

AGENDA
BOARD OF TRUSTEES
DATE: December 3, 2024
Regular Meeting 6:00pm
Town Hall – 1010 High Street
Collbran, Colorado

The Public Is Encouraged To Attend

Zoom link available by contacting Town Hall prior to meeting.

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Changes or Deletions to Agenda
5. Persons not on the agenda
 - A. Please limit comments to three (3) minutes and address your comments directly to the Mayor.
 - B. Identify yourself by name and address when making comments.
 - C. Comments should be courteous, civil and constructive.
 - D. The Town Board will make no decision nor take action, except to direct the Town Manager.
6. Approve Minutes - November 5, 2024, November 5, 2024-Executive Session
7. Approve Monthly Financial Report - November 2024
8. Close Regular Meeting and Open Public Hearing Regarding 2025 Budget

The Mayor will open the Public Hearing and take public comment on the 2025 Budget.

Discussion by the Board of Trustees.

Close the Public Hearing portion
9. Approve Resolution No. 10, Series 2024 - A RESOLUTION OF THE BOARD OF TRUSTEES OF THE TOWN OF COLLBRAN, COLORADO ADOPTING THE ANNUAL BUDGET AND SETTING FORTH THE EXPENDITURES AND REVENUES FOR EACH OF THE VARIOUS FUNDS OF THE TOWN OF COLLBRAN FOR THE FISCAL YEAR BEGINNING JANUARY 1, 2025, AND ENDING DECEMBER 31, 2025
10. Approve Resolution No. 11, Series 2024 - A RESOLUTION OF THE BOARD OF TRUSTEES OF THE TOWN OF COLLBRAN, COLORADO CERTIFYING AND LEVYING GENERAL PROPERTY TAXES FOR THE YEAR 2024 TO HELP DEFRAY THE COST OF GOVERNMENT FOR THE TOWN OF COLLBRAN, COLORADO FOR THE 2025 BUDGET YEAR
11. Approve Resolution No. 12, Series 2024 - A RESOLUTION OF THE BOARD OF TRUSTEES OF THE TOWN OF COLLBRAN, COLORADO REGARDING THE ANNUAL APPROPRIATION FOR THE FISCAL YEAR BEGINNING JANUARY 1, 2025, AND ENDING DECEMBER 31, 2025

12. Approve the Mesa County Sheriff's Office Animal Services Agreement
13. Authorize Town Staff to negotiate an agreement for asbestos cleanup and remaining abatement at the Collbran Auditorium in an amount not to exceed \$460,000 with direction for Mayor to review and sign final agreement.
14. Consideration of a proposal to waive the competitive bidding requirements of the Town's procurement code for construction of the waterline extension to the Plateau Valley School and instead apply Collbran municipal code section 2.24.090 Cooperative Purchasing which allows the Town to participate in joint bidding with other public agencies or entities when deemed to be in the Town's best interests. Authorize the Town Manager and Town Attorney to negotiate with FCI for construction of the waterline and tank, based on the competitive selection process used by the Plateau Valley School District.
15. Tap Fees Discussion – direction to staff
16. Possible Moratorium on Tap Fee Sales
17. Authorize Mayor to sign IGA Amendment proposal from Mesa County that will convert any remaining ARPA 2024 Dollars to Capital Dollars that can be used for any qualified Capital project in 2025.
18. Consideration of an agreement with Caselle for hosted Cloud solution for the Town's accounting and utility billing software
19. Direction to staff regarding potential modifications to the Collbran Employee Handbook to include job descriptions and qualifications.
20. Attorney Wilson Scarbeary update
21. Monthly Staff Update: Questions
22. Trustee Informational and/or items for future agenda
23. Public Correspondence
24. Upcoming Meeting Dates:
 - a. Jan 7, 2025- Regular Board Meeting, 6pm
 - b. Jan 21, 2025- Work Session, 6pm
25. Adjournment

Possible Board Work Session may Follow Regular Meetings

Work Sessions are for the purpose of Board members informally receiving reports and discussing town business. No formal action shall occur at a work session. Any decisions proposed during a work session shall be approved at a subsequent board meeting in the appropriate manner.

NOTICE TO READERS: Town Council meeting packets are prepared several days prior to the meetings. Timely action and short discussion on agenda items does not reflect lack of thought or analysis on the Trustee's part as issues have been discussed by Trustees in workshop or committee meetings which are open to the public. The Board of Trustees may take action on any of the following agenda items as presented or modified prior to or during the meeting, and items necessary or convenient to effectuate the agenda items.

PUBLIC INVITED TO ATTEND: The Public will be limited to three minutes each unless prior arrangements have been made with the Town Clerk or Administrator. Town Trustees may not respond to your comments on this evening, rather, they may take your comments and suggestions under advisement and your questions will be directed to the appropriate person or department for follow-up.

Town of Collbran Board of Trustees Meeting Minutes

Regular Meeting - 6:00pm - November 5th, 2024

1. Call to order

The regular meeting of the board of trustees was called to order at 6:00pm.

2. Pledge of Allegiance

3. Roll Call

Present: Trustees Zentz, Evans, Winkleblack, and Mayor Wilcox

Tardy: Trustee Price (appeared at 6:11pm)

Staff: Town Administrator Matarozzo, Finance Director Distel (via Zoom), Administrative Assistant Adams (Via Zoom), Town Attorney Scarbeary (Via Zoom)

4. Edits or Deletions to the Agenda

5. Person(s) Not on The Agenda

Dan Currier - On behalf of the Friends of the Library, gave an update on the new library door project and expressed his gratitude for the Town's help in completing that project. Mr. Currier invited the Board, Staff, and public to come view the historical newspapers that they have digitized. See transcript for details.

Theresa Wilcox - Clarification on how many times she can sign up to appear for the "Persons Not on The Agenda" agenda item. Mrs. Wilcox also requested a status about her request for children playing signs on Spring Street. Mrs. Wilcox stated that she would get with the Town Administrator regarding her other topics of discussion. See transcript for details.

Town of Collbran
Board of Trustees
Meeting Minutes - 11.5.24

Rachel Schowalter - Expressed her frustration with the current Board and how certain Board members have encouraged distress and disdain within our community. See transcript for details

Mayor Wilcox's - Mayor Wilcox took a moment to address the Board and Public. He touched on several subjects including giving kudos to staff for their work on the 2025 budget, the legalities of Trustees having conversations on the group text that is solely intended for the Town Administrator to notify the Board as a whole, and the correct process of calling to vote. See transcript for details.

6. Approval of Minutes - October 1, 2024

Trustee Evans asked for the minutes to be corrected so that Trustee Price's name was spelled correctly in the Motion for Item #10.

MOTION: TRUSTEE WINKLEBLACK MOVED TO APPROVE THE MINUTES AS CORRECTED; SECONDED BY TRUSTEE ZENTZ.

Vote Results :

Trustee Evans - Yes

Trustee Price - Yes

Trustee Winkleblack - Yes

Trustee Zentz - Yes

Mayor Wilcox - Yes

MOTION PASSED

7. Approval of Expenditures - October 2024

MOTION: TRUSTEE WINKLEBLACK MOVED TO APPROVE THE OCTOBER 2024 EXPENDITURES AS PRESENTED; SECONDED BY TRUSTEE EVANS.

Vote Results:

Trustee Zentz - Yes

Trustee Evans - Yes

Trustee Price - Yes

Trustee Winkleblack - Yes

Mayor Wilcox - Yes

MOTION PASSED

8. Presentation from Laramie Energy – Chris Clark

Representatives from Laramie Energy came to the Board to provide an update on upcoming drilling operations in our area. See transcript for details.

9. Present a Proclamation for HopeWest

MOTION: TRUSTEE EVANS MOVED TO APPROVE THE PROCLAMATION FOR HOPEWEST NAMING NOVEMBER HOSPICE AND PALLIATIVE CARE MONTH; SECONDED BY TRUSTEE ZENTZ.

Vote Results:

Trustee Winkleblack - Yes

Trustee Zentz - Yes

Trustee Evans - Yes

Trustee Price - Yes

Mayor Wilcox - Yes

MOTION PASSED

10. Possible Approval of Street Closure Permit for Cowboy Christmas Parade of Lights

MOTION : TRUSTEE WINKLEBLACK MOVED TO APPROVE THE STREET CLOSURE PERMIT FOR THE COWBOY CHRISTMAS PARADE OF LIGHTS AS PRESENTED; SECONDED BY TRUSTEE EVANS.

Vote Results:

Trustee Price - Yes

Trustee Zentz - Yes

Trustee Winkleblack - Yes

Trustee Evans - Yes

Mayor Wilcox - Yes

MOTION PASSED

Trustee Winkleblack took a moment to give kudos to the Town Staff for the Trunk-or-Treat event.

11. Direction to Staff – Possible Declaration of Bus as Surplus and Directing Town Manager to Make Arrangements for Sale or Auction

Through budget work sessions, the Board has decided to not continue the Town's shuttle service. The bus is not conducive to shuttle individuals safely or comfortably. There was discussion among the Board. See transcript for details.

MOTION: TRUSTEE EVANS MOVED TO DECLARE THE VAN AS SURPLUS AND DIRECT THE TOWN MANAGER TO MAKE ARRANGEMENTS TO TAKE THE VEHICLE TO AUCTION; SECONDED BY TRUSTEE WINKLEBLACK.

Vote Results:

Trustee Evans - Yes

Trustee Price - Yes

Trustee Winkleblack - Yes

Trustee Zentz - Yes

Mayor Wilcox - Yes

MOTION PASSED

12. Approval of Sale of 2022 Dodge Durango

There was discussion among the Board. See transcript for details

MOTION: TRUSTEE ZENTZ MOVED TO APPROVE THE SALE OF THE 2022 DODGE DURANGO TO THE HIGHEST BID FOR \$42,500; SECONDED BY TRUSTEE WINKLEBLACK.

Vote Results:

Trustee Zentz - Yes

Trustee Evans - Yes

Trustee Winkleblack - Yes

Trustee Price - Yes

Mayor Wilcox - Yes

MOTION PASSED

13. Approval of RESOLUTION NO. 9, SERIES 2024 - A RESOLUTION OF THE BOARD OF TRUSTEES OF THE TOWN OF COLLBRAN, COLORADO APPROVING AN AGREEMENT WITH GOVPRO CONSULTING FOR INDEPENDENT HEARING OFFICER SERVICES

Two recall petitions have been submitted for Trustees Evans and Zentz. This is a resolution to hire a third party, qualified election judge to oversee the protest hearing.

There was much discussion among the Board. Several Board Members stated that the recall and election would not be fiscally responsible and questioned the validity of the petition claim. See Transcript for details.

MOTION TRUSTEE WINKLEBLACK MOVED TO APPROVE RESOLUTION NO. 9, SERIES 2024 - A RESOLUTION OF THE BOARD OF TRUSTEES OF THE TOWN OF COLLBRAN, COLORADO APPROVING AN AGREEMENT WITH GOVPRO CONSULTING FOR INDEPENDENT HEARING OFFICER SERVICES; SECONDED BY TRUSTEE PRICE.

Vote Results:

Trustee Price - Yes

Trustee Evans - Yes

Trustee Winkleblack - Yes

Trustee Zentz - Yes

Mayor Wilcox - Yes

MOTION PASSED

- 14. The Board may enter into Executive Session pursuant to C.R.S. 24-6-402(4)(e) to determine positions relative to negotiations with Optimus Communications concerning a communications site lease at Gandi Park, developing a strategy for those negotiations, and instructing negotiators.**

**MOTION: TRUSTEE EVANS MOVED TO ENTER INTO EXECUTIVE SESSION ;
SECONDED TRUSTEE ZENTZ.**

Vote/Consent to go into Executive Session:

Trustee Zentz - Yes

Trustee Evans - Yes

Trustee Winkleblack - Yes

Trustee Price - Yes

Mayor Wilcox - Yes

MOTION PASSED

The Board of Trustees entered into an Executive Session at 7:09 pm.

Regular meeting resumed at 8:15pm.

MOTION: TRUSTEE ZENTZ MOVED TO HAVE STAFF MOVE FORWARD WITH RECOMMENDATIONS FOR NEGOTIATORS FROM THE EXECUTIVE SESSION; SECONDED BY TRUSTEE EVANS.

Vote Results:

Trustee Price - Yes

Trustee Evans - Yes

Trustee Zentz - Yes

Trustee Winkleblack - Yes

Mayor Wilcox - ABSTAIN

MOTION PASSED

15. Attorney Update - Wilson Scarbeary

School Water Line Update - See transcript for details

Mayor Wilcox gave kudos to Town Administrator Matarozzo and Finance Director Distel for the DOLA presentation for the school water line.

16. Monthly Staff Update: Questions

Trustee Zentz gave kudos for the Trunk or Treat event.

Trustee Evans asked about the CIRSA claim regarding a fall off of a damaged sidewalk. There was discussion among the Board and staff. See transcript for details.

17. Trustee Informational and/or items for future agenda

Trustee Price requested to have the out of town tap fees issue brought to the agenda for discussion. See transcript for details.

Trustee Price requested to have a discussion added to a future agenda regarding job descriptions and requirements being added back into the employee handbook. See transcript for details.

Mayor Wilcox addressed the tap fees issue and his belief in honoring quotes that we as the Town have provided. He referenced a personal incident from 2006. See transcript for details.

There was discussion among the Board

Trustee Evans requested that the Board draft a letter to County Commissioners for a ballot drop box for any incorporated town in Mesa County. See transcript for details.

18. Public Correspondence

19. Upcoming Meeting Dates:

- a. November 19, 2024- Board Work Session, 2025 Budget**
- b. December 3, 2024 - Regular Meeting and Public Hearing Re: 2025 Budget**

20. Adjournment

MOTION: TRUSTEE EVANS MOVED TO ADJOURN; SECONDED BY TRUSTEE ZENTZ.

Vote Results:

Trustee Zentz - Yes

Trustee Evans - Yes

Trustee Winkleblack - Yes

Trustee Price - Yes

Mayor Wilcox - Yes

MOTION PASSED

MEETING ADJOURNED AT 8:50PM

Approved

Attest

Below is a computer-generated transcript of the November 5, 2024, Board regular Board meeting. It has been edited by staff to reflect the speaker name and for obvious corrections in the computer translation. Individual names have been abbreviated as follows:

Persons in attendance at 1010 High Street:

MKW = Mayor Kendall Wilcox

TME = Trustee Matilda Evans

TJP = Trustee Jessica Price

TGW = Trustee Gary Winkleblack

TLZ = Trustee Lorraine Zentz

TAM = Town Administrator Melonie Matarozzo

Persons joining via Zoom:

TAS = Town Attorney Wilson Scarbeary

FDD = Finance Director Karla Distel

AAA = Administrative Assistant Jenni Adams

Audience members and guest presenters will be identified as they enter the discussion

GMT20241106-005411 Recording

Please note that the recording posted online has been edited so that part 1 and part 2 of the regular meeting were included in a singular recording. The two parts have been spliced together but no other edits have been made to the recording. Because of this editing, the timestamps referenced in this transcript may be slightly different from the posted recording.

(2:03 - 2:09)

Hey, Jenny, can you hear anything in town hall? No, I can't. I was just texting Melanie. Okay.

(2:10 - 2:28)

Um, yeah, let me work on that. Oh, there we go. We got you now.

(2:31 - 2:45)

Yes. I can hear you now. Okay.

(2:47 - 2:53)

Okay. Okay. Okay.

(2:55 - 3:05)

Okay. Okay. Okay.

(3:05 - 3:08)

Okay. Okay. Okay.

(3:09 - 3:12)

Okay. Okay. Okay.

(3:13 - 3:22)

Okay. Okay. Okay.

(3:24 - 5:02)

Okie dokie, in case we need it. Okie dokie. Okie dokie.

(5:02 - 5:26)

Great thing. That was funny because earlier Jenny and I were having a conversation that we saw your kids and your husband and never saw you. And that was great.

(5:57 - 6:22)

Yeah. Yeah. Speed up.

(6:22 - 7:13)

Okay. Okay. Thank you, Trustee sense.

(7:14 - 7:25)

Trustee Evans here. Trustee price or trustee Winkle black I'm sorry. Yeah, beautiful trustee price.

(7:26 - 7:37)

Not in the room. And Mayor Wilcox. Thank you.

(7:37 - 7:51)

You may, you may have some problems getting out of the driveway. We have about two and a half inches of sand on the bridge so I don't know about them. She may show up in a few minutes.

(7:55 - 8:04)

Okay. Okay. Okay.

(8:12 - 8:24)

Person's not on the agenda. Please know your comment. Okay.

(8:24 - 8:58)

Okay. Okay. Okay.

(8:59 - 9:07)

Okay. Okay. Okay.

(9:08 - 9:13)

Okay. Okay. Okay.

(9:17 - 9:19)

Okay. Okay. Okay.

(9:23 - 9:28)

Okay. Okay. Okay.

(9:41 - 9:56)

Okay. Okay. Okay.

(9:56 - 10:27)

is that both the library would like to invite you all from the town and everyone else. We're going to have a display of historic photographs and newspapers to promote the idea that the fact that we have done all of the college's historic newspapers post go on the historic newspapers webinar. So, and also during that there will be some grant managers.

(10:27 - 10:48)

It's all going to be over the Congregational Church Diary on the 14th. Anyway, thanks for everything you've done for us. We really appreciate all the things you've put down today to give the opportunity.

(10:49 - 11:04)

Thank you. Good evening, board and staff. First I need clarification.

(11:04 - 11:20)

Three months ago I came in and talked to the town administrator and asked how many times she could be put on three minutes. She would prefer, it was brought to my attention, if it's an issue we can put it on the agenda. But if it's just a few items, you know, you can sign up.

(11:20 - 11:27)

You can sign up five different times or whatever. So I need clarification on that. I don't want to cause any dissension between people.

(11:27 - 11:43)

I just need to know what is the ruling on that. You need a little longer than three minutes to finish up. That's up to, it says in here that the mayor can let you do so.

(11:44 - 11:58)

I don't know if there's a specific law or rule for that. So if I have like five different items, for example, the first item is the sign by Toretto in Apparel Park. It's a little damn children's thing.

(11:59 - 12:07)

Right. We haven't discussed that in our budget. Okay, I was on here last week due to a health issue, so I didn't know where that stood.

(12:07 - 12:13)

I came in and talked to Jenny. That was also when I talked to the town administrator. Jenny got right on it.

(12:13 - 12:30)

Do you know when it's going to be put up? I did talk to the sheriff on Sunday because of the cars going back and forth. And the reason why I was approached by it was I had a citizen

said, three of them, that they don't have something done around that area. Someone's going to get hurt, one of the kids.

(12:31 - 12:38)

And they were at the point they wanted to call CPS. Don't call CPS. Let's see if we can get this resolved, get a sign up.

(12:39 - 12:46)

Fancy going east, going west, people are waiting around. Mayor, that would be great. We used to have the sign up.

(12:47 - 12:59)

I don't know what happened to the signs. There's been no permanent decision made, but we have talked about it. There have been, and staff is putting signs up now.

(12:59 - 13:12)

Okay. So it will be done in a couple of months or a month, or do you know? It depends on the weather at this point, but they've been putting the signs up. I actually had somebody come in and comment that the signs looked great.

(13:13 - 13:19)

Somebody's seen them. So there is a sign that says slow down, children playing. I haven't seen it yet.

(13:20 - 13:24)

I was just out Sundays. Okay. Well, I didn't know that.

(13:24 - 13:36)

Thank you very much. That was the one item. I guess I will go ahead and get with the town administrator, get on the next month's agenda on these other items.

(13:36 - 13:43)

They will take longer than three minutes. So if that's fine. Thank you very much for your time.

(13:52 - 13:54)

Good evening. I'm Rachel. And I'm a board member.

(13:54 - 14:03)

I'm a social worker. I'm choosing to speak tonight because unfortunately I've been. Very frustrated with the results of this current board.

(14:04 - 14:17)

And specifically some sometimes individual members. It's really difficult actually to express truly how disappointed I am. Since even before the election, I felt that some board members continue to bring about distress and frustration.

(14:17 - 14:29)

And even chaos to situations that might not warrant it. And I'm worried that some speak frequently about transparency and the importance of open and honest. Communication with the community.

(14:29 - 14:37)

And yet in their actions, their actions speak. Otherwise. We're discussing issues on Facebook.

(14:37 - 14:43)

My name has been used frequently. I own the local newspaper. And yet I've been blocked from seeing those posts.

(14:44 - 14:55)

And the only way I've seen them is that people have shared them with me. I am still limited to see what some people's Facebook pages and I don't need to see everybody's Facebook page. That's not the point.

(14:55 - 15:11)

But the point is that the idea is transparency. When I do on the newspaper, if you're speaking about ideas that need to be done in the newspaper or about myself specifically. I do feel that it would be fair to at least let me know about those items in person first before going public with them.

(15:13 - 15:25)

In a recent letter. I was sent out to gather support for a current recall. I did not receive a letter in the mail and yet I. I'm a voting number in this community, but many of the people to whom those letters were sent live outside of the town limits.

(15:26 - 15:35)

And do not vote. But many who did not receive a letter do live inside the town limits. Is this the definition of transparency and truly being the voice of the people.

(15:35 - 15:45)

Is this the definition of transparency and truly being the voice of the people only handpicking to whom we send information to. Last month. I was at this meeting and it took 35 minutes to approve the town minutes from two different meetings.

(15:47 - 15:55)

They argued over semantics. At one point. Remember even offered to approve the minutes with the changes suggested by a trustee.

(15:55 - 16:13)

And yet those minutes were still not voted in favor of by that trustee. even the town attorney believes that all rules were followed within certain meetings that were written about in the minutes. And yet we seem to be trusting community members instead of our own town attorney.

(16:14 - 16:26)

Members of the Supreme Court are actively encouraging disunity within our community. And being the voice of the people means giving equal access to all voices, whether you agree or disagree. And I truly believe this board cares.

(16:26 - 16:33)

I really do. I really believe it. I believe you want to bring about positive change.

(16:33 - 16:45)

I do, but this isn't the way to do it. This is no different than the same injustices that have been claiming the town has done in the past. Finally, I'm disappointed that members of this board have encouraged this recall.

(16:46 - 17:01)

Recalls should be saved for fiscal irresponsibility or theft or something illegal in nature. And yet I provided proof showing that the town did in fact advertise the positions. I ran them in the newspaper in January of each election cycle.

(17:04 - 17:25)

It's also, I shared a showing the color of statutes that you do not have to hold an election when it is uncontested. And I do believe that actually this exact same board might call for fiscal irresponsibility had the town held an election because of the cost. So if we truly care about fiscal responsibility, this recall goes against what we care about.

(17:25 - 17:41)

It goes against transparency because I find no just cause for a recall. Simply the only thing I can tell there's a recall is a lack of agreeing or an inability to come to common cause. And I believe you guys all can do this together.

(17:41 - 17:57)

I think each one of you brings an important position and important perspective. And I believe you guys could be a really fantastic board if you choose to work together. Be a board that moves forward together, not focused on the past or the wrongs that have done in the past.

(17:57 - 18:11)

I by no means think everybody's perfect, but we all deserve some grace. Thank you. I'd like to make a comment myself.

(18:12 - 18:56)

After the last board meeting, I did circle back around. The only reason I circled back around was because I meant to and forgot throughout the workstation, I acknowledge our manager and our finance manager, Carla and I working for the hard work on the budget because I know that it takes hours and hours and hours to put together a budget and to do that before the board. But unfortunately, and then it wasn't mentioned that there were some citizens were concerned about having a meeting on election day.

(18:58 - 19:28)

I probably should have saved that for tonight had I not come back around and acknowledge them, then there would have never been a discussion on the board via text. Anytime that

there's more than two board members, whether it's via text or in conversation, it is against the law, it is against the rules. And that's why I abstain from those texts and conversations.

(19:31 - 20:04)

Our manager and I have talked and discussed that and it is perfectly fine for her to send out notifications to the board, but for the board to get involved in a conversation through text is inappropriate and not transparent to the rest of the public. And it's happened more than once. I've spent at least an hour, hour and a half on the line with SIRSA.

(20:05 - 20:57)

So we all have our good attributes, as you say, and none of us are perfect. But that's something that I think that we really need to curtail or think about, whether it's even the attorney said one trustee, and I consider myself, yes, I have the title of the mayor, but I am one trustee as the DOA instructor said, basically a five-person panel or judge. And so therefore I try to stay non-biased and I don't participate on those.

(20:58 - 21:54)

I try to sign up on Facebook, other than my own family and such, because it does affect people's perspective. At any rate, and there is one other thing. Once I was asked why I voted the way I did at one point and in the book 17.3, once an item has been called to vote, it's been discussed and called to vote, member of the board may or may not explain their vote after the call for a vote.

(21:55 - 22:30)

So that's one thing that I would like for us to keep in mind as a board. And then when there is especially a bigger audience, if we could keep it respectful and not have clapping or loud conversations so that we can all hear. I know that I have a quieter voice than most, so I don't get heard on some of the video as much as I should, but I appreciate your patience.

(22:31 - 22:57)

I'm learning, I'm trying, and we're just like a new board. Thank you. Item number six, the approval of minutes for October 3rd, 2024.

(23:01 - 23:15)

Is there any discussion? There is one correction that needs to be made on item 10 under the motion. We should still proceed with our system correctly. So I think that's all.

(23:21 - 23:41)

Any further discussion? Hearing none, may we have a vote please? We need a motion for a vote. Can I move that we approve the minutes of October 1st with corrections? I'll second. We have a motion and a second.

(23:41 - 23:52)

May we have a vote please? Trustee Evans? Yes. Trustee Price? Yes. Trustee Winkle-Black? Yes.

(23:52 - 24:00)

Trustee Zents? Yes. Mayor Wilcox? Yes. Thank you, motion passed.

(24:02 - 24:25)

Item number seven, approval of expenditures for October 2024. Is there any discussion? Hearing none, may I have a vote, anybody? I move that we approve the expenditures of October 2024. I'll second the motion.

(24:26 - 24:41)

We have a motion and a second. May we have a vote please? Trustee Zents? Yes. Trustee Evans? Yes.

(24:41 - 24:50)

Trustee Price? Yes. Trustee Winkle-Black? Yes. Mayor Wilcox? Yes.

(24:51 - 25:01)

Thank you, motion passed. Thank you. Item number eight, presentation from Laramie Energy, Chris Clark.

(25:05 - 25:22)

If y'all have a copy of this presentation if you need one, I have some pictures, that's what you'll do. If anyone from the public would like a copy of the presentation, we can print them out. Good evening, town board members, staff, and the public.

(25:23 - 25:36)

This is our third time presenting to you this year. So we greatly appreciate your time and the opportunity to present to you again. For second slide before you is the agenda for tonight.

(25:37 - 25:56)

And it's just gonna be three high-level details and another proposal that Laramie is pursuing and also an update regarding drilling activities for this coming winter season. On slide three, it's just a company overview. Laramie is an exploration and development company that solely operates in Western Colorado.

(25:57 - 26:11)

Our core operating areas are in Cascade Creek, north of De Beth, and of course here in Plata Valley. Slide four, just kind of a brief overview of our involvement in Plata Valley. We've been here since 2017.

(26:12 - 26:33)

We're an active member of the community. Laramie operates 150 well pads, including around 940 wells. For the project proposal on slide five, we'll cover, the next few slides are gonna cover Laramie's proposed 2024 Eklund OGD, which Laramie plans on submitting the application this December.

(26:34 - 26:46)

For slide six, it's just a general overview of our project. So in this OGD, we're proposing two well pads. They're approximately nine miles east of the town of Colerid.

(26:46 - 27:11)

The nearest crossroads are Highway 330 and 65 and 710th Road. In addition to the two well pads, the OGD will include new proposed access roads and varied pipeline infrastructure.

All of the disturbance will occur on privately owned property, so no federal lands, and Laramie's proposing to drill 48 new directional wells from these two well pads.

(27:11 - 27:34)

The OGDG is not in close proximity to any of Colerid's public water system intakes. Next slide is just to cover an overview of one of the well pads that we're proposing, the Eklund 0993-1707. This is a 22 well will be drilled from this well pad, and they will develop fee and federal minerals.

(27:34 - 28:12)

The new access road will be constructed and a new access road will be constructed and a varied pipeline will tie into existing infrastructure owned and operated by Laramie. On slide eight, we have the Eklund 0993-1712, and the Eklund in this pad will have 26 new directional wells, and they will develop fee minerals, which means private, and it will connect an infrastructure connected to the 1707. So we're kind of developing the pipeline first to the 1707 and then to the 1712 to minimize any disturbance.

(28:13 - 28:29)

On duration, slide nine talks about and discusses and shows the overall operational activities and each phase, the amount of days. This is directional wells. I know we presented earlier this year on the CCR, which are horizontal wells.

(28:29 - 28:37)

They're a little bit longer wells and they take longer to drill. Those are about 24 days a piece. Directional wells are about 4.5 days to drill per well.

(28:37 - 28:48)

So a little bit shorter duration. And then slide 10 is the overview. I know I've kind of presented on the overall OGDG permitting process, so I won't get into that tonight.

(28:49 - 28:59)

But for this project, we do need to obtain local, state, and federal permit. So local, we have Mesa County. The Mesa County is an oil and gas location application that is per location.

(28:59 - 29:25)

So we'll submit two applications, one for each well pad. And then for the BLM and for the federal minerals, we'll submit eight APDs because there'll be eight federal wells. And then to the state of Colorado, we will submit an OGDG which will include two location assessment applications and then overall cumulative impact assessment as part of the OGDG.

(29:25 - 29:44)

And then on slide 11, this displays the anticipated timing of permitting. So we anticipate submitting the OGDG this December, same with the Mesa County application. Then we'll submit the federal application in either late January or early February.

(29:44 - 30:03)

We anticipate the OGDG will go to hearings in the summer of 2025 and construction would occur in the fall of 2025 with drilling commencing in the spring of 2026. And that's all subject

to timing of these regulatory agencies and how quickly they process their permits. Now I'll turn it over to Chris Fletch for some updates.

(30:03 - 30:17)

Yeah, good evening, board. I just wanted to cover kind of the plans here in the next several months. You guys know what to expect, but also I know this would be the third or fourth time we've come in front of you.

(30:17 - 30:57)

And I just, I may or may not seem odd, but just to add a little color to that, as part of the new permitting process through the state of Colorado, we're required to do some community outreach and other things and be a little bit more involved in providing updates and in the planning process. So it may seem like we have a ton of activity planned for a little town of Colburn, which we do have some activity planned, but really it's over the next two to three years. I mean, we have some stuff that's going to happen right now, but it's a two year timeframe almost, probably from the time we conceptually start to think about a well pad, we'll go pick a well pad, go through the process, get it permitted.

(30:57 - 31:12)

So anyhow, I just wanted to kind of set a little tone about that. So when you see us coming in front of you, it's not like, oh my God, Laramie's going to be up here going gangbusters for the next year and a half. We hope that we are, but gas prices are pretty crazy, so I wouldn't count them.

(31:12 - 32:05)

That being said, we do have two well pads, and I think briefed John those a little bit before, but the Hayward 2509 and the BCU-14L, both well pads are, the Hayward's sort of up Harrison Creek a little ways, several miles up, then a little bit to the east, and BCU-14L is right near the access of 330. So just from an activity standpoint, so you guys are aware, we're actually going to start to move to the Hayward 2509, I'd say probably around the 18th to the 20th of November. So just maybe a heads up, but if anybody has any questions about that, or if we need to do any coordination with the school or others as we do those rig moves in.

(32:06 - 32:30)

So it'd be pretty intensive, I would say, for about a four or five day period there where they move the rig in, and they should be posted up there drilling for really till February. We'll move down to the 14L, but that's sort of an interfield move, so there shouldn't be a lot of traffic associated with that. And then we will actually hopefully start completing the wells up at the 2509 around the first part of February.

(32:31 - 33:09)

So, and depending on what the board approves for us, that would be our board, of course, we will be completing both well pads into the first late winter, early part of spring, depending on timing, water, and so on and so forth. So I think the one thing I did want to point out that's a little bit different about what we're doing now compared to what we used to do, we will be hauling the cuttings off of both of these paths. So in the past, we've been

able to leave some of the cuttings on location and we use them as beneficial fill in the cut slope.

(33:10 - 33:39)

And we still do that in certain circumstances, but due to topography and just how much room we have, we can't always do that. So we're going to actually be hauling a lot of cuttings in this particular instance to Greenleaf, which is over off the Debek Cut-Off. So you may, through the entirety of the process, see dump trucks with some regularity, I would guess a couple a day of two to four a day, depends on how they're doing and what the weather is headed through town and heading to Greenleaf.

(33:40 - 33:55)

So, I mean, I guess that's really it as far as an update goes again. Anything we can do to help, we'll make sure to let Carla know too. And I know a lot of times through community council send out notifications and big news.

(33:55 - 34:07)

And if we need to do anything special, again, notification wise or timing wise, we'll do our best to try to work on that. Luckily it should be not a dusty time of the year. So we shouldn't have to worry about those kinds of issues.

(34:09 - 34:22)

And again, you can see a little activity. So hopefully that is good for the businesses and the community in general. As long as I have the floor, I should have signed up to make a comment, but I did want to, if you'll allow me one minute.

(34:22 - 34:43)

I just wanted to, again, as a, I guess I'd say a part-time resident of Colburn, been here for a long time and work for Laramie Energy PXP. I've been doing operations here for a long time, but I do think the recent transition to Mesa County Sheriff has been noted by us. I think the coverage has been better than it's ever been in my opinion.

(34:44 - 35:06)

I see, I know from our guys and from just as a, I guess, a business owner, business operator in the Valley, it's been, again, I don't want to throw the previous situation under the bus, but I will note that it seems to me like it is better coverage than we've ever had. I see a presence almost continually. So, and they've been very responsive.

(35:06 - 35:27)

We've had some issues on a couple of roads where I thought we had others. And of course, some of our people, even that maybe weren't riding as quickly as we would, or as slowly as we wish they would have. And I, again, mentioned that to the Sheriff and they were very, they were very good at responding to that and patrolling those roads and keeping that down.

(35:27 - 35:35)

So, anyhow, I do appreciate that. And I guess that's just my two cents and my observation. So, short of that, I'm open to any questions.

(35:36 - 35:54)

Katie's open to any questions, if you guys have any. We really appreciate it. Presley, I know you don't do the whole cleanup and it's a coordination of different companies and whatnot, but it really worked out and was very beneficial to the entire community for cleaning up up at Terrell Park.

(35:54 - 36:03)

So- Yes, well, we, again, that's been a good cooperative effort. We've done that now for, I don't know, it was probably the last year, it was probably the fifth year, maybe? Yeah. Six years, I know we didn't, anyhow, it is.

(36:03 - 36:09)

It's a great effort. We look forward to it. And I know the community looks forward to it because they see the loads of trash.

(36:09 - 36:26)

It's really nice. Anyhow, and again, it's always been such a great cooperative effort. And I know the town and the guys in the maintenance in particular, we couldn't do it without them coming down here and the equipment is- They work well with your staff and everybody.

(36:26 - 36:31)

It's a great effort. So, it's nice to have a win-win. So, we'll look forward to doing it again next year.

(36:31 - 36:52)

Can you give me a brief, for us, a brief overview of the reclamation process? Yeah, it's where reclamation goes. So, after we get done with drilling the wells within six to 12 months, we have to do what they call interim reclamation. So, interim reclamation, say, you can correct me if I'm wrong, but we have to turn in plants and get it approved.

(36:52 - 37:19)

But if the well pad is, say, five acres, which is what we need for drilling, once we get done completing the wells, get them on flow back, get them into production, we'll come back in and do what they call interim reclamation. So, we'll take that five acre pad and basically minimize it down to, say, a two or two and a half acre pad and stabilize it at that point. And that's where the pad will sit for the next 20 years, 25 years.

(37:19 - 37:39)

So, we come in and P&A the wells and then we'll do final reclamation where we pull it back to native grade vegetation. So- So, you put all the vegetation, trees, whatever? Yeah, I mean, we don't plant trees oftentimes, but we do use native or vegetation. Even for interim reclamation, we use seed mixes.

(37:40 - 38:05)

I mean, if the landowner, again, a lot of it is split estate, so we default to the landowner first off. And if there's something they prefer we plant, we'll certainly do that. And if they have no druthers or no preference, then we default back to a native mix that the BLM has developed for various climatic zones throughout the valley.

(38:05 - 38:22)

And a lot of that, when we go back with the final reclamation, and even a lot of times on the interim reclamation, we're using a BLM seed mix. It's a mixture of grass, forage, and shrubs, typically. Not trees, but we do plant some sagebrush and rapid brush and other, you know, brushy-woody type vegetation.

(38:23 - 38:57)

So- I know it's been a long time, but in the past, it would be, as oil companies would do that, they would have a soil analysis to see which would thrive or do well in the area. We take soil samples, like before we go out and construct it as part of our permit application, we do take soil pit samples and analyze the soils and then make sure that it is suitable to the seeds that we're proposing to use. Yeah, we generally have really, let's say, you know, there's always exceptions because some soil types are poorer than others.

(38:57 - 39:11)

I would say as an industry, we're really held to a much higher standard over the last 10 years than, say, they were back in the day. And we build that in on the front side. I mean, we really have to manage our topsoil.

(39:11 - 39:22)

Like in the old days, you'd push it out, make a flat space, do it, and then, you know, it was tough to get things to grow. But we have to really submit a detailed plan now. We have to manage all of our topsoil to keep it viable.

(39:23 - 39:40)

And that's part of what we do during the interim reclamation too, is get that topsoil and get it spread back out over what we've reclaimed so that we can maintain that viability and get it stabilized. And then we'll get ready to do final reclamation. We'll strip it off again and do that, and then redistribute the topsoil also.

(39:46 - 39:51)

Good deal. You all know how to get ahold of me if we have any issues or questions. Appreciate your time.

(39:52 - 39:54)

Thank you. Thank you. Appreciate it.

(39:56 - 40:09)

Yeah, we see. Item number nine. Present a proclamation for this way.

(40:10 - 40:24)

Yes. So, Ashley is joining us via Zoom. And if you wanted to read that, and then approval by the board that we do the proclamation.

(40:25 - 40:41)

Okay. We're at it. For almost 30 years, Hope West has been a community-owned, nonprofit organization where people turn when facing life's most difficult times.

(40:42 - 41:23)

And as a nationally recognized, hospice, palliative care, adult bereavement, and children bereavement program, Hope West provides care to more than 4,000 individuals each year with every year, the need for Hope West services is growing. And hospice and palliative care month highlights the importance of comfort for those facing aging, serious illness, or grief. Hope West is privileged to provide exceptional care each, every day.

