*
- *Staff Engineer – Widefield Water and Sanitation District 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). Reports are completed, analyzed, and presented to both Widefield and Arkansas as part of Regulation No. 85 requirements for the District as well as Fountain Creek Watershed evaluation efforts for WWSD. Widefield, CO*
- *Staff Engineer – Widefield Water and Sanitation District is adding dewatering to their sludge processing. Responsible for introducing the project to vendors and evaluating vendor equipment solutions. Presenting findings to Project Manager to determine which vendors would be invited to present equipment. Widefield, CO*
- *Staff Engineer – prepared application for construction approval for second ion exchange treatment system to replace existing air stripper units in an existing water treatment facility for the Widefield Water and Sanitation District. Widefield, CO*
- *Staff Engineer – conducted site sampling suite for new water source at the High Mountain Institute. Also preparing treatment alternatives and design input for a Groundwater Source Under the Direct Influence of Surface Water system (GWUDI). Leadville, CO*
- *Staff Engineer – assisted with design of water treatment system for High Mountain Institute for compliance with CDPHE disinfection rule. Leadville, CO*

Stephanie Schwenke
Selected Experience Page Two

- *Staff Engineer – Red Rock Valley Water District installed a new water treatment plant to include filtration, ultraviolet disinfection, and chlorination. Responsible for pipe pressure test inspections, concrete pour observation, building construction observation, start-up observation. Reporting required for all the above. Colorado Springs, CO.*
- *Staff Engineer – prepared application for construction approval for design of water treatment and disinfection facility for Mountain View Church. Strasburg, CO*
- *Staff Engineer – Golden Bell Camp and Conference Center required a Water Resources Report for Teller County Special Use Permit in 2016. Increased water supply, demand, and quality were evaluated and a report provided to document sufficient supply for Camp expansion. Divide, CO*
- *Staff Engineer – A Water Resources Report was completed in 2016 for the renovation of the Cathedral Ridge Camp and Conference Center. Report covered documentation required by Teller County Conditional Use Permit to report water supply and quality with new renovations. Woodland Park, CO.*
- *Staff Engineer – Evaluation of water resources in regards to 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. Larkspur, CO*
- *Staff Engineer – Field inspection as needed to include ability to read a plan set, provide solutions, and document work performed. Colorado*
- *Staff Engineer – Water sampling for clients as need for new drinking water sources to meet Colorado Department of Public Health and Environment, Water Quality Control Commission, Regulation 11for drinking water standards. Colorado*
- *Staff Engineer – Annual Biosolids reporting for EPA and Colorado Department of Public Health and Environment, Biosolids Department, Regulation 64. Colorado*

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- *Staff Engineer – Discharge permitting with Colorado Department of Public Health and Environment in regards to Regulation 41, Regulation 42, and Regulation 61. Greater Fountain Creek Aquifer Communities, CO*
- *Staff Engineer – prepared final Wastewater Utility Plan for the Colorado City Metropolitan District / Town of Rye joint service area. Utility Plan development was funded by the Pueblo Area Council of Governments (PACOG). Pueblo County, CO*
- *Staff Engineer – prepared updates to the Pueblo West Metropolitan District Wastewater Utility Plan for the Pueblo Area County of Governments (PACOG). Pueblo County, CO*
- *Staff Engineer – prepared updates to PACOG Water Quality Management Plan. Pueblo County, CO*

NICK HARRIS, E.I., CWP

Education and Registration:

B.S.E. – Civil Engineering, University of Colorado, Denver
Colorado Certified Water Operator (ID 10688) - Class A Water Treatment, Class 4 Distribution, Class D Wastewater Treatment and Class 1 Collection.

Experience: Mr. Harris has 11 years of experience in potable water related fields with a focus on civil engineering and municipal water operations. He has served many municipalities and special districts in Colorado providing services that include operator in responsible charge, daily operations, planning, design, construction of numerous water treatment facilities, and system infrastructure projects. Mr. Harris is technically proficient in water distribution system modeling, geographical information systems (GIS), pump station and pumping system design, and groundwater well design and construction.