(41:24 - 42:19)

Helping patients and their families transform an overwhelming or terrible time into one of comfort, healing, and hope. And this public declaration celebrates our community's unique spirit of helping each other every day and honors the compassion of many nursing assistants, social workers, chaplains, physicians, counselors, registered nurses, and volunteers at Hope West. And hospice and palliative care month presents a unique opportunity to increase awareness of these programs and honor all who make them possible.

(42:20 - 43:12)

Now, therefore, I, Kendall Wilcox, by the power vested in me as mayor of the town of Colburn, do hereby proclaim November 2024 as Hospice and Palliative Care Month. In the town of Colburn, that the board of trustees encourage and support in participation of friends, neighbors, colleagues, and fellow citizens in hospice activities and programs now and throughout the year. In witness thereof, I have here unto you set my hand and cause to be affixed the official seal of the town of Colburn this fifth day of November, 2024.

(43:22 - 43:33)

I move that we approve this proclamation for Hope West. I'll second. We have a motion and a second.

(43:33 - 43:54)

Ms. Grand, any discussion? I greatly appreciate all that Hope West does in our community for everyone in all aspects of their mission. And we are very fortunate to have them as a community member. Agreed.

(43:54 - 44:06)

It's a wonderful organization. We have a motion and a second. We have a vote, please.

(44:07 - 44:10)

Yes, sir. Trustee Winkleback. Yes.

(44:11 - 44:14)

Trustee Zents. Yes. Trustee Evans.

(44:15 - 44:18)

Yes. Trustee Price. Yes.

(44:19 - 44:23)

Mayor Wilcox. Yes. Thank you, motion passed.

(44:26 - 44:33)

Thank you. Thank you, Ashley, for joining us. Thank you all so very much.

(44:33 - 44:45)

Obviously we at Hope West, we so very much sincerely, with all the gratitude in our hearts, appreciate all of this. Your guys' support means so much to us. Thank you for helping us bring awareness to this month.

(44:46 - 45:25)

Thank you. Item number 10, possible approval of street closure permit for Cowboy Christmas Parade of Lights. Yes, so this, we staffed this parade and we are shut down for a short period of time.

(45:25 - 45:34)

This is one of our smaller parades. We go around the block a couple of times to make it a little more exciting. So we just ask that we be able to do that again.

(45:38 - 45:48)

I think it's a great idea. I move that we approve the street closure permit for the Cowboy Christmas Parade of Lights. I'll second the motion.

(45:48 - 46:00)

We have a motion and a second. Any further discussion? Hearing none, may we have a vote, please? Yes, sir. Trustee Price? Yes.

(46:01 - 46:09)

Trustee Zents? Yes. Trustee Winkleblack? Yes. Trustee Evans? Yes.

(46:09 - 46:29)

Mayor Wilcox? Yes. Thank you, motion passed. Well, while we're on the subject of Cowboy Christmas, what are the plans for Cowboy Christmas? We have, the town is not with, not having the craft fair and stuff.

(46:29 - 46:42)

We have no extra plans besides the parade for the town's behalf. Okay. I'd like to throw out that, you know, this is my first year actually participating in the controversy.

(46:43 - 46:59)

I think it's a great effort on the town's part and the town's employees that showed up, the individuals, the organization that posted all the little sites for the kids to go to. It was great. It was absolutely great.

(46:59 - 47:19)

And the costumes was so refreshing and they're bringing in some of the adults that came out. So I really, you know, kudos to the staff for their efforts to organize this and especially the little dance that occurred at the end. Jimmy and the boys got those boys out to dance.

(47:19 - 47:28)

That's pretty amazing. You know what I mean? And so that was really fun to see. Not everybody has a flash mob, right? But it's been fun.

(47:32 - 47:49)

Okay. Item 11, direction to staff. Possible declaration of bus, a surplus and directing town manager to make arrangements for sale or auction.

(47:53 - 48:28)

This came about through budget sessions, budget work sessions. We have, as we have discussed, we have very low turnout for the ride that is offered. So in the, if this bus, van, isn't the most conducive and our current van driver drives his own vehicle because this is not, again, very conducive.

(48:28 - 48:35)

In the winter, it's extremely cold. In the summer, it's extremely hot. It has air, it has heat, doesn't matter.

(48:38 - 48:49)

There you go. It's got 50,461 miles on it. The tires are about 10 years old, but they're very weather-prepped.

(48:52 - 49:40)

There you go. And the town, is there any possibility that the town could put this to use for some other purpose? Like if we're read to have some kind of a town event like the rodeo or something and use it for a shuttle service or anything like that, or is the cost to bring it up to usable standards too high? I have not taken it in for a full inspection, so I don't know what it would cost to bring it up to. It carries eight maybe, so it's not a full-sized, I don't know that, plus you'd have to have a driver.

(49:41 - 50:02)

So I don't know that there's much benefit to that. Right now, we're keeping it on insurance, and it will cost us quite a little bit to keep it or to get it roadworthy. In my opinion, as long as it has been sitting vacant, it probably would cost more than it's worth to bring it up to safety standards.

(50:04 - 50:17)

However, I'm not an expert, but we do have one here sitting in the galley. Yeah, you know, I'm not a big fan of it. If you have a comment on that, I would appreciate it.

(50:19 - 50:31)

I don't think it's worth it. I mean, if there's not enough riders, it doesn't make financial sense. If you only have one or two riders a week, you're paying insurance and fuel and all the rest of it.

(50:33 - 50:49)

I mean, the fuel path is bad, or it's got a fuel injection system, it's got to be all washed and cleaned. You can replace and recycle. You've got gaskets to dry out the drink and gaskets that rot it away.

(50:50 - 51:05)

It just- It's not that I'm advocating for that. I'm just asking the question. Well, I think, you know, we've talked about this on and off for a while, and I still think the best solution is to surplus it and see what we can get out of this.

(51:07 - 51:16)

And move on with that. It's been sitting there and it's costing us insurance, and it's just not being used. I agree.

(51:20 - 51:39)

What do you think would be the best way? To lose it for sale or just put it up for auction? I would prefer to put it up for auction, take it to the auction house. But that is strictly up to the board. I think that would be the best use of that time to put it up for auction.

(51:39 - 51:56)

And let the auction house handle all the details. Yeah, I agree. Have we heard from all of the board members on what they feel about this? I don't have anything.

(51:58 - 52:11)

Mary? I'm good. I mean, I think we just leave it to the town manager to, I think, at auction, probably the best step of whatever is the fastest way. Yeah.

(52:12 - 52:17)

Thank you. I can see that they're worried. I've actually written in it.

(52:17 - 52:22)

It is at our storage yard. One of our storage yards. Okay.

(52:23 - 52:31)

It's under cover. We try and do our things with it. It's just not a great van to put our residents in.

(52:32 - 52:49)

I wonder, do we have any idea what the value of it might be as it stands? I do not. Okay. The auction house will determine that, right? Will they do a preliminary or? No, I will probably do a little bit of a preliminary before I take it to them.

(52:50 - 53:06)

Okay. I mean, sometimes if there's organizations that could benefit from it, then we could donate to, and then we could use the tax cut off with the maximum amount of money that it could be valued at. So there might be some organizations that could use it.

(53:06 - 53:10)

We're not. We don't get tax cut offs. I'm sure we're not.

(53:11 - 53:15)

No, no. I don't think we get tax cut off. No.

(53:16 - 53:27)

The county. Oh, okay. And we did talk about that, but I think just thinking of what it would take to get it back up to running standard, it just doesn't make sense.

(53:28 - 53:36)

Okay. You know, a lot of it didn't get carried in the office. The town donating it to a charity or a church or whatever.

(53:37 - 53:39)

Yeah. Right, right. I like what I'm saying.

(53:39 - 53:46)

It's as hard as it's ever going to be. Church would be a good mechanic. Yeah.

(53:47 - 53:59)

And I would hate to donate it to someplace like that without it being in good running order. Well, in the auction household, if you go to auction and it releases the town on the liability. Right.

(53:59 - 54:12)

Any minute, you got it, and it disclosed, say the break line, they brought it, and they drove it from here. Like, they just picked it up and drove it home. They got an answer that it could come back on the town and say, well, you didn't disclose it.

(54:12 - 54:30)

The break-in couldn't go back. I move that we declare the 2001 Goshen van as surplus and direct the town manager to make arrangements to take it to auction. I second that.

(54:32 - 54:44)

We have a motion and a second. Any further discussion? Hearing none, may we have a vote, please? Yes, sir. Trustee Evans? Yes.

(54:45 - 54:56)

Trustee Price? Yes. Trustee Winkle-Black? Yes. Trustee Zients? Yes.

(54:57 - 55:03)

Mayor Wilcox? Yes. Thank you. Motion passed.

(55:10 - 55:28)

Okay. Item 12, we'll move this to our manager approval of sale of 2022 Don McGregor. We have put together a bid package.

(55:29 - 55:53)

It went to every municipality in the state, and we did receive three bid offers. I have one for 40,000, one for 40,000 in one dollar, and one for \$42,500. And I recommend that we take the highest bid.

(55:54 - 56:02)

Well, I agree. What's the Blue Book value? I don't have a Blue Book value. It's a 22 that hasn't been ran.

(56:03 - 56:56)

It has the battery dead, the tires have been sitting, so I don't have a Blue Book value. In my bid package, I put together what we paid for it and what the up charges were, and these were your offers. What did we pay for it? We paid 33,000 for the vehicle, and I wanna say 19

for the up charge, for the, not for the up charge, for the back and our bid setter, how would it be set up? So they did all of the setup for us as opposed to having staff do it because it's much too much, but.

(56:57 - 57:06)

So we're basically getting what we put into it if we accept the highest bid. Minus \$10,000, but. Not quite, yeah.

(57:06 - 57:30)

We're not going to get that, but it's not a, it's also a used vehicle. Yeah, no, I think it's a bigger. But they're even, again, just sitting two years, the fuel system's gonna have to be gone through because today's fuel is not what it used to be unless you buy the clear fuel and pay the extra money.

(57:31 - 57:46)

And that can be, I mean, it's pulling the fuel tank and it's quite expensive, but to do it safely and properly. But anyway, that would be up to the new owner. I agree with that.

(57:47 - 58:00)

Yeah, that offer doesn't matter. Like if you're selling your vehicle, it doesn't matter if you put a camper shell on there or a lift or whatever. The accessories won't make it worth any more money.

(58:01 - 58:14)

So, I think you guys are actually doing the right thing. I agree. I move that we approve the sale of the 2022 Dodge Durango, the highest bid.

(58:15 - 58:27)

Yes, sir. We have a motion and a second. Any further discussion? Hearing none, may we have a vote, please? Yes, sir.

(58:28 - 58:34)

Trustee Zents? Yes. Trustee Evans? Yes. Trustee Winkleblack? Yes.

(58:35 - 58:42)

Trustee Price? Yes. Mayor Wilcox? Yes. Thank you, motion passed.

(58:44 - 59:29)

Thank you. Item number 13, approval of resolution number nine, series 2024, a resolution of the board of the trustees of the Dodge-Fulbright Colorado Approving and Agreement with GovPro Consulting for Independent Hearing Officer Services. So, we have received two recall petitions for one for Tilted Ovens, one for Rain Zents.

(59:30 - 1:00:04)

There is a period of time that community members can file protests. We have had five filed, five or six filed. With that, it is probably, well, it is highly recommended by the clerk's association that I not sit as the hearing officer to hear those protests because we would not want any questions.

(1:00:04 - 1:00:21)

So, I reached out through the clerk's association. GovPro came highly recommended. She's offering to do the hearing for \$3,000.

(1:00:21 - 1:01:04)

That includes her travel fees. And I think I included her resume, her list of jobs she's been doing for other communities, copy of the contract and copy of the resolution. Well, I just wanna say that I think it's very sad that we have to go through this, that a board member feels like other board members need to be removed because they disagree and can't come to consensus.

(1:01:05 - 1:01:31)

And looking at fiscal responsibility, I think this is very poor fiscal decision when we've got other things we need to work on in this community that those thousands and thousands of dollars can be spent on. I agree. I would like to say that I would not, I didn't sign a petition.

(1:01:31 - 1:02:23)

I told our manager that beforehand, but it's not coming from one trustee. I told several of the community members very simply, so this is, I'm not gonna use the language that they use, but this is why we had an election this time around and was part of the reason, even though I didn't aspire to become mayor, was asked if I would run and serve, and so I did. But I don't even have any members of the town sign the petition for the rebuke.

(1:02:25 - 1:03:35)

So, I would just like to state that for the record that it's not coming from one board member. Well, I'd like to throw my piece in too because when I look at the verbiage of the petition, there's absolutely no concrete reason why those two individuals should be recalled off of the board. There's all opinion, and there's no validation of anything that they've done related, untrustworthy, and if you look at how it was stated, to me, it's just a ploy to take two people off the board, to get two other people on the board because there's an agenda associated with that, and I would hate to lose these two individuals because of the ramifications that might follow that, affecting the town manager, affecting the town treasurer, financial advisor.

(1:03:35 - 1:04:07)

I mean, it's far-reaching, and I think if people wanna get on the board, they can wait until this term is up. They can put their name in the hat and get elected, but this is, to me, just a way to circumvent the way to get onto the board as opposed to doing it the right way, and it's questioning the honesty and the integrity of these two trustees, and I have a big problem with that. That's all I can say.

(1:04:08 - 1:04:45)

There's absolutely nothing on that petition that validates the matter of opinion. Opinions are being stated by people, you know? So, as Lorraine has said, the thing about right now, if we approve this, it's gonna be \$3,000 for this individual, and who knows where it goes from there, and if it goes to a recall election, then it's just money spent, and a wasteful way to my opinion. Upsetting, to say the least.

(1:04:45 - 1:05:11)

It's not my job on the board to deal with this kind of behavior. And in the past, unfortunately, we've gone through the same thing and lost on the board as most of us have. We had one staff member that did come back for the maintenance.

(1:05:12 - 1:05:33)

Other than that, everybody was gone, so we had to start all over with the staff manager temporarily. We had to turn the office out. Dave Griffith was only at his time.

(1:05:35 - 1:06:07)

It's not an easy thing to go through. It is not my fault. It's just the, I guess the citizens have a right, even though if they're unhappy, they, I mean, I said they were welcome to recall the whole board, including myself, you know, not just the two people.

(1:06:10 - 1:06:48)

So all I can say is the will of the people, and I want to say it's not my fault. It's not an easy thing anyway to look at. Well, I'd say that Judy Egbert has lots of experience in municipal rules and hearings.

(1:06:48 - 1:07:39)

I think she would be a good person, a good nonpartisan part and neutral person to handle the hearing, the protest hearing, and I don't see any reason why we should not appoint her as our hearings officer. Do we know what time frame that she said that this would all take place? The hearing will have been, the hearing will most likely have been next Wednesday or Thursday. We are under time constraints from the state.

(1:07:41 - 1:08:29)

And then she has five days, I want to say, maybe longer to then file her findings. She will be doing, well, I will be doing subpoenas for certain members and certain people in the community. So we have an idea of what, if we have the recall of what the cost is going to be for an election, what is the basic cost for an election? I know it's a tough question, but I mean, ballpark? 10, 20,000? Probably 10, 15.

(1:08:33 - 1:08:55)

Again, I think under the circumstances, you should hire an outside entity to handle the election. And so I think we have somebody who will be a part of that now. And that will cost money, election stuff costs money.

(1:08:55 - 1:09:20)

It costs money to have an election. So who was the last election held through 2024? Previous to 2024? I think it was 2016. 16, maybe? And maybe 2018.

(1:09:20 - 1:09:32)

No, I think that 18, we did not have an election. So it was 2016. But for the same reasons, there was no one running against anyone.

(1:09:32 - 1:09:41)

So the fiscal responsibility would be to not hold an election if there was just, each seat was filled. Right. Yeah.

(1:09:45 - 1:09:55)

So the problem is, if these two individuals are recalled, then we must hold an election to fill those positions. I'll have to stay with that. No, it will happen at the same time.

(1:09:56 - 1:10:27)

What will happen is, it will move forward with the election, and there will be notice put out, and anybody who wants to run for the two seats can, they have to go through the process of getting signatures and doing that. Then your ballot will look something like, at the top, it would be, do you vote to recall so-and-so? Yes, no. Do you vote to recall so-and-so? Yes, no.

(1:10:27 - 1:10:58)

And then basically there's a line, and then whoever's running for the board, it states on the bottom half, if so-and-so is recalled, vote for who you would prefer to be on the board. So if they are not recalled, then those are not counted, and if they are recalled, then the two people with the highest votes would then take the seats. Or it could be one.

(1:10:58 - 1:11:05)

It doesn't have to be both, but it's... No, it could be one or the other, or both. True. Yeah, true.

(1:11:07 - 1:11:29)

So then the individuals who are being voted on to be recalled may vote to be re-elected? No. That's where, if I understand it right, the people can vote not to recall. The board may also, if another people vote not to recall, they would maintain their seat.

(1:11:30 - 1:11:41)

Is that correct? So technically, they're still on the ballot, and the people still have the choice to choose them. Thank you. Okay.

(1:11:49 - 1:12:06)

Well, I move that we approve the Regulation No. 9, Series 2024, the resolution of the Board of Trustees for the Town of Fulton, Colorado, approving an agreement with the Guest Probe Consulting for Independent Hearing Officer Services. I second that.

(1:12:07 - 1:12:23)

We have a motion and a second. Any further discussion? Hearing none, may we have a vote, please? Trustee Price? Yes. Trustee Evans? Yes.

(1:12:24 - 1:12:32)

Trustee Winkle-Black? Yes. Trustee Zients? Yes. Mayor Wilcox? Yes.

(1:12:33 - 1:12:42)

Thank you, motion passed. Mr. Timing, let me know. We can go from there.

(1:12:53 - 1:13:33)

Item No. 14, the Board may enter into Executive Session pursuant to CRS 24-6-402, parentheses, four, parentheses, three, to determine positions relative to negotiations with Optimist Communications. Concerning a communication site lease at Gandy Park, developing a strategy for those negotiations and instructing negotiators.

(1:13:41 - 1:14:00)

So it is recommended because we need to discuss advice with our attorney that we go into Executive Session. I would take a motion that we move into Executive Session. Okay.

(1:14:01 - 1:14:23)

I move that we enter into Executive Session pursuant to CRS 24-6-402, four, E, to determine positions relative to negotiations with Optimist Communications. Concerning a communication site lease at Gandy Park, developing a strategy for those negotiations and instructing negotiators. I'll second that.

(1:14:26 - 1:14:39)

Okay, we have a motion and a second. Any further discussion? Hearing none, we have a vote. Yes, sir.

(1:14:39 - 1:14:47)

Trustee Zents? Yes. Trustee Evans? Yes. Trustee Winkleblack? Yes.

(1:14:48 - 1:14:55)

Trustee Price? Yes. Mayor Wilcox? Yes. Thank you, motion passed.

(1:14:57 - 1:15:12)

So I think what we will do here is we'll be clearing the gallery if you guys want to. Sorry, I know it's fast here, but if you'd like to wait off, you can. And then I will let you know when we are done with the Executive Session.

(1:15:12 - 1:15:33)

Unfortunately, that's the best way to handle that. Jenny, I believe on Zoom that our guests can stay on and that Wilson, Carla, and myself will be getting off of this Zoom. We have another one that we will be getting on with the board.

(1:15:34 - 1:15:52)

Yes, go ahead and mute yourselves on this one. So mute, make sure that the room is muted on this Zoom before you start your new one. I'm gonna have to get off completely because otherwise it's still recorded and it can't be out, it can't be a public recording.

(1:15:53 - 1:16:03)

So I have to get off and Carla and Wilson. Okay, so I'm keeping the meeting going. Okay.

(1:16:03 - 1:16:10)

So you're keeping the meeting going and then we will rejoin you. Okay. Okay? Good.

(1:16:11 - 1:16:15)

Good. Thank you, guys. Well, hopefully they all come back.

(1:16:15 - 1:16:23)

How long have you been here? Hopefully not too long. Okay. I'm glad to hear about this.

(1:16:42 - 1:16:56)

The water is there. So, okay. So why don't you want to send it to us from Williams? Okay.

(1:16:58 - 1:17:01)

We're gonna make it again. Okay, thanks. And then.

(1:17:01 - 1:17:08)

All right, stay warm. Jenny, you're gonna have to mute everybody. Oh, that's right.

(1:17:10 - 1:18:00)

I think then the better way to do this, unfortunately for our online guests is that we will need to turn this Zoom off and then we will start it whenever we get done with the executive session. And the meeting that's on Zoom now, I think that the guests could go in immediately, right? And going back in and they would be sitting in a waiting room until they are let in. So, and I'm saying that out loud.

(1:18:00 - 1:18:05)

Hopefully everybody on Zoom is hearing me. So that's what we will have.

AT THIS POINT THE BOARD ADJOURNED INTO AN EXECUTIVE SESSION

REGULAR MEETING RESUMES

GMT20241106-031110

Recording.cutfile.20241106171245440

(0:25 - 0:36)

Well, Jenny, you're still there. I'm here. I'm still here.

(0:36 - 0:40)

Hi, Jenny. We finished the e-sessions. Everybody's getting back on.

(0:41 - 0:46)

No worries. Holy moly, that was a long one. It was.

(0:52 - 0:59)

Can you hear me, Jenny? I sure can. Wait, I can't hear you for some reason. Oh, snap.

(0:59 - 1:02)

It might be on. Oh, no, it was my end. Okay.

(1:02 - 1:09)

Okay. It was like I could see you weren't muted. So I was like, I had a feeling that the issue was my head.

(1:14 - 1:29)

Went through and pretty much got most of the motion minutes typed up so far. So used my time effectively. And it does look like it's still recording, right, Jenny? That's what it's telling you.

(1:29 - 1:31)

Yes. Okay. Hi.

(1:52 - 2:00)

Anybody. We can. We can hear you.

(2:01 - 2:10)

Okay. Is there anyone still left waiting outside or did they all decide to go home? No, they're next door. They're coming.

(2:11 - 2:16)

Okay. Well, we can, we can wait for them to filter in then. Yeah.

(2:16 - 2:29)

That'd be good. Okay. Thank you for your guidance.

(2:39 - 2:49)

A little bit. Thank you. Yeah.

(2:55 - 3:04)

Hang in there. Yes. Yes, yes.

(3:19 - 3:48)

OK. Anywhere. Okay, so then we need to resume the meeting and state the time again.

(3:52 - 4:44)

Meeting is being resumed at 8 15 on November 5th 2024 for the open meeting public meeting of October in Colorado and I'm at the direct spot attorney update from Wilson Starberry. I would like to make a motion that we have the staff move forward with recommendations for negotiators from the executive session. I second the motion.

(4:48 - 5:21)

We have a motion and a second. Any further discussion? Hearing none, may we have a vote please? Yes sir. Trustee Price? Yes.

Trustee Evans? Yes. Trustee Dents? Yes. Trustee Winkleblak? Yes.

Mayor Wilcox? I will abstain. Okay, motion passed. Thank you.

(5:22 - 7:36)

Thank you. Attorney update from Wilson Starberry. Yes, and I'll try to keep this brief since we've been going late.

The one thing that Mellie and Carla had asked for me to provide just a brief update on was some of the work we've been doing on the on the waterline project from the school. I have been in touch with the folks at and we are moving forward on getting the property for the water tank secured. The county's already pledged to give the town that property.

We're just making sure we check all the boxes we need to check to get the land transferred. I have reached out to the school district attorney and we'll be moving forward on negotiating the IGA with them that's going to work through sort of how the grant funds to the extent that the grant is awarded to the town will be shared between the town and the school

because ultimately DOLA will be basically reimbursing the town for the money it spends on that. So we're kind of keeping things moving there and I think kind of the last piece is Melanie remind me when do we anticipate to hear back from DOLA on whether the grant will be whether the town will actually receive the grant? In the next couple of weeks.

Okay so we may or may not have any sort of action items or recommendations for your consideration at the next meeting. Kind of depends on how soon DOLA gets back to us and how quickly some of these other pieces move. It's possible at the very least we may have something on approving the transfer of land from the county but the main kind of blocker there is we need to actually send someone out to get a legal description and I still need to follow up with the county and see if we can actually what it's going to take to get a surveyor out there.

(7:39 - 8:32)

Cool. Am I forgetting anything Melanie that we had talked about during the meeting? I think that was everything but we'll go if that was everything. Okay thanks again.

I would like to acknowledge and thank Carla and Melanie for going over to the discussion and Ray on the waterline and the whole grant because that was quite an extensive trip and extra time. So thank you. We just wanted to see Ray.

Yeah we wanted to see him. We had to stay an hour and a half because there's nowhere to stay but you know. You start working there in February when it's 50 below zero.

(8:33 - 9:32)

But thank you you and Carla. We appreciate the effort you put into this. Thank you.

Well hopefully when we hear back from DOLA it will be good news. So we'll keep you posted and with that that's my update. Thank you.

Number 16 monthly staff update. You guys have it in front of you if you have any questions on it. I can try and answer them.

I just want to thank you guys again for the trunk and treat. It looks like it was a huge turnout and great success for everybody. People are still talking about it so yeah it was great.

Pictures being shared. Yes. Memories being made.

(9:39 - 11:22)

Can you give us a little bit more information regarding the source of claims for the tripping on the curb and the program for community-wide sidewalk repairs? Well I mean we filed it lame with SIRSA and we haven't heard anything back. Our code is very specific on it is the homeowner's responsibility to keep their sidewalks in repair. We keep the streets.

Homeowners keep the sidewalks. I'm just having an idea. We haven't I haven't been in the library so forgive me if it comes out a little crazy but my thought process was my thought process was that maybe we could start having discussions with community members now and then possibly run a program next summer with job course students and their concrete students and because there's a part in there where then we're not we don't pay the

students but we do pay for supplies and so maybe the homeowner then could take on the supplies.

(11:22 - 13:32)

They wouldn't have any labor which I would think would be a great option. We could schedule it out so that maybe there's certain streets done on certain weeks. It would probably be an all summer thing because job course students have very different schedules and weather and it's concrete and so there's a whole lot to play into that but and that's just an idea.

I haven't taken that anywhere since that I said. It would be easier to contract with the town versus individual homeowners on the job course side so that would be a viable solution potentially. Yeah I have to we have to figure that out because then I don't know how we would bill yet so like I said I am just throwing things out there.

I haven't laid it all out but anyways it's an idea. I would hope that we would save then homeowners quite a bit of money. That is definitely walk the streets if you start walking the sidewalks.

Unfortunately I believe our code says the mayor has to send everybody a letter telling them they have 30 days to fix their sidewalks. I don't know that that's exactly what we want to do that. Yeah that's what we want to do right.

I think what we want to do is let's see how we can help our community. So we can't do concrete work during the winter. We'd have time to create a program of some sort.

I think that's a great idea. The only thing I would add to it is some of the damage and it's going to happen every year. When the streets are plowed or cleared you can't see you know the operators can't see and so it isn't just you know obviously not the sidewalks but the curbs themselves get chipped and cracked and then once the crack is there the water gets it and freezes and breaks it away.

(13:33 - 15:25)

I think some realistic expectations of what sidewalks are going to look like. My main concern and Boone's case did fall in front of her own house and but she busted her head on them but you know I told her we do have to address this issue you have to get your sidewalk fixed because then a child or somebody trips and butt their head and she is financially responsible for that and that's something beside Lorraine's house the sidewalk is like this. I mean if kids decide that's a great skate jump and break their neck you're financially responsible.

You know it's there you haven't corrected it that's what our that's what our code reads. So we need to definitely address this issue. I know that not every resident knows this is their fault.

I've debated extensively Rickness's case and I have read her ordinance several times and her friends who are upset that this happened and it is what it is. I don't know how many people but I would strongly suggest that the town may sign on by the public not to use certain types of salts or whatever because everyone's finished with the concrete. Well and it's probably that time of year when maybe in your town tidbits or whatnot that we remind property

owners that they are responsible for clearing the sidewalks of snow and in that you know we can discuss maintenance in winter maintenance.

(15:25 - 15:50)

Well it's not every year that and so yeah not everybody gets a newspaper and really needs to go out for it's not everybody gets newspaper it has gone we'll make sure it doesn't come. Any polluters? Because I've seen it there. And all the usual places.

(15:59 - 16:41)

Okay I think those were the only questions I had with the staff report. Thank you. This last month in our lengthy board package it was came out that we are targeting in-town rates for out-of-town water users and cappy sorry to connect to the water and sewer.

(16:43 - 17:12)

And it says we propose that we determine the number of out-of-town. I think anything that needs to be proposed the board needs to go on the agenda so I'd ask that this issue be brought to the agenda next month. We can do that the way at this point the way I was thinking because right now the only place that it affects is the school water line and so we could handle that whenever we were doing budget discussion at ITA.

(17:15 - 17:54)

Well it affects a lot. It affects our our reserves to for the water and the sewer and I think it needs to be brought to the board and it needs to be addressed on the agenda. How to fix previous taxis or moving forward? Moving forward I think that they already know that this should be twice the amount and they just need to fix the paperwork and that doesn't take additional.

(17:55 - 18:32)

And several people. So people that have already received tax. Did you read the letter? So you're talking about the the agreement with the school? With those? Yes.

So that is you're talking about? And yes because they were quoted the \$4,500 there is the option to honor that. Right. We didn't quote them \$4,500.

(18:33 - 18:44)

Yes. And we haven't. The school did.

No. The school asked me and I told them the wrong price. Yes ma'am.

(18:46 - 20:56)

That's \$4,500 because we haven't done out of town water taps. All of our previous paperwork here at the town hall from many many many years states that it's \$4,500. And after a meeting here in town whenever somebody in the audience asked are the tap fees separate for out of town residents.

They were different. They were the same or different. As I said somebody here asked and so then I went back through the code.

I did see where it was and I brought it here. And I noticed that with that list there was one maybe two that actually got charged the full rate. One.

So only one out of the eight or ten got the full rate and so everyone else got the lower rate. And so to me they got the bargain and that's fine. We can't go back and ask them to up it.

I'm not asking them to but moving forward everybody needs to pay. Well I agree but that's not what they want. They want to move forward and give that special rate to people already.

Well along the waterline but it's already it's already been quoted to them. Right. So for us to go back and say I want twice that I don't agree with that because that's not good community service.

I think well I need to honor that and then from here forward absolutely we need to just paperwork so when another person from out of the city limits comes and wants a water tap then all the paperwork agrees and they're going to know that it's going to be nine thousand dollars instead of forty five hundred. But to go back to these people that we've been trying to work through to get this waterline to our students at the school I think we need to honor that. It's not just them.

It's three places up Cedar Crest. It's five houses. There's no addresses or names.

I'm again. One is good for all and we can't. So where are these water I mean we have people wanting water taps and they've been promised forty five hundred dollars already.

(20:57 - 21:22)

I didn't unpack it. Do you want me to read it to you? It was just kind of in the end of the school discussion that what the staff is proposing but they didn't bring it to the agenda. They just said we propose that we determine the number of out-of-town parties who were quoted the incorrect tap fee and that the town reserve amount equal to cover these additional tap fees in the general fund.

(21:22 - 37:53)

At this point we believe it is five landowners along the school waterline and three developer taps near Cedar Crest for a total of eight properties at forty five hundred dollars or thirty six thousand dollars. If and when any of these impacted parties apply for a tap we will bring to you a variance request to change charge them the quoted forty five hundred dollars and pay the remaining forty five dollars from the general fund reservation. We propose this grace period expire on 12 31 29 at which time those landowners will be required to pay the full nine thousand dollars and going forward everyone else will have to pay the full.

So we can't it's our job as board members and staff to uphold the ordinance and I can tell you I was quoted through CenturyLink a landline for thirty five dollars a month basic landline and then when I called back two weeks later that quote was no longer available because I didn't walk into that price that day. Why would we give these guys five years? It was a quote and it was a mistake. And now we have to go back to the drawing board and say we made a huge mistake and this is actually the ordinance.

It's all of our jobs to hold up the ordinance and at some point we're going to get some attention from state level if we continue to hem ha around and not hold up the state statutes in our local order. If I may interject before all of this the tax fees were many many

years ago when we first moved up there it was five hundred dollars we went to fifteen hundred dollars and to the point that the town came to Teresa and I for the landline park uh would be the end of the board at that time and then it went to forty five hundred dollars but when it went to fifteen hundred dollars and of course a total different administration whenever somebody uh paid for a tax fee or signed on they agreed to annex into the town and first state statute which has been before we moved up here if somebody's septic system fails for whatever reason and they are within 500 feet of the town sewer line or uh that goes from the you know water as well that they they were required by the state to turn it up to the town facilities well what I'm trying to say a quote was made it was made in error it does not represent what our own ordinance says and it's a quote it's not a contract so we need to address this issue we need to come to a decision before so and and I just want to say I think I maybe started cutting you off slightly slightly too soon because you got to the point I was going to interject to make which is this should be a future agenda item that the town can't make a decision on this tonight because it hasn't been properly noticed on the agenda and it was you know indicated earlier uh that you know there was some concern about the town making decisions at improper time so I just want to say you can't make a decision on this tonight but I can certainly take the direction forward to staff to have an item on the agenda at a future meeting I would agree to have that on the next agenda it'll be on December I would also like to have a decision or discussion to add the job descriptions back to the employee handbook and job requirements and I'm open to the discussion I don't know those were taken out so I wonder if there isn't um maybe we should we'll talk to Wilson about maybe that because they haven't been in since I've worked here in the last 10 years so I know which I'm going to make sure that we don't have any reasons that they aren't in there well at least a discussion item you haven't seen or read I don't know if that would be a good time to add to the agenda since we're talking about how it affects everybody and going back on the town's word but that's what happened in 2006 when the town came to Teresa and I to divide and change three orings the law lines we paid for half of it the town ordered and it was on the platform and ordered and surveyed and went through the process and approved everything including showing that the tax were paid for 807 requiring a report and then without any call notification letter I received a call from the audience the next month it was the actually the second meeting that Jim knew had been at the advantage in news holding download at that time there was no need to complete the tapings since Teresa and I signed the plan it gave the easement they gave the town easement to that 10-foot strip so the town didn't either so um sorry you said you were recusing yourself from making a decision on on which part of this the uh charging tappies the secondary if they want to go back and treat like they're talking you know if we quoted these people half the price that we shouldn't go back on our word and and then charge it in the full case I would like to go back to that and what happened to my wife and I it was not we didn't even come to the town it was the town that came to us to rearrange and they wanted to clean up some lot lines so I said I didn't want any money all I wanted was it should have been shown anyway because the stubs are there and Carl wants to tell I can't find the records but he paid for them because he ended up building on that lot at any rate in 2006 that town ordered the survey had everything done it was all approved for the taps and everything and then the very next meeting standing right at that door uh explained to the board that since the plot was signed uh either then and uh mark so that uh since the plot was signed it gave the town legal easement to that back 10 feet of the park and it goes completely from Danny's house from that lot of time to the fence all the way across the park to our current residents and they can block the only

thing that I did over the years was put in a ditch to protect our neighbors because they were being flooded in the spring and when they irrigated and lots of lots of once again I did that at my own will didn't ask for anything so I think that's a discussion that should be had with the administrator and attorney prior to board I was just asking if that should be put on the agenda and my job is something that should be discussed with the town administrator and the attorney prior to coming to the board yeah and and I think just to kind of address some of these issues around the sort of question of fairness um I mean since the or at least I just want to indicate that that you know the that if the board were to agree to waive the the tap or the double tap fees only charge the the single tap fee uh for the school district because of some of the kind of misrepresentations were made um at least as far as I understanding understand the issue there is nothing illegal about that under state law since there was some reference to the state coming in and and having some consequence for the town for doing that as far as that has been described to me at this point there is nothing illegal about going on there so I just want to make sure to correct the record on that well we can't just dipping and be dipping into the general fund that was funded by taxpayers that's the people's money every time we make a statement like oh it's no big deal take from the general fund again I mean that's a policy question certainly for the voters but it's not illegal well there's also the when was the last time that we had a tap be raised because I took time to call several other municipalities and our our board is real good at raising the the actual fees monthly utility bill but we are not good at raising the tap fee to the times and we need that money in reserves to repair and maintain the water lines and the treatment facility that we have it was done in 2006 because at the time we entered into the agreement with the time they were \$1,500 a piece and then the very next month when it was 2006 it went to \$4,500 we're going to be having a discussion about that on December on November 19th yes so that's the time that we can discuss about raising tax fees if necessary and then yeah okay um I would like the board to consider sending a letter to the Mesa County Board of County Commissioners regarding having a at minimum a ballot drop box um in Colbran or any incorporated town um in Mesa County because I think that they are doing a disservice to members of the county who live outside of the Grand Junction Municipal Area and you know by requiring people who do not want to trust the people to travel 45 miles or more in some cases to deliver their ballots or to vote in person and I know that they can't the elections clerk has said well we don't have the money and I don't think that's a valid argument and I think that it's we need to let our thoughts be numb I do that wholeheartedly at one time once a month they used to have the license plates come up and work right there in the office so we could get our registrations license plates I mean we can get a vet inspection important at any time they've got you know multiple sites within the Grand Junction area and they can't service the rural areas I think that's unfair and out of line so you're saying we can trust them to ballots when we can't trust them once we mail the ballots in but I'm not opposed to what you're saying but if you if you don't trust the mail I mean they got you the ballot uh well you could trust them to that point that we we uh put together a letter from the town with the board of Colbran yeah okay because you know there are some people okay okay I meant to mail it I meant to mail it and then it's too late no but so I got to drive it beyond there I think yeah yeah the same thing we will hang our neighbors their mail because we all have one joint mailbox and the same thing has happened vice versa where they have returned the ballots and other times they just toss it out if it's not their mail oh wait my dad didn't want his mail he wanted me to drop it out of the drop box and I had to drive a sewing machine to do that so I think it'd be awful so I can

bring a letter forward and you're in the grave okay and you know for the good of New York I'm ready to get to the work session okay so the upcoming meeting dates are November 19, 2024 and May, December 3, 2024 which is a regular board meeting public hearing regarding the 2025 budget. November 19th is a board work session for the 2025 budget.

(37:56 - 38:17)

We do have a couple of items that may be adjusted to be a special meeting. So I would entertain a motion to adjourn this meeting. I move that we adjourn and move to a 2025 budget work session.

(38:18 - 38:29)

Second. We have a motion and a second. Absolutely.

(38:33 - 38:38)

Trustee Zents. Yes. Trustee Evans.

(38:38 - 38:42)

Yes. Trustee Winkleblack. Yes.

(38:43 - 38:47)

Trustee Price. Yes. Mayor Wilcox.

(38:48 - 39:00)

Yes. Thank you. Motion passed.

Meeting adjourned at 8 50 p.

Town of Collbran Board of Trustees Meeting Minutes

Executive Session - November 5, 2024

TUESDAY

11/05/2024

REGULAR MEETING

Collbran Town Hall

1010 High Street, Collbran, CO 81624

7:09PM

MOTION TO ENTER INTO EXECUTIVE SESSION

Trustee Evans moved that we enter into Executive Session; Seconded by Trustee Zentz

Proceeded with consent/vote of all trustees that were present.

This executive session is being electronically recorded.

Present at this executive session are the following persons:

Trustee Gary Winkleblack, Trustee Lorraine Zentz, Trustee Tilda Evans, Trustee Jessica Price, Attorney Wilson Scarbeary, Administrator Melonie Matarozzo, Finance Director Karla Distel,

This is an executive session pursuant to C.R.S. 24-6-402(4)(e) for the purpose of discussing positions relative to negotiations with Optimus Communications concerning a communications site lease at Gandi Park, developing a strategy for those negotiations, and instructing negotiators.

STATEMENT BY THE CHAIR ON THE ELECTRONIC RECORD AT THE END OF THE EXECUTIVE SESSION

Mayor Wilcoz read "I hereby attest that this recording reflects the actual contents of the discussion at the executive session and has been made in lieu of any written minutes to satisfy the recording requirements of the Open Meeting Law.

The time is now, 8:06pm, and we now conclude the executive session and return to the Open Meeting.

For the record if any person who participated in the executive session believes that any

substantial discussion of the matter is not included in the motion to go into the Executive Session Occurred during the Executive Session, or that an improper action occurred during the executive session in violation of the open meetings law, I would ask that you state your concerns for the record.”

This Executive Session concluded.

Approved

Attest

**Town of Collbran
Finance Transmittal Sheet
November 2024**

Accounts Payable Invoices:		
See attached payment approval report	\$	240,445.43
Debit card charges:		
October 2024 (detail only, summary provided last mont)		
November 2024 (detail to be provided next month)	8,073.15	Includes recurring utility payments (Black Hills Energy, Grand Valley Power, etc)
Payroll checks and transmittals	<u>45,682.50</u>	
Total Disbursements	<u>\$ 294,201.08</u>	
Receipts:		
Water & sewer	\$	30,097.60
Main operating account		138,952.22
Interest earned		<u>12,614.40</u>
Total Receipts	<u>\$</u>	<u>181,664.22</u>
Net cash flow	<u>\$</u>	<u>(112,536.86)</u>
Cash/Investment Account Balances as of 10/31/24		
Grand Valley Bank Operating	\$	90,185.62
Grand Valley Bank Utility		172,183.14
Grand Valley Bank Money Market		1,898,880.55
Grand Valley Bank Debit Card		11,056.39
ColoTrust		1,364,844.96
CSAFE		<u>929,781.53</u>
Total	<u>\$</u>	<u>4,466,932.19</u>

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
ASSET ENGINEERING LIMITED								
858	ASSET ENGINEERING LIMITED	AUDITORIUM	PAY APP #3	10/30/2024	209,545.19	209,545.19	11/19/2024	
858	ASSET ENGINEERING LIMITED	AUDITORIUM	PAY APP #3 RETAINAGE	10/30/2024	10,477.26-	10,477.26-	11/19/2024	
Total ASSET ENGINEERING LIMITED:					199,067.93	199,067.93		
BIG STATE INDUSTRIAL SUPPLY								
723	BIG STATE INDUSTRIAL SUPPLY	1579962	PW: SUPPLIES INDUSTRIAL STRENGTH	10/28/2024	1,156.60	1,156.60	11/25/2024	
Total BIG STATE INDUSTRIAL SUPPLY:					1,156.60	1,156.60		
CENTRAL SERVICE LLC								
137	CENTRAL SERVICE LLC	70612	PW: REPAIRS FUEL ADDITIVE	11/20/2024	45.80	45.80	11/25/2024	
Total CENTRAL SERVICE LLC:					45.80	45.80		
CITY OF GRAND JUNCTION								
213	CITY OF GRAND JUNCTION	2024-0007349	WASTE WATER: TESTING	10/17/2024	207.46	207.46	11/05/2024	
213	CITY OF GRAND JUNCTION	2024-0007352	WASTE WATER: TESTING	10/31/2024	226.80	226.80	11/25/2024	
Total CITY OF GRAND JUNCTION:					434.26	434.26		
COLLBRAN AUTO AND TRUCK PARTS								
290	COLLBRAN AUTO AND TRUCK PARTS	STMT 103124	PW: REPAIRS 74830 BATTERY	10/31/2024	219.99	219.99	11/19/2024	
290	COLLBRAN AUTO AND TRUCK PARTS	STMT 103124	PW: REPAIRS 748698 LAMPS	10/31/2024	62.98	62.98	11/19/2024	
290	COLLBRAN AUTO AND TRUCK PARTS	STMT 103124	PW: REPAIRS 748699 LAMPS	10/31/2024	6.38	6.38	11/19/2024	
290	COLLBRAN AUTO AND TRUCK PARTS	STMT 103124	PW: REPAIRS 748746 BACKUP LAMP AN	10/31/2024	19.18	19.18	11/19/2024	
Total COLLBRAN AUTO AND TRUCK PARTS:					308.53	308.53		
COLLBRAN SUPPLY								
153	COLLBRAN SUPPLY	STMT 103124	PW: SUPPLIES 9V BATTERIES	10/31/2024	8.99	8.99	11/05/2024	
153	COLLBRAN SUPPLY	STMT 103124	PW: REPAIRS BATTERY OPERATED CO	10/31/2024	24.99	24.99	11/05/2024	
153	COLLBRAN SUPPLY	STMT 103124	PW: REPAIRS PLUMBING SUPPLIES 391	10/31/2024	35.15	35.15	11/05/2024	
153	COLLBRAN SUPPLY	STMT 103124	PW: REPAIRS PLUMBING SUPPLIES 391	10/31/2024	24.98	24.98	11/05/2024	
153	COLLBRAN SUPPLY	STMT 103124	PW: REPAIRS MACHINE SCREWS 39124	10/31/2024	6.00	6.00	11/05/2024	
153	COLLBRAN SUPPLY	STMT 103124	AUDITORIUM: LUMBER FOR STAIRS 391	10/31/2024	9.99	9.99	11/05/2024	
153	COLLBRAN SUPPLY	STMT 103124	PW: REPAIRS EXTENSION CORD 39125	10/31/2024	12.99	12.99	11/05/2024	
153	COLLBRAN SUPPLY	STMT 103124	AUDITORIUM: MATERIALS FOR STAIR R	10/31/2024	970.14	970.14	11/05/2024	
153	COLLBRAN SUPPLY	STMT 103124	PW: REPAIRS 391322	10/31/2024	6.59	6.59	11/05/2024	
153	COLLBRAN SUPPLY	STMT 103124	PW: REPAIRS MISC HARDWARE	10/31/2024	16.38	16.38	11/05/2024	
153	COLLBRAN SUPPLY	STMT 103124	PW: RETURN HARDWARE	10/31/2024	10.00-	10.00-	11/05/2024	
153	COLLBRAN SUPPLY	STMT 103124	PW: REPAIRS ANTIFREEZE 391348	10/31/2024	21.00	21.00	11/05/2024	
153	COLLBRAN SUPPLY	STMT 103124	PW: REPAIRS PLUMBING SUPPLIES 391	10/31/2024	18.96	18.96	11/05/2024	
153	COLLBRAN SUPPLY	STMT 103124	PARKS: REPAIRS HARDWARE 391526	10/31/2024	19.97	19.97	11/05/2024	
153	COLLBRAN SUPPLY	STMT 103124	PW: REPAIRS SHEET METAL SCREWS 3	10/31/2024	1.84	1.84	11/05/2024	
153	COLLBRAN SUPPLY	STMT 103124	PARKS: REPAIRS 2G WIU VCR CLEAR G	10/31/2024	25.97	25.97	11/05/2024	
153	COLLBRAN SUPPLY	STMT 103124	PARKS: 2G WIU CVR (2) 391625	10/31/2024	35.98	35.98	11/05/2024	
153	COLLBRAN SUPPLY	STMT 103124	WATER: PLUMBING HARDWARE 391794	10/31/2024	56.10	56.10	11/05/2024	
153	COLLBRAN SUPPLY	STMT 103124	WATER: PVC PIPE 2" x 20' 391807	10/31/2024	35.99	35.99	11/05/2024	
153	COLLBRAN SUPPLY	STMT 103124	PW: PLUMBING HARDWARE 391979	10/31/2024	30.35	30.35	11/05/2024	
153	COLLBRAN SUPPLY	STMT 103124	EVENTS: BATTERIES FOR TRUNK OR T	10/31/2024	37.98	37.98	11/05/2024	
Total COLLBRAN SUPPLY:					1,390.34	1,390.34		
CUSTOMER REFUNDS								
396	CUSTOMER REFUNDS	REFUND ACC	REFUND BALANCE 1033.02	11/14/2024	77.78	77.78	11/19/2024	

Town of Collbran

Payment Approval Report - meeting
Report dates: 11/1/2024-11/30/2024

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Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
Total CUSTOMER REFUNDS:					77.78	77.78		
DISPLAY SALES COMPANY								
174	DISPLAY SALES COMPANY	INV4862	EVENTS: DOWNTOWN CHRISTMAS DE	11/06/2024	4,798.00	4,798.00	11/19/2024	
Total DISPLAY SALES COMPANY:					4,798.00	4,798.00		
FERGUSON ENTERPRISES, INC.								
533	FERGUSON ENTERPRISES, INC.	1567336	WATER: T10 V4 R9001 USG PIT	11/05/2024	1,400.00	1,400.00	11/25/2024	
533	FERGUSON ENTERPRISES, INC.	1569581	PW: ANNUAL MAINTENANCE METER RE	11/06/2024	4,621.00	4,621.00	11/25/2024	
Total FERGUSON ENTERPRISES, INC.:					6,021.00	6,021.00		
FLOWPOINT ENVIRONMENTAL SYSTEMS								
287	FLOWPOINT ENVIRONMENTAL SYSTE	SU10236	ANNUAL SOFTWARE: BULK WATER	11/07/2024	1,095.00	1,095.00	11/19/2024	
Total FLOWPOINT ENVIRONMENTAL SYSTEMS:					1,095.00	1,095.00		
KARP, NEU, HANLON, P.C.								
478	KARP, NEU, HANLON, P.C.	49793	LEGAL: PROSECUTION SEPTEMBER 20	10/03/2024	330.00	330.00	11/19/2024	
478	KARP, NEU, HANLON, P.C.	49794	LEGAL: WATER RIGHTS SEPTEMBER	10/03/2024	1,292.00	1,292.00	11/19/2024	
478	KARP, NEU, HANLON, P.C.	50432	LEGAL: WATER RIGHTS WORK	11/04/2024	1,131.25	1,131.25	11/05/2024	
Total KARP, NEU, HANLON, P.C.:					2,753.25	2,753.25		
KLJ ENGINEERING LLC								
784	KLJ ENGINEERING LLC	10217669	ENGINEERING: WATER WASTEWATER	11/22/2024	1,166.00	1,166.00	11/25/2024	
784	KLJ ENGINEERING LLC	10217670	ENGINEERING: ON-CALL CDPHE PERMI	11/22/2024	260.00	260.00	11/25/2024	
784	KLJ ENGINEERING LLC	10217671	ENGINEERING: HWY 330 WATERLINE V	11/22/2024	3,189.11	3,189.11	11/25/2024	
Total KLJ ENGINEERING LLC:					4,615.11	4,615.11		
LOCO INC.								
204	LOCO INC.	STMT 8614351	PW: FUEL	10/31/2024	278.70	278.70	11/05/2024	
204	LOCO INC.	STMT 8614351	FUEL TAX EXPENSE	10/31/2024	17.37	17.37	11/05/2024	
Total LOCO INC.:					296.07	296.07		
PHASE CON ENVIRONMENTAL CONSULTANTS								
867	PHASE CON ENVIRONMENTAL CONS	11281	AUDITORIUM: TESTING	11/03/2024	8,500.00	8,500.00	11/19/2024	
Total PHASE CON ENVIRONMENTAL CONSULTANTS:					8,500.00	8,500.00		
SNOW LINE SERVICES LLC								
717	SNOW LINE SERVICES LLC	NOVEMBER O	WATER/WASTEWATER SPLIT	11/25/2024	2,210.00	2,210.00	11/25/2024	
717	SNOW LINE SERVICES LLC	NOVEMBER O	WATER/WASTEWATER OPERATOR	11/25/2024	1,190.00	1,190.00	11/25/2024	
717	SNOW LINE SERVICES LLC	ORC SERVICE	WATER/WASTEWATER SPLIT	10/31/2024	2,210.00	2,210.00	11/05/2024	
717	SNOW LINE SERVICES LLC	ORC SERVICE	WATER/WASTEWATER OPERATOR	10/31/2024	1,190.00	1,190.00	11/05/2024	
Total SNOW LINE SERVICES LLC:					6,800.00	6,800.00		
TERMINIX								
596	TERMINIX	280374	TOWN HALL: PEST CONTROL	11/20/2024	55.00	55.00	11/25/2024	
Total TERMINIX:					55.00	55.00		

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voiced
UTILITY NOTIFICATION CENTER OF								
371	UTILITY NOTIFICATION CENTER OF	22410306	LOCATES: PREPAID	10/31/2024	100.00	100.00	11/19/2024	
Total UTILITY NOTIFICATION CENTER OF:					100.00	100.00		
WESTERN PAPER DISTRIBUTORS								
627	WESTERN PAPER DISTRIBUTORS	4950889	PW: SUPPLIES	09/11/2024	477.04	477.04	11/05/2024	
627	WESTERN PAPER DISTRIBUTORS	5011745	PW: SUPPLIES RESTROOM SUPPLIES A	11/20/2024	289.22	289.22	11/25/2024	
Total WESTERN PAPER DISTRIBUTORS:					766.26	766.26		
WILSON WILLIAMS FELLMAN DITTMAN								
857	WILSON WILLIAMS FELLMAN DITTMAN	1116	OCTOBER LEGAL: GENERAL COUNSEL	10/31/2024	1,326.00	1,326.00	11/19/2024	
857	WILSON WILLIAMS FELLMAN DITTMAN	1116	OCTOBER LEGAL: SCHOOL WATERLINE	10/31/2024	468.00	468.00	11/19/2024	
857	WILSON WILLIAMS FELLMAN DITTMAN	1116	OCTOBER LEGAL: RECALL ELECTION	10/31/2024	370.50	370.50	11/19/2024	
Total WILSON WILLIAMS FELLMAN DITTMAN:					2,164.50	2,164.50		
Grand Totals:					240,445.43	240,445.43		

Town of Collbran

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Period 10/24 (10/31/2024)

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Report Criteria:

Including transaction count

Date	Reference Number	Payee or Description	Account Number	Account Title	Debit Amount	Credit Amount
CASH DISBURSEMENTS - Debit Card Charges GVB (CD112)						
10/01/2024	1	Terminix - water plant - maintenance	51-00-4367	Repairs & Maint. Water Treatme	45.00	
10/03/2024	2	Turboscribe - AI transcription software - Bo	10-00-4348	Computer/Network Services	20.00	
10/07/2024	3	Adobe Illustrator - Admin - software	10-00-4348	Computer/Network Services	263.88	
10/07/2024	4	Black Hills Energy - Auditorium	10-60-4398	Utilities Auditorium	13.87	
10/07/2024	5	Black Hills Energy - Shop	10-30-4398	Utilities Public Works	25.43	
10/07/2024	6	Black Hills Energy - Library	10-10-4398	Utilities Library	25.43	
10/07/2024	7	Black Hills Energy - Water Treatment	51-00-4398	Utilities Water	60.08	
10/07/2024	8	Black Hills Energy - Town Hall	10-00-4398	Utilities	29.11	
10/08/2024	9	CenturyLink - PW Shop - telephone	10-30-4398	Utilities Public Works	59.28	
10/08/2024	10	CenturyLink - Town Hall - telephone	10-00-4398	Utilities	188.92	
10/08/2024	11	CenturyLink - Taxes, fees & surcharges	10-00-4355	License, Fees & Permits	27.70	
10/08/2024	12	CenturyLink - Sewer Plant - telephone	52-00-4398	Utilities Sewer	42.50	
10/08/2024	13	CenturyLink - Springs Pump Station - telep	51-00-4397	Utilities Springs Pump Station	42.50	
10/08/2024	14	CenturyLink - Water Plant - telephone	51-00-4398	Utilities Water	42.50	
10/08/2024	15	CenturyLink - WaterPlant - internet	51-00-4398	Utilities Water	59.94	
10/08/2024	16	CenturyLink - Water - taxes, fees & surchar	51-00-4355	License, Fees & Permits Water	13.85	
10/08/2024	17	CenturyLink - Sewer - taxes, fees & surcha	52-00-4355	License, Fees & Permits Sewer	4.62	
10/09/2024	18	ESRI - PW GIS Mapping	10-00-4348	Computer/Network Services	700.00	
10/09/2024	19	Amazon - events - trunk or treat candy	10-00-4347	Town Events	75.98	
10/10/2024	20	Mesa County - water sampling	51-00-4353	Professional Water	25.00	
10/10/2024	21	Amazon - events - trunk or treat decoration	10-00-4347	Town Events	11.44	
10/10/2024	22	Amazon - events - trunk or treat decoration	10-00-4347	Town Events	17.98	
10/10/2024	23	Amazon - events - trunk or treat decoration	10-00-4347	Town Events	44.95	
10/15/2024	24	AT&T Premier - Admin - cell phone & hotsp	10-00-4398	Utilities	206.39	
10/15/2024	25	AT&T Premier - PW cell phone	10-30-4398	Utilities Public Works	46.29	
10/15/2024	26	AT&T Premier - PW cell phone	10-30-4398	Utilities Public Works	46.29	
10/15/2024	27	Amazon - events - trunk or treat decoration	10-00-4347	Town Events	54.97	
10/15/2024	28	Amazon - events - trunk or treat decoration	10-00-4347	Town Events	24.74	
10/15/2024	29	Amazon - events - trunk or treat decoration	10-00-4347	Town Events	208.27	
10/18/2024	30	GVP - Springs Pump Station	51-00-4397	Utilities Springs Pump Station	448.18	
10/18/2024	31	GVP - Gandhi Park	10-50-4398	Utilities Parks	46.19	
10/18/2024	32	GVP - Water Plant	51-00-4398	Utilities Water	125.03	
10/18/2024	33	GVP - Sewer Plant	52-00-4398	Utilities Sewer	1,940.09	
10/18/2024	34	GVP - PV School Lift Station	52-01-4398	Utilities School Lift Station	105.66	
10/18/2024	35	GVP - Town Hall	10-00-4398	Utilities	112.48	
10/18/2024	36	GVP - Fairgrounds	10-54-4398	Utilities Fairgrounds	78.74	
10/18/2024	37	GVP - Plateau Creek Light	10-30-4397	Utilities Street Lights	37.95	
10/18/2024	38	GVP - Library	10-10-4398	Utilities Library	80.66	
10/18/2024	39	GVP - Auditorium	10-60-4398	Utilities Auditorium	46.85	
10/18/2024	40	GVP - Public Works Shop	10-30-4398	Utilities Public Works	88.17	
10/18/2024	41	GVP- Gandhi Park CNL	10-08-4398	Utilities - BB	31.50	
10/18/2024	42	GVP - Terrell Park	10-50-4397	Utilities Terrell Park	38.03	
10/18/2024	43	GVP - Street Lights	10-30-4397	Utilities Street Lights	330.15	
10/18/2024	44	GVP - Terrell PK Yard Lights	10-50-4397	Utilities Terrell Park	21.82	
10/18/2024	45	GVP - Spring Streets Lights	10-30-4397	Utilities Street Lights	21.82	
10/18/2024	46	GVP- Gandhi Park Pumphouse	51-00-4398	Utilities Water	88.36	
10/21/2024	47	Republic Services - trash disposal -PW	10-30-4398	Utilities Public Works	276.69	
10/25/2024	48	Expedia - Travel to Wray for waterline pres	10-00-4393	Travel & Reimburse	2,029.33	
10/25/2024	49	Expedia - Travel to Wray for waterline pres	10-00-4393	Travel & Reimburse	293.84	
10/25/2024	50	Town of Collbran - Water - Mothers Park	10-50-4398	Utilities Parks	321.04	
10/25/2024	51	Town of Collbran - Water-Sewer - Town Ha	10-00-4398	Utilities	64.82	
10/25/2024	52	Town of Collbran -Water-Sewer - Collbran	10-10-4398	Utilities Library	52.11	
10/25/2024	53	Town of Collbran - Water-Sewer - Terrell P	10-50-4397	Utilities Terrell Park	53.95	

Town of Collbran

Journals - by Reference

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Period 10/24 (10/31/2024)

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Date	Reference Number	Payee or Description	Account Number	Account Title	Debit Amount	Credit Amount
CASH DISBURSEMENTS - Debit Card Charges GVB (CD112) (continued)						
10/25/2024	54	Town of Collbran Water-Sewer - Terrell Pa	10-50-4397	Utilities Terrell Park	1,185.91	
10/25/2024	55	Town of Collbran -Water-Sewer - Fairgroun	10-54-4398	Utilities Fairgrounds	254.45	
10/25/2024	56	Town of Collbran -Water-Sewer -Auditoriu	10-60-4398	Utilities Auditorium	51.97	
10/25/2024	57	Town of Collbran - Water -Lilac Park	10-50-4398	Utilities Parks	69.45	
10/25/2024	58	Town of Collbran -Water - Women's Memo	10-50-4398	Utilities Parks	12.29	
10/25/2024	59	Town of Collbran Water-Sewer - Public Wo	10-30-4398	Utilities Public Works	58.08	
10/25/2024	60	Town of Collbran - Water - Gandi Park pu	51-00-4398	Utilities Water	12.30	
10/29/2024	61	Terminix - water plant - maintenance	51-00-4367	Repairs & Maint. Water Treatme	45.00	
10/30/2024	62	Amazon - events - trunk or treat decoration	10-00-4347	Town Events	.00	17.98-
10/30/2024	63	Walmart - events - trunk or treat candy	10-00-4347	Town Events	89.02	
10/31/2024	64	Maverick - Keensburg CO DOLA presentati	10-00-4393	Travel & Reimburse	38.01	
10/31/2024	65	UPS - Water - Water Sampling shipping	51-00-4310	Postage & Freight Water	18.57	
10/31/2024	66	October debit card charges	01-00-1025	GVB - Debit Card	.00	10,977.44-
Total CASH DISBURSEMENTS - Debit Card Charges GVB (CD112):					<u>10,995.42</u>	<u>10,995.42-</u>
References: 66 Transactions: 66						
Total 1024:					<u>10,995.42</u>	<u>10,995.42-</u>
Grand Totals:					<u>10,995.42</u>	<u>10,995.42-</u>

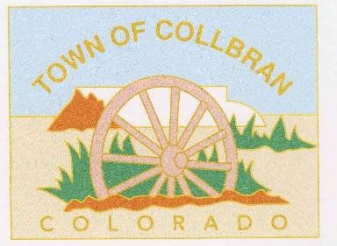
Report Criteria:

Includes the following check types:

Manual, Payroll, Supplemental, Termination, Transmittal

Includes unprinted checks

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Payee ID	Description	GL Account	Amount
10/26/2024	PC	11/01/2024	2024003	Adams, Jenni L.	141		01-00-1024	854.02-
10/26/2024	PC	11/01/2024	2024003	Distel, Karla Jean	129		01-00-1024	891.97-
10/26/2024	PC	11/01/2024	2024003	Matarozzo, Melonie A.	123		01-00-1024	2,625.90-
10/26/2024	PC	11/01/2024	2024003	Nichols, Michael A.	121		01-00-1024	1,646.61-
10/26/2024	PC	11/01/2024	2024003	Todd, Keith C.	112		01-00-1024	198.09-
10/26/2024	PC	11/01/2024	2024003	Vig, Michael A.	142		01-00-1024	833.46-
10/26/2024	PC	11/01/2024	2024003	White, Rory C.	126		01-00-1024	1,347.36-
11/09/2024	PC	11/15/2024	2024003	Adams, Jenni L.	141		01-00-1024	937.45-
11/09/2024	PC	11/15/2024	2024003	Distel, Karla Jean	129		01-00-1024	891.97-
11/09/2024	PC	11/15/2024	2024003	Matarozzo, Melonie A.	123		01-00-1024	2,625.89-
11/09/2024	PC	11/15/2024	2024003	Nichols, Michael A.	121		01-00-1024	1,646.61-
11/09/2024	PC	11/15/2024	2024003	Todd, Keith C.	112		01-00-1024	166.46-
11/09/2024	PC	11/15/2024	2024003	Vig, Michael A.	142		01-00-1024	833.46-
11/09/2024	PC	11/15/2024	2024003	White, Rory C.	126		01-00-1024	1,347.36-
11/09/2024	CDPT	11/19/2024	4110854	CCOERA	8	Retirement CCOERA (taxed volunt	01-00-1024	4,934.62-
11/09/2024	CDPT	11/19/2024	4110854	COLORADO EMPLOYEE BENEFI	15	Employer Paid Life Pay Period: 11/	01-00-1024	7,776.47-
11/23/2024	CDPT	11/25/2024	4110854	AFLAC	11	Supplemental Insurance C/SD Ins	01-00-1024	207.27-
11/23/2024	CDPT	11/25/2024	4110854	CCOERA	8	Retirement CCOERA (taxed volunt	01-00-1024	2,478.33-
11/23/2024	CDPT	11/25/2024	4110854	EFTPS	13	tax deposit Federal Withholding Ta	01-00-1024	4,038.74-
11/23/2024	PC	11/29/2024	2024003	Adams, Jenni L.	141		01-00-1024	1,100.95-
11/23/2024	PC	11/29/2024	2024003	Distel, Karla Jean	129		01-00-1024	891.97-
11/23/2024	PC	11/29/2024	2024003	Matarozzo, Melonie A.	123		01-00-1024	2,642.96-
11/23/2024	PC	11/29/2024	2024003	Nichols, Michael A.	121		01-00-1024	1,773.33-
11/23/2024	PC	11/29/2024	2024003	Todd, Keith C.	112		01-00-1024	158.53-
11/23/2024	PC	11/29/2024	2024003	Vig, Michael A.	142		01-00-1024	999.91-
11/23/2024	PC	11/29/2024	2024003	West, Donya R.	127		01-00-1024	485.45-
11/23/2024	PC	11/29/2024	2024003	White, Rory C.	126		01-00-1024	1,347.36-
Grand Totals:								<u>45,682.50-</u>
								<u>27</u>



TO: Town of Collbran Mayor and Trustees

FM: Melonie Matarozzo and Karla Distel

RE: 2025 Proposed Budget

Attached please find the 2025 Proposed Budget. We thank everyone for your attentive interest and involvement in the process.

Since the Town's primary income source for general operations is sales tax revenue, we are pleased to report that year-to-date sales tax revenues are up around 1.5% over last year, which was a record year for sales tax collections. The Town sales tax generates about \$110,000 and the Town's share of the County sales tax (generated by sales in all of Mesa County) contributes in excess of \$1 million, or about 60% of total revenue. Thus, the Town budget is heavily dependent upon the larger Mesa County economy. Although there is still a risk of an economic downturn and the jobs market has cooled at all levels, consumer spending remains strong and the Federal Reserve Board has recently lowered the fed funds rate, which may reduce the likelihood of recession. We have developed the 2025 budget with these factors in mind. We have budgeted sales tax revenues at a level slightly lower than this year's forecast to allow for a slowing in consumer spending and tourism and with inflation cooling, we have added around 5% to line items for supplies, utilities and many services.

As many of the Town's capital projects move toward completion, we have proposed design and master planning assistance for the parks and fairgrounds so they can be the next area of focus.

The Town remains in a very healthy position financially and is well positioned to continue to work on priority projects in 2025 and continue to implement the Capital Improvement Plan.

- The Town's general fund balance increased in 2023 by \$533,287 to \$3,512,631, with just under \$3.4 million representing resources available to spend. The water and sewer funds have \$921,822 in unrestricted net position, an increase of \$56,760 over 2022.
- For the 2024 budget year, it is projected that the Town's overall fund balances will increase by about \$182,500 compared to 2023. General Fund reserves are projected to increase by approximately \$78,000, conservation trust fund reserves will be increased by about \$7,000, water reserves will increase by about \$98,000 and sewer reserves will decrease by about \$500.

- The 2025 Budget proposes utilizing around \$1.19 million of the accumulated reserves to work on new capital projects including engineering/planning, street improvements, water and sewer improvements, park improvements, and replacement vehicles for the public works department. No funds have yet been budgeted for construction for Lilac Park or the Arena. As engineering/planning concludes for these projects, the Town can evaluate priorities and could consider adding construction costs to the budget for these projects.
- As work began on the auditorium, some additional costs related to asbestos that will need remediated have been identified. Since the Board has not yet had time to review and approve the extra expenditure, we have included a contingency amount of \$600,000 in the proposed budget that can be spent for the additional auditorium work, upon approval of the Board of Trustees in 2025.
- The Town was recently awarded \$1 million in funding through the Energy Impact Assistance Program for construction of an extension of the Town's water supply to the new Plateau Valley school building, along with a 200,000-gallon storage tank. All of the matching funds for this project, estimated to be \$1.33 million, will be provided by the Plateau Valley School District. We have adjusted grant revenues and the budget for public works for 2025 to reflect this construction project.
- In addition to including the contingency amount for the auditorium and the school waterline, as mentioned above, the key changes to the final budget compared to the draft budget presented on October 15 are:
 - We updated 12/31/2023 fund balances when the audit was complete.
 - We adjusted the timing of grant revenues and expenditures between 2024 and 2025 although the budget amounts were generally left the same. Grant-supported projects include the auditorium, broadband middle-mile, the Hoosier ditch study, the update to the comp plan and the water/wastewater capacity study.
 - We removed funding for the senior van program due to a lack of grant funding for the program, pursuant to direction from the Board.
 - We included \$20,000 for expenses in 2025 for the upcoming recall election.
 - We added \$10,000 to the parks capital budget to allow for a water source switch for irrigation at Terrell park.

Some highlights of departmental activity in 2024 and plans for 2025:

- Town Administration led multiple successful community events, including Fourth of July and Oktoberfest and a Community Cookout at Gandi Park. The Town's ordinances were codified and added to the website. The update to the comprehensive plan is underway, and in 2025, Administration has budgeted for an update to the Master Plan for the Fairgrounds and for planning and design at the Town's parks. The Town received a \$24,000 donation for playground equipment, and we have put in a placeholder in the 2025 budget for use of those funds.

- By the end of 2024, we expect to have the Town’s fiber lighted. This middle-mile project will provide a connection back to the I-70 fiber corridor that local Internet Service Providers can utilize for backhaul. This should improve the capacity and reliability of internet service in Collbran and the surrounding Plateau Valley. The Town will not provide “last mile” service, or fiber to businesses and residences; that will remain in the private sector.
- Work on the Auditorium rehabilitation and renovation continues and should be complete in mid-2025. We received \$855,000 in Community Development Block Grant (CDBG) grant funding for the renovations, along with \$200,000 from Mesa County to support the renovation.
- The Town has entered into an agreement for law enforcement services with the Mesa County Sheriff’s Department. The 2025 cost for the agreement will be \$350,000.
- The Town’s Street department purchased a street sweeper broom that has enabled them to improve the overall appearance and safety of Town streets. With assistance from Mesa County, grading and drainage work has been done on Cedar Crest Drive. We have included \$150,000 in the 2025 budget for improvements to the Main Street asphalt surface. The Town received additional funding from the Bureau of Land Management for wildfire fuel reduction and we continue to work with the Mesa County Sheriff’s Wildfire Management Team to remove excess fuels on some of the high-risk properties in Town and the Town’s springs water supply.
- In the water fund, a project to provide system redundancy for water contact time with disinfecting agents is almost complete. The Town received a \$350,000 Small Communities grant from the Colorado Department of Public Health and Environment that will allow for additional water system improvements. The Town received a grant from the Colorado River District to address necessary improvements to the Hoosier Ditch waterline, which will protect a redundant source of municipal supply. As part of the water/wastewater capacity study, testing revealed some valves and air vacs that need replaced on the waterline serving areas between downtown and Plateau City. We have included funds in the budget to repair those areas.
- In the sewer fund, our contract engineering firm recently completed a detailed analysis of future water quality and discharge requirements so the Town can plan accordingly for future sewer infrastructure. We will continue to monitor sludge levels to make sure discharge levels remain in the acceptable range.

In summary, this 2025 proposed budget represents a cautious, conservative approach. If the economic forecast worsens beyond what we have projected, we can postpone projects that are in the 2025 budget, and if it improves, we can advance projects that are ready and that are consistent with the Board’s vision.

GENERAL FUND	2023 Actual	2024 Projected	2025 Proposed Budget
BEGINNING FUND BALANCE	\$ 2,979,344	\$ 3,512,632	\$ 3,587,592
GENERAL FUND REVENUE TOTAL	\$ 2,220,371	\$ 2,449,615	\$ 4,899,876
GENERAL FUND EXPENDITURE TOTAL	\$ 1,687,083	\$ 2,374,656	\$ 5,958,462
REVENUES OVER EXPENDITURES	\$ 533,287	\$ 74,960	\$ (1,058,586)
ENDING FUND BALANCE	\$ 3,512,631	\$ 3,587,592	\$ 2,529,005
	TABOR EMERGENCY RESERVE:		\$129,500
	Operating Reserve 25%:		\$1,489,616
	Capital Reserve:		\$700,000
	TOTAL Assigned & Restricted		\$2,319,116
	UNASSIGNED		\$209,890
WATER FUND	2023 Actual	2024 Projected	2025 Proposed Budget
BEGINNING UNRESTRICTED NET POSITION	\$ 595,640	\$ 661,699	\$ 758,976
WATER FUND REVENUE TOTAL	\$ 229,317	\$ 253,060	\$ 401,720
WATER FUND EXPENDITURE TOTAL	\$ 163,258	\$ 155,784	\$ 478,913
REVENUES OVER EXPENDITURES	\$ 66,059	\$ 97,276	\$ (77,193)
ENDING UNRESTRICTED NET POSITION	\$ 661,699	\$ 758,976	\$ 681,783
	Operating Reserve: 25%		\$119,728
	Capital Reserve		\$562,054
	Total Assigned & Restricted:		\$681,783
	UNASSIGNED		
SEWER FUND	2023 Actual	2024 Projected	2025 Proposed Budget
BEGINNING UNRESTRICTED NET POSITION	\$208,848	\$260,123	\$259,603
SEWER FUND REVENUES TOTAL	\$151,730	\$153,000	\$148,650
SEWER FUND EXPENDITURES TOTAL	\$100,455	\$153,520	\$203,137
REVENUES OVER EXPENDITURES	\$51,275	(\$520)	(\$54,487)
ENDING UNRESTRICTED NET POSITION	\$260,123	\$259,603	\$205,115
	Operating Reserve: 25%		\$50,784
	Capital Reserve		\$154,331
	Total Assigned & Restricted:		\$205,115
	UNASSIGNED		\$0
CONSERVATION TRUST FUND	2023 Actual	2024 Projected	2025 Proposed Budget
CTF BEGINNING FUND BALANCE	\$47,333	\$55,091	\$62,142
CTF REVENUES TOTAL	\$7,758	\$7,050	\$5,500
CTF EXPENDITURES TOTAL	\$0	\$0	\$0
REVENUES OVER EXPENDITURES	\$7,758	\$7,050	\$5,500
CTF ENDING FUND BALANCE	\$55,091	\$62,142	\$67,642
ALL FUNDS	2023 Actual	2024 Projected	2025 Proposed Budget
BEGINNING FUND BALANCE TOTAL	\$3,831,165	\$4,489,546	\$4,668,311
BUDGET REVENUES TOTAL	\$2,609,176	\$2,862,725	\$5,455,746
BUDGET EXPENDITURES TOTAL	\$1,950,797	\$2,683,960	\$6,640,513
REVENUES OVER EXPENDITURES	\$658,379	\$178,766	(\$1,184,767)
ENDING FUND BALANCE TOTAL	\$4,489,544	\$4,668,312	\$3,483,545

Account Number	Account Description	2023 Actual	2024 Budget as adopted	2024 Budget as amended	2024 Estimated Actual	2025 Proposed Budget
	GENERAL FUND					
	GENERAL FUND REVENUES					
	Taxes					
10-00-3110	General Property Taxes	\$ 20,130	\$ 20,999	\$ 20,999	\$ 19,500	\$ 21,623
10-00-3120	Specific Ownership Taxes	2,492	2,250	2,250	2,250	2,250
10-00-3131	Town Sales Tax	146,526	105,000	105,000	115,000	110,000
10-00-3133	County Sales Tax Remittance	1,017,195	950,000	950,000	1,010,000	1,000,000
10-00-3135	Public Safety Sales Tax	15,247	14,000	14,000	14,000	14,000
10-00-3142	Cigarette Tax	616	200	200	400	200
10-00-3162	Mineral Leasing Tax	4,758	3,500	3,500	3,661	3,500
10-00-3164	Severance Tax	7,445	6,000	6,000	6,868	6,000
10-00-3166	State Property Tax Backfill				6,470	-
10-00-3170	Road and Bridge Tax	365	4,000	4,000	400	1,000
10-00-3171	Highway User Tax	13,681	13,000	13,000	15,000	13,000
	Taxes Totals:	\$1,228,455	\$1,118,949	\$1,118,949	\$1,193,549	\$1,171,573
	Registration					
10-00-3230	Motor Vehicle Registration	\$1,053	\$1,000	\$1,000	1,000	\$1,000
	Registration Totals:	\$1,053	\$1,000	\$1,000	\$1,000	\$1,000
	Grants/Intergovernmental					
10-00-3360	Grant - SHF	\$0	\$15,000	\$15,000	\$0	\$0
10-00-3361	Grant - Senior Van	\$1,056	\$1,584	\$1,584	\$396	\$0
10-00-3363	Grant - SIPA	\$0	\$0	\$0	\$0	\$0
10-00-3364	Grant - FML	\$0	\$0	\$0	\$0	\$0
	Grant - CDPHE	\$0	\$0	\$80,000	\$80,000	\$0
TBD	Grant - DOLA School waterline and tank extension					\$1,000,000
TBD	School contributions - School waterline and tank					\$1,330,000
10-00-3378	Grant - CDBG - Auditorium		\$0	\$855,040	\$0	\$855,040
10-00-3378	Other Grants - Auditorium		\$0	\$200,000	\$0	\$200,000
10-00-3365	Grant - DOLA Engineering/Design	\$2,749	\$0	\$0	\$0	\$0
10-00-3365	Grant DOLA - Administrative grants	\$0	\$25,000	\$25,000	\$37,000	\$13,000
10-00-3375	Grant - DOLA Broadband	\$736,830	\$300,000	\$300,000	\$238,000	\$0
10-00-3375	Grants - Broadband matching funds	\$0	\$775,000	\$775,000	\$639,000	\$0
	CARES Act Funding	\$0	\$0	\$0	\$0	\$0
10-00-3366	Grant Marshal	\$0	\$0	\$0	\$0	\$0
10-00-3368	Grant - School Trail Feasibility	\$0	\$0	\$0	\$0	\$0
10-00	Grant DOLA Business Façade	\$0	\$0	\$0	\$0	\$0
10-00	Grant-AGNC	\$0	\$0	\$0	\$0	\$0
10-00-3376	Grant - Colorado River District	\$11,688	\$21,750	\$21,750	\$0	\$35,063
10-00-3377	BLM Fire Mitigation	\$34,057	\$35,000	\$35,000	\$0	\$35,000
	Grants Totals	\$786,380	\$1,173,334	\$2,308,374	\$994,396	\$3,468,103