Selected Experience:

- *Water Superintendent for the Town of Monument. 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. Operator in responsible charge for making process control and system integrity decisions. Served as the system expert in interactions between the Town and outside customers and professionals. Staff expert on the Town water rights and augmentation including ground water, surface water, and a storage reservoir. Monument, CO*

- *Owner Water System Operations, LLC. Specializing in small community and non-community water system operations and regulatory compliance including non-compliant systems. Colorado*

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- *Staff Water Operator for numerous municipalities and Districts. Provided daily operations in both water treatment and distribution, maintenance both proactive and reactive, process control testing, compliance testing and minor instrumentation and control. Colorado*

- *Staff and Site Engineer for the West Interceptor for Triview Metropolitan District. On-site observation and construction administration for 8,800 foot 12" diameter sewer pipeline and a bore crossing Interstate-25. Monument, CO*

- *Staff and Site Engineer for the Western Water Line Phase 2 for Triview Metropolitan District. Construction observation and administration of a ,4100 foot 12" diameter water main. On-site observation and construction coordination including pipeline installation, PRV vault installation and 7 directional bores. Monument, CO.*

- *Staff and Site Engineer for the Jackson Creek Parkway 12" Water Line for Triview Metropolitan District. Construction observation and administration of a 3,750 foot 12" diameter water main. On-site observation and construction coordination including pipeline installation, vault installation and a 600-foot directional bore. Monument, CO.*

- *Staff and Site Engineer for the rehabilitation of the Strasburg Sanitation and Water District's Aspen Well treatment facility. On-site observation and construction coordination included the construction of a new building, bag filter skid installation, existing well lining, field piping connections, existing site demolition and instrumentation and control integration. Strasburg, CO.*

- *Regulatory liaison for the Falcon Highland Metropolitan District. Work directly with operational staff and the State of Colorado to ensure system regulatory compliance including monitoring plan testing and Colorado Primary Drinking Water Regulations. Peyton, CO.*

April 10, 2020

Memorandum

To: City Council

From: Cody Tusing and David Gardner

Date: 4/10/2020

Re: Project Award for 2020 Pavement Striping and Marking

Purpose:

The scope of the 2020 Pavement Striping and Marking Project is to furnish and install pavement striping and marking on the city streets, curbs, cross walks, bike lanes, and parking areas within the City of Gunnison. This is part of our annual street maintenance program and $60,000 is allocated in the approved 2020 budget under account 01-4035-9104 and will be supplemented from a budget $30,000 allocated in 53-4401-9980.

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The intention of the project is to enhance the safe passage and access for travelers around the City of Gunnison with pavement striping and marking to regulate, warn, or guide traffic, placed on, over or adjacent to streets, highways, pedestrian facilities, bikeways, or any other roads open to public travel within the City limits. All pavement markings will adhere to the current version of the Manual of Uniform Traffic Control Devices (MUTCD).

Background:

As part of our annual street maintenance program, refreshing our pavement striping and marking is needed to provide safe access for all modes of travel within city limits. The City put out an RFP for pavement striping and marking. Bids will be received and reviewed Monday, April 13, 2020. After review of all bids, staff will determine the bid that is in the best interest of the City of Gunnison and recommend award at the regular council meeting on April 14, 2020. The work is routine and historically falls within the annual budget, so we feel confident the bids received will be acceptable to the scope and budget as planned. Pavement and street marking have been deemed necessary for vehicle and pedestrian safety, and have been prioritized to be completed this year. This year's work includes a second application of crosswalk paint one week prior to the beginning of school to refresh the safe crossing areas.

Additionally, a 2021 option has been added to the bid that will facilitate work in 2021, if 2020 work is acceptable. This will reduce the staffing and time required to bid out this annual and routine work.

Unfortunately, bids are not available at the time of this memo. Bids are scheduled to be received on Monday, April 13, 2020. Staff will evaluate received bids and come forth with a recommendation to Council.

Action Requested:

In order to maintain safe travel on city roads and in order to get the project completed in the 2020 road construction season, we hereby recommend award of the 2020 Street and Pavement Marking Project at this time. A certified bid tabulation will be presented to Council coupled with the recommendation of Public Works. The recommendation will consider all factors that determine the bid to be in the best interest of the City of Gunnison.

Suggested motion:

It is recommended to award the 2020 Pavement Striping and Marking Project to _____ (contractor) in the amount not to exceed $_____ (project bid amount).

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Memo to City Council

From: Kathleen Fogo

Re: HB 20-1001 – Sale of Tobacco and Nicotine Products to Persons Under 21 Years of Age

Date: April 9, 2020

This Bill proposes to raise the age to legally purchase or attempt to purchase tobacco products from 18 to age 21 years of age, but it is no longer a criminal violation to attempt to do so. The real teeth come from the licensing of the seller and potential penalties to the seller. It also provides the opportunity for dual licensing by the City. The City could license retailers within the City, charge a fee for doing so, and create restrictions at least as strict or more so than the state legislation. The Bill has passed the House and will proceed to the Senate when the legislature reconvenes.

I do not find any time sensitivity within the bill related to when the City must determine if it wishes to license or further regulate sellers of tobacco products. Creating a licensing program within the City would increase the workload on the Clerk's office. A fee may be charged for the purpose of defraying costs associated with the regulation, but it may not be a source of revenue of the City.