Account Number	Account Description	2023 Actual	2024 Budget as adopted	2024 Budget as amended	2024 Estimated Actual	2025 Proposed Budget
	Fees					
10-00-3410	Fees - Franchise	\$21,397	\$20,500	\$20,500	\$20,000	\$20,000
10-00-3418	Fees - Library	\$1,820	\$1,500	\$1,500	\$1,470	\$1,800
10-00-3419	Fees - Van	\$165	\$100	\$100	\$100	\$0
10-00-3420	Fees - Marshal	\$50	\$0	\$0	\$0	\$0
10-00-3421	Fees for Notary Services	\$31	\$100	\$100	\$100	\$100
10-00-3422	Fees for Copies, Faxes, & Misc.	\$47	\$50	\$50	\$50	\$50
10-00-3423	Fees - General License & Fees	\$1,300	\$500	\$500	\$1,500	\$1,500
10-00-3424	Fees - Land Use	\$800	\$1,000	\$1,000	\$500	\$500
10-00-3425	Fees & Fines - Municipal Court	\$3,296	\$2,500	\$2,500	\$0	\$0
10-00-3426	Fees for Summer Rec	\$0	\$0	\$0	\$0	\$0
10-00-3427	Fees for Parks/Rec Fairgrounds	\$1,120	\$1,000	\$1,000	\$500	\$1,000
10-00-3429	Fees for Auditorium	\$340	\$100	\$100	\$0	\$1,000
10-00-3431	Public Use License	\$26,792	\$30,000	\$30,000	\$28,500	\$30,000
10-00-3490	Penalties, Fines, and Interest	\$0	\$0	\$0	\$0	\$0
10-00-3491	Returned Check Fee	\$0	\$0	\$0	\$0	\$0
	Fees Totals	\$57,158	\$57,350	\$57,350	\$52,720	\$55,950
	Miscellaneous					
10-00-3507	Revenue - General	\$675	\$0	\$0	\$0	\$0
10-00-3514	Revenue - Marshal	\$0	\$0	\$0	\$0	\$0
10-00-3516	Revenue - Parks	\$0	\$0	\$0	\$0	\$0
10-00-3517	Revenue - Arena - Gate/Concessions	\$0	\$0	\$0	\$0	\$0
10-00-3530	Interest Income	\$130,883	\$110,000	\$110,000	\$150,000	\$100,000
10-00-3533	Capital Credit Retirement	\$2,495	\$0	\$0	\$250	\$250
10-00-3534	Insurance Claims	\$163	\$0	\$0	\$0	\$0
10-00-3540	Donations - General	\$0	\$0	\$0	\$0	\$97,000
10-00-3541	Donations - Marshal	\$0	\$0	\$0	\$0	\$0
10-00-3542	Donations - Servicewomen's Memorial	\$0	\$0	\$0	\$0	\$0
10-00-3543	Donations - Public Works	\$0	\$0	\$0	\$0	\$0
10-00-3544	Donations - Parks	\$50	\$0	\$0	\$0	\$0
10-00-3545	Donations - Fairgrounds	\$8,700	\$5,000	\$5,000	\$5,200	\$5,000
10-00-3546	Donations - Auditorium	\$0	\$0	\$0	\$0	\$0
10-00-3580	Miscellaneous	\$4,359	\$1,000	\$1,000	\$52,500	\$1,000
	Miscellaneous Totals	\$147,325	\$116,000	\$116,000	\$207,950	\$203,250
	GENERAL FUND REVENUE TOTALS	\$2,220,371	\$2,466,633	\$3,601,673	\$2,449,615	\$4,899,876
	GENERAL FUND EXPENSES					
	General Payroll					
10-00-4113	Wages from staffing schedule	\$98,472	\$117,705	\$117,705	\$107,271	\$121,892
10-00-4135	Mayor and Trustee Stipends	\$4,800	\$4,800	\$4,800	\$4,200	\$4,800

Account Number	Account Description	2023 Actual	2024 Budget as adopted	2024 Budget as amended	2024 Estimated Actual	2025 Proposed Budget
10-00-4142	Group Health/Vision/Dental Insurance	\$11,771	\$32,697	\$32,697	\$24,004	\$36,544
10-00-4144	FICA/Medicare Expense	\$1,937	\$1,707	\$1,707	\$1,807	\$1,767
10-00-4145	Retirement Expenses	\$6,587	\$9,416	\$9,416	\$7,199	\$9,751
10-00-4148	Unemployment	\$197	\$339	\$339	\$215	\$351
10-00-4149	Workers Compensation	\$313	\$196	\$196	\$134	\$204
	General Payroll Totals	\$124,076	\$166,860	\$166,860	\$144,829	\$175,310
	General Expenditures					
10-00-4310	Postage, Freight & Delivery	\$1,376	\$2,000	\$2,000	\$3,500	\$3,500
10-00-4311	Office Supplies	\$675	\$3,000	\$3,000	\$1,000	\$2,000
10-00-4314	Operating Supplies	\$989	\$8,100	\$8,100	\$3,600	\$3,600
10-00-4319	COVID-19 Response Expenditures	\$0	\$0	\$0	\$0	\$0
10-00-4325	Fuel Tax Expense	\$821	\$1,000	\$1,000	\$600	\$800
10-00-4320	Unemployment Benefits	\$0			\$0	
10-00-4330	Contract Labor-General - Administrator	\$0	\$0	\$0	\$0	\$0
10-00-4332	Caselle Service Agreement	\$7,559	\$11,431	\$11,431	\$8,014	\$20,000
10-00-4333	Copier Lease Agreement	\$0	\$0	\$0	\$0	\$0
10-00-4335	Bank Service Charges	\$51	\$100	\$100	\$100	\$500
10-00-4336	Audit Expense	\$6,750	\$6,750	\$6,750	\$6,750	\$8,000
10-00-4338	Dues & Subscriptions	\$3,091	\$3,200	\$3,200	\$3,500	\$3,500
10-00-4343	Work Attire	\$656	\$700	\$700	\$150	\$700
10-00-4345	Education & Training	\$358	\$3,500	\$3,500	\$1,500	\$3,500
10-00-4347	Economic Development & Events	\$26,661	\$41,000	\$41,000	\$25,000	\$41,000
10-00-4348	Website Fees/Computer Software	\$16,473	\$20,000	\$20,000	\$19,000	\$20,000
10-00-4349	Fireworks	\$0	\$0	\$0	\$0	\$30,000
10-00-4350	Charitable Donations -Discretionary Funds	\$9,350	\$14,000	\$14,000	\$9,200	\$14,000
10-00-4352	Legal	\$11,571	\$15,000	\$15,000	\$60,000	\$75,000
10-00-4353	Professional/Other	\$54,476	\$185,000	\$185,000	\$20,000	\$50,000
10-00-4354	Treasurer's Fees	\$422	\$600	\$600	\$500	\$600
10-00-4355	License, Fees & Permits	\$396	\$600	\$600	\$450	\$600
10-00-4366	Repairs & Maintenance	\$2,454	\$5,000	\$5,000	\$5,000	\$5,000
10-00-43	Town Hall Improvements	\$0	\$0	\$0	\$0	\$0
10-00-4380	Bad Debt Expense	\$0				
10-00-4376	Miscellaneous	\$962	\$1,000	\$1,000	\$500	\$1,000
10-00-4377	Other	\$0	\$0	\$0	\$0	\$0
10-00-4380	Bad Debt Expense General	\$0	\$0	\$0	\$0	\$0
10-00-4381	Advertising & Publishing	\$2,106	\$2,000	\$2,000	\$3,000	\$2,000
10-00-4393	Travel & Reimburse	\$762	\$3,000	\$3,000	\$3,300	\$3,000
10-08-4398	Broadband Utilities	\$359	\$3,000	\$3,000	\$2,000	\$3,000
10-00-4398	Utilities	\$7,397	\$9,854	\$9,854	\$8,000	\$10,502
10-00-4399	Insurance - Property and Casualty	\$13,056	\$14,362	\$14,362	\$9,496	\$10,161
	General Expenditures Totals	\$168,770	\$354,197	\$354,197	\$194,160	\$311,963

Account Number	Account Description	2023 Actual	2024 Budget as adopted	2024 Budget as amended	2024 Estimated Actual	2025 Proposed Budget
	Grant Projects					
	Grant DOLA Lilac Park Eng. Design Codification Project	\$0	\$0	\$0	\$0	\$0
		\$7,580	\$0	\$0	\$0	\$0
10-00-4410	Grant - DOLA Broadband	\$791,107	\$300,000	\$300,000	\$270,000	\$0
10-00-4410	Grant Expenses - Broadband (non-DOLA)	\$0	\$775,000	\$775,000	\$650,000	\$0
10-00-4405	Grant - DOLA Comp Plan Update		\$50,000	\$50,000	\$25,000	\$36,825
	Grant - DOLA Water and Wastewater study				\$52,000	\$23,000
10-00-4412	Grant - Colorado River District	\$0	\$35,000	\$35,000	\$0	\$0
	Grant Business Façade	\$0	\$0	\$0	\$0	\$0
	Grant School Trail	\$0	\$0	\$0	\$0	\$0
	Women's Memorial	\$0	\$0	\$0	\$0	\$0
10-00-4408	Grant - AGNC	\$0	\$3,000	\$3,000	\$0	\$0
	Grant SHF Auditorium Architecture	\$0	\$0	\$0	\$0	\$0
	Grant Projects	\$798,687	\$1,163,000	\$1,163,000	\$997,000	\$59,825
	General Capital					
11-00-4940	Capital Outlay	\$0	\$43,000	\$43,000	\$5,000	\$49,000
	General Capital Totals	\$0	\$43,000	\$43,000	\$5,000	\$49,000
	Land Use Expenditures					
10-01-4310	Postage & Freight Land Use		\$0	\$0	\$0	\$0
10-01-4314	Operating Supplies Land Use	\$0	\$0	\$0	\$0	\$0
10-01-4352	Legal - Land Use	\$0	\$1,000	\$1,000	\$2,000	\$1,000
10-01-4353	Professional - Land Use	\$932	\$10,000	\$10,000	\$5,000	\$10,000
10-01-4355	License, Fees & Permits Land-Use	\$0	\$0	\$0	\$0	\$0
10-01-4381	Advert & Publishing - Land Use	\$0	\$0	\$0	\$0	\$0
	Land Use Expenditures Totals	\$932	\$11,000	\$11,000	\$7,000	\$11,000
	Election Payroll					
10-02-4113	Wages Election	\$0	\$0	\$0	\$0	\$0
10-02-4138	Vision Insurance Election	\$0	\$0	\$0	\$0	\$0
10-02-4139	Dental Insurance Election	\$0	\$0	\$0	\$0	\$0
10-02-4142	Group Health/Vision/Dental Insurance Election	\$0	\$0	\$0	\$0	\$0
10-02-4144	FICA/Medicare Expense	\$0	\$0	\$0	\$0	\$0
10-02-4145	Retirement Expenses Election	\$0	\$0	\$0	\$0	\$0
	Election Payroll Totals	\$0	\$0	\$0	\$0	\$0
	Election Expenditures					

Account Number	Account Description	2023 Actual	2024 Budget as adopted	2024 Budget as amended	2024 Estimated Actual	2025 Proposed Budget
10-02-4310	Postage, Fr., & Del. - Election	\$0	\$4,000	\$4,000	\$0	\$0
10-02-4340	Election Expense	\$0	\$15,000	\$15,000	\$8,000	\$20,000
10-02-4345	Education & Training -Election	\$0	\$2,000	\$2,000	\$0	\$0
10-02-4352	Legal - Election	\$0	\$2,000	\$2,000	\$0	\$0
10-02-4381	Advertising & Publishing	\$0	\$2,000	\$2,000	\$0	\$0
10-02-4393	Travel & Reimburse - Election	\$0	\$0	\$0	\$0	\$0
	Election Expenditures Totals	\$0	\$25,000	\$25,000	\$8,000	\$20,000
	Van Payroll					
10-06-4113	Wages Van	\$1,528	\$2,517	\$2,517	\$2,467	\$0
10-06-4144	FICA/Medicare & Soc. Sec. Van	\$147	\$193	\$193	\$189	\$0
10-06-4148	Unemployment Insurance	\$4	\$8	\$8	\$5	\$0
10-06-4149	Worker's Comp Insurance	\$113	\$135	\$135	\$135	\$0
	Van Payroll Totals	\$1,792	\$2,853	\$2,853	\$2,795	\$0
	Van Expenditures					
10-06-4314	Operating Supplies Van	\$0			\$0	
10-06-4325	Mileage reimbursement	\$1,500	\$0	\$0	\$1,800	\$0
10-06-4352	Fuel Van	\$0	\$1,800	\$1,800	\$0	\$0
10-06-4366	Legal & Professional Van	\$0	\$0	\$0	\$0	\$0
10-06-4393	Repairs & Maintenance Van	\$0	\$1,000	\$1,000	\$0	\$0
10-06-4399	Insurance - Property & Casualty	\$264	\$300	\$300	\$709	\$0
	Van Expenditures Totals	\$1,764	\$3,100	\$3,100	\$2,509	\$0
	Van Totals	\$3,555	\$5,953	\$5,953	\$5,304	\$0
	Library Expenditures					
10-10-4314	Operating Supplies Library	\$0	\$0	\$0	\$0	\$0
10-10-4366	Repairs & Maint Library	\$20,000	\$3,000	\$3,000	\$3,000	\$3,000
10-10-4398	Utilities Library	\$3,640	\$5,019	\$5,019	\$2,940	\$4,452
10-10-4399	Insurance - Library	\$0	\$0	\$0	\$825	\$883
	Library Expenditures Total	\$23,640	\$8,019	\$8,019	\$6,765	\$8,335
	Marshal Payroll					
10-20-4113	Wages from personnel schedule	\$101,865	\$98,636	\$98,636	\$13,485	\$0
10-20-4142	Group Health/Vision/Dental Insurance Marshal	\$15,501	\$23,080	\$23,080	\$2,102	\$0
10-20-4143	Disability Marshal	\$2,842	\$2,762	\$2,762	\$0	\$0
10-20-4144	FICA/Medicare Expense Marshal	\$1,510	\$1,430	\$1,430	\$196	\$0
10-20-4145	Retirement Expense Marshal	\$8,615	\$47,891	\$47,891	\$1,576	\$0
10-20-4148	Unemployment Insurance	\$208	\$296	\$296	\$27	\$0
10-20-4149	Work Comp Insurance Marshal	\$3,621	\$2,761	\$2,761	\$20	\$0
	Marshal Payroll Totals	\$134,163	\$176,856	\$176,856	\$17,405	\$0

Account Number	Account Description	2023 Actual	2024 Budget as adopted	2024 Budget as amended	2024 Estimated Actual	2025 Proposed Budget
	Marshal Expenditures					
10-20-4310	Postage & Freight Marshal	\$0	\$0	\$0	\$0	\$0
10-20-4314	Operating Supplies Marshal	\$6,629	\$5,000	\$5,000	\$304	\$0
10-20-4313	School Safety Program	\$0	\$500	\$500	\$0	\$0
10-20-4325	Fuel Marshal	\$3,791	\$3,000	\$3,000	\$0	\$0
10-20-4326	Dispatch/Cell Phone	\$13,671	\$17,597	\$17,600	\$7,765	\$0
10-20-4327	Uniforms Marshal	\$1,559	\$2,000	\$2,000	\$0	\$0
10-20-4330	Investigative Expense	\$0	\$1,000	\$1,000	\$0	\$0
10-20-4331	Mesa County Sheriff Law Enforcement Agreement	\$0	\$0	\$145,834	\$145,834	\$350,000
10-20-4332	Rental Expenditure	\$600	\$600	\$600	\$0	\$0
10-20-4338	Dues & Subscriptions Marshal	\$1,289	\$400	\$400	\$0	\$0
10-20-4345	Education & Training Marshal	\$160	\$2,500	\$2,500	\$0	\$0
10-20-4348	Computer and Software Expense	\$0	\$2,000	\$2,000	\$0	\$0
10-20-4352	Legal	\$0	\$0	\$0	\$0	\$0
10-20-4353	Professional	\$91	\$0	\$0	\$20,225	\$0
10-20-4355	License, Fees & Permits Marshal	\$0	\$0	\$0	\$0	\$0
10-20-4366	Repairs & Maint Marshal	\$3,892	\$2,000	\$2,000	\$0	\$0
10-20-4376	Miscellaneous	\$0	\$0	\$0	\$0	\$0
10-20-4377	Other - Marshall	\$0	\$0	\$0	\$0	\$0
10-20-4393	Travel & Reimburse Marshal	\$98	\$2,000	\$2,000	\$0	\$0
10-20-4398	Utilities Marshal	\$723	\$750	\$750	\$361	\$0
10-20-4399	Insurance Marshal - Property & Casualty	\$8,405	\$8,000	\$8,000	\$1,755	\$0
	Marshal Expenditures Totals	\$40,909	\$47,347	\$193,184	\$176,244	\$350,000
	Marshal Capital					
10-20-4940	Capital Outlay Marshal	25,378	10,000	10,000	0	0
	Total Marshal Expense	200,450	234,203	380,040	193,649	350,000
	Marshal Capital Totals	\$25,378	\$10,000	\$10,000	\$0	\$0
	Public Works Payroll					
10-30-4113	Wages from staffing schedule	\$74,982	\$99,812	\$99,812	\$92,809	\$113,972
10-30-4121	Part time/Seasonal	\$0	\$0	\$0	\$3,000	\$3,000
10-30-4142	Group Health/Vision/Dental Insurance Public Works	\$18,149	\$32,697	\$32,697	\$26,588	\$33,659
10-30-4144	FICA Medicare Expense Public Works	\$1,012	\$1,398	\$1,398	\$1,264	\$1,696
10-30-4145	Retirement Expense Public Works	\$6,341	\$7,711	\$7,711	\$7,823	\$9,118
10-30-4148	Unemployment Insurance	\$150	\$289	\$289	\$186	\$351
10-30-4149	Work Comp Insurance Pub. Wks.	\$4,154	\$4,041	\$4,041	\$4,000	\$4,481
	Public Works Payroll Total	\$104,788	\$145,948	\$145,948	\$135,670	\$166,277

Account Number	Account Description	2023 Actual	2024 Budget as adopted	2024 Budget as amended	2024 Estimated Actual	2025 Proposed Budget
	Public Works Expenditures					
10-30-4313	Operating Supplies Public Works - Snow removal	\$1,521	\$0	\$0	\$0	\$0
10-30-4314	Operating Supplies Public Work	\$15,308	\$12,000	\$12,000	\$20,000	\$15,000
10-30-4316	Equipment Acquisition	\$450	\$8,000	\$8,000	\$3,000	\$7,500
10-30-4325	Fuel Public Works	\$7,213	\$6,502	\$6,502	\$5,336	\$5,754
10-30-4330	Contract Services - Snow Removal	\$3,200	\$5,000	\$5,000	\$4,000	\$5,000
10-30-4359	Contract Services - Fire Prevention	\$34,057	\$35,000	\$35,000	\$0	\$35,000
10-30-4338	Dues & Subscriptions Pub. Wks.	\$0	\$500	\$500	\$500	\$500
10-30-4343	Work Attire/Safety Equipment	\$2,186	\$2,000	\$2,000	\$4,500	\$2,000
10-30-4345	Education & Training Public Wk.	\$819	\$1,500	\$1,500	\$0	\$1,500
10-30-4348	Computer and Software Expense	\$550	\$500	\$500	\$700	\$500
10-30-4352	Legal Pub. Wks.	\$0	\$0	\$0	\$0	\$0
10-30-4353	Professional Public Works	\$0	\$25,000	\$25,000	\$1,000	\$10,000
10-30-4355	License, Fees & Permits	\$0	\$0	\$0	\$0	\$0
10-30-4362	Interest Expense Public Works - Backhoe	\$0	\$0	\$0	\$0	\$0
10-30-4364	R & M Streets & Bridges	\$12,379	\$120,000	\$120,000	\$20,000	\$150,000
10-30-4365	R & M Snow Removal	\$958	\$2,500	\$2,500	\$2,500	\$2,500
10-30-4366	R & M Public Works	\$12,416	\$10,000	\$10,000	\$14,000	\$20,000
10-30-4393	Travel & Reimb Public Works	\$2,815	\$3,000	\$3,000	\$0	\$3,000
10-30-4397	Utilities Street Lights	\$5,123	\$5,759	\$5,759	\$4,525	\$5,611
10-30-4398	Utilities Public Works	\$11,329	\$14,065	\$14,065	\$9,539	\$12,400
10-30-4399	Insurance - Property & Casualty	\$3,213	\$3,534	\$3,534	\$3,885	\$4,157
	Public Works Expenditures Totals	\$113,536	\$254,860	\$254,860	\$93,485	\$280,422
	Public Works Capital					
10-30-4940	Capital Outlay - Public Works	7,011	60,000	60,000	0	60,000
TBD	School waterline and tank project					2,330,000
	Public Works Capital Total	\$7,011	\$60,000	\$60,000	\$0	\$2,390,000
	Facilities Expenditures					
10-70-4353	Professional Facilities	\$0			\$0	
10-70-4366	R & M Facilities	\$0			\$0	
10-70-4940	Capital	\$0	\$40,000	\$40,000	\$0	\$0
	Facilities/Buildings Expenditures Totals	\$0	\$40,000	\$40,000	\$0	\$0
	Municipal Court Payroll					
10-40-4113	Wages from staffing schedule	5,973	1,942	1,942	0	0
10-40-4142	Group Health/Vision/Dental Insurance Mun. Court	1,572	962	962	0	0
10-40-4144	FICA Medicare Expense Mun. Court	128	28	28	0	0
10-40-4145	Retirement Expense Mun. Court	419	155	155	0	0
10-40-4148	Unemployment Insurance	12	6	6	0	0
10-40-4149	Work Comp Insurance Mun. Court	19	3	3	0	0
	Municipal Court Payroll Total	\$8,124	\$3,096	\$3,096	\$0	\$0

Account Number	Account Description	2023 Actual	2024 Budget as adopted	2024 Budget as amended	2024 Estimated Actual	2025 Proposed Budget
	<u>Municipal Court Expenditures</u>					
10-40-4352	Legal & Professional Mun Court	\$6,150	\$5,000	\$5,000	\$2,500	\$2,000
	Municipal Court Expenditures Totals	\$6,150	\$5,000	\$5,000	\$2,500	\$2,000
	<u>Parks Payroll</u>					
10-50-4113	Salaries from staffing schedule	\$18,092	\$35,121	\$35,121	\$26,023	\$33,431
10-50-4114	Wages Parks - Temporary	\$11,485	\$0	\$0	\$1,739	\$0
10-50-4142	Group Health/Vision/Dental Insurance Parks	\$1,975	\$14,425	\$14,425	\$9,627	\$14,425
10-50-4144	FICA/Medicare Expense Parks	\$1,652	\$447	\$447	\$411	\$485
10-50-4145	Retirement Expense Parks	\$796	\$2,227	\$2,227	\$2,201	\$2,675
10-50-4148	Unemployment Insurance	\$59	\$93	\$93	\$56	\$100
10-50-4149	Work Comp Insurance Parks	\$2,071	\$1,391	\$1,391	\$2,533	\$1,561
	Parks Payroll Totals	\$36,130	\$53,704	\$53,704	\$42,591	\$52,678
	<u>Parks Expenditures</u>					
10-50-4310	Postage & Freight	\$0	\$0	\$0	\$0	\$0
10-50-4314	Operating Supplies Parks	\$130	\$4,500	\$4,500	\$1,500	\$4,500
10-50-4325	Fuel Parks	\$1,174	\$1,500	\$1,500	\$1,000	\$1,500
10-50-4353	Professional Services					\$30,000
10-50-4366	Repairs & Maint Parks	\$4,683	\$12,000	\$12,000	\$4,500	\$12,000
10-50-4397	Utilities Terrell Park	\$11,419	\$16,234	\$16,234	\$12,799	\$17,193
10-50-4398	Utilities Parks	\$3,979	\$5,868	\$5,868	\$3,751	\$4,777
10-50-4399	Insurance Property & Casualty	\$594	\$653	\$653	\$855	\$915
	Parks Expenditures Totals	\$21,979	\$40,755	\$40,755	\$24,405	\$70,885
	<u>Parks Capital</u>					
10-50-4940	Capital Outlay	\$0	\$40,000	\$40,000	\$600	\$10,000
10-50-4941	Capital Outlay Terrell Park	\$0	\$2,500	\$2,500	\$0	\$49,000
10-50-4942	Capital Outlay Gandi Park	\$3,962	\$36,000	\$36,000	\$500	\$36,000
	Parks Capital Totals	\$3,962	\$78,500	\$78,500	\$1,100	\$95,000
	<u>Summer Rec Expenditures</u>					
	Postage & Freight Summer Rec	\$0	\$0	\$0	\$0	\$0
10-51-4314	Operating Supplies Summer Rec	\$0	\$0	\$0	\$0	\$0
10-51-4338	Program Costs Summer Rec	\$0	\$5,000	\$5,000	\$0	\$5,000
10-51-4353	Contract Summer Rec Coordinator	\$0	\$0	\$0	\$0	\$0
	Summer Rec Expenditures Totals	\$0	\$5,000	\$5,000	\$0	\$5,000
	<u>Fairgrounds/Arena Expenditures</u>					
10-54-4314	Operating Supplies Arena	\$0	\$0	\$0	\$0	\$0
10-54-4352	Legal & Professional Arena	\$0	\$25,000	\$25,000	\$0	\$25,000
10-54-4366	Repairs & Maint Arena	\$1,843	\$4,000	\$4,000	\$1,200	\$4,000

Account Number	Account Description	2023 Actual	2024 Budget as adopted	2024 Budget as amended	2024 Estimated Actual	2025 Proposed Budget
10-54-4398	Utilities Arena (Fairgrounds)	\$4,744	\$6,425	\$6,425	\$4,900	\$6,660
10-54-4399	Insurance - Property & Casualty	\$365	\$402	\$402	\$472	\$505
	Arena Rental Equipment	\$0	\$0	\$0	\$0	\$0
	Arena Expenditures Totals	\$6,952	\$35,827	\$35,827	\$6,572	\$36,165
	Arena Capital Expenditures					
10-54-4940	Capital Outlay Arena	0	10,000	10,000	0	10,000
	Arena Capital Totals	\$0	\$10,000	\$10,000	\$0	\$10,000
	Auditorium Expenditures					
10-60-4352	Legal & Professional Auditorium	\$21,100	\$50,000	\$50,000	\$50,000	\$50,000
10-60-4366	Repairs & Maint - Auditorium	\$28,651	\$2,000	\$2,000	\$200	\$2,000
10-60-4398	Utilities Auditorium	\$7,123	\$9,166	\$5,334	\$4,500	\$15,000
10-60-4399	Insurance - Auditorium				\$1,925	\$5,000
TBD	Auditorium - furniture and fixtures					\$50,000
10-60-4940	Auditorium - Capital	\$1,469	\$1,300,000	\$1,540,604	\$450,000	\$1,090,604
	Auditorium Expenditures Totals	\$58,343	\$1,361,166	\$1,597,938	\$506,625	\$1,212,604
	General Miscellaneous					
	Reserve for compensation adjustments	\$0	\$50,000	\$50,000	\$0	\$2,000
	Contingency - general	\$0	\$200,000	\$200,000	\$0	\$50,000
	Contingency - auditorium	\$0	\$0	\$0	\$0	\$600,000
	Total General Miscellaneous	\$0	\$250,000	\$250,000	\$0	\$652,000
	BEGINNING FUND BALANCE	\$2,979,345	\$3,488,582	\$3,488,582	\$3,512,632	\$3,587,592
	GENERAL FUND REVENUE TOTAL	\$2,220,371	\$2,466,633	\$3,601,673	\$2,449,615	\$4,899,876
	GENERAL FUND EXPENDITURE TOTAL	\$1,687,083	\$4,403,705	\$4,801,145	\$2,374,656	\$5,958,462
	REVENUES OVER EXPENDITURES	\$533,287	-\$1,937,072	-\$1,199,472	\$74,960	-\$1,058,586
	ENDING FUND BALANCE	\$3,512,632	\$1,551,510	\$2,289,110	\$3,587,592	\$2,529,005
	WATER FUND					
	WATER FUND REVENUES					
	Water Grants					
	Grant - CARES/ARP	0	0	0	0	0
51-00-3368	Grant - CDPHE Small Communities	22,567	240,000	240,000	20,000	180,000
	Water Grants Total	22,567	240,000	240,000	20,000	180,000
	Water Fees					
51-00-3412	Out of Town Surcharge	\$0	\$0	\$0	\$0	\$0
51-00-3413	Reconnect/Disconnect Fees	\$0	\$0	\$0	\$0	\$0

Account Number	Account Description	2023 Actual	2024 Budget as adopted	2024 Budget as amended	2024 Estimated Actual	2025 Proposed Budget
51-00-3414	Water Monthly User Fees	\$174,396	\$173,250	\$173,250	\$190,000	\$190,000
51-00-3416	Water Tap Fees	\$0	\$0	\$0	\$4,500	\$0
51-00-3490	Finance Charges	\$730	\$200	\$200	\$500	\$200
51-00-3491	Returned Check Fee	\$61	\$20	\$20	\$60	\$20
	Water Fees Total	\$175,187	\$173,470	\$173,470	\$195,060	\$190,220
	Bulk Water Fees					
51-00-3717	Bulk Water Fees	\$31,563	\$31,500	\$31,500	\$38,000	\$31,500
	Bulk Water Fees Total	\$31,563	\$31,500	\$31,500	\$38,000	\$31,500
	WATER REVENUES TOTAL	\$229,317	\$444,970	\$444,970	\$253,060	\$401,720
	Water Fund Expenditures					
	Water Payroll					
51-00-4113	Salaries from staffing plan	\$31,038	\$37,174	\$37,174	\$33,454	\$41,960
51-00-4142	Group Health/Vision/Dental Insurance Water	\$4,537	\$15,387	\$15,387	\$8,489	\$15,387
51-00-4144	FICA/Medicare Expense	\$482	\$533	\$533	\$468	\$608
51-00-4145	Retirement Expenses	\$2,652	\$2,940	\$2,940	\$2,936	\$3,357
51-00-4148	Unemployment Insurance	\$62	\$110	\$110	\$67	\$126
51-00-4149	Work Comp Insurance Water	\$287	\$777	\$777	\$293	\$835
	Water Payroll Total	\$39,059	\$56,921	\$56,921	\$45,706	\$62,273
	Operational Expenditures					
51-00-4310	Postage & Freight Water	\$949	\$2,000	\$2,000	\$1,500	\$2,000
51-00-4313	Oper. Supplies Spgs. Pump Stn.	\$0	\$0	\$0	\$0	\$0
51-00-4314	Operating Supplies Water -Dist.	\$0	\$0	\$0	\$105	\$0
51-00-4315	Operating Supplies	\$1,651	\$7,000	\$7,000	\$2,000	\$7,000
51-00-4316	Operating Equipment	\$0	\$1,000	\$1,000	\$0	\$1,000
51-00-4330	Contract Labor Water - Oper @ 65%	\$25,740	\$26,520	\$26,520	\$26,520	\$26,770
51-00-4335	Bank Service Charges	95	95	95	100	95
51-00-4336	Audit Expense	\$3,375	\$3,375	\$3,375	\$3,375	\$3,375
51-00-4338	Dues & Subscriptions Water	\$300	\$350	\$350	\$0	\$350
51-00-4345	Education & Training Water	\$0	\$5,000	\$5,000	\$0	\$5,000
51-00-4348	Computer/Network Services	\$6,608	\$7,500	\$7,500	\$5,000	\$7,500
51-00-4352	Legal Water	\$0	\$2,500	\$2,500	\$0	\$2,500
51-00-4353	Professional/Engineering Water	\$10,433	\$10,000	\$10,000	\$10,000	\$10,000
51-00-4355	License, Fees & Permits Water	\$479	\$1,000	\$1,000	\$2,000	\$1,000
51-00-4362	Interest Expense	\$0	\$0	\$0	\$0	\$0
51-00-4365	Repairs & Maint Springs Pump Stn	\$4,862	\$5,000	\$5,000	\$500	\$5,000
51-00-4366	Repairs & Maint. Water Distrib	\$2,184	\$10,500	\$10,500	\$6,000	\$10,500
51-00-4367	Repairs & Maint. Water Treatment	\$3,016	\$3,000	\$3,000	\$6,000	\$3,000
51-00-4380	Bad Debt Expense	\$0	\$50	\$50	\$0	\$50

Account Number	Account Description	2023 Actual	2024 Budget as adopted	2024 Budget as amended	2024 Estimated Actual	2025 Proposed Budget
51-00-4381	Advertising & Publishing Water	\$0	\$0	\$0	\$0	\$0
51-00-4393	Travel & Reimburse - Water	\$0	\$3,000	\$3,000	\$0	\$3,000
51-00-4397	Utilities Springs Pump Station	\$5,561	\$6,693	\$6,693	\$5,027	\$6,141
51-00-4398	Utilities Water	\$5,358	\$6,252	\$6,252	\$4,858	\$6,821
51-00-4399	Insurance - Property & Casualty	\$7,780	\$8,558	\$8,558	\$9,252	\$8,558
	Watershed Studies (Hoosier)	\$0	\$0			
	Water Expenditures Total	\$78,391	\$109,393	\$109,393	\$82,237	\$109,660
	Water Grant Expenditures					
51-00-4590	Grant - CDPHE Small Communities	35,025	240,000	240,000	25,045	180,000
	Water Grant Expenditures Total	35,025	240,000	240,000	25,045	180,000
	Water Capital					
51-00-4940	Capital Outlay Water	9,688	97,000	97,000	0	125,000
	Water Capital Total	\$9,688	\$97,000	\$97,000	\$0	\$125,000
	Bulk Water Expenditures					
51-07-4352	Legal & Professional Bulk Water	\$1,095	\$1,300	\$1,300	\$0	\$1,300
51-07-4355	Lic, Fees & Permits Bulk Water	\$0	\$0	\$0	\$1,095	\$0
51-07-4366	Repairs & Maint - Bulk Water	\$0	\$500	\$500	\$1,700	\$500
51-07-4398	Utilities Bulk Water	\$0	\$180	\$180	\$0	\$180
	Bulk Water Expenditures Total	\$1,095	\$1,980	\$1,980	\$2,795	\$1,980
	BEGINNING UNRESTRICTED NET POSITION	\$595,640	\$651,988	\$651,988	\$661,699	\$758,976
	WATER FUND REVENUE TOTAL	229,317	444,970	444,970	253,060	401,720
	WATER FUND EXPENDITURES TOTAL	\$163,258	\$505,294	\$505,294	\$155,784	\$478,913
	REVENUES OVER EXPENDITURES	66,059	(60,324)	(60,324)	97,276	(77,193)
	ENDING UNRESTRICTED NET POSITION	\$661,699	\$591,664	\$591,664	\$758,976	\$681,783
	SEWER FUND					
	SEWER FUND REVENUES					
	Sewer Fees					
52-00-3410	Sewer Monthly User Fees	\$146,632	\$160,901	\$160,901	\$148,000	\$148,000
52-00-3411	Sewer Service Maint. Charge	\$0	\$0	\$0	\$0	\$0
52-00-3412	Sewer Tap Fees	\$4,500	\$0	\$0	\$4,500	\$0
52-00-3413	Out of Town Surcharge	\$0	\$0	\$0	\$0	\$0
52-00-3489	Penalties, Fines, and Interest	\$0	\$0	\$0	\$0	\$0
52-00-3490	Finance Charges	\$598	\$700	\$700	\$500	\$650
	Transfer from General Fund		\$0	\$0		\$0
	Sewer Fees Total	\$151,730	\$161,601	\$161,601	\$153,000	\$148,650
	SEWER FUND REVENUES TOTAL	\$151,730	\$161,601	\$161,601	\$153,000	\$148,650