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This Bill does not change the age for which possession or use of tobacco products is allowed. The City's current regulations track with current state law, which allows possession/consumption if over the age of 18. The City could amend its Code to make it a violation for those under the age of 21, as well as make adjustments to the ordinance regulating use of tobacco products on school property.

Click here to read HB 20-1001 Sale of Tobacco and Nicotine Products to Persons Under 21 Years of Age

Schedule of Up-Coming Events: April-June

Up-coming dates:

April

-Tuesday, April 14: Council Meeting, 5:30 pm

-Friday, April 24-Sunday, April 26: Community Clean-Up, Neighborhood Based

-Tuesday, April 28: Council Meeting, 5:30 pm. Councilor Freeburn will be out.
Continued Public Hearing on Major Changes to PUD Application ZA 20-1

May

-Tuesday, May 12: Council Meeting
Continued Public Hearing on Major Changes to PUD Application ZA 20-1

-Saturday, May 23 – Sunday, May 24: TENTATIVE Gunnison Growler, Hartman Rocks and 100 South Main Street

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-Tuesday, May 26: Council Meeting
Continued Public Hearing on Major Changes to PUD Application ZA 20-1

June

-Tuesday, June 9: Council Meeting
Continued Public Hearing on Major Changes to PUD Application ZA 20-1

-Tuesday, June 23: Council Meeting
Continued Public Hearing on Major Changes to PUD Application ZA 20-1
Close Public Hearing

Colorado Municipal League Conference: June 23-June 27, 2020, Westminster, Colorado

Reminder: If you are using a City-owned tablet or laptop, please remember to leave it on, but connected to the internet a few days a month so security updates made be completed to the device.

City Council events and meetings are in green.

City Manager Report
April 14, 2020

A. US CENSUS

Staff is pleased to announce that we received a grant for $6500 to support community outreach for the US Census. The 2020 Census is moving forward with a total countywide response rate of 22.7%. Within the City boundary we are tracking at 45.3% of residents that have completed the Census. With the COVID, our promotion of the Census has had to be modified. We did receive a grant in the amount of $6,500 that was intended for advertising and food for events within the City primarily, to target our seniors, immigration population and Western students. We are thinking of creative ways to promote the Census and use the grant funds while complying with current orders and protecting the community.

Facebook posts are occurring to prompt online submittals and Gunnison Greenbacks have been purchased to incent individuals. Once someone submits the Census, they send a picture of the response in a private message and the Greenback is mailed to them. We will continue to incent through Facebook during the month of April.

Flyers have been printed for the individuals who are at risk or quarantined and receiving grocery and prescription deliveries. Since many of the individuals receiving deliveries are seniors with limited online access, the flyer promoted Census response by calling in. The flyer provides information on how Census dollars are use and what information is and is not asked.

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Marketa Zubkova has been assisting with the immigrant population and has been provided information to assist submitting the Census. Many of these individuals do not have an email or online access, so Marketa is calling families to assist them with submitting the Census by phone or mail.

With Western students back home, Gary Pierson from Western is assisting to educate the students and faculty on how they should be counted. The Census put out a great video and information specifically for students and how they should be counted specifically with COVID. Gary will continue to support efforts with Western students.

Households should be receiving mailed copies of the Census. We will continue to advertise the Census and incent everyone to respond. Gift certificates from local stores may be purchased to incent respondents and mailed to them upon a picture of their Census submittal.

B. Council Strategic Plan

With the response to the Virus, staff has focused efforts on that response. As we settle into a "new normal' I anticipate we will find time for completing the strategic plan and staff may have some recommendations on additions/changes based on the current Covid 19 response.

C. Mid Term to Long Term Economic Recovery

The One Valley Leadership Council (OVLC) has been asked to support the development of a mid and long term recovery plan. The initial meeting of the OVLC to work on the COVID 19 One Valley Recovery Plan is on Wednesday, April 15th. We anticipate that an immediate recovery plan be developed (which may be a simple matrix) that documents the recommendations/ideas coming from both the ICELab economic task force and the Community Foundations/Rec Center effort to identify community needs.

D. Other

The City Manager may also have other updates to provide since the packet was completed and transmitted to the City Council.

Results/Project Update

The following tables are an update summary of the progress to implement the 2017 Council Strategic Plan. This table update will also be used to update Council on other projects and follow-up directed by Council. The 2020 Strategic Plan can be found at: xxxx . It should be noted that the strategic results are summarized below and that there are specific strategies for each result in body of the Strategic Plan. Recent changes are in red.

2020 Strategic Plan under development after the February 4, 2020 Council Retreat

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