Account Number	Account Description	2023 Actual	2024 Budget as adopted	2024 Budget as amended	2024 Estimated Actual	2025 Proposed Budget
	Sewer Payroll					
52-00-4113	Wages from staffing schedule	\$31,037	\$37,174	\$37,174	\$33,454	\$41,960
52-00-4142	Group Health/Vision/Dental Insurance Sewer	\$4,537	\$15,387	\$15,387	\$8,489	\$15,387
52-00-4144	FICA/Medicare Expense	\$481	\$533	\$533	\$468	\$608
52-00-4145	Retirement Expenses	\$2,652	\$2,940	\$2,940	\$2,936	\$3,357
52-00-4148	Unemployment Insurance	\$61	\$110	\$110	\$67	\$126
52-00-4149	Work Comp Insurance Sewer	\$287	\$777	\$777	\$296	\$835
	Sewer Payroll Total	\$39,056	\$56,921	\$56,921	\$45,709	\$62,273
	Sewer Expenditures					
52-00-4310	Postage & Freight Sewer	\$660	\$650	\$650	\$1,000	\$650
52-00-4314	Oper. Supp. Sewer - collection	\$0	\$0	\$0	\$0	\$0
52-00-4315	Operating Supplies Sewer	\$3,015	\$10,200	\$10,200	\$9,000	\$10,200
52-00-4316	Operating Equipment	\$0	\$5,000	\$5,000	\$0	\$5,000
52-00-4330	Contract Labor Sewer - Oper @35%	\$13,860	\$14,280	\$14,280	\$14,280	\$14,414
52-00-4331	Contract Labor Sewer - Admin @15%	\$0	\$0	\$0	\$0	\$0
52-00-4334	Lease Expense	\$0	\$0	\$0	\$0	\$0
52-00-4335	Bank Service Charges	\$0	\$0	\$0	\$0	\$0
52-00-4336	Audit Expense	\$3,375	\$3,375	\$3,375	\$3,375	\$3,375
52-00-4338	Dues & Subscriptions Sewer	\$0	\$200	\$200	\$0	\$200
52-00-4345	Education & Training Sewer	\$0	\$1,500	\$1,500	\$0	\$1,500
52-00-4348	Computer/Network Services	\$1,402	\$1,500	\$1,500	\$0	\$1,500
52-00-4352	Legal Sewer	\$0	\$3,000	\$3,000	\$0	\$3,000
52-00-4353	Professional/Engineering Sewer	\$0	\$15,000	\$15,000	\$500	\$35,000
52-00-4355	License, Fees & Permits Sewer	\$1,558	\$1,600	\$1,600	\$1,600	\$1,600
52-00-4362	Interest Expense	\$0	\$0	\$0	\$0	\$0
52-00-4366	Rep. & Maint. Sewer -collection	\$9,929	\$11,500	\$11,500	\$9,000	\$11,500
52-00-4367	Rep. & Maint. Sewer -treatment	\$4,775	\$7,000	\$7,000	\$5,000	\$7,000
52-00-4380	Bad Debt Expense - Sewer	\$0	\$50	\$50	\$0	\$50
52-00-4381	Advertising & Publishing Sewer	\$0	\$0	\$0	\$0	\$0
52-00-4393	Travel & Reimburse - Sewer	\$0	\$500	\$500	\$0	\$500
52-00-4398	Utilities Sewer	\$19,192	\$13,644	\$13,644	\$23,792	\$29,524
52-00-4399	Insurance Property & Casualty	\$1,035	\$1,139	\$1,139	\$1,553	\$1,139
	Sewer Expenditures Total	\$58,801	\$90,138	\$90,138	\$69,100	\$126,152
	Sewer Capital					
52-00-4940	Capital Outlay Sewer	1,544	50,000	50,000	35,000	10,000
	Sewer Capital Total	1,544	50,000	50,000	35,000	10,000
	School Lift Stn. Expenditures					
52-01-4314	Oper. Supp. School Lift Stn.	\$0	\$2,500	\$2,500	\$2,500	\$2,500
52-01-4366	Repairs & Maint. School Lift Stn	\$0	\$1,000	\$1,000	\$0	\$1,000
52-01-4398	Utilities School Lift Station	\$830	\$946	\$946	\$818	\$964

Account Number	Account Description	2023 Actual	2024 Budget as adopted	2024 Budget as amended	2024 Estimated Actual	2025 Proposed Budget
52-01-4399	Insurance School Lift Station	\$225	\$248	\$248	\$394	\$248
	School Lift Stn. Expenditures Total	\$1,054	\$4,694	\$4,694	\$3,712	\$4,712
	BEGINNING UNRESTRICTED NET POSITION	\$208,848	\$260,754	\$260,754	\$260,123	\$259,603
	SEWER FUND REVENUES TOTAL	\$151,730	\$161,601	\$161,601	\$153,000	\$148,650
	SEWER FUND EXPENDITURES TOTAL	\$100,455	\$201,753	\$201,753	\$153,520	\$203,137
	REVENUES OVER EXPENDITURES	\$51,275	(\$40,152)	(\$40,152)	(\$520)	(\$54,487)
	ENDING UNRESTRICTED NET POSITION	\$260,123	\$220,602	\$220,602	\$259,603	\$205,115
	CONSERVATION TRUST FUND					
	CONS. TRUST FUND REVENUES					
73-00-3140	Conservation Trust Funds	5,146	5,000	5,000	4,550	5,000
73-00-3530	Interest Income	2,612	500	500	2,500	500
	Prior Years Surplus	0	0	0	0	0
	Cons. Trust Revenue Total	\$7,759	\$5,500	\$5,500	\$7,050	\$5,500
	Conservation Trust Fund Capital					
	Capital Outlay - Rodeo Arena	0	0	0	0	0
	Conservation Trust Fund Capital Totals	\$0	\$0	\$0	\$0	\$0
	Cons.Trust Fund Parks Capital					
73-54-4940	Capital Fairgrounds	0	0	0	0	0
	Cons.Trust Fund Parks Capital Total	\$0	\$0	\$0	\$0	\$0
	CTF BEGINNING FUND BALANCE	\$47,333	\$52,696	\$52,696	\$55,091	\$62,142
	CTF REVENUES TOTAL	\$7,759	\$5,500	\$5,500	\$7,050	\$5,500
	CTF EXPENDITURES TOTAL	\$0	\$0	\$0	\$0	\$0
	REVENUES OVER EXPENDITURES	\$7,759	\$5,500	\$5,500	\$7,050	\$5,500
	CTF ENDING FUND BALANCE	\$55,091	\$58,196	\$58,196	\$62,142	\$67,642

TOWN OF COLLBRAN
PERSONNEL SCHEDULE

DRAFT BUDGET 2025

Description	2024 Estimated Salary	Proposed adj (4% COLA, 2% merit/bonus) 106.0%		
		2025 Proposed Salary	2025 Overtime	2025 Proposed Amount
Employee:				
Mayor/Trustee Stipends	4,800	4,800		4,800
Town Manager/Clerk/Treasurer	97,807	103,675		103,675
Administrative Assistant	36,400	38,584	1,855	40,439
Finance Director (24 hrs/wk)	41,271	43,748		43,748
Marshal	0	0	0	0
Deputy Marshal	0	0	0	0
Deputy Marshal	0	0	0	0
Public Works Supervisor	64,272	68,128	3,275	71,404
Public Works Maintenance	40,123	42,531	2,045	44,575
Public Works Maintenance (PT to RFT eff 2025)	32,099	42,531	2,045	44,576
Van Operator	3,000	0		0
Public Works temp	3,000	3,000		3,000
	0	322,772	9,220	356,217

Contract:

Judge	0	0		0
Water/Sewer Operator	39,600	41,184		41,184
Total Compensation	0	362,372	9,220	397,401

Payroll Taxes, Retirement, Unemployment

	FICA/Medicare	Retirement	Unemp	W/C
Mayor/Trustee Stipends	70	384	0	-
Town Manager/Clerk/Treasurer	1,503	8,294	311	180
Administrative Assistant	586	3,235	121	70
Finance Director (24 hrs/wk)	634	3,500	131	76
Marshal	0	0	0	-
Deputy Marshal	0	0	0	-
Deputy Marshal	0	0	0	-
Public Works Supervisor	1,035	5,712	214	3,335
Public Works Maintenance	646	3,566	134	2,082
Public Works Maintenance (32 hrs/wk)	646	3,566	134	2,082
Van Operator	0		0	-
Public Works temp	44	240	9	91
	5,165	28,497	1,054	7,915

	Health/month	Life/month
Employer Health/Dental/Vision/Life Insurance Allowance	\$ 1,600	\$ 2.80
(actual amount may be less)		
Mayor/Trustee Stipends	0	
Town Manager/Clerk/Treasurer	19,234	
Administrative Assistant	19,234	
Finance Director (24 hrs/wk)	19,234	
Marshal	0	
Deputy Marshal	0	
Deputy Marshal	0	
Public Works Supervisor	19,234	
Public Works Maintenance	19,234	
Public Works Maintenance (32 hrs/wk)	19,234	
Van Operator		
Public Works temp	0	
	115,402	

Staffing Summary - Totals by employee

	Compensation	Retirement & Payroll Taxes	Allowance for Insurance Benefits	Total
Mayor/Trustee Stipends	4,800	454	0	5,254
Town Manager/Clerk/Treasurer	103,675	10,289	19,234	133,198
Administrative Assistant	40,439	4,013	19,234	63,686
Finance Director (24 hrs/wk)	43,748	4,342	19,234	67,323
Marshal	0	0	0	0
Deputy Marshal	0	0	0	0
Deputy Marshal	0	0	0	0
Public Works Supervisor	71,404	10,296	19,234	100,934
Public Works Maintenance	44,575	6,428	19,234	70,237
Public Works Maintenance (32 hrs/wk)	44,576	6,428	19,234	70,237
Van Operator	0	0	0	0
Public Works temp	3,000	383	0	3,383
Cost of Employees	356,217	42,632	115,402	514,250
Contract:				
Judge	0			0
Water/Sewer Operator	41,184			41,184
Cost of Contractors		0		41,184
Total Cost of Staffing				555,434

**TOWN OF COLLBRAN, COLORADO
RESOLUTION NO. 2024-10
SERIES OF 2024**

A RESOLUTION OF THE BOARD OF TRUSTEES OF THE TOWN OF COLLBRAN, COLORADO ADOPTING THE ANNUAL BUDGET AND SETTING FORTH THE EXPENDITURES AND REVENUES FOR EACH OF THE VARIOUS FUNDS OF THE TOWN OF COLLBRAN FOR THE FISCAL YEAR BEGINNING JANUARY 1, 2025, AND ENDING DECEMBER 31, 2025.

WHEREAS, the Town Board of Trustees of the Town of Collbran, Colorado has worked with staff in developing the 2025 budget in accordance with Colorado law; and

WHEREAS, the Board has received and considered the expenditure requests and budget recommendations of the various Town offices, departments, board and other agencies, as required by law; and

WHEREAS, upon due and proper notice in accordance with the law, said proposed budget was open for inspection by the public at Town Hall, a public hearing was held on December 3, 2024, and interested taxpayers were given the opportunity to file or register any objections to said proposed budget; and

WHEREAS, the final draft 2025 budget is now ready for final consideration and adoption.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE TOWN OF COLLBRAN, COLORADO, THAT:

1. The aforementioned recitals are hereby fully incorporated herein and adopted as findings and determinations by the Board of Trustees.
2. The Budget attached hereto as Exhibit A and incorporated herein by this reference is adopted for the Fiscal Year beginning January 1, 2025, and ending December 31, 2025.
3. 2025 Revenue and Expenditures for the General Fund and Enterprise Funds are:

Revenues	Expenditures
General Fund: \$4,899,876	General Fund: \$5,958,462
Water Fund: \$401,720	Water Fund: \$478,913
Sewer Fund: \$148,650	Sewer Fund: \$203,137
Conservation Trust Fund: \$5,500	Conservation Trust Fund: \$0

4. No amounts included in the proposed budget for 2025 identified as “budget contingency”, including amounts specifically designated as “Contingency – Auditorium” shall be expended or committed unless specifically authorized by resolution by the Board of Trustees, after proper notice and approval.

5. Furthermore, be it resolved that the Board of Trustees hereby adopt the 2025 Budget for the Town of Collbran, Colorado, and its various offices, departments, boards, funds and other spending agencies as set forth in the “Annual Budget for the Town of Collbran, Colorado for the Fiscal Year ending December 31, 2025.”

THIS RESOLUTION was read, passed, and adopted by the Board of Trustees of the Town of Collbran at a regular meeting held this 3rd day of December 2024.

TOWN OF COLLBRAN, COLORADO

By: _____
Mayor

ATTEST:

Town Clerk/Treasurer

**TOWN OF COLLBRAN, COLORADO
RESOLUTION NO. 2024-11
SERIES OF 2024**

A RESOLUTION OF THE BOARD OF TRUSTEES OF THE TOWN OF COLLBRAN, COLORADO CERTIFYING AND LEVYING GENERAL PROPERTY TAXES FOR THE YEAR 2024 TO HELP DEFRAY THE COST OF GOVERNMENT FOR THE TOWN OF COLLBRAN, COLORADO FOR THE 2025 BUDGET YEAR.

WHEREAS, the Board of Trustees of the Town of Collbran, Colorado has adopted the 2025 Budget pursuant to Resolution 2024-10; and

WHEREAS, the amount of money necessary to balance the budget for general operating purposes from property tax revenue is \$21,569; and

WHEREAS, the 2024 total taxable assessed valuation for the Town of Collbran as certified by the Mesa County Assessor on November 22, 2024, is \$2,920,980.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE TOWN OF COLLBRAN, COLORADO, THAT:

1. The aforementioned recitals are hereby fully incorporated herein and adopted as findings and determinations by the Board of Trustees.

2. That for the purpose of meeting all general operating expenses of the Town of Collbran during the 2025 fiscal year there is levied a tax of 7.384 mills upon each dollar of the total valuation for assessment of all taxable property within the Town for the year 2024; and

3. That the Clerk/Treasurer is hereby authorized and directed to certify to the County Commissioners of Mesa County, Colorado, the mill levy for the Town of Collbran as herein above determined and set pursuant to C.R.S. 39-5-128(1).

THIS RESOLUTION was read, passed, and adopted by the Board of Trustees of the Town of Collbran at a regular meeting held this 3rd day of December 2024.

TOWN OF COLLBRAN, COLORADO

By: _____
Mayor

ATTEST:

Town Clerk/Treasurer

**TOWN OF COLLBRAN, COLORADO
RESOLUTION NO. 2024-12
SERIES OF 2024**

A RESOLUTION OF THE TOWN OF COLLBRAN, COLORADO, REGARDING THE ANNUAL APPROPRIATION FOR THE FISCAL YEAR BEGINNING JANUARY 1, 2025, AND ENDING DECEMBER 31, 2025.

WHEREAS, at the direction of the Board of Trustees of the Town of Collbran, the Town Manager/Clerk has prepared and submitted a proposed budget for the fiscal year beginning January 1, 2025, and ending December 31, 2025, to the Board; and

WHEREAS, upon due and proper notice, published or posted in accordance with state law, said proposed budget was open for inspection by the public at a Town Hall, a public hearing was held on December 3, 2024, and interested taxpayers were given the opportunity to file or register any objections to said proposed budget, and

WHEREAS, whatever increases may have been made in the expenditures, like increases were added to the revenues or planned to be expended from reserves/fund balances so that the budget remains in balance, as required by law.

NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF TRUSTEES OF THE TOWN OF COLLBRAN, COLORADO THAT:

1. The aforementioned recitals are hereby fully incorporated herein and adopted as findings and determinations by the Board of Trustees.

2. The unexpended monies, if any, remaining in the various funds from the year 2024 together with revenue of the Town of Collbran for the year beginning January 1, 2025, and ending December 31, 2025, is hereby appropriated to the various funds as stated on Exhibit A attached hereto and incorporated herein to be used for the purpose for which these funds were created and exist.

3. The amounts set forth in Resolution No. 2024-10, Series of 2024, adopting the annual budget, are hereby appropriated to the uses stated in that resolution and authority is hereby given to the Town Manager/Clerk to expend the amounts shown for the purposes stated, except that no amounts included in the proposed budget for 2025 identified as “budget contingency”, including amounts specifically designated as “Contingency – Auditorium” shall be expended or committed unless specifically authorized by resolution by the Board of Trustees, after proper notice and approval.

THIS RESOLUTION was read, passed, and adopted by the Board of Trustees of the Town of Collbran at a regular meeting held this 3rd day of December 2024.

TOWN OF COLLBRAN, COLORADO

By: _____
Mayor

ATTEST:

Town Clerk/Treasurer

Mesa County Animal Services transitions to a separate enforcement and services model

November 19, 2024

Mesa County is implementing significant changes to its animal services operations to improve animal welfare and enhance public safety. Starting Jan. 1, 2025, Animal Services will operate under a separate enforcement and services model, a shift in how animal-related responsibilities are managed within Mesa County.

The Mesa County Sheriff's Office will assume responsibility for enforcing animal control laws in unincorporated Mesa County, including addressing issues such as stray animals, dangerous dogs, and public nuisance complaints. Shelter services and pet licensing operations will continue under the supervision of the Animal Services Division, ensuring a dedicated focus on animal care and sheltering.

These changes aim to provide a seamless experience for Mesa County residents. When residents have any non-emergent animal-related issues, they can call the non-emergency dispatch line at [\(970\) 242-6707](tel:9702426707), and appropriate personnel will be dispatched. Emergencies should still be reported via 911.

Why the change?

This transition stems from Mesa County's commitment to improving efficiency and aligning its operations with updated state laws, including:

- The reclassification of certain animal-related offenses under Colorado Revised Statutes.
- Feedback from the community on the need for streamlined services and enforcement.

The new model delineates responsibilities between enforcement and care services, improving response times and fostering better collaboration with municipalities and partners.

Notable changes:

Enhanced enforcement

Animal-related enforcement, including handling dangerous dogs, stray animals, and nuisance complaints, will now fall under the Mesa County Sheriff's Office. This shift ensures quicker responses and a more focused approach to public safety.

Improved shelter services

The Animal Services Division will continue to operate shelter services, focusing on humane treatment, adoption programs, and managing pet licensing. Mesa County is exploring partnerships with an outside provider to enhance these operations.

Fee updates

To reflect rising costs, fees for services such as impoundment, adoption, and licensing have been slightly adjusted. The new fee schedule is designed to sustain essential animal services.

Addressing noise complaints

Barking dog complaints will now be addressed through the Mesa County Noise Ordinance, streamlining the process for residents and bringing consistency to the enforcement of any noise complaints.

The new model will take effect at the start of the new year. It is designed to make services easy to access while maintaining high animal care and public safety standards. Residents don't need to worry about figuring out who to call. For animal-related concerns, dial [**\(970\) 242-6707**](tel:9702426707) for non-emergencies, and the appropriate personnel will be sent to help.

To: Board of Trustees

From: Melonie Matarozzo, Town Administrator and Karla Distel, Finance Director

Date: December 3, 2024

Re: Auditorium memo

While removing the existing roofing at the Auditorium, our construction team, Asset Construction Management, uncovered some additional asbestos containing materials (ACMs) that will need to be removed by an authorized abatement contractor. Additionally, because part of the roof was removed before the ACMs were identified and ACMs drifted into the building and were in the staging areas, we are considered to have had a “major spill” of these ACMs. Per State guidance, the site was immediately vacated, signed and the building was covered by an asbestos-qualified contractor, Asbestos Professionals. We were required to have the scope of the spill identified in what is called a delineation report (conducted by Phase Con Environmental Consultants at a cost of \$8,500).

Once we received the delineation report, we requested a quote for cleanup of the site and removal of the remaining roof materials from Asbestos Professionals. The quotes are in your packet and as you can see, it will be very expensive to deal with this situation. The estimate for cleanup and removal of the remaining roofing is approximately \$460,000 (Estimate 3436 for \$257,698.62 for cleanup and Estimate 3430 for \$201,250.75 for removal of the remaining roof and siding, for a total of \$458,949.37). As we proceed through the abatement process, there may be some variances we can apply for that may reduce the cost, however it is impossible to determine the probability of cost savings until we get further into the project. There will also be some as of yet undetermined costs for project delays, and additional sampling and testing.

We contacted the Colorado Department of Public Health and Environment to see if they had any financial assistance toward cleanup and they do not have any funds available at this time. We also reached out to CIRSA, our insurance company, to advise them of the situation and seek their advice. CIRSA has offered \$15,000 to assist with keeping the building covered and protected until the Board determines how to proceed. Keeping the building properly tarped has been expensive and we have already spent \$14,330 on those efforts.

For background, please be aware that we contracted for an asbestos inspection in early 2023. That sampling and inspection was conducted by Grande River Environmental, a Grand Junction-based environmental testing firm, and in their report they indicated that they had tested the roof and that there was no asbestos detected. They did identify ACMs in the interior of the building, and we used that report for the basis of the asbestos remediation we did in May 2024 that was fully reimbursed by CDPHE. Asset and their subcontractors moved forward in good faith that all ACMs had been remediated. As part of

the latest round of sampling by Phase Con, we had any potentially questionable materials in the interior of the building sampled again and none were detected outside of the roof area.

We now respectfully ask the Board for direction about how to proceed. The cleanup and removal of the remaining roofing materials with ACMs must be cleaned up by a certified abatement contractor by law, and at an estimated cost of \$460,000. That must be done regardless of any future use or decisions about the auditorium.

Asset has completed about \$403,000 of the overall project budget of \$1.373 million, or about 30%, which includes about \$143,000 in structural steel beams and roof material that were ordered and delivered before the roof issue was discovered. Asset estimates that it would cost around \$150,000 to demo the remainder of the structure after the site is cleaned and the remaining roof is removed by the abatement team. If the building is demolished, then the cost would be \$403,000 in already incurred costs + \$460,000 for cleanup and abatement + \$150,000 for remaining demolition or \$1,013,000. There could be some minimal cost recovery if the beams and metal siding can be recycled or returned. The CDBG grant would have to be relinquished, and all costs would be on the Town.

Moving forward with the renovation would include the original project cost of \$1,373,000 + \$40,000 for architectural oversight, \$100,000 in previously discussed “extras” like the bathroom upgrades, + \$460,000 in cleanup and additional demo, and delay/additional costs of around \$160,000 or \$2,133,000, of which the CDBG grant would still pay \$855,000, Mesa County has pledged \$200,000, and the private donation would pay \$49,000, leaving the Town responsible for \$1,029,000. The cost differential between the renovate vs. demo options is therefore minimal, but there is more risk of additional costs if the Town moves forward with the renovation compared to demo.

We do not expect the Board to make a decision about further renovation without adequate time to study and consider the alternatives, especially since the original “all-in” auditorium investment we discussed in July was slightly less than \$520,000 and we are now double that level of commitment.

We do, however, recommend that you authorize the immediate cleanup and additional abatement work under Town Procurement policy, municipal code section [2.24.080 Waiver Of Procedures](#): *“Except for the provisions of CTC 2.24.050(a)(1), upon a majority vote, Board of Trustees may approve a waiver of any of the provisions of this article, after consideration of the particular facts and circumstances necessitating the request for waiver. All of the procedures herein may be modified to prevent the loss of any gift or grant to the Town. “*

This would allow us to address the ACMs quickly, as required by state law, and protect the Auditorium from additional damage this winter. As noted above, this work must be done regardless of your decision about moving forward with the renovation. We would

recommend that you authorize the Town Attorney and Town Administrator to negotiate with Abatement Professionals for the final scope of work with authorization for the Mayor to sign a contract for the work. We can then work on firming up the additional costs to move forward with the renovation and bring that to you in January.

Finally, for purposes of the adoption of the 2025 budget, which by law must be done by December 15, we have adjusted the timing of the auditorium costs between our original projections and where we stand now and have adjusted amounts between the 2024 estimates and 2025 budgets. We have left the CDBG and Mesa County funding in the budget but moved it all into 2025, pending a board decision on whether to proceed with the renovation. We have left the total line-item budget for the auditorium the same as in the proposed budget but adjusted the timing between 2024 and 2025. We have created a new line item for 2025 called "Contingency – auditorium" and placed \$600,000 in that line item to cover additional costs if the board decides to move forward with the renovation, and we added specific language to the budget adoption resolution that contingency funds can only be spent by resolution of the board, which would be done in 2025. With this contingency set-aside, the projected General Fund balance at the end of 2025 of about \$2.6 million, which meets the requirements of the Town's fund balance policy.



Service Address

102 Main Street
Collbran, Co 81624

Prepared For

Ben Scherping Asset
Construction
Management Major
Spill Clean
1007 S 7th St.
Grand Junction, Co
81501
(970) 985-8027
245-0228

Asbestos Professionals, LLC.

600 Telluride st, Building E and F
Aurora, CO 80011
Phone: (303) 337-4839
Email: info@asbestosprofessionals.net
Fax: (303) 369-7626
Web: www.asbestosprofessionals.net

Estimate # 3436
Date 11/25/2024
Business / Tax # 47-3825161

Description	Total
<p>Asbestos Abatement \$143,537.97</p> <p>This charge covers preclean, set up of containment, labor for removal, final cleaning/decontamination of equipment, tools , containment, ect. Removal of containment once the Abatement has been completed and transporting waste to the nearest landfill.</p>	
<p>Mobilization \$20,685.00</p> <p>Mobilization covers the cost of getting equipment, materials and personnel to project site. Hotel and perdim</p>	
<p>Shower/Decon Chambers \$1,638.00</p> <p>Decon Chambers are a 5 stage room setup made to clean all equipment, waste and personnel leaving the contaminated area "containment". This fee covers 4 decon chambers, shower, water heater/hoses, shower towels and water filtration system that is used to filter contaminated water for the shower.</p>	
<p>Negative Air Scrubber \$11,900.00</p> <p>Negative air scrubbers are used to clean the air inside the containment, also used to eliminate the risk of an asbestos spill outside of the containment area. This piece of equipment is mandatory and is regulated by the CDPHE.</p>	

Manometer Pressure Reader \$1,800.00

This machine is used to identify the negative air quality within the containment in regards to regulations 8. (Per day)

Spray Glue \$784.80

Used to build the containment in regards to regulations 8



Airless sprayer \$1,032.00

An airless sprayer is used in combination with "surfactant" to minimize the asbestos fibers in the air. This piece of equipment is regulated by the CDPHE.

Personal Protective Equipment \$3,910.00

It is our goal to keep all of our employees safe! This fee covers Tyvek Suits, Cotton Suits, Safety Glasses, Gloves, Respiratory masks, Respiratory Mask Filters ect.



Poly(10 Millimeter) \$4,950.00

10 mil poly is used to build our containments in regards to Regulation 8.

Poly (6 Millimeter) \$1,930.50

6 mill poly is used to build our containments in regards to Regulation 8.



Poly (4 Millimeter)

4 mill poly is used to build our containments in regards to Regulation 8.

Tape (3" Red Tape)

\$2,351.25

This tape is used to build our containments in regards to Regulation 8.



(3rd Party Fee)Project Design(<3000sqft)

\$1,200.00

This fee is for any projects over 3000sqft of removal. It is a state regulation and is a 3rd party fee

40 Yard Dumpster/ Direct Loadout

\$36,000.00

This charge covers drop off,pick up disposal, fuel charges, burrito poly bag to contain asbestos, labor wood, screws to construct a proper direct Loadout connected to the dumpster

Boomlift

\$4,800.00

Porta potty

\$900.00

Per day for two

2x4x8 wood

\$1,249.50

This price is for each 2x4x8

Tracked Skid steer T190

\$10,500.00

Temporary Heating

\$7,500.00

Temporary heating

Subtotal

\$257,698.62

Total

\$257,698.62

Notes:

SCOPE OF WORK

Asbestos Professionals will be abating approximately "18,505" sqft. of asbestos containing "Exterior Spill Clean up"as well "8,250"sqft of "Interior Major Spill" and "7,239" sqft of " Tar Impregnated Roofing Material and Siding Silver Paint and Gray Roofing Caulk"under a full permitted multiple phases containments.

AREAS OF ABATEMENT

Phase 1

South of building, 1,870sqft remove all contents from dumpster and heavy clean and hepa vacuum throughout the area

Clean and relocate all wood that is on the side of the building and heavy clean and hepa vacuum throughout the area

West of building 804sqft heavy clean and hepa vacuum throughout the area.

Phase 2

North and east parking lot- 7,581sqft of 2 inch soil lift of the whole lot Clean and relocated all wood.

Phase 3

Auditorium 8,250sqft

Exterior of building heavy clean and hepa vacuum

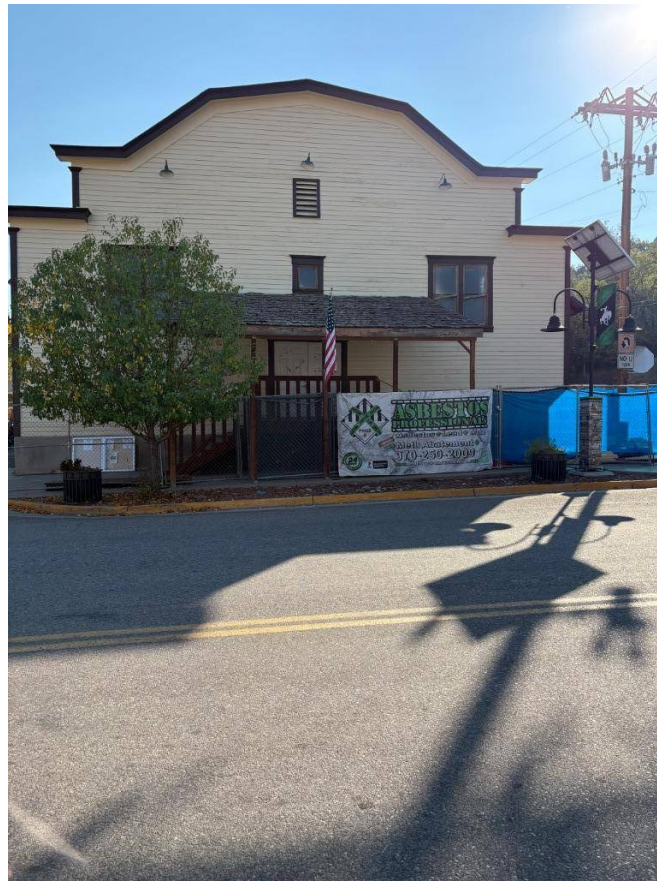
Phase 4

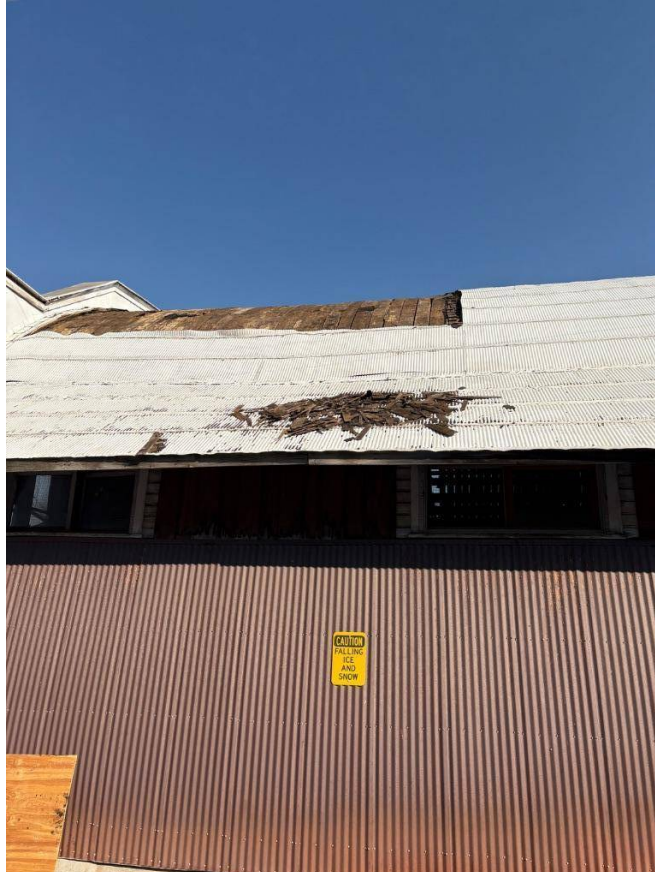
Interior 8,250sqft heavy Clean from top to bottom and hepa vacuum throughout area

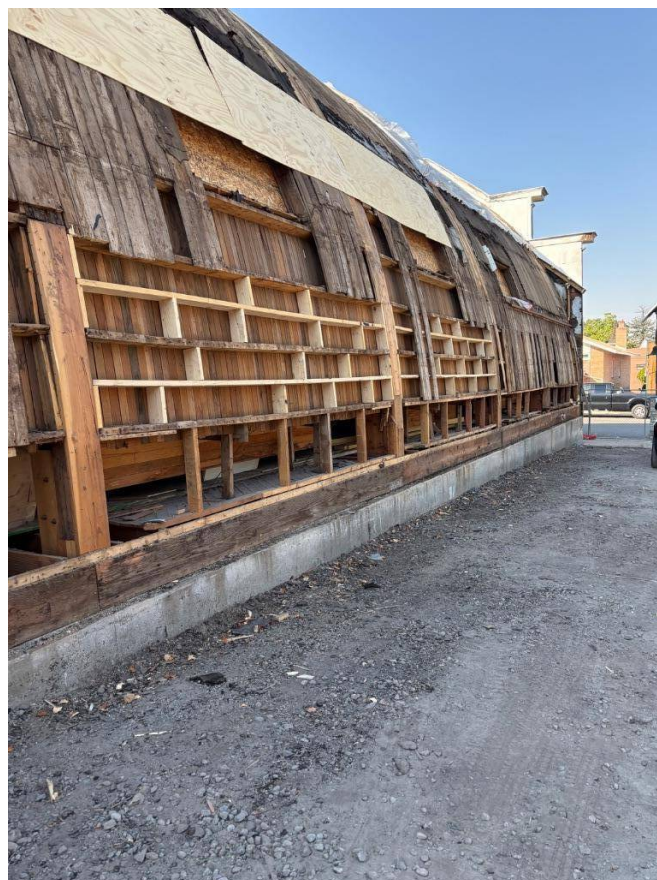
Crawlspace 2 inch soil lift of 600sqft

PLEASE NOTE: Third-party clearance fees are NOT included. All clearances are done by a third-party company. Also, thier may be a change order if the full containment falls or is damaged with the weather. Or if power on site is not enough to run, all the necessary equipment. Content must be removed from the work area prior to the beginning of the project .If you would like Asbestos Professionals to remove and pack the content for you, there will be an additional fee assessed. This project shouldn't take longer than 45 days to complete.

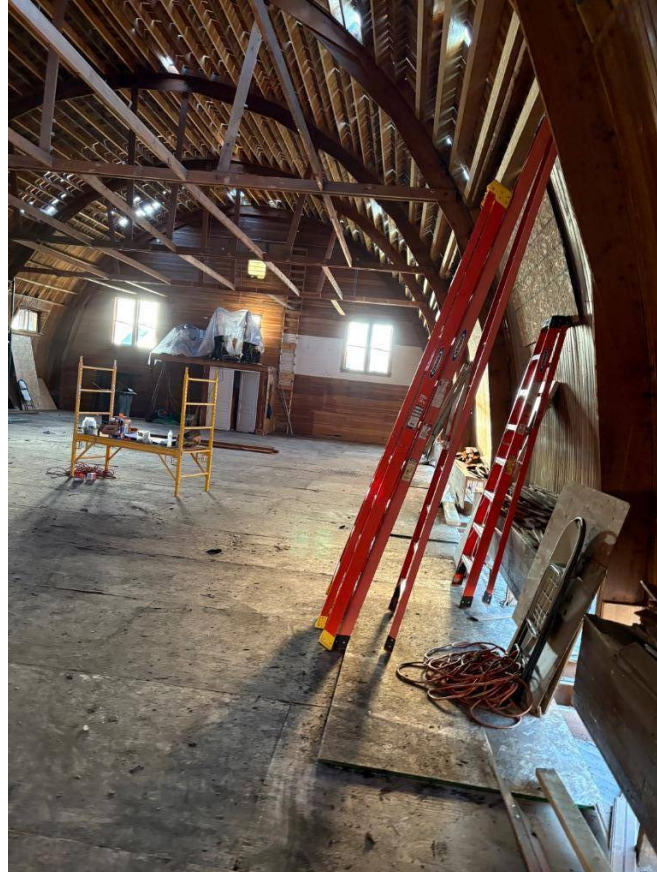
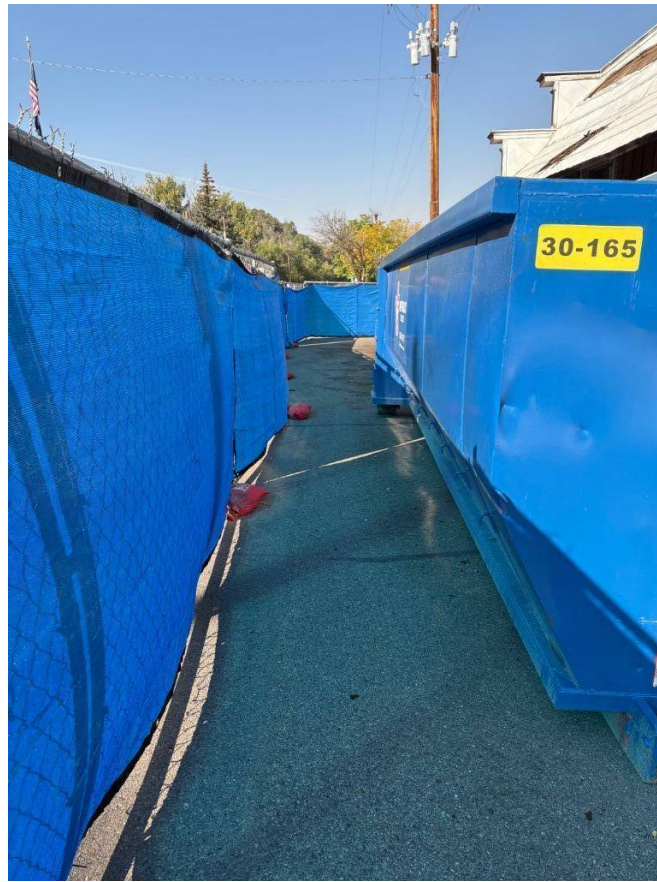
We accept Visa and MasterCard credit/debit cards. We also accept business checks, personal checks, and cashier checks. We DO NOT accept starter checks for payments. Please make all checks out to Asbestos Professionals, Inc.

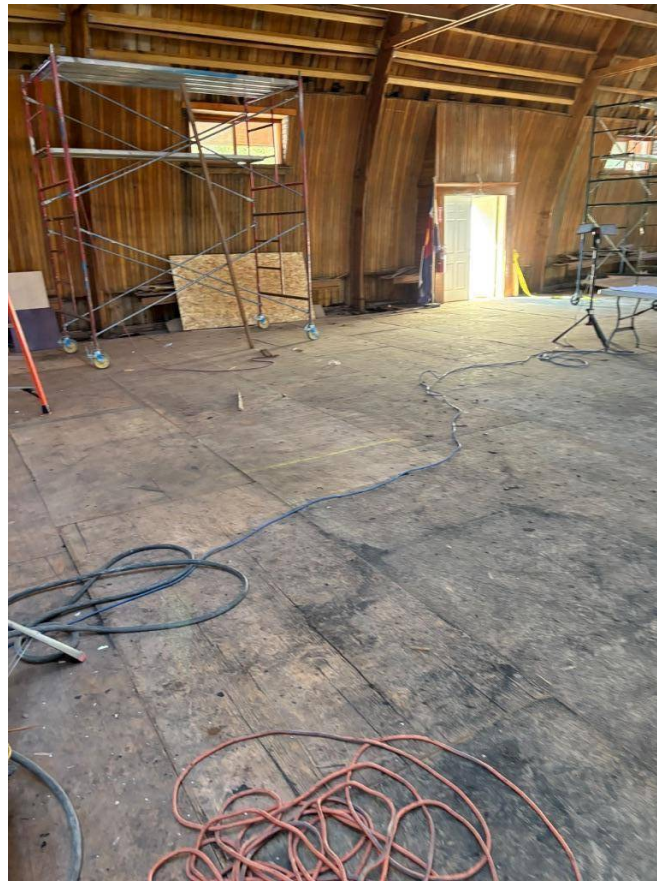


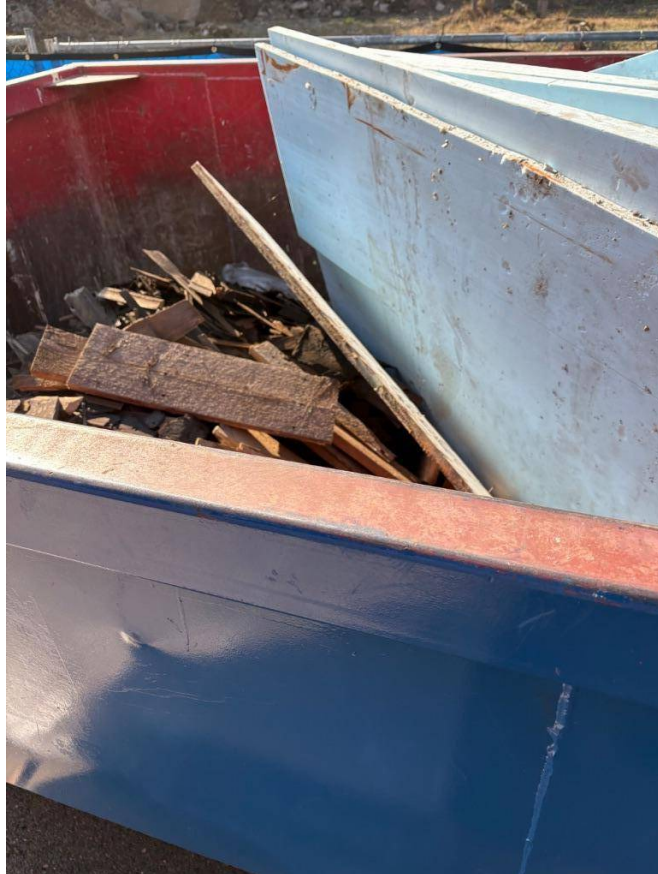












I, _____, (hereafter referred to as "I") hereby authorize and contract with Asbestos Professionals LLC, (hereafter referred to as "AP") to perform asbestos abatement on the premises located at _____

I further agree that I will pay AP directly for any and all services rendered pursuant to my authorization. \$_____ is to be paid upon completion of the services as agreed upon by the parties. I also authorize my insurance company and or provider to pay contractor solely and directly for any portion of work they perform. This amount is subject to change based on findings after the work has started. Any change to the scope of work or any additional costs must be approved in writing by both parties to this agreement. AP will be entitled to at least an amount equal to their materials costs and labor costs plus an additional 15% for any change order not agreed upon which is deemed necessary and is in fact necessary for the completion of the scope of work.

I also agree that if any invoice for services is not paid when due, the balance due shall bear interest of 15% per annum, compounded monthly. The makers, endorsers, guarantors or sureties hereby jointly and severally agree to pay all costs of collection including attorney's fees. Unless otherwise prohibited by state law, if any unpaid balance is referred to an attorney for collection I authorize any attorney of record to confess judgment to be entered by any court that may have jurisdiction, at any time after default in payment shall occur and hereby waives all exceptions to the extent permitted by law.

AP is bound to perform under all applicable laws and regulations. These include regulation No. 8 of the Colorado Code of Regulations. AP is also bound to ensure the safety of its employees to the best of its ability. Therefore, AP must use tape, staples, ets to build containments in order to perform its services. Therefore, I hereby waive any liability and cause of action I may have for any reasonable damage which may occur from building out the required containment.

Ben Scherping Asset Construction Management
Major Spill Clean



Service Address

102 Main Street
Collbran, Co 81624

Prepared For

Ben Scherping Asset
Construction
Management Roof
DEMO
1007 S 7th St.
Grand Junction, Co
81501
(970) 985-8027
245-0228

Asbestos Professionals, LLC.

600 Telluride st, Building E and F
Aurora, CO 80011
Phone: (303) 337-4839
Email: info@asbestosprofessionals.net
Fax: (303) 369-7626
Web: www.asbestosprofessionals.net

Estimate # 3430
Date 11/18/2024
Business / Tax # 47-3825161

Description

Total

Asbestos Abatement \$125,000.00

This charge covers preclean, set up of containment, labor for removal, final cleaning/decontamination of equipment, tools , containment, ect. Removal of containment once the Abatement has been completed and transporting waste to the nearest landfill.

Mobilization \$14,775.00

Mobilization covers the cost of getting equipment, materials and personnel to project site.
Hotel and perdim

Shower/Decon Chambers \$1,170.00

Decon Chambers are a 5 stage room setup made to clean all equipment, waste and personnel leaving the contaminated area "containment". This fee covers 4 decon chambers, shower, water heater/hoses, shower towels and water filtration system that is used to filter contaminated water for the shower.

Negative Air Scrubber \$16,660.00

Negative air scrubbers are used to clean the air inside the containment, also used to eliminate the risk of an asbestos spill outside of the containment area. This piece of equipment is mandatory and is regulated by the CDPHE.

Manometer Pressure Reader \$900.00

This machine is used to identify the negative air quality within the containment in regards to regulations 8. (Per day)

Spray Glue \$436.00

Used to build the containment in regards to regulations 8



Airless sprayer \$774.00

An airless sprayer is used in combination with "surfactant" to minimize the asbestos fibers in the air. This piece of equipment is regulated by the CDPHE.

Personal Protective Equipment \$2,932.50

It is our goal to keep all of our employees safe! This fee covers Tyvek Suits, Cotton Suits, Safety Glasses, Gloves, Respiratory masks, Respiratory Mask Filters ect.



Poly(10 Millimeter) \$3,300.00

10 mil poly is used to build our containments in regards to Regulation 8.

Poly (6 Millimeter) \$2,145.00

6 mill poly is used to build our containments in regards to Regulation 8.



Poly (4 Millimeter)

4 mill poly is used to build our containments in regards to Regulation 8.

Tape (3" Red Tape)

\$2,351.25

This tape is used to build our containments in regards to Regulation 8.



(3rd Party Fee)Project Design(<3000sqft)

\$1,200.00

This fee is for any projects over 3000sqft of removal. It is a state regulation and is a 3rd party fee

40 Yard Dumpster/ Direct Loadout

\$18,000.00

This charge covers drop off,pick up disposal, fuel charges, burrito poly bag to contain asbestos, labor wood, screws to construct a proper direct Loadout connected to the dumpster

Boomlift

\$4,200.00

Porta potty

\$300.00

Per day for one

2x4x8 wood

\$2,499.00

This price is for each 2x4x8

Temporary Heating

\$3,750.00

Temporary heating

Subtotal

\$201,250.75

Total

\$201,250.75

Notes:

SCOPE OF WORK

Asbestos Professionals will be abating approximately "18,505" sqft. of asbestos containing "Exterior Spill Clean up"as well "8,250"sqft of "Interior Major Spill" and "7,239" sqft of " Tar Impregnated Roofing Material and Siding Silver Paint and Gray Roofing Caulk"under a full permitted multiple phases containments.

AREAS OF ABATEMENT

Roof and Siding Removal 7,239sqft

Under full permitted containment

Removed and dispose of friable roofing materials.

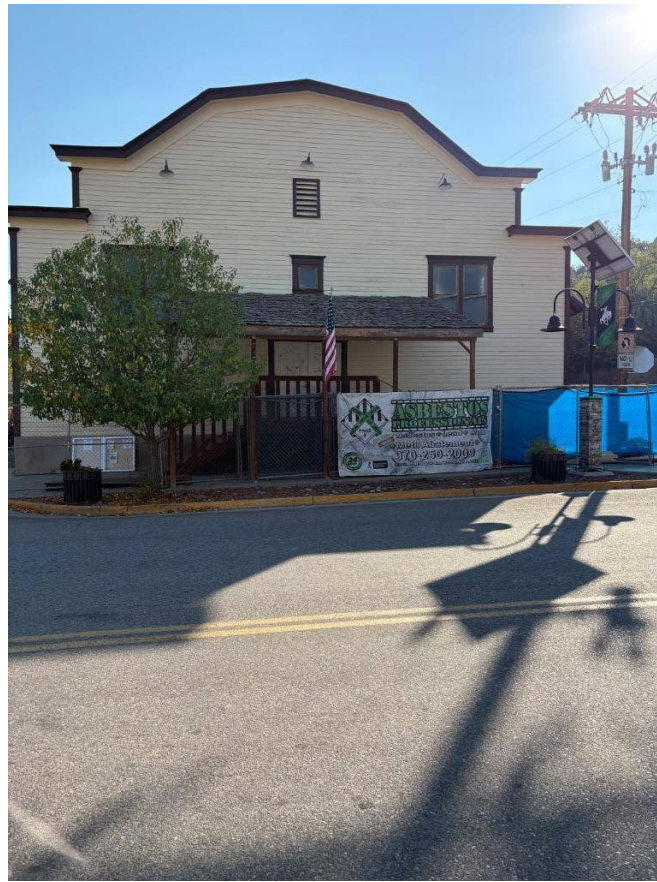
Build interior full containment in the roofing trusses negative air machine

This has to take place after visual and air quality testing has passed on major spill clearance.

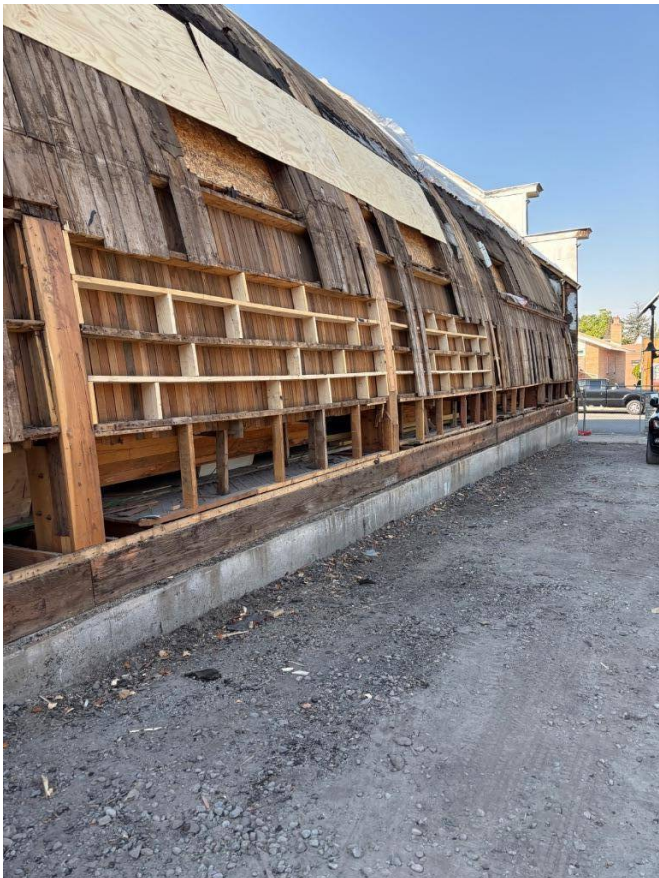
Please note: Roofing materials are friable and in bad condition.

PLEASE NOTE: Third-party clearance fees are NOT included . All clearances are done by a third-party company. Also, thier may be a change order if the full containment falls or is damaged with the weather. Or if power on site is not enough to run, all the necessary equipment. All content must be removed from the work area prior to the beginning of the project .If you would like Asbestos Professionals to remove and pack the content for you, there will be an additional fee assessed. This project shouldn't take longer than 30 days to complete. And please note if we are approved for variance the price of the proposals will discount.

We accept Visa and MasterCard credit/debit cards. We also accept business checks, personal checks, and cashier checks. We DO NOT accept starter checks for payments. Please make all checks out to Asbestos Professionals, Inc.









I, _____, (hereafter referred to as "I") hereby authorize and contract with Asbestos Professionals LLC, (hereafter referred to as "AP") to perform asbestos abatement on the premises located at _____

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Ben Scherping Asset Construction Management
Roof DEMO

To: Board of Trustees

From: Melonie Matarozzo, Town Administrator and Karla Distel, Finance Director

Date: December 3, 2024

Re: Tap fees

At the October 1, 2024, Board meeting, the Board directed “staff and attorneys to proceed with the water line tap fee negotiations to determine a partial EQR of 18.5 with 264 Students and faculty at \$83,160 to be applied and that it be on a 5-year review”.

Superintendent Long has requested the opportunity to address the Board on the proposed EQR and tap fee negotiation. We have included our memo of October 1, 2024, in your packet for today for reference.

There are several other issues we would like to discuss with the Board regarding tap fees.

Consideration of studying tap fees for possible increase

At the October 1 meeting, trustees expressed an interest in reviewing the current tap fees. Staff reviewed Town resolutions from 2007 forward and found no evidence that tap fees had been increased since at least 2007. We reached out to the Colorado Rural Water Association (CRWA) to see if tap fee analysis could be included in the no-cost utility rate study they are doing for the Town, and while tap fees are not directly included in the rate analysis, they can provide some comparative data on the tap fees that other communities charge. Generally, our fees are significantly lower than similar jurisdictions. They will bring that information to the Board when they present the utility rate study, now tentatively scheduled for February 2025. Additionally, discussion of tap fees is also a logical step once the comprehensive plan is updated and parameters for new development are defined. **Accordingly, we suggest that we plan for a discussion about tap fees in the first quarter of 2025.**

Potential temporary hold or moratorium on tap fee sales

We would like to advise you that the Town’s engineers (KLJ) and the School’s engineers (Martin and Martin) have recommended that no taps be installed on the Plateau Valley water line extension until it is fully constructed, tested and in-service to the school, estimated to be September or October of 2025. Some of the landowners along the proposed route have expressed interest in acquiring taps. Additionally, as you are aware, there is a proposed subdivision near Terrell park, and a landowner on Dolores Drive has inquired about taps. Our municipal code provides as follows:

Section 34.12.010: tap connections to the Town water or sewer system shall at all times be subject to availability

And

Section 34-12.020: All tap fees due pursuant to this article shall be paid at the time of the application for a building permit or, if no building permit is required, prior to Town approval of the application for a connection permit.

It seems clear that if a building permit is applied for, then a tap is required and would be subject to current rates. However, it is less clear to how “subject to availability” should be interpreted.

Given that the Board has expressed an interest in reviewing and perhaps increasing tap fees, **staff would like guidance from the Board about tap fees during the study period, or the time period until the Board makes an official decision about tap fee increases or adjustments in 2025.** It is possible that some landowners may want to lock-in a tap fee at current rates even if a tap is not “available,” especially on the school waterline extension. The most formal mechanism would be an official action via a moratorium, although a motion approved by the majority of the Board could also be an option.

Tap Fees – In-Town versus out-of-Town:

Finally, during our research into the Town’s tap fees, we discovered a discrepancy between the Municipal Code and the water and sewer tap applications we have been using. Per the Code **Section 34.12.070 Water Tap Fees** “The fee for each EQR as determined pursuant to CTC 34.12.060 shall be in the amount established by resolution where both the tap and all points of consumption are within the corporate limits of the Town, and 200 percent of the applicable in-Town rate where the tap or any point of consumption is outside the corporate limits of the Town.” The 200 percent multiplier also applies to sewer taps. Our water and sewer application forms make no mention of the higher out-of-town rates and thus in our discussions with the School District and others, we quoted the in-town tap rate of \$4,500 rather than \$9,000.

The school district has been using the quoted \$4,500 during easement discussions with landowners, although because of the above-mentioned engineering recommendation, we understand they have modified their offers to the landowners to be a cash payment of approximately \$6,200 (an amount approximately equal to a tap fee of \$4,500 with an additional \$1,700 for tap connection expenses) and have removed the promise of a “tap”.

Because of the form language, there was an out-of-town tap charged \$4,500 in July of 2022, and we recently (August 2024) accepted an application for one out-of-town water/sewer tap and only collected \$4,500 for each or a total of \$9,000. We have also quoted \$4,500 as the tap fee for three potential taps for a developer of a property near CedarCrest Lane. The Terrell Park subdivision taps are all in the Town limits, so they would be subject to the in-town rate of \$4,500 and thus they were properly quoted the in-town rate. One out-of-town tap sewer tap in 2016 was properly charged the correct \$9,000.

We will adjust our records and applications going forward. To mitigate the situation and to hold the property owners and the School district harmless (as they negotiate with the easement owners along the waterline), we had previously suggested the following in our October 1 tap fees memo:

“We propose that we determine the number of out-of-town parties who were quoted the incorrect tap fee and that the Town reserve an amount equal to cover those additional tap fees in the General Fund. At this point we believe there are five landowners along the school waterline, and the three developer taps near Cedarcrest Lane or a total of eight properties at \$4,500, or \$36,000. If and when any of those impacted parties apply for a tap, we will bring to you a variance request to charge them the quoted \$4,500 and pay the remaining \$4,500 from the General Fund reservation. We propose that this grace period expire on 12/31/2029, at which time those landowners will be required to pay the full \$9,000 (or the fee in place at that time) without any offset from the Town. This is only for these specific parties and will not generally apply to any other out-of-town tap fees, since they will be quoted the correct fee going forward. For the August 2024 water and sewer taps and the July 2022 sewer tap, we propose the Town transfer \$9,000 to sewer and \$4,500 to water from the general fund to hold the water and sewer funds harmless.”

Because this was a recommendation included in the October 1 tap fees memo and not discussed by the Board at that time, we have not taken any action or made any representations that this recommendation has or will be approved by the Board.

We respectfully request that the Board direct staff regarding the above mis-quoted and mis-collected tap fees.

Tap fees – Kendall and Teresa Wilcox, Wagon Wheel Court properties

Mr. and Mrs. Wilcox have previously expressed interest in resolution of a tap fee issue related to properties they own on Wagon Wheel Court, with circumstances that may be

similar to the above. We suggest that we **place an item on an upcoming agenda to discuss this issue more fully**. Mayor Wilcox may wish to have the mayor pro-tem chair that portion of the meeting to avoid an appearance of a conflict.

To: Board of Trustees

From: Melonie Matarozzo, Town Administrator and Karla Distel, Finance Director

Date: October 1, 2024

Re: Request for tap fee waiver from Plateau Valley Schools

As discussed in your September 24, 2024, work session and by a formal letter dated September 27, 2024, the Plateau Valley School District has requested a full waiver of all water tap fees for the new school building construction project. Per your request to have additional information and background before making a determination on the waiver, we provide the following:

The Water and Sewer Enterprise Funds

Enterprise Funds are a governmental accounting methodology for operations that are financed and operated in a manner similar to private business enterprises, where the intent is that the costs of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges. Enterprise funds are considered major funds of the entity because of community interests in the activities and sources of funding supporting these operations.

Enterprise funds distinguish operating revenues and expenses from nonoperating items. Operating revenues and expenses generally result from providing services and producing and delivering goods in connection with an enterprise fund's principal ongoing operations. The principal operating revenues of the Town are charges for water and sewer fees. Operating expenses for the enterprise funds include purchased services, utilities, repairs and maintenance, supplies, insurance and depreciation cost. All revenues and expenses not meeting this definition are reported as nonoperating revenues and expenses. Grants, tap fees and debt service are examples of nonoperating revenues and expenses.

The Town has two enterprise funds, the Water Fund and the Sewer Fund, which account for all operations of the Town's water and sewer services and are primarily financed by user charges.

The Purpose of Tap Fees

Tap fees are one-time charges assessed to new development to pay for facility and infrastructure installation and improvements necessary to serve the needs of that new development. They may also be charged to existing customers that require an increase in

capacity. The philosophy behind tap fees is that the costs of incremental capacity are borne by those who require it, or growth pays for growth. The Town's tap fees are codified in the Collbran Municipal Code, Article 34.12 Water and Sewer Tap Fees (copy attached). Our code uses *EQRs*, or *equivalent residential unit*, as the standard of measurement for calculating water and sewer tap fees.

Calculation of School District Tap Fee

Section 34.12.060 outlines the methodology for classifying all applicants for service into an EQR, and specifically the EQRs applicable to schools. For purposes of this analysis, we have considered two calculations of size: one based on current/recent enrollment of about 264 students and teachers and one at full capacity of 550 students and teachers.

Base tap fee	\$ 4,500.00	EQRs		Tap Fees		Difference
		Calcuated on 264	Calcuated on 550	Calcuated on 250	Calcuated on 536	
2) Schools						
a. Without gyms, cafeterias or showers (per 50 potential students and staff)	2					
b. With gyms, cafeterias and showers (per 50 potential students and staff)	3.5	18.5	38.5	\$ 83,160	\$ 173,250	\$ 90,090
c. With cafeteria but without gyms or showers (per 50 potential students and staff)	3					
d. Boarding school (per student)	0.3					

Further, section 34-12-100 provides that each EQR has an allowable use of 350 gallons per day or 10,500 per month. Therefore, the allowable consumption at 264 students is 194,040 gallons per month and at 550 students is 404,250 gallons per month.

The school district's Preliminary Engineering Report, prepared by West Water Engineering in January 2024 reports current average usage of 2,661 gallons/per day, or 79,830 gallons per month. At maximum population, West Water projects demand of 5,896 gallons per day, or 176,880 per month. These projected consumptions fall well within the allowances of 34-12-100, so no adjustment to the EQRs for consumption is required.

Projected Monthly Water billing for School

All classes of water within Town limits are charged according to the same rate structure:

Base Customer charge: \$12.29

Tier 1 Water Rate: \$6.76/1,000 gallons or part thereof, of water use/month from 0 to 6,000 gallons per unit.

Tier 2 Water Rate: \$7.67/1,000 gallons or part thereof, of water use/month from 6,001 to 12,000 gallons per unit.

Tier 3 Water Rate: \$8.78/1,000 gallons or part thereof, of water use/month from 12,001 or more gallons per unit.

Based on the estimate of 79,830 gallons at the low-end enrollment and 176,880 gallons at high end, the School will likely hit the tier 3 level each month. We can estimate the monthly bill, at current rates, using 79,830 and 176,880 as follows:

At current rates - water		Calcuated on 264	Calcuated on 550
Base Rate	12.29	\$ 12.29	\$ 12.29
Tier 1 \$6.76/1,000 gallons 1-6,000	\$6.76	\$ 40.56	\$ 40.56
Tier 2 - \$7.67/1,000 gallons 6,001-12,000	\$7.67	\$ 46.02	\$ 46.02
Tier 3 - \$8.78/1,000 gallons 12,001+	\$8.78	\$ 595.55	\$ 1,447.65
Total water bill (estimated)		\$ 694.42	\$ 1,546.52

The actual billed amount will be based on metered consumption and at the current rate, which are regularly adjusted, but this gives an estimate of the monthly billing.

School Sewer Lift Station

The School has a lift station which collects the sewage from the school site and pumps it back to the Town's wastewater treatment facility. Sewer tap fees were addressed in a 1999 settlement agreement which established the tap fee ceiling at 676 students. Unless capacity exceeds the 676, no additional sewer tap fees are to be collected. The monthly sewer billing can be estimated as follows:

At current rates - sewer		Calcuated on 264	Calcuated on 550
Base Rate \$13.31	\$13.31	\$ 13.31	\$ 13.31
Tier 1 - \$24.48/unit, up to 10,000 gallons of monthly water use per unit	\$24.84	\$ 24.84	\$ 24.84
Tier 2 - \$7.21/1,000 gallons for water use/month over 10,000 gallons	7.21/1,000	\$ 503.47	\$1,203.20
Total sewer bill (estimated)		\$ 541.62	\$1,241.35

Comparable Data from the Job Corps

The Collbran Job Corps is, pursuant to an agreement from 2010, being billed for two water accounts. Job Corp water consumption typically ranges from 350,000 to 550,000 gallons per month, likely due to the 24/7/365 nature of the operation and the fact that the Corp uses town water for watering fields and landscaping. The Job Corps has one sewer tap.

School District Tap Fee Waiver Request – Considerations

The Board may wish to consider the following when deciding on the tap fee waiver request:

- Waivers set a precedent for future requests
- As noted above, tap fees are assessed to new development to pay for facility and infrastructure installation and improvements necessary to serve the needs of that new development. Future expansion and upgrades of the remaining water infrastructure (the water treatment plant and distribution piping) will need to be based upon full buildout of the school.
- Additionally, while the new investment in the waterline and tank will be funded by the school and, hopefully, grant funds, once that infrastructure is connected to the Town water system, the Town will need to plan and budget for repair and replacement of the infrastructure into perpetuity.
- Over the last seven years, water user fees average about \$215,000 and operating expenses average about \$125,000. This leaves about \$90,000 per year for major projects and unanticipated repairs.
- If the Town were to undertake a major replacement and upgrade of the water treatment and distribution system to address aging infrastructure, it is unlikely that it could be funded out of current reserves. Typically, most towns utilize a combination of grants and loans to fund these types of multi-million projects.
- The reserves available in the water fund at 12/31/23 are \$661,699.

- Some entities, when waiving a fee for an enterprise fund, will backfill that fee with a contribution from the town's general fund. This preserves the financial stability of the enterprise fund. The unrestricted fund balance in the General Fund at 12/31/23 is \$3,376,929.

Therefore, the Board may wish to consider any of the following options regarding the request for waiver of tap fees from the school:

Option A – Determine that the full EQR of 38.5 (550 students/faculty) or \$173,250 should be applied to the project but waive the entire fee with no backfill from Town General fund.

Pros: Shows strong support and recognizes the School contribution to the project, shows consistency with EQR calculation methodology in Code

Cons: May set a precedent for future waivers, underfunds the Water Enterprise fund

Option B – Determine that the partial EQR of 18.5 (264 students/faculty) or \$83,160 should be applied to the project but waive the fee with no backfill from Town General Fund.

Pros: Shows strong support and recognizes the School's contribution to the project

Cons: May be inconsistent with EQR calculation methodology in Code, may set a precedent for future waivers, underfunds the Water Enterprise fund

Option C – Determine that the full EQR of 38.5 (550 students/faculty) or \$173,250 should be applied to the project but waive the entire fee and backfill from Town General fund.

Pros: Shows strong support and recognizes the School's contribution to the project, shows consistency with EQR calculation methodology in Code, funds the Water Enterprise, DOLA would consider the \$173,250 as a match for the project which would make the grant application more competitive.

Cons: May set a precedent for future waivers, reduces ability to fund General Fund projects

Option D – Determine that the partial EQR of 18.5 (264 students/faculty) or \$83,160 should be applied to the project but waive the fee and backfill from Town General Fund.

Pros: Shows strong support for School project, funds the Water Enterprise, DOLA would consider the \$83,160 as a match for the project which would make the grant application more competitive.

Cons: May be inconsistent with EQR calculation methodology in Code, may set a precedent for future waivers, underfunds the Water Enterprise fund

Option E – Determine that the full EQR of 38.5 (550 students/faculty) or \$173,250 should be applied to the project with the School paying for 18.5 EQRs based on current enrollment and backfill the remaining \$90,090 from Town General Fund.

Pros: Assesses the school project at current enrollment, fully funds the Water Enterprise, DOLA would consider the \$90,090 as a match for the project which would make the grant application more competitive.

Cons: Does not meet the School’s full request, may set a precedent for future

Option F – Determine that the full EQR of 38.5 (550 students/faculty) or \$173,250 should be applied to the project *at full buildout* with the School paying for 18.5 EQRs or \$83,160 now based on current enrollment. Include language in the IGA that provides for a regular (3 or 5-year reassessment) of enrollment for additional EQR collections.

Pros: Assesses the school project at full enrollment but only collects based on current enrollment

Cons: Does not meet the School’s full request, will require more administrative effort from Town and School staff, attorneys and future boards, does not fully fund the water fund at this time, no matching funds for DOLA competitiveness.

Tap Fees – In-Town versus out-of-Town:

Finally, during our research into this topic, we discovered a discrepancy between the Municipal Code and the water and sewer tap applications we have in our files. Per the Code **Section 34.12.070 Water Tap Fees** “The fee for each EQR as determined pursuant to CTC 34.12.060 shall be in the amount established by resolution where both the tap and all points of consumption are within the corporate limits of the Town, and 200 percent of the applicable in-Town rate where the tap or any point of consumption is outside the corporate limits of the Town.” The 200 percent multiplier also applies to sewer taps. Our water and

sewer application forms make no mention of the higher out-of-town rates and thus in our discussions with the School District, we quoted the in-town tap rate of \$4,500 rather than \$9,000 and that is what they have been using in easement discussions with the landowners. There was an out-of-town tap charged \$4,500 in July of 2022, and we recently (August 2024) accepted an application for out-of-town water and sewer taps and only collected \$4,500 for each and we also quoted \$4,500 as the tap fee for three potential taps for a developer of a property near CedarCrest Lane. The Terrell Park subdivision taps are all in the Town limits, so they would be subject to the in-town rate of \$4,500 and thus they were properly quoted the in-town rate. One out-of-town tap sewer tap in 2016 was properly charged the correct \$9,000.

We deeply regret this mistake, and we will adjust all of our records and applications going forward. To mitigate the situation and to hold the property owners and the School district harmless (as they negotiate with the easement owners along the waterline), we suggest the following:

We propose that we determine the number of out-of-town parties who were quoted the incorrect tap fee and that the Town reserve an amount equal to cover those additional tap fees in the General Fund. At this point we believe it is five landowners along the school waterline, and the three developer taps near CedarCrest Lane or a total of eight properties at \$4,500, or \$36,000. If and when any of those impacted parties apply for a tap, we will bring to you a variance request to charge them the quoted \$4,500 and pay the remaining \$4,500 from the General Fund reservation. We propose that this grace period expire at 12/31/2029, at which time those landowners will be required to pay the full \$9,000 (or the fee in place at that time) without any offset from the Town. This is only for these specific parties and will not generally apply to any other out-of-town tap fees, since they will be quoted the correct fee going forward. For the August 2024 water and sewer taps and the July 2022 sewer tap, we propose the Town transfer \$9,000 to sewer and \$4,500 to water from the general fund to hold the water and sewer funds harmless.

34.12.060 EQR Schedule Classifications

All applicants for service from the Town's water and/or sewer systems shall be assigned an EQR value based on the following schedule. The Town reserves the right to classify and reclassify establishments and to change EQR values assigned to use classifications as the needs of the Town require.

<i>Class of Use</i>	<i>EQR Value</i>
(a) Residential classifications	
(1) Single-family residential units	
Single-family homes, individually billed mobile homes, mobile homes on single lots and mobile homes established as permanent residences (no more than 1 kitchen permit), including up to 4 bedrooms and up to 5,000 square feet of irrigated green space	1.00
a. For additional irrigated green space, such as lawns and gardens, see (d)(1) below.	
b. For irrigation of common areas or parks in subdivisions of single-family residential units, see (d)(2) below.	
c. For each additional bedroom (above 4)	0.15
Note: Swimming pools, hot tubs and spas are additional, per (d)(3) below.	
Guesthouses, accessory dwelling units, separate apartments attached to single-family residential units, and other separate residential units associated with single-family residential units and containing their own separate kitchen, use multifamily residential unit calcification below	See (a)(3) below
(2) Duplexes. Residential structures composed of 2 single-family residential units of substantially the same square footage and number of bedrooms, including up to 4 bedrooms, per unit.	1.00
a. For irrigated green space, such as lawns and gardens, see (d)(1) below.	
b. For irrigation of common areas or parks in subdivisions of duplexes, see (d)(2) below.	
c. For each additional bedroom (above 4), per unit	0.15
Note: Rental privileges of all kinds are not included in the above values. Only 1 kitchen is permitted in each single-family unit and in each half of a duplex. If a residence has more than 1 kitchen, then additional EQR values should be assigned in accordance with the values given for multifamily residential units. Swimming pools, hot tubs and spas are additional per (d) below.	
(3) Multifamily residential units	
Apartments, condominiums, townhouses and similar facilities in the same complex, and small cabins in courts not associated with motels	
Note: Values exclude more than 1 kitchen per unit. Swimming pools, hot tubs and spas are additional. Values include common laundry facilities or individual laundry hook-ups.	

a. Up to 4 bedrooms per unit	1.00
b. Each additional bedroom	0.15
c. For irrigated green space, such as lawns and lawns and gardens, see (d) below.	
(4) Transient residential units	
Hotels, motels, mobile home parks, dormitories, recreational vehicle parks, short-term rental units in residences, bed and breakfast establishments and similar facilities.	
Note: Values include laundry and kitchen facilities in mobile homes; otherwise, laundry facilities, central kitchen facilities and swimming pools, hot tubs and spas are additional. Room counts shall include rooms furnished to employees. Values for recreational vehicle parks include central bathhouse facility, but not laundry, retail or restaurant spaces.	
a. Manager's unit, use multifamily or single-family residential unit classification as applicable (per unit).	See (a)(1) and (3) above
b. Motels, hotels and rooming houses without kitchen facilities	
i. Rooms having not more than 2 beds (per rental unit)	0.30
ii. Rooms having more than 2 beds per rental unit (per additional bed)	0.15
c. Motels with kitchen facilities	
i. Per bed	0.40
d. Mobile home parks and manufactured housing (per each available space or per living unit)	1.0
e. Dormitories without cooking facilities (per each rental bed)	0.35
f. Recreational vehicle parks (spaces filled by recreational vehicles on a year-round basis shall be evaluated under the "mobile home park" category)	
i. Camping or vehicle spaces (per space)	1.00
ii. Camper dump station	By special review
g. Add for central laundry facilities (per washing machine or available hookup)	1.00
h. For irrigated green space, such as lawns and garden, see (d) below.	
(b) Commercial classifications	
(1) Restaurants and bars	
a. Conventional sit-down restaurants (per 10 seats)	0.70
b. Fast food restaurant (per 10 seats)	1.20
c. Bar seats (per 10 spaces)	0.50
(2) Laundromats	
a. Per washing machine	1.00

(3) Service Stations	
a. Per fuel nozzle	1.00
b. Per food/retail/office sales (per 1,000 s.f.)	0.50
(4) Car Washes	
a. For each bay/rack where cars can be washed	
i. Manual bay	3.0
ii. Automatic bay	15.0
Note: Car washes that recycle water shall be evaluated by special review based upon 1 EQR per 350 GPD of potential usage for both water and sewer. Car washes that are part of a larger service station may, at the Town's discretion, be required to install a submeter to measure water use at the car wash separately	
(5) General office buildings (per 1,000 s.f.)	0.30
(6) Medical office buildings (per 1,000 s.f.)	1.50
(7) Retail/department buildings (per 1,000 s.f.)	0.50
(8) Warehouse/industrial buildings/automotive repair (per 1,000 s.f.)	0.30
Note: Where 1 site has multiple uses such as a contractor office, which has office uses and warehouse or vehicle repair uses, each different use should be classified separately	
(9) Grocery stores (per 1,000 s.f.)	0.30
(10) Mini storage facilities	
a. Manager's office (per 1,000 s.f.)	0.35
b. Storage space (per 1,000 s.f.)	0.35
(11) Theaters	
a. Per 25 seats	0.60
(12) Irrigated green space. For irrigated green space, such as lawns and gardens, see (d) below for commercial uses	
(13) Commercial establishments, which use Town water for process water, shall be assessed an additional 1 EQR per 350 gal/day of actual water use	
(14) Barber/beauty shops	
a. Per chair	0.30
(15) Airport facilities	By special review
(16) Athletic club (per 1,000 s.f.)	2.00
(17) Vet clinic (per 1,000 s.f.)	1.50
(18) Hospital (per bed space)	0.70
(Office space/medical offices/warehouse space shall be classified under each specific category under this schedule as additional EQRs)	

(c) Church and school classifications	
(1) Churches (per 100 seats; rectories or other living areas are additional)	1.00
(2) Schools	
a. Without gyms, cafeterias or showers (per 50 potential students and staff)	2.00
b. With gyms, cafeterias and showers (per 50 potential students and staff)	3.50
c. With cafeteria but without gyms or showers (per 50 potential students and staff)	3.00
d. Boarding school (per student)	0.30
Note: Swimming pools, hot tubs, spas and similar facilities are additional	
(3) Irrigated green space. For irrigated green space such as lawns and gardens, see (d) below.	
(d) Special classifications	
(1) Irrigated green space	
a. Single-family residential units and all commercial classifications (including associated secondary residential units), duplexes and multifamily residential units shall be allowed 5,000 square feet of irrigated green space for each 1.0 EQR otherwise calculated under this Schedule	
b. For each additional 1,000 square feet or fraction thereof of irrigated green space above the allowed amount, add for water EQR only	0.15
(2) Common areas, parks and vacant lands. (For each 1,000 square feet, or fraction thereof, of irrigated green space) water EQR only	0.15
(3) Swimming pools, hot tubs, spas. Separate buildings which house swimming pools or hot tubs, and which are not covered by any other classification in this Schedule, shall be evaluated under Section (b)(16) above, as well as the following:	
a. Hot tubs and spas, greater than 500 gallons	0.20 per 500 gallons
b. Hot tubs and spas, less than 500 gallons	0.10
(4) Unclassified uses. For any water use or water-using structure or appliance not otherwise covered by this schedule, the Town shall determine the EQR value on a case-by-case basis according to anticipated water use and consumption.	

(Code 1994, § 9.14.060)

HISTORY

Adopted by Ord. [02 Series of 2023](#) on 12/5/2023

34.12.070 Water Tap Fees

- (a) Rates for Town water tap fees are based on the EQR value assigned to the water user applying the EQR schedule contained in CTC 34.12.060. The fee for each EQR as determined pursuant to CTC 34.12.060 shall be in the amount established by resolution where both the tap and all points of consumption are within the corporate limits of the Town, and 200 percent of the applicable in-Town rate where the tap or any point of consumption is outside the corporate limits of the Town.
- (b) If actual water consumption exceeds the maximum permissible annual demand for the applicable EQR classification, an additional tap fee shall be calculated as provided in CTC 34.12.100.

(Code 1994, § 9.14.070)

HISTORY

Adopted by Ord. [02 Series of 2023](#) on 12/5/2023

34.12.100 Review Of Service Levels And Fee

For purposes of computing and recomputing the number of EQR units attributable to a particular use and the assessment and collection of water and sewer tap fees in connection therewith, the Town shall have the following authority:

- (a) At any time, the Town may review actual water usage to determine if such actual usage is greater than that implied by the number of EQR units assessed to the user at the time application for water and/or sewer services was accepted. For this purpose, 350 gallons per day equals one EQR. Winter water use records may be utilized to review actual sewer usage, and water use records from any time of the year, at the Town's sole discretion, may be utilized to review actual water usage. If the Town finds greater actual water and/or sewer usage than that implied by the applicable EQR value, the user shall be assessed a greater number of EQR units to reflect the actual sewer usage. Any time the Town determines to evaluate or reevaluate the appropriate EQR value assessed to a particular user, it shall provide written notice to the user at the user's last known address.
- (b) Upon any recalculation and increase in the EQR value attributable to a user pursuant to the terms of this section, the user shall pay additional water and/or sewer tap fees for each additional EQR unit assessed to its use at the rates set forth in this chapter prior to the Town's issuance of any necessary permit or within 30 days of the increased assessment of EQR units, whichever occurs first.
- (c) Notwithstanding the general provisions of this chapter or the particular provisions of this section, nothing herein is intended automatically to modify, revise or amend the terms of any prior individualized assessment or agreement memorialized by a writing or reflected in the minutes, resolutions or ordinances of the Board of Trustees, nor shall it prevent such modification, revision or amendment at the sole discretion of the Board of Trustees.

(Code 1994, § 9.14.100)

HISTORY

Adopted by Ord. [02 Series of 2023](#) on 12/5/2023

TOWN OF COLLBRAN
Application for Water/Sewer Taps

Date of Application: _____
Name of Applicant: _____
Physical Address: _____
Mailing Address: _____
City, State, Zip: _____

Location of Property for which taps are requested:

Legal Description:

Type of Tap:
 Water In Town Out of Town \$4500.00 Fee Included
 Sewer In Town Out of Town \$4500.00 Fee Included

9.05.030 Installation, maintenance, calibration and readings.

(a) All water meters, submeters required by the Town, and remote reading devices shall be furnished and installed by the Town at the expense of the owner of the premises served; and the Town shall retain ownership of such meters, submeters and remote readers. The Town shall perform all necessary maintenance and/or repair of meters, submeters and remote readers, including replacement thereof; provided, however, that the owner of the premises served shall be responsible for protecting the meters, submeters and remote readers against freezing and damage.

9.05.040 Installation and location of metering facilities.

(a) The owner or developer of each premises served or to be served by the water supply system of the Town shall provide and install sufficient and proper meter loops and other necessary facilities for the installation of a water meter. Such facilities shall be provided and installed at the expense of such owner or developer and in accordance with all applicable ordinances and rules and regulations of the Town. No meter shall be installed until such facilities have been inspected and approved by the Town.

Signature of Applicant

Date

FOR OFFICE USE ONLY

Fees Paid:

Water Sewer Both

Check Number: _____ Amount: _____ Date: _____

Location of Taps:

Approved

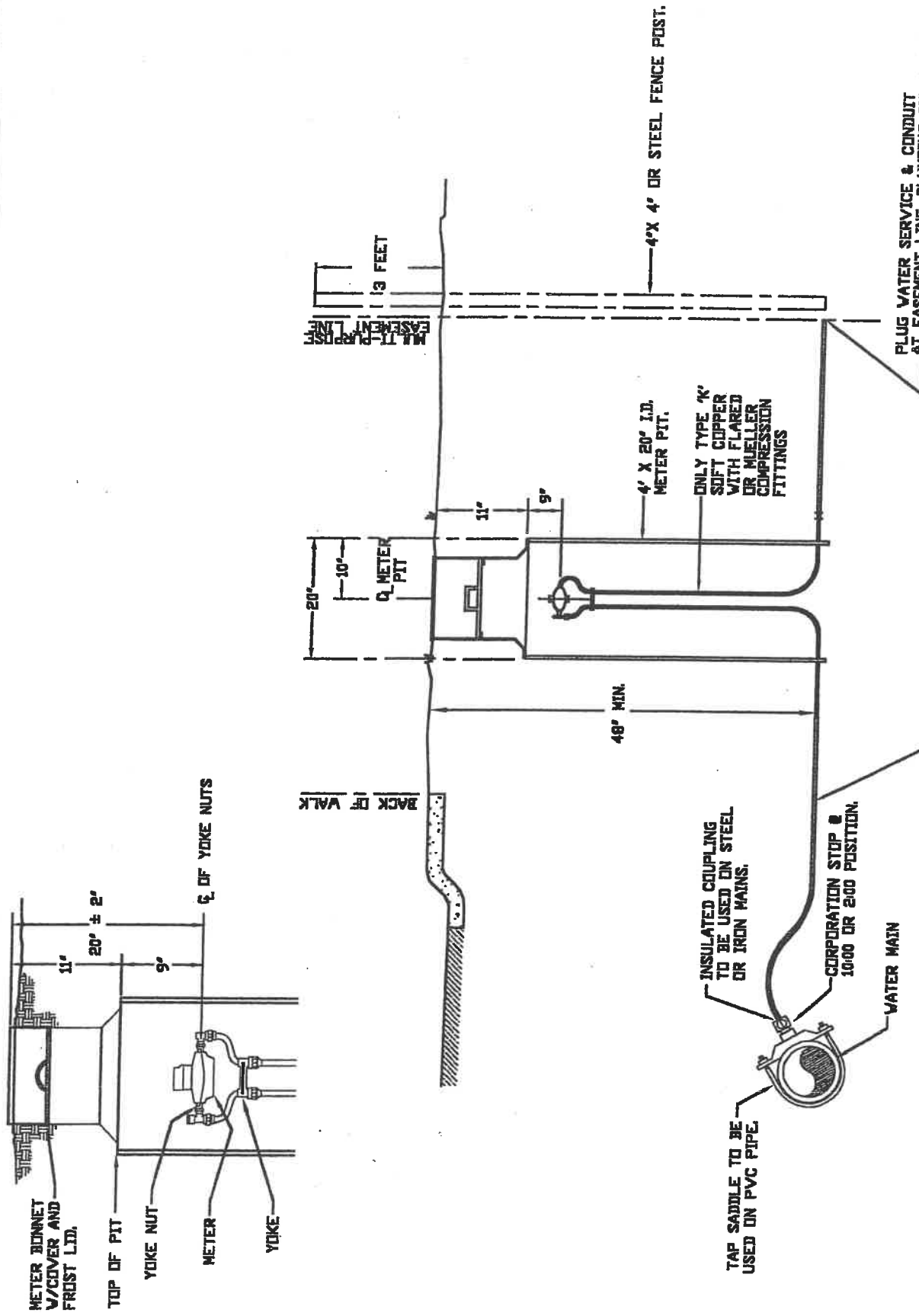
Approved with Conditions
(see attached letter)

Denied
(see attached letter)

TOWN OF COLLBRAN
Town Administrator

Date

(Town Seal)



PLUG WATER SERVICE & CONDUIT AT EASEMENT LINE, PLUMBING CONTRACTOR TO COMPLETE SERVICE TO RESIDENCE. NO PVC MALE ADAPTERS ALLOWED. MARK WITH 4" X 4" OR STEEL FENCE POST PAINTED BLUE. POST SHALL BE BURIED SO THAT 3 FEET EXTENDS ABOVE GRADE.

SERVICE PIPE SHALL BE TYPE K COPPER FROM MAIN THROUGH METER PIT.

WATER METER INSTALLATION / VERTICAL

STANDARD WATERLINE
DETAIL

PAGE
W-03

Water Tap Fees
2006-Present

6/2008 - Satterfield, Doug	In Town	\$4,500
8/2009 - Lucas, Kerry	In town	\$4,500
10/2017 - 904 Spring St	In Town	\$4,500
8/2021 - Cloud, Richard	In town	\$4,500
2/2022 - Briardy, Tom	In Town	\$4,500
8/2024 - Schaeffer, Mike	Out of Town	\$4,500

Sewer Tap Fees
2006-Present

6/2008 - Satterfield, Doug	In Town	\$4,500
8/2009 - Lucas, Kerry	In town	\$4,500
7/2010 - Salamanca, Rosa	Out of Town	\$4,500
9/2016 - 15673 57.5 Rd	Out of Town	\$9,000
10/2017 - 904 Spring St	In Town	\$4,500
2/2022 - Briardy, Tom	In Town	\$4,500
7/2022 - 15776 Charles Ave	Out of Town	\$4,500
4/2023 - Wilson, Kyle	In Town	\$4,500
8/2024 - Schaeffer, Mike	Out of Town	\$4,500

AMENDMENT TO INTERGOVERNMENTAL AGREEMENT

THIS INTERGOVERNMENTAL AGREEMENT (“Amendment”) is made and entered into this _____ day of _____, 2024 by and between MESA COUNTY (“County”) and the TOWN OF COLLBRAN (“Subrecipient” or “Town”) and amends the Intergovernmental Agreement between the County and the Town dated December 13, 2021 (“2021 IGA”) regarding the allocation of funds associated with the federal American Rescue Plan Act of 2021 (“ARP” or “ARPA”).

WHEREAS, on December 13, 2021, the parties entered into the 2021 IGA, incorporated by reference herein, to allow for the allocation of ARPA funds received by the County to the Town in order to support various infrastructure projects of the nature permitted by ARPA for the use of the funds; and

WHEREAS, the ARPA grant funding is scheduled to end at the end of 2024 and there are remaining unspent ARPA funds.

WHEREAS, the County continues to support the infrastructure improvement efforts of the Town and wishes to continue funding them after the end of the availability of ARPA funds using funds available from the County Capital Fund.

NOW THEREFORE, THE PARTIES AGREE AS FOLLOWS:

1. The 2021 IGA shall be modified as stated in this amendment.
2. On January 1, 2025, the County shall continue to provide funding from the County’s Capital Fund for eligible capital projects.
3. All funding provided by the County to the Town under the 2021 IGA through the end of 2024 shall fully comply with the terms of the 2021 IGA.
4. On January 1, 2025, the terms of the 2021 IGA that relate to the sourcing of funding from and compliance with ARPA are no longer in effect under this Amendment. All other terms shall remain in effect except as otherwise modified in this Amendment. The funds shall be issued without the need to comply with ARPA or any requirements associated with ARPA.
5. All funding provided by the County from the Capital Fund shall meet the definition of a capital project as defined by the Mesa County Capital Policy.

- 6. The Town shall use the funding provided in this agreement only for the approved capital projects as defined by Mesa County. The Town shall provide written notice of a proposed project(s) to the County Finance Director.
- 7. The County shall provide up to \$549,251 under this Amendment in the 2025 calendar year. The amount stated in Section 3 of the 2021 IGA shall be superseded by this amount for 2025. All other terms in Section 3 of the 2021 IGA shall remain in effect.
- 8. The Town shall continue expending funds and seeking reimbursement with supporting documentation under this Amendment and the County shall process any payments in the same manner as provided for in the 2021 IGA.
- 9. County, or its designee, may, at reasonable times, during the term of this amendment or for two years after its termination or expiration, audit the Town books with regard to this Contract, and Town shall retain its books and records for the required period.
- 10. All amounts contemplated under this Amendment are subject to annual appropriations as required by Colorado Law. All funds provided under this Amendment must be expended by December 31, 2025.

IN WITNESS WHEREOF, the parties have executed this Amendment on the day first written.

TOWN OF COLLBRAN

MESA COUNTY

Kendall Wilcox, Mayor

Bobbie Daniel, Chair

Attest:

Attest:

Mesa County Clerk to the Board

INTERGOVERNMENTAL AGREEMENT

THIS INTERGOVERNMENTAL AGREEMENT ("IGA") is made and entered into this sixth day of September, 2022 by and between MESA COUNTY ("County") AND the Town of Collbran ("Grantee").

WHEREAS, on July 19, 2021, County passed Resolution No. 2021-32, which authorized the County to grant dollars to the Town of Collbran, which Resolution is attached hereto as Exhibit A and incorporated herein by reference; and

WHEREAS, Resolution No. 2021-32 allocated up to \$1,000,000 to the Town of Collbran for the purpose of Broadband; and

WHEREAS, Resolution No. 2021-32 further authorizes County and Grantee to execute this IGA to outline the spending resources, compliance and reporting guidelines, and all necessary provisions to comply with all state and federal requirements.

NOW THEREFORE, THE PARTIES AGREE AS FOLLOWS:

1. Purpose of Funding/Scope of Work

Grantee shall utilize the County grant funding for the sole purpose as provided in the attached Exhibit B, incorporated herein by reference ("Work"). Grantee shall, in a satisfactory and proper manner, carry out all of the work elements, obligations and responsibilities necessary to complete the Work. County shall have no liability to compensate or reimburse Grantee for the delivery of any goods or the performance of any services that are not specifically related to the Work.

2. Time of Performance

This IGA is contingent upon continued funding to be provided to the County through the ARP. Should such funding be unavailable for any reason, this IGA shall terminate and County shall have no obligation for any further funding to Grantee. Grantee may use funds to cover eligible costs incurred during the period that begins on March 3, 2021 and ends on December 31, 2024, as long as the award funds for the obligations are incurred by December 31, 2024 are expended by December 31, 2026. This IGA shall be deemed to have been executed and shall become effective at the time this IGA is fully executed by the Parties.

3. Funding

County shall reimburse Grantee's allowable costs, not exceeding the maximum total amount as provided herein. Grantee shall submit to County any invoices for payment related to the Work to be provided herein. Such invoices shall include proof of payment made by Grantee. County shall review such invoices and approve for reimbursement of Grantee within 30 days from receipt of such invoices. If County denies for reimbursement of any invoice submitted by Grantee, Grantee shall have the right to appeal such denial to the Finance Department, Finance Director. If the Finance Director upholds the denial of such invoice, Grantee may thereafter appeal the decision to the Mesa County Administrator. The Parties agree to make good faith efforts to resolve any disagreement of payment for any invoice.

The total accumulative amount allocated to Grantee shall not exceed \$1,000,000.

County may recover payments made to Grantee in error for any reason, including but not limited to overpayments or improper payments. County may recover such payments by deduction from subsequent payments or by any other appropriate method for collecting debts owed to County.

4. Personnel

Grantee represents that it has, or will secure, all personnel required to perform the work under this IGA. Such personnel shall be fully qualified and shall be authorized and permitted under Federal, State and Local law to perform, such work.

5. Relationship

Grantee shall in no way be considered an agent or, employee, of County. The Grantee may contract with an independent contractor or contractors to complete the Work. The Grantee shall retain the authority to control and direct the performance and details of the Work as provided herein. The Grantee shall be responsible for payment of all taxes, including federal, state and local taxes arising from payment to an independent contractor in the performance of Work.

6. Audit

Grantee shall keep all records related to the funding as provided herein until December 31, 2026, unless otherwise required by County, or federal or state requirements.

7. Modification and Amendment

- A. Modification by Operation of the Law:
This IGA is subject to such modifications as may be required by changes in federal, state or local law or regulations. Any such required modification shall be incorporated into this IGA as if fully set forth herein.
- B. Other Modifications
If either the County or Grantee desires to modify the terms of this IGA, written notice of the proposed modifications shall be given to the other party. No modifications shall take effect unless and until agreed to in writing by both parties in an amendment to this IGA properly executed and approved in accordance with applicable law.

8. Termination

- A. Termination Due to Loss of Funding
The Parties hereto expressly recognize that Grantee is to be paid with funds provided by the ARP to the County, and therefore, Grantee expressly understands and agrees that all its rights, demands, and claims to the funding arising under this contract are contingent upon receipt of such funds by County. In the event that such funds or any part thereof are not received by County, County may immediately terminate or amend this IGA and all County obligations for funding to Grantee shall be suspended forthwith.
- B. Termination for Causes
If Grantee shall fail to fulfill in a timely and proper manner its obligations under this IGA, or if Grantee shall violate any of the covenants, agreements, or stipulations of this IGA, County shall thereupon have the right to terminate this IGA for cause by giving notice to Grantee of such termination and specifying the reasons for and effective date

thereof at least five (5) days before the effective date of such termination. In that event, Grantee shall be entitled to receive reimbursement for invoices as of the date of the termination.

9. Conflict of Interest

Grantee shall insure that no member of its Board, staff, officer, employee or agent of Grantee who exercise any functions or responsibilities in connection with the planning and carrying out of the Work shall have any personal financial interest, direct, or indirect, in this IGA.

10. Compliance with Applicable Laws

At all times during the performance of this IGA, Grantee shall strictly adhere to all applicable Federal, State and Local laws, orders, standards, regulation, interpretations, or guidelines issued pursuant thereto.

Grantee and every subcontractor or person contracting to do any work contemplated by this IGA shall keep itself fully informed of all national and state and all local ordinances and regulations in any manner affecting the work or performance of its contract or any extra work and shall at all times observe and comply with such laws, ordinances and regulations whether or not such laws, ordinances or regulations are mentioned herein.

11. Assignment

Grantee shall not assign any part of the Work under this IGA or assign any moneys due it hereunder without first obtaining the written consent of County.

12. Binding on Successors

This contract shall inure to the benefit of and be binding upon the parties and their respective successors or assigns.

13. Insurance

Grantee shall maintain at all times during the term of this IGA such liability insurance, by commercial policy or self-insurance, as is necessary to meet its liabilities under the Colorado Governmental Immunity Act, §24-10-101, *et seq.*, CRS ("GIA"). Grantee shall ensure that any subcontractors maintain all insurance customary for the completion of the Work done by that subcontractor and as required by the State or the GIA.

14. General Provisions

- A. If any part, term or provision of this IGA is held to be invalid or unenforceable by a court or other authority with like jurisdiction to adjudicate the rights and duties of the parties, the remainder of this IGA shall be unaffected and enforceable, and there shall be deemed substituted for the affected provision a valid and enforceable provision as similar as possible to the affected provision.
- B. No delay or failure by County to exercise any right under this IGA, and no partial or single exercise of that right, shall constitute a waiver of that or any other right. Reimbursement of funding by County shall not constitute a waiver of any breach or default by Grantee.

- C. This IGA is and shall be deemed to be performable in the County of Mesa, Colorado, and venue for any dispute hereunder shall be in the District Court of the County of Mesa, Colorado. In the event of dispute concerning performance hereunder, the parties agree that the Court shall enter judgment in favor of the prevailing party for costs and reasonable attorney fees.
- D. This Agreement shall be construed to benefit the Participants and their respective successors and assigns only and shall not be construed to create third-party beneficiary rights in any other party, governmental agency or organization.
- E. This Agreement is not intended to and shall not be treated as creating a general partnership, limited partnership or joint venture among the parties.
- F. Persons signing as or on behalf of Grantee represent by their signature that the person signing is fully authorized to so sign this IGA and that the Grantee has taken all steps necessary that the signature is binding upon Grantee.

IN WITNESS WHEREOF, the parties have executed this contract on the day first written.

TOWN OF COLLBRAN

MESA COUNTY

Keith C. Todd, Mayor

Cody Davis, Chair

Attest:

Attest:

Town Clerk

County Clerk

RESOLUTION No. 2021-32

A RESOLUTION AUTHORIZING THE ALLOCATION OF A PORTION OF THE AMERICAN RESCUE PLAN GRANT DOLLARS TO THE TOWN OF COLLBRAN, THE TOWN OF DEBEQUE AND THE TOWN OF PALISADE, AND AUTHORIZE THE EXECUTION OF INTERGOVERNMENTAL AGREEMENTS, WITH EACH ENTITY, TO COMPLY WITH STATE AND FEDERAL REQUIREMENTS OF THE AMERICAN RESCUE PLAN

- WHEREAS, on March 11, 2021 The American Rescue Plan Act of 2021, also called the COVID-19 Stimulus Package or American Rescue Plan, a \$1.9 trillion economic stimulus bill, was passed by the 117th United States Congress and signed into law; and
- WHEREAS, the purpose of the bill is to send relief to states and local governments affected by the COVID-19 Pandemic allowing them to better respond to the resulting public health needs and economic hardships that communities continue to experience nationwide; and
- WHEREAS, Mesa County is in receipt of grant funds as authorized by the U.S. Treasury for the purpose of such relief following the pandemic; and
- WHEREAS, Mesa County values the importance of stabilizing and strengthening our neighboring communities, and the economy, by supporting efforts that assist rural communities with such recovery and relief efforts; and
- WHEREAS, Mesa County wishes to allocate a portion of the American Rescue Plan grant funds to the Town of Collbran, the Town of DeBeque and the Town of Palisade in response to the recovery and relief efforts, and furthermore enter into an Intergovernmental Agreement with each entity outlining the spending resources, compliance and reporting guidelines, and all necessary provisions to comply with the State and Federal requirements of the American Rescue Plan.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF MESA COUNTY, COLORADO THAT:

- 1) Mesa County authorizes the allocation of a portion of the American Rescue Plan grant dollars to the Town of Collbran, the Town of DeBeque and the Town of Palisade, as below, in response to each town's recovery and relief efforts following the pandemic, and as outlined and authorized in the American Rescue Plan;
 - a. Town of Collbran up to \$1,000,000.00 Broadband to Plateau Valley
 - b. Town of DeBeque up to \$1,000,000.00 Water Treatment Plant
 - c. Town of Palisade up to \$1,500,000.00 Health/Sewer
- 2) Mesa County authorizes the execution of an Intergovernmental Agreement with each entity outlining the spending resources, compliance and reporting guidelines, and all necessary provisions to comply with the State and Federal requirements of the American Rescue Plan.

DULY MOVED, SECONDED and PASSED this 19th day of July, 2021.



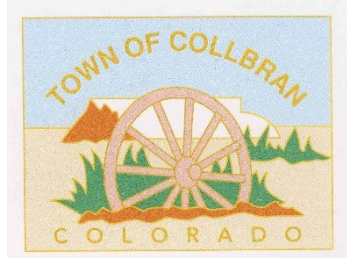
A handwritten signature in cursive script, reading "Janet Rowland".

Janet Rowland, Chair
Board of County Commissioners of
Mesa County, Colorado

ATTEST:

A handwritten signature in cursive script, reading "Tina Peters".

Tina Peters
Mesa County Clerk and Recorder



Town of Collbran and Plateau Valley Broadband Project

The Town of Collbran is pleased to announce that we are prepared to move forward with construction of the Town of Collbran and Plateau Valley Broadband Project. This project is possible because of the partnership with Mesa County and the support of \$1 million towards project construction. We are pleased to share with you the partnerships we have been able to develop in support of this project:

- *Mesa County - \$1,000,000 ARP funds*
- *Mesa County FML - \$300,000*
- *DOLA – Energy Impact Assistance Funds - \$545,000*
- *Town of Collbran - \$175,000 ARP funds*
- *USDA Job Corps - \$25,000*
- *Plateau Valley Schools - \$5,000*
- *Plateau Valley Hospital District - \$3,000*
- *Mesa County – placement of fiber in Mesa County Road V right-of-way, permit waivers, technical assistance*
- *Grand Valley Power – placement of fiber on powerline infrastructure*
- *Region 10 – technical assistance/Virgil Turner and Corey Bryndal*
- *DOLA – EIAF B-007 \$83,636 for planning grant for route analysis and feasibility study*
- *KLJ Engineering*
- *Other stakeholders – Colorado Parks & Wildlife, Powderhorn Resort, Bureau of Reclamation*

A project map is attached to this exhibit. The project will install underground fiber from the I-70 fiber backbone at DeBeque along Mesa County Road V for approximately 17 miles, then aerial placement of fiber for approximately 4 miles to the Town of Collbran, where the Town will stand up a Carrier Neutral Location (CNL) at Gandi Park. Once this middle-mile link is completed, there is an in-town ISP ready to deploy fiber to homes and businesses and at least four existing wireless ISPs who serve the entire Plateau Valley. This fiber backbone will allow those ISPs to purchase reliable and cost-effective backhaul services to support their customers. The Town intends to work with Region 10 for network administration and does not intend to provide any last-mile services directly to end users.

The Collbran/Plateau Valley has been impacted by the lack of widely accessible and dependable high-speed internet access, especially as the community tries to pivot from an economy highly dependent upon the natural gas industry to one more broadly-based. With our proximity to the Grand Mesa, Powderhorn Ski area, and Vega State Reservoir, we wish to expand our appeal for tourism and outdoor recreation. The

limited areas of coverage in the Plateau Valley with reliable, high-speed internet access also presents significant challenge in the educational arena, as demonstrated by the connectivity challenges that many families faced during the pandemic. Finally, without widely available high-speed internet access, individuals are unable to utilize telemedicine services, necessitating a 100-mile round trip for an in-person office visit.

This will be the first and critical component of the project. Bringing the broadband pipeline into the Plateau Valley will allow local internet service providers to begin serving additional local households and businesses immediately. The second phase will be to connect the neighboring communities of Mesa and Molina and the Powderhorn Ski area, and the Town has pledged to be an active participant in this process. Since the Plateau Valley Hospital District has offices in both Collbran and Mesa, telemedicine and electronic healthcare grants may be ideal funding for this connection. A third phase, likely to be done with wireless towers, would connect Vega Reservoir and provide additional coverage on the Grand Mesa. We see opportunities to partner with Colorado State Parks, the National Forest Service and law enforcement on this phase of the project, especially as additional broadband funding becomes available through state and federal programs.

We thank you, our County Commissioners, for your support of this project by committing resources for the construction of the fiber connection into the Town of Collbran. Thank you for your support and assistance.

Sincerely,

Mayor, Keith C. Todd
On behalf of the
Collbran Board of Trustees

Town Manager, Melonie Matarozzo

ADDENDUM

State and Local Fiscal Recovery Funds

Compliance and Reporting Guidance

As announced on September 30, 2021

Treasury has extended the deadline for submission of the first **Project and Expenditure Reports**, which were originally due on October 31, 2021, as follows:

- For States, U.S. territories, metropolitan cities and counties, and Tribal Governments, the report will now be due on **January 31, 2022** and will cover the period between award date and December 31, 2021.
- For non-entitlement units of government (NEUs), the Project and Expenditure report will now be due on **April 30, 2022** and will cover the period between award date and March 31, 2022.

Further instructions will be provided at a later date, including updates to this Compliance and Reporting guidance as well as a user guide to assist recipients to gather and submit the information through Treasury's Portal.

States and territories should continue to submit the monthly NEU/Non-UGLG distribution information through Treasury's Portal.

Compliance and Reporting Guidance

State and Local Fiscal Recovery Funds



June 24, 2021

Version: 1.1



Coronavirus State and Local Fiscal Recovery Funds Guidance on Recipient Compliance and Reporting Responsibilities

On March 11, 2021, the American Rescue Plan Act was signed into law, and established the Coronavirus State Fiscal Recovery Fund and Coronavirus Local Fiscal Recovery Funds, which together make up the Coronavirus State and Local Fiscal Recovery Funds (“SLFRF”) program. This program is intended to provide support to State, territorial, local, and Tribal governments in responding to the economic and public health impacts of COVID-19 and in their efforts to contain impacts on their communities, residents, and businesses.

This guidance provides additional detail and clarification for each recipient’s compliance and reporting responsibilities under the SLFRF program, and should be read in concert with the Award Terms and Conditions, the authorizing statute, the [SLFRF implementing regulation](#), and other regulatory and statutory requirements, including regulatory requirements under [the Uniform Guidance \(2 CFR Part 200\)](#). Please see the [Assistance Listing](#) in SAM.gov under assistance listing number (formerly known as CFDA number), 21.027 for more information.

Please Note: This guidance document applies to the SLFRF program only and does not change nor impact reporting and compliance requirements for the Coronavirus Relief Fund (“CRF”) established by the CARES Act.

This guidance includes two parts:

Part 1: General Guidance

This section provides an orientation to recipients’ compliance responsibilities and the U.S. Department of the Treasury’s (“Treasury”) expectations and recommends best practices where appropriate under the SLFRF Program.

A. Key Principles.....	P. 3
B. Statutory Eligible Uses.....	P. 3
C. Treasury’s Rulemaking.....	P. 4
D. Uniform Guidance (2 CFR Part 200).....	P. 6
E. Award Terms and Conditions.....	P. 10

Part 2: Reporting Requirements

This section provides information on the reporting requirements for the SLFRF program.

A. Interim Report.....	P. 13
B. Project and Expenditure Report.....	P. 15
C. Recovery Plan Performance Report.....	P. 23
Appendix 1: Expenditure Categories.....	P. 31
Appendix 2: Evidenced-Based Intervention Additional Information.....	P. 33



Part 1: General Guidance

This section provides an orientation on recipients' compliance responsibilities and Treasury's expectations and recommended best practices where appropriate under the SLFRF program.

Recipients under the SLFRF program are the eligible entities identified in sections 602 and 603 of the Social Security Act as added by section 9901 of the American Rescue Plan Act of 2021 (the "SLFRF statute") that receive a SLFRF award. Subrecipients under the SLFRF program are entities that receive a subaward from a recipient to carry out the purposes (program or project) of the SLFRF award on behalf of the recipient.

Recipients are accountable to Treasury for oversight of their subrecipients, including ensuring their subrecipients comply with the SLFRF statute, SLFRF Award Terms and Conditions, Treasury's Interim Final Rule, and reporting requirements, as applicable.

A. Key Principles

There are several guiding principles for developing your own effective compliance regimes:

- Recipients and subrecipients are the first line of defense, and responsible for ensuring the SLFRF award funds are not used for ineligible purposes, and there is no fraud, waste, and abuse associated with their SLFRF award;
- Many SLFRF-funded projects respond to the COVID-19 public health emergency and meet urgent community needs. Swift and effective implementation is vital, and recipients must balance facilitating simple and rapid program access widely across the community and maintaining a robust documentation and compliance regime;
- SLFRF-funded projects should advance shared interests and promote equitable delivery of government benefits and opportunities to underserved communities, as outlined in [Executive Order 13985, On Advancing Racial Equity and Support for Underserved Communities Through the Federal Government](#); and
- Transparency and public accountability for SLFRF award funds and use of such funds are critical to upholding program integrity and trust in all levels of government, and SLFRF award funds should be managed consistent with Administration guidance per [Memorandum M-21-20](#) and [Memorandum M-20-21](#).

B. Statutory Eligible Uses

As a recipient of an SLFRF award, your organization has substantial discretion to use the award funds in the ways that best suit the needs of your constituents – as long as such use fits into one of the following four statutory categories:

1. To respond to the COVID-19 public health emergency or its negative economic impacts;
2. To respond to workers performing essential work during the COVID-19 public health emergency by providing premium pay to such eligible workers of the recipient, or by providing grants to eligible employers that have eligible workers who performed essential work;
3. For the provision of government services, to the extent of the reduction in revenue of such recipient due to the COVID-19 public health emergency, relative to revenues collected in the most recent full fiscal year of the recipient prior to the emergency; and
4. To make necessary investments in water, sewer, or broadband infrastructure.



Treasury adopted an [Interim Final Rule](#) to implement these eligible use categories and other restrictions on the use of funds under the SLFRF program.¹ It is the recipient's responsibility to ensure all SLFRF award funds are used in compliance with these requirements. In addition, recipients should be mindful of any additional compliance obligations that may apply – for example, additional restrictions imposed upon other sources of funds used in conjunction with SLFRF award funds, or statutes and regulations that may independently apply to water, broadband, and sewer infrastructure projects. Recipients should ensure they maintain proper documentation supporting determinations of costs and applicable compliance requirements, and how they have been satisfied as part of their award management, internal controls, and subrecipient oversight and management.

C. Treasury's Rule

Treasury's [Interim Final Rule](#) details recipients' compliance responsibilities and provides additional information on eligible and restricted uses of SLFRF award funds and reporting requirements. Your organization should review and comply with the information contained in Treasury's Interim Final Rule, and any subsequent final rule when building appropriate controls for SLFRF award funds.

- 1. Eligible and Restricted Uses of SLFRF Funds.** As described in the SLFRF statute and summarized above, there are four enumerated eligible uses of SLFRF award funds. As a recipient of an award under the SLFRF program, your organization is responsible for complying with requirements for the use of funds. In addition to determining a given project's eligibility, recipients are also responsible for determining subrecipient's or beneficiaries' eligibility and must monitor use of SLFRF award funds.

To help recipients build a greater understanding of eligible uses, Treasury's Interim Final Rule establishes a framework for determining whether a specific project would be eligible under the SLFRF program, including some helpful definitions. For example, Treasury's Interim Final Rule establishes:

- A framework for determining whether a project "responds to" a "negative economic impact" caused by the COVID-19 public health emergency;
- Definitions of "eligible employers", "essential work," "eligible workers", and "premium pay" for cases where premium pay is an eligible use;
- A definition of "general revenue" and a formula for calculating revenue lost due to the COVID-19 public health emergency;
- A framework for eligible water and sewer infrastructure projects that aligns eligible uses with projects that are eligible under the Environmental Protection Agency's Drinking Water and Clean Water State Revolving Funds; and
- A framework for eligible broadband projects designed to provide service to unserved or underserved households, or businesses at speeds sufficient to enable users to generally meet household needs, including the ability to support the simultaneous use of work, education, and health applications, and also sufficiently robust to meet increasing household demands for bandwidth.

Treasury's Interim Final Rule also provides more information on four important restrictions on use of SLFRF award funds: recipients may not deposit SLFRF funds into a pension fund; recipients that are States or territories may not use SLFRF funds to offset a reduction in net tax revenue caused by the recipient's change in law, regulation, or administrative

¹ Treasury's Interim Final Rule is effective as of May 17, 2021, and public comments are due July 16, 2021. This guidance may be clarified consistent with the final rule.
<https://www.govinfo.gov/content/pkg/FR-2021-05-17/pdf/2021-10283.pdf>



interpretation; and, recipients may not use SLFRF funds as non-Federal match where prohibited. In addition, the Interim Final Rule clarifies certain uses of SLFRF funds outside the scope of eligible uses, including that recipients generally may not use SLFRF funds directly to service debt, satisfy a judgment or settlement, or contribute to a “rainy day” fund. Recipients should refer to Treasury’s Interim Final Rule for more information on these restrictions.

- 2. Eligible Costs Timeframe.** Your organization, as a recipient of an SLFRF award, may use SLFRF funds to cover eligible costs that your organization incurred during the period that begins on March 3, 2021 and ends on December 31, 2024, as long as the award funds for the obligations incurred by December 31, 2024 are expended by December 31, 2026. Costs for projects incurred by the recipient State, territorial, local, or Tribal government prior to March 3, 2021 are not eligible, as provided for in Treasury’s Interim Final Rule.

Recipients may use SLFRF award funds to provide assistance to households, businesses, and individuals within the eligible use categories described in Treasury’s Interim Final Rule for costs that those households, businesses and individuals incurred prior to March 3, 2021. For example,

- a. **Public Health/Negative Economic Impacts:** Recipients may use SLFRF award funds to provide assistance to households – such as rent, mortgage, or utility assistance – for costs incurred by the household prior to March 3, 2021, provided that the recipient State, territorial, local or Tribal government did not incur the cost of providing such assistance prior to March 3, 2021.
- b. **Premium Pay:** Recipients may provide premium pay retrospectively for work performed at any time since the start of the COVID-19 public health emergency. Such premium pay must be “in addition to” wages and remuneration already received and the obligation to provide such pay must not have been incurred by the recipient prior to March 3, 2021.
- c. **Revenue Loss:** Treasury’s Interim Final Rule gives recipients broad latitude to use funds for the provision of government services to the extent of reduction in revenue. While calculation of lost revenue begins with the recipient’s revenue in the last full fiscal year prior to the COVID-19 public health emergency and includes the 12-month period ending December 31, 2020, use of funds for government services must be forward looking for costs incurred by the recipient after March 3, 2021.
- d. **Investments in Water, Sewer, and Broadband:** Recipients may use SLFRF award funds to make necessary investments in water, sewer, and broadband. Recipients may use SLFRF award funds to cover costs incurred for eligible projects planned or started prior to March 3, 2021, provided that the project costs covered by the SLFRF award funds were incurred after March 3, 2021.

Any funds not obligated or expended for eligible uses by the timelines above must be returned to Treasury, including any unobligated or unexpended funds that have been provided to subrecipients and contractors. For the purposes of determining expenditure eligibility, Treasury’s Interim Final Rule provides that “incurred” has the same meaning given to “financial obligation” in 2 CFR § 200.1.

- 3. Reporting.** Generally, recipients must submit one initial interim report, quarterly or annual Project and Expenditure reports which include subaward reporting, and in some cases annual Recovery Plan reports. Treasury’s Interim Final Rule and Part 2 of this guidance provide more detail around SLFRF reporting requirements.



Assistance Listing

The [Assistance Listing](#) for the Coronavirus State and Local Fiscal Recovery Funds (CSLFRF) was published May 28, 2021 on SAM.gov under Assistance Listing Number (“ALN”), formerly known as CFDA Number, **21.027**.

The assistance listing includes helpful information including program purpose, statutory authority, eligibility requirements, and compliance requirements for recipients. The ALN is the unique 5-digit number assigned to identify a federal assistance listing, and can be used to search for federal assistance program information, including funding opportunities, spending on USASpending.gov, or audit results through the Federal Audit Clearinghouse.

To expedite payments and meet statutory timelines Treasury issued initial payments under an existing ALN, 21.019, assigned to the CRF. If you have already received funds or captured the initial number in your records, please update your systems and reporting to reflect the new ALN 21.027 for the SLFRF program. **Recipients must use ALN 21.027 for all financial accounting, subawards, and associated program reporting requirements for the SLFRF awards.**

D. Uniform Administrative Requirements

The SLFRF awards are generally subject to the requirements set forth in the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, [2 CFR Part 200](#) (the “Uniform Guidance”). In all instances, your organization should review the Uniform Guidance requirements applicable to your organization’s use of SLFRF funds, and SLFRF-funded projects. Recipients should consider how and whether certain aspects of the Uniform Guidance apply.

The following sections provide a general summary of your organization’s compliance responsibilities under applicable statutes and regulations, including the Uniform Guidance, as described in the [2020 OMB Compliance Supplement Part 3. Compliance Requirements \(issued August 18, 2020\)](#). Note that the descriptions below are only general summaries and all recipients and subrecipients are advised to carefully review the Uniform Guidance requirements and any additional regulatory and statutory requirements applicable to the program.

- 1. Allowable Activities.** Each recipient should review program requirements, including Treasury’s Interim Final Rule and the recipient’s Award Terms and Conditions, to determine and record eligible uses of SLFRF funds. Per 2 CFR 200.303, your organization must develop and implement effective internal controls to ensure that funding decisions under the SLFRF award constitute eligible uses of funds, and document determinations.
- 2. Allowable Costs/Cost Principles.** As outlined in the Uniform Guidance at 2 CFR Part 200, Subpart E regarding Cost Principles, allowable costs are based on the premise that a recipient is responsible for the effective administration of Federal awards, application of sound management practices, and administration of Federal funds in a manner consistent with the program objectives and terms and conditions of the award. Recipients must implement robust internal controls and effective monitoring to ensure compliance with the Cost Principles, which are important for building trust and accountability.



SLFRF Funds may be, but are not required to be, used along with other funding sources for a given project. Note that SLFRF Funds may not be used for a non-Federal cost share or match where prohibited by other Federal programs, e.g., funds may not be used for the State share for Medicaid.²

Treasury's Interim Final Rule and guidance and the Uniform Guidance outline the types of costs that are allowable, including certain audit costs. For example, per 2 CFR 200.425, a reasonably proportionate share of the costs of audits required by the Single Audit Act Amendments of 1996 are allowable; however, costs for audits that were not performed, or not in accordance with 2 CFR Part 200, Subpart F are not allowable. Please see 2 CFR Part 200, Subpart E regarding the Cost Principles for more information.

- a. **Administrative costs:** Recipients may use funds for administering the SLFRF program, including costs of consultants to support effective management and oversight, including consultation for ensuring compliance with legal, regulatory, and other requirements.³ Further, costs must be reasonable and allocable as outlined in 2 CFR 200.404 and 2 CFR 200.405. Pursuant to the SLFRF Award Terms and Conditions, recipients are permitted to charge both direct and indirect costs to their SLFRF award as administrative costs. Direct costs are those that are identified specifically as costs of implementing the SLFRF program objectives, such as contract support, materials, and supplies for a project. Indirect costs are general overhead costs of an organization where a portion of such costs are allocable to the SLFRF award such as the cost of facilities or administrative functions like a director's office.⁴⁵ Each category of cost should be treated consistently in like circumstances as direct or indirect, and recipients may not charge the same administrative costs to both direct and indirect cost categories, or to other programs. If a recipient has a current Negotiated Indirect Costs Rate Agreement (NICRA) established with a Federal cognizant agency responsible for reviewing, negotiating, and approving cost allocation plans or indirect cost proposals, then the recipient may use its current NICRA. Alternatively, if the recipient does not have a NICRA, the recipient may elect to use the de minimis rate of 10 percent of the modified total direct costs pursuant to 2 CFR 200.414(f).
 - b. **Salaries and Expenses:** In general, certain employees' wages, salaries, and covered benefits are an eligible use of SLFRF award funds. Please see Treasury's Interim Final Rule for details.
- 3. Cash Management.** SLFRF payments made to recipients are not subject to the requirements of the Cash Management Improvement Act and Treasury's implementing regulations at 31 CFR part 205 or 2 CFR 200.305(b)(8)-(9).

As such, recipients can place funds in interest-bearing accounts, do not need to remit interest to Treasury, and are not limited to using that interest for eligible uses under the SLFRF award.

- 4. Eligibility.** Under this program, recipients are responsible for ensuring funds are used for eligible purposes. Generally, recipients must develop and implement policies and procedures, and record retention, to determine and monitor implementation of criteria for

² See 42 CFR 433.51 and 45 CFR 75.306.

³ Recipients also may use SLFRF funds directly for administrative costs to improve efficacy of programs that respond to the COVID-19 public health emergency. 31 CFR 35.6(b)(10).

⁴ 2 CFR 200.413 Direct Costs.

⁵ 2 CFR 200.414 Indirect Costs.



determining the eligibility of beneficiaries and/or subrecipients. Your organization, and if applicable, the subrecipient(s) administering a program on behalf of your organization, will need to maintain procedures for obtaining information evidencing a given beneficiary, subrecipient, or contractor's eligibility including a valid SAM.gov registration. Implementing risk-based due diligence for eligibility determinations is a best practice to augment your organization's existing controls.

- 5. Equipment and Real Property Management.** Any purchase of equipment or real property with SLFRF funds must be consistent with the Uniform Guidance at 2 CFR Part 200, Subpart D. Equipment and real property acquired under this program must be used for the originally authorized purpose. Consistent with 2 CFR 200.311 and 2 CFR 200.313, any equipment or real property acquired using SLFRF funds shall vest in the non-Federal entity. Any acquisition and maintenance of equipment or real property must also be in compliance with relevant laws and regulations.
- 6. Matching, Level of Effort, Earmarking.** There are no matching, level of effort, or earmarking compliance responsibilities associated with the SLFRF award. SLFRF funds may only be used for non-Federal match in other programs where costs are eligible under both SLFRF and the other program and use of such funds is not prohibited by the other program.
- 7. Period of Performance.** Your organization should also develop and implement internal controls related to activities occurring outside the period of performance. For example, each recipient should articulate each project's policy on allowability of costs incurred prior to award or start of the period of performance. All funds remain subject to statutory requirements that they must be used for costs incurred by the recipient during the period that begins on March 3, 2021, and ends on December 31, 2024, and that award funds for the financial obligations incurred by December 31, 2024 must be expended by December 31, 2026. Any funds not used must be returned to Treasury.
- 8. Procurement, Suspension & Debarment.** Recipients are responsible for ensuring that any procurement using SLFRF funds, or payments under procurement contracts using such funds are consistent with the procurement standards set forth in the Uniform Guidance at 2 CFR 200.317 through 2 CFR 200.327, as applicable. The Uniform Guidance establishes in 2 CFR 200.319 that all procurement transactions for property or services must be conducted in a manner providing full and open competition, consistent with standards outlined in 2 CFR 200.320, which allows for non-competitive procurements only in circumstances where at least one of the conditions below is true: the item is below the micro-purchase threshold; the item is only available from a single source; the public exigency or emergency will not permit a delay from publicizing a competitive solicitation; or after solicitation of a number of sources, competition is determined inadequate.⁶ Recipients must have and use documented procurement procedures that are consistent with the standards outlined in 2 CFR 200.317 through 2 CFR 200.320. The Uniform Guidance requires an infrastructure for competitive bidding and contractor oversight, including maintaining written standards of conduct and prohibitions on dealing with suspended or debarred parties. Your organization must ensure adherence to all applicable local, State, and federal procurement laws and regulations.
- 9. Program Income.** Generally, program income includes, but is not limited to, income from fees for services performed, the use or rental of real or personal property acquired under Federal awards and principal and interest on loans made with Federal award funds. Program income does not include interest earned on advances of Federal funds, rebates, credits, discounts, or interest on rebates, credits, or discounts. Recipients of SLFRF funds

⁶ 2 CFR 200.320(c)(1)-(3) and (5)



should calculate, document, and record the organization's program income. Additional controls that your organization should implement include written policies that explicitly identify appropriate allocation methods, accounting standards and principles, compliance monitoring checks for program income calculations, and records.

The Uniform Guidance outlines the requirements that pertain to program income at 2 CFR 200.307. Treasury intends to provide additional guidance regarding program income and the application of 2 CFR 200.307(e)(1), including with respect to lending programs.

- 10. Reporting.** All recipients of federal funds must complete financial, performance, and compliance reporting as required and outlined in Part 2 of this guidance. Expenditures may be reported on a cash or accrual basis, as long as the methodology is disclosed and consistently applied. Reporting must be consistent with the definition of expenditures pursuant to 2 CFR 200.1. Your organization should appropriately maintain accounting records for compiling and reporting accurate, compliant financial data, in accordance with appropriate accounting standards and principles.

In addition, where appropriate, your organization needs to establish controls to ensure completion and timely submission of all mandatory performance and/or compliance reporting. See Part 2 of this guidance for a full overview of recipient reporting responsibilities.

- 11. Subrecipient Monitoring.** SLFRF recipients that are pass-through entities as defined under 2 CFR 200.1 are required to manage and monitor their subrecipients to ensure compliance with requirements of the SLFRF award pursuant to 2 CFR 200.332 regarding requirements for pass-through entities.

First, your organization must clearly identify to the subrecipient: (1) that the award is a subaward of SLFRF funds; (2) any and all compliance requirements for use of SLFRF funds; and (3) any and all reporting requirements for expenditures of SLFRF funds.

Next, your organization will need to evaluate each subrecipient's risk of noncompliance based on a set of common factors. These risk assessments may include factors such as prior experience in managing Federal funds, previous audits, personnel, and policies or procedures for award execution and oversight. Ongoing monitoring of any given subrecipient should reflect its assessed risk and include monitoring, identification of deficiencies, and follow-up to ensure appropriate remediation.

Accordingly, your organization should develop written policies and procedures for subrecipient monitoring and risk assessment and maintain records of all award agreements identifying or otherwise documenting subrecipients' compliance obligations.

- 12. Special Tests and Provisions.** Treasury has set a deadline of July 16, 2021, for receipt of public comment on its Interim Final Rule and will adopt a final rule responding to these comments. In addition, Treasury may add clarifications to the implementing guidance.

Across each of the compliance requirements above, Treasury described some best practices for development of internal controls. The table below provides a brief description and example of each best practice.

**Table 1: Internal controls best practices**

Best Practice	Description	Example
Written policies and procedures	Formal documentation of recipient policies and procedures	Documented procedure for determining worker eligibility for premium pay
Written standards of conduct	Formal statement of mission, values, principles, and professional standards	Documented code of conduct / ethics for subcontractors
Risk-based due diligence	Pre-payment validations conducted according to an assessed level of risk	Enhanced eligibility review of subrecipient with imperfect performance history
Risk-based compliance monitoring	Ongoing validations conducted according to an assessed level of risk	Higher degree of monitoring for projects that have a higher risk of fraud, given program characteristics
Record maintenance and retention	Creation and storage of financial and non-financial records.	Storage of all subrecipient payment information.

E. Award Terms and Conditions

The Award Terms and Conditions of the SLFRF financial assistance agreement sets forth the compliance obligations for recipients pursuant to the SLFRF statute, the Uniform Guidance, and Treasury’s Interim Final Rule. Recipients should ensure they remain in compliance with all Award Terms and Conditions. These obligations include the following items in addition to those described above:

- 1. SAM.gov Requirements.** All eligible recipients are also required to have an active registration with the System for Award Management (SAM) (<https://www.sam.gov>). To ensure timely receipt of funding, Treasury has stated that Non-entitlement Units of Government (NEUs) who have not previously registered with SAM.gov may do so after receipt of the award, but before the submission of mandatory reporting.⁷
- 2. Recordkeeping Requirements.** Generally, your organization must maintain records and financial documents for five years after all funds have been expended or returned to Treasury, as outlined in paragraph 4.c. of the Award Terms and Conditions. Treasury may request transfer of records of long-term value at the end of such period. Wherever practicable, such records should be collected, transmitted, and stored in open and machine-readable formats.

Your organization must agree to provide or make available such records to Treasury upon request, and to any authorized oversight body, including but not limited to the Government Accountability Office (“GAO”), Treasury’s Office of Inspector General (“OIG”), and the Pandemic Relief Accountability Committee (“PRAC”).
- 3. Single Audit Requirements.** Recipients and subrecipients that expend more than \$750,000 in Federal awards during their fiscal year will be subject to an audit under the Single Audit Act and its implementing regulation at 2 CFR Part 200, Subpart F regarding audit requirements.⁸ Recipients and subrecipients may also refer to the [Office of](#)

⁷ See flexibility provided in https://www.whitehouse.gov/wp-content/uploads/2021/03/M_21_20.pdf.

⁸ For-profit entities that receive SLFRF subawards are not subject to Single Audit requirements. However, they are subject to other audits as deemed necessary by authorized governmental entities, including Treasury, the GAO, the PRAC and the Treasury’s OIG.



[Management and Budget \(OMB\) Compliance Supplements for audits of federal funds and related guidance](#) and the [Federal Audit Clearinghouse](#) to see examples and single audit submissions.

- 4. Civil Rights Compliance.** Recipients of Federal financial assistance from the Treasury are required to meet legal requirements relating to nondiscrimination and nondiscriminatory use of Federal funds. Those requirements include ensuring that entities receiving Federal financial assistance from the Treasury do not deny benefits or services, or otherwise discriminate on the basis of race, color, national origin (including limited English proficiency), disability, age, or sex (including sexual orientation and gender identity), in accordance with the following authorities: Title VI of the Civil Rights Act of 1964 (Title VI) Public Law 88-352, 42 U.S.C. 2000d-1 et seq., and the Department's implementing regulations, 31 CFR part 22; Section 504 of the Rehabilitation Act of 1973 (Section 504), Public Law 93-112, as amended by Public Law 93-516, 29 U.S.C. 794; Title IX of the Education Amendments of 1972 (Title IX), 20 U.S.C. 1681 et seq., and the Department's implementing regulations, 31 CFR part 28; Age Discrimination Act of 1975, Public Law 94-135, 42 U.S.C. 6101 et seq., and the Department implementing regulations at 31 CFR part 23.

In order to carry out its enforcement responsibilities under Title VI of the Civil Rights Act, Treasury will collect and review information from recipients to ascertain their compliance with the applicable requirements before and after providing financial assistance. Treasury's implementing regulations, 31 CFR part 22, and the Department of Justice (DOJ) regulations, [Coordination of Non-discrimination in Federally Assisted Programs, 28 CFR part 42](#), provide for the collection of data and information from recipients (see 28 CFR 42.406). Treasury may request that recipients submit data for post-award compliance reviews, including information such as a narrative describing their Title VI compliance status.



Part 2: Reporting Guidance

There are three types of reporting requirements for the SLFRF program.

- **Interim Report:** Provide initial overview of status and uses of funding. This is a one-time report. [See Section A, page 13.](#)
- **Project and Expenditure Report:** Report on projects funded, expenditures, and contracts and subawards over \$50,000, and other information. [See Section B, page 15.](#)
- **Recovery Plan Performance Report:** The Recovery Plan Performance Report (the “Recovery Plan”) will provide information on the projects that large recipients are undertaking with program funding and how they plan to ensure program outcomes are achieved in an effective, efficient, and equitable manner. It will include key performance indicators identified by the recipient and some mandatory indicators identified by Treasury. The Recovery Plan will be posted on the website of the recipient as well as provided to Treasury. [See Section C, page 23.](#)

Table 2: Reporting requirements by recipient type

Recipient	Interim Report	Project and Expenditure Report	Recovery Plan Performance Report
States, U.S. territories, metropolitan cities and counties with a population that exceeds 250,000 residents	By August 31, 2021, with expenditures by category	By October 31, 2021, and then 30 days after the end of each quarter thereafter ⁹	By August 31, 2021, and annually thereafter by July 31 ¹⁰
Metropolitan cities and counties with a population below 250,000 residents which received more than \$5 million in SLFRF funding			Not required
Tribal Governments			Not required
Metropolitan cities and counties with a population below 250,000 residents which received less than \$5 million in SLFRF funding	Not required	By October 31, 2021, and then annually thereafter ¹¹	Not required
NEUs			

The remainder of this document describes these reporting requirements. A users’ guide will be provided with additional information on how and where to submit required reports.

⁹ Interim Final Rule Page 111

¹⁰ Interim Final Rule page 112

¹¹ Interim Final Rule Page 111



Comparison to reporting for the CRF

This guidance does not change the reporting or compliance requirements pertaining to the CRF. Reporting and compliance requirements for the SLFRF are separate from CRF reporting requirements. Changes from CRF to SLFRF include:

- **Project, Expenditure, and Subaward Reporting:** The SLFRF reporting requirements leverage the existing reporting regime used for CRF to foster continuity and provide many recipients with a familiar reporting mechanism. The data elements for the Project and Expenditure Report will largely mirror those used for CRF, with some minor exceptions noted in this guidance. The users' guide will describe how reporting for CRF funds will relate to reporting for the SLFRF.
- **Timing of Reports:** CRF reports were due within 10 days of each calendar quarter. SLFRF quarterly reporting will be due 30 days from quarter end.
- **Program and Performance Reporting:** The CRF reporting did not include any program or performance reporting. To build public awareness and accountability and allow Treasury to monitor compliance with eligible uses, some program and performance reporting is required.

A. Interim Report

States, U.S. territories, metropolitan cities, counties, and Tribal governments are required to submit a one-time interim report with expenditures¹² by Expenditure Category from the date of award to July 31, 2021. The recipient will be required to enter obligations¹³ and expenditures and, for each, select the specific expenditure category from the available options. See Appendix 1 for Expenditure Categories (EC).

1. Required Programmatic Data

Recipients will also be required to provide the following information if they have or plan to have expenditures in the following Expenditure Categories.

- a. **Revenue replacement (EC 6.1¹⁴):** Key inputs into the revenue replacement formula in the Interim Final Rule and estimated revenue loss due to the Covid-19 public health emergency calculated using the formula in the Interim Final Rule as of December 31, 2020.
 - Base year general revenue (e.g., revenue in the last full fiscal year prior to the public health emergency)
 - Fiscal year end date
 - Growth adjustment used (either 4.1 percent or average annual general revenue growth over 3 years prior to pandemic)
 - Actual general revenue as of the twelve months ended December 31, 2020
 - Estimated revenue loss due to the Covid-19 public health emergency as of December 31, 2020
 - An explanation of how revenue replacement funds were allocated to government services (Note: additional instructions and/or template to be provided in users' guide)

¹² For purposes of reporting in the SLFRF portal, an expenditure is the amount that has been incurred as a liability of the entity (the service has been rendered or the good has been delivered to the entity).

¹³ For purposes of reporting in the SLFRF portal, an obligation is an order placed for property and services, contracts and subawards made, and similar transactions that require payment.

¹⁴ See Appendix 1 for the full Expenditure Category (EC) list. References to Expenditure Categories are identified by "EC" followed by numbers from the table in Appendix 1.



In calculating general revenue and the other items discussed above, recipients should use audited data if it is available. When audited data is not available, recipients are not required to obtain audited data if substantially accurate figures can be produced on an unaudited basis. Recipients should use their own data sources to calculate general revenue, and do not need to rely on revenue data published by the Census Bureau. Treasury acknowledges that due to differences in timing, data sources, and definitions, recipients' self-reported general revenue figures may differ from those published by the Census Bureau. Recipients may provide data on a cash, accrual, or modified accrual basis, provided that recipients are consistent in their choice of methodology throughout the covered period and until reporting is no longer required. Recipients' reporting should align with their own financial reporting.

In calculating general revenue, recipients should exclude all intergovernmental transfers from the federal government. This includes, but is not limited to, federal transfers made via a State to a locality pursuant to the CRF or SLFRF. To the extent federal funds are passed through States or other entities or intermingled with other funds, recipients should attempt to identify and exclude the federal portion of those funds from the calculation of general revenue on a best-efforts basis.

Consistent with the broad latitude provided to recipients to use funds for government services to the extent of reduction in revenue, recipients will be required to submit a description of services provided. This description may be in narrative or in another form, and recipients are encouraged to report based on their existing budget processes and to minimize administrative burden. For example, a recipient with \$100 in revenue replacement funds available could indicate that \$50 were used for law enforcement operating expenses and \$50 were used for pay-go building of sidewalk infrastructure. As discussed in the Interim Final Rule, these services can include a broad range of services but may not be used directly for pension deposits or debt service.

Reporting requirements will not require tracking the indirect effects of Fiscal Recovery Funds, apart from the restrictions on use of Fiscal Recovery Funds to offset a reduction in net tax revenue. In addition, recipients must indicate that Fiscal Recovery Funds were not used to make a deposit in a pension fund.

- b. Distributions to NEUs - States and territories only (EC 7.4): Information on SLFRF distributions to eligible NEUs. Each State and territory will be asked to provide an update on distributions to individual NEUs, including whether the NEU has (1) received funding; (2) declined funding and requested a transfer to the State under Section 603(c)(4) of the Act; or (3) not taken action on its funding. States and territories should be prepared to report on their information, including the following:
- NEU name
 - NEU DUNS number
 - NEU Taxpayer Identification Number (TIN)
 - NEU Recipient Number (a unique identification code for each NEU assigned by the State to the NEU as part of the request for funding)
 - NEU contact information (e.g., address, point of contact name, point of contact email address, and point of contact phone number)
 - NEU authorized representative name and email address
 - Initial allocation and, if applicable, subsequent allocation to the NEU (before application of the 75 percent cap)
 - Total NEU reference budget (as submitted by the NEU to the State as part of the request for funding)



- Amount of the initial and, if applicable, subsequent allocation above 75 percent of the NEU’s reference budget which will be returned to Treasury
- Payment amount(s)
- Payment date(s)

For each eligible NEU that declined funding and requested a transfer to the State under Section 603(c)(4), the State must also attach a form signed by the NEU, as detailed in the [Guidance on Distributions of Funds to Non-Entitlement Units of Local Government](#).

States with “weak” minor civil divisions (i.e., Illinois, Indiana, Kansas, Missouri, Nebraska, North Dakota, Ohio, and South Dakota) should also list any minor civil divisions that the State deemed ineligible.

B. Project and Expenditure Report

All recipients are required to submit Project and Expenditure Reports.

1. Quarterly Reporting

The following recipients are required to submit quarterly Project and Expenditure Reports:

- States, U.S. territories, and Tribal governments
- Metropolitan cities and counties that received more than \$5 million in SLFRF funding

For these recipients, the initial quarterly Project and Expenditure Report will cover two calendar quarters from the date of award to September 30, 2021 and must be submitted to Treasury by October 31, 2021. The subsequent quarterly reports will cover one calendar quarter and must be submitted to Treasury within 30 calendar days after the end of each calendar quarter. Quarterly reports are not due concurrently with applicable annual reports. The table below summarizes the quarterly report timelines:

Report	Year	Quarter	Period Covered	Due Date
1	2021	2 and 3	Award Date – September 30	October 31, 2021
2	2021	4	October 1 – December 31	January 31, 2022
3	2022	1	January 1 – March 31	April 30, 2022
4	2022	2	April 1 – June 30	July 31, 2022
5	2022	3	July 1 – September 30	October 31, 2022
6	2022	4	October 1 – December 31	January 31, 2023
7	2023	1	January 1 – March 31	April 30, 2023
8	2023	2	April 1 – June 30	July 31, 2023
9	2023	3	July 1 – September 30	October 31, 2023
10	2023	4	October 1 – December 31	January 31, 2024
11	2024	1	January 1 – March 31	April 30, 2024
12	2024	2	April 1 – June 30	July 31, 2024
13	2024	3	July 1 – September 30	October 31, 2024
14	2024	4	October 1 – December 31	January 31, 2025
15	2025	1	January 1 – March 31	April 30, 2025
16	2025	2	April 1 – June 30	July 31, 2025
17	2025	3	July 1 – September 30	October 31, 2025
18	2025	4	October 1 – December 31	January 31, 2026
19	2026	1	January 1 – March 31	April 30, 2026
20	2026	2	April 1 – June 30	July 31, 2026



Report	Year	Quarter	Period Covered	Due Date
21	2026	3	July 1 – September 30	October 31, 2026
22	2026	4	October 1 – December 31	March 31, 2027

2. Annual Reporting

The following recipients are required to submit annual Project and Expenditure Reports:

- Metropolitan cities and counties that received less than \$5 million in SLFRF funding.
- NEUs. To facilitate reporting, each NEU will need a NEU Recipient Number. This is a unique identification code for each NEU assigned by the State to the NEU as part of its request for funding.

For these recipients, the initial Project and Expenditure Report will cover from the date of award to September 30, 2021 and must be submitted to Treasury by October 31, 2021. The subsequent annual reports will cover one calendar year and must be submitted to Treasury by October 31. The table below summarizes the report timelines:

Report	Period Covered	Due Date
1	Award Date – September 30, 2021	October 31, 2021
2	October 1, 2021 – September 30, 2022	October 31, 2022
3	October 1, 2022 – September 30, 2023	October 31, 2023
4	October 1, 2023 – September 30, 2024	October 31, 2024
5	October 1, 2024 – September 30, 2025	October 31, 2025
6	October 1, 2025 – September 30, 2026	October 31, 2026
7	October 1, 2026 – December 31, 2026	March 31, 2027

3. Required Information

The following information will be required in Project and Expenditure Reports:

- Projects:** Provide information on all SLFRF funded projects. Projects are new or existing eligible government services or investments funded in whole or in part by SLFRF funding. For each project, the recipient will be required to enter the project name, identification number (created by the recipient), project expenditure category (see Appendix 1), description, and status of completion. Project descriptions must describe the project in sufficient detail to provide understanding of the major activities that will occur, and will be required to be between 50 and 250 words. Projects should be defined to include only closely related activities directed toward a common purpose. In particular, recipients should review the Required Programmatic Data described below and define their projects at a sufficient level of granularity to report these metrics for a reasonably specific activity or set of activities in each project.

Note: For each project, the recipient will be asked to select the appropriate Expenditure Category based on the scope of the project (see Appendix 1). Projects should be scoped to align to a single Expenditure Category. For select Expenditure Categories, the recipient will also be asked to provide additional programmatic data (described further below).

- Expenditures:** Once a project is entered the recipient will be able to report on the project's obligations and expenditures. Recipients will be asked to report:
 - Current period obligation
 - Cumulative obligation
 - Current period expenditure
 - Cumulative expenditure



- c. **Project Status:** Once a project is entered the recipient will be asked to report on project status each reporting period, in four categories:
- Not Started
 - Completed less than 50 percent
 - Completed 50 percent or more
 - Completed
- d. **Project Demographic Distribution:** Recognizing the disproportionate impact of the pandemic-related recession on low-income communities, recipients must report whether certain types of projects¹⁵ are targeted to economically disadvantaged communities, as defined by HUD's [Qualified Census Tract](#).¹⁶ Recipients will be asked to identify whether or not the project is serving an economically disadvantaged community. To minimize the administrative burden on recipients while ensuring that this important aspect of program performance is tracked, recipients may assume that the funds for a project count as being targeted towards economically disadvantaged communities if the project funds are spent on:
- A program or service is provided at a physical location in a Qualified Census Tract (for multi-site projects, if a majority of sites are within Qualified Census Tracts);
 - A program or service where the primary intended beneficiaries live within a Qualified Census Tract;
 - A program or service for which the eligibility criteria are such that the primary intended beneficiaries earn less than 60 percent of the median income for the relevant jurisdiction (e.g., State, county, metropolitan area, or other jurisdiction); or
 - A program or service for which the eligibility criteria are such that over 25 percent of intended beneficiaries are below the federal poverty line.

Recipients may use reasonable estimates to determine if a project meets one of these criteria, including identifying the intended beneficiaries of a program or service in terms of income characteristics, geographic location, or otherwise estimating the beneficiaries of a program based on its eligibility criteria. Recipients do not need to track information on each individual beneficiary to make the determination of whether or not the project is serving an economically disadvantaged community. If a recipient is unable to measure economic characteristics of the primary intended beneficiaries of a program or service due to data limitations or for other reasons, that program or service may not be counted as targeted to economically disadvantaged communities. Treasury recognizes that in some circumstances, recipients may fund eligible programs or services that benefit economically disadvantaged communities but may lack adequate data to assess conclusively that such a program or service is targeted to economically disadvantaged communities based on the criteria described above.

- e. **Subawards:** Each recipient shall also provide detailed obligation and expenditure information for any contracts and grants awarded, loans issued, transfers made to other government entities, and direct payments made by the recipient that are greater than or equal to \$50,000.

¹⁵ Specifically recipients must report this information for projects in the Expenditure Categories that are marked with “^” in the expenditure category listing in Appendix 1 of this guidance

¹⁶ HUD defines as a QCT as having “50 percent of households with incomes below 60 percent of the Area Median Gross Income (AMGI) or have a poverty rate of 25 percent or more.” To view median income area for their jurisdiction, recipients may visit the U.S. Census [website](#) on median incomes and select the geography for their jurisdiction and relevant unit of measurement (household or individual) for the project.



Recipients do not also need to submit separate monthly subaward reports to FSRS.gov as required pursuant to the 2 CFR Part 170, Appendix A award term regarding reporting subaward and executive compensation, which is included in the SLFRF Award Terms and Conditions. Treasury will submit this reporting on behalf of recipients using the \$50,000 reporting threshold, timing, and data elements discussed in this guidance. If recipients choose to continue reporting to FSRS.gov in addition to reporting directly to Treasury on these funds, they may do so and will be asked to notify Treasury as part of their quarterly submission.

In general, recipients will be asked to provide the following information for each Contract, Grant, Loan, Transfer, or Direct Payment greater than or equal to \$50,000:

- Subrecipient identifying and demographic information (e.g., DUNS number and location)
- Award number (e.g., Award number, Contract number, Loan number)
- Award date, type, amount, and description
- Award payment method (reimbursable or lump sum payment(s))
- For loans, expiration date (date when loan expected to be paid in full)
- Primary place of performance
- Related project name(s)
- Related project identification number(s) (created by the recipient)
- Period of performance start date
- Period of performance end date
- Quarterly obligation amount
- Quarterly expenditure amount
- Project(s)
- Additional programmatic performance indicators for select Expenditure Categories (see below)

Aggregate reporting is required for contracts, grants, transfers made to other government entities, loans, direct payments, and payments to individuals that are below \$50,000. This information will be accounted for by expenditure category at the project level.

As required by the 2 CFR Part 170, Appendix A award term regarding reporting subaward and executive compensation, recipients must also report the names and total compensation of their five most highly compensated executives and their subrecipients' executives for the preceding completed fiscal year if (1) the recipient received 80 percent or more of its annual gross revenues from Federal procurement contracts (and subcontracts) and Federal financial assistance subject to the Transparency Act, as defined at 2 CFR 170.320 (and subawards), and received \$25,000,000 or more in annual gross revenues from Federal procurement contracts (and subcontracts) and Federal financial assistance subject to the Transparency Act (and subawards), and (2) if the information is not otherwise public. In general, most SLFRF Recipients are governmental entities with executive salaries that are already disclosed, so no additional information must be reported. The recipient is responsible for the subrecipients' compliance with registering and maintaining an updated profile on SAM.gov.

- f. **Civil Rights Compliance:** Treasury will request information on recipients' compliance with Title VI of the Civil Rights Act of 1964 on an annual basis. This information may include a narrative describing the recipient's compliance with Title VI, along with other questions and assurances.



- g. Required Programmatic Data (other than infrastructure projects): For all projects listed under the following Expenditure Categories (see Appendix 1), the information listed must be provided in each report.
1. Payroll for Public Health and Safety Employees (EC 1.9):
 - Number of government FTEs responding to COVID-19 supported under this authority
 2. Household Assistance (EC 2.1-2.5):
 - Brief description of structure and objectives of assistance program(s) (e.g., nutrition assistance for low-income households)
 - Number of individuals served (by program if recipient establishes multiple separate household assistance programs)
 - Brief description of recipient's approach to ensuring that aid to households responds to a negative economic impact of Covid-19, as described in the Interim Final Rule
 3. Small Business Economic Assistance (EC 2.9):
 - Brief description of the structure and objectives of assistance program(s) (e.g., grants for additional costs related to Covid-19 mitigation)
 - Number of small businesses served (by program if recipient establishes multiple separate small businesses assistance programs)
 - Brief description of recipient's approach to ensuring that aid to small businesses responds to a negative economic impact of COVID-19, as described in the Interim Final Rule
 4. Aid to Travel, Tourism, and Hospitality or Other Impacted Industries (EC 2.11-2.12):
 - If aid is provided to industries other than travel, tourism, and hospitality (EC 2.12), a description of pandemic impact on the industry and rationale for providing aid to the industry
 - Brief narrative description of how the assistance provided responds to negative economic impacts of the COVID-19 pandemic
 - For each subaward:
 - Sector of employer (Note: additional detail, including list of sectors to be provided in a users' guide)
 - Purpose of funds (e.g., payroll support, safety measure implementation)
 5. Rehiring Public Sector Staff (EC 2.14):
 - Number of FTEs rehired by governments under this authority
 6. Education Assistance (EC 3.1-3.5):
 - The National Center for Education Statistics ("NCES") School ID or NCES District ID. List the School District if all schools within the school district received some funds. If not all schools within the school district received funds, list the School ID of the schools that received funds. These can allow evaluators to link data from the NCES to look at school-level demographics and, eventually, student performance.¹⁷

¹⁷ For more information on NCES identification numbers see <https://nces.ed.gov/ccd/districtsearch/> (districts) and <https://nces.ed.gov/ccd/schoolsearch/> (schools).



7. Premium Pay (both Public Sector EC 4.1 and Private Sector EC 4.2):

- List of sectors designated as critical to the health and well-being of residents by the chief executive of the jurisdiction, if beyond those included in the Interim Final Rule (Note: a list of sectors will be provided in the forthcoming users' guide).
- Number of workers to be served
- Employer sector for all subawards to third-party employers (i.e., employers other than the State, local, or Tribal government) (Note: a list of sectors will be provided in the forthcoming users' guide).
- For groups of workers (e.g., an operating unit, a classification of worker, etc.) or, to the extent applicable, individual workers, for whom premium pay would increase total pay above 150 percent of their residing State's average annual wage, or their residing county's¹⁸ average annual wage, whichever is higher, on an annual basis:
 - A brief written narrative justification of how the premium pay or grant is responsive to workers performing essential work during the public health emergency. This could include a description of the essential workers' duties, health or financial risks faced due to COVID-19, and why the recipient government determined that the premium pay was responsive to workers performing essential work during the pandemic. This description should not include personally identifiable information; when addressing individual workers, recipients should be careful not to include this information. Recipients may consider describing the workers' occupations and duties in a general manner as necessary to protect privacy.

8. Revenue replacement (EC 6.1):

Under the Interim Final Rule, recipients calculate revenue loss using data as of four discrete points during the program: December 31, 2020, December 31, 2021, December 31, 2022, and December 31, 2023. Revenue loss calculated as of December 31, 2020 will be reported in the Interim Report, as described above. For future calculation dates, revenue loss will be reported only in the Quarter 4 reports due January 31, 2022, January 31, 2023, and January 31, 2024. Reporting on revenue loss should include:

- General revenue collected over the past 12 months as of the most recent calculation date, as outlined in the Interim Final Rule (for example, for the January 31, 2022 report, recipients should provide 12 month general revenue as of December 31, 2021);
- Calculated revenue loss due to the Covid-19 public health emergency; and
- An explanation of how the revenue replacement funds were allocated to government services (note: additional instructions and/or template to be provided in user guide).

In calculating general revenue and the revenue loss due to the COVID-19 public health emergency, recipients should follow the same guidance as described above for the Interim Report.

- h. Required Programmatic Data for Infrastructure Projects (EC 5): For all projects listed under the Water, Sewer, and Broadband Expenditure Categories (see Appendix 1), more detailed project-level information is required. Each project will be required to report expenditure data as described above, but will also report the following information:

¹⁸ *County* means a county, parish, or other equivalent county division (as defined by the Census Bureau). See 31 CFR 35.3.



1. All infrastructure projects (EC 5):

- Projected/actual construction start date (month/year)
- Projected/actual initiation of operations date (month/year)
- Location (for broadband, geospatial location data)
- For projects over \$10 million:
 - a. A recipient may provide a certification that, for the relevant project, all laborers and mechanics employed by contractors and subcontractors in the performance of such project are paid wages at rates not less than those prevailing, as determined by the U.S. Secretary of Labor in accordance with subchapter IV of chapter 31 of title 40, United States Code (commonly known as the “Davis-Bacon Act”), for the corresponding classes of laborers and mechanics employed on projects of a character similar to the contract work in the civil subdivision of the State (or the District of Columbia) in which the work is to be performed, or by the appropriate State entity pursuant to a corollary State prevailing-wage-in-construction law (commonly known as “baby Davis-Bacon Acts”). If such certification is not provided, a recipient must provide a project employment and local impact report detailing:
 - The number of employees of contractors and sub-contractors working on the project;
 - The number of employees on the project hired directly and hired through a third party;
 - The wages and benefits of workers on the project by classification; and
 - Whether those wages are at rates less than those prevailing.¹⁹
Recipients must maintain sufficient records to substantiate this information upon request.
 - b. A recipient may provide a certification that a project includes a project labor agreement, meaning a pre-hire collective bargaining agreement consistent with section 8(f) of the National Labor Relations Act (29 U.S.C. 158(f)). If the recipient does not provide such certification, the recipient must provide a project workforce continuity plan, detailing:
 - How the recipient will ensure the project has ready access to a sufficient supply of appropriately skilled and unskilled labor to ensure high-quality construction throughout the life of the project;
 - How the recipient will minimize risks of labor disputes and disruptions that would jeopardize timeliness and cost-effectiveness of the project; and
 - How the recipient will provide a safe and healthy workplace that avoids delays and costs associated with workplace illnesses, injuries, and fatalities;
 - Whether workers on the project will receive wages and benefits that will secure an appropriately skilled workforce in the context of the local or regional labor market; and
 - Whether the project has completed a project labor agreement.
 - c. Whether the project prioritizes local hires.
 - d. Whether the project has a Community Benefit Agreement, with a description of any such agreement.

¹⁹ As determined by the U.S. Secretary of Labor in accordance with subchapter IV of chapter 31 of title 40, United States Code (commonly known as the “Davis-Bacon Act”), for the corresponding classes of laborers and mechanics employed on projects of a character similar to the contract work in the civil subdivision of the State (or the District of Columbia) in which the work is to be performed.



2. Water and sewer projects (EC 5.1-5.15):
 - National Pollutant Discharge Elimination System (NPDES) Permit Number (if applicable; for projects aligned with the Clean Water State Revolving Fund)
 - Public Water System (PWS) ID number (if applicable; for projects aligned with the Drinking Water State Revolving Fund)
3. Broadband projects (EC 5.16-5.17):
 - Speeds/pricing tiers to be offered, including the speed/pricing of its affordability offering
 - Technology to be deployed
 - Miles of fiber
 - Cost per mile
 - Cost per passing
 - Number of households (broken out by households on Tribal lands and those not on Tribal lands) projected to have increased access to broadband meeting the minimum speed standards in areas that previously lacked access to service of at least 25 Mbps download and 3 Mbps upload
 - Number of households with access to minimum speed standard of reliable 100 Mbps symmetrical upload and download
 - Number of households with access to minimum speed standard of reliable 100 Mbps download and 20 Mbps upload
 - Number of institutions and businesses (broken out by institutions on Tribal lands and those not on Tribal lands) projected to have increased access to broadband meeting the minimum speed standards in areas that previously lacked access to service of at least 25 Mbps download and 3 Mbps upload, in each of the following categories: business, small business, elementary school, secondary school, higher education institution, library, healthcare facility, and public safety organization
 - Specify the number of each type of institution with access to the minimum speed standard of reliable 100 Mbps symmetrical upload and download; and
 - Specify the number of each type of institution with access to the minimum speed standard of reliable 100 Mbps download and 20 Mbps upload
- i. Distributions to NEUs - States and territories only (EC 7.4): Information on SLFRF distributions to eligible NEUs. Each State and territory will be asked to provide an update on distributions to individual NEUs, including whether the NEU has (1) received funding; (2) declined funding and requested a transfer to the State under Section 603(c)(4) of the Act; or (3) not taken action on its funding. States and territories should be prepared to report on their information, including the following:
 - NEU name
 - NEU DUNS number
 - NEU Taxpayer Identification Number (TIN)
 - NEU Recipient Number (a unique identification code for each NEU assigned by the State to the NEU as part of the request for funding)
 - NEU contact information (e.g., address, point of contact name, point of contact email address, and point of contact phone number)
 - NEU authorized representative name and email address
 - Initial allocation and, if applicable, subsequent allocation to the NEU (before application of the 75 percent cap)
 - Total NEU reference budget (as submitted by the NEU to the State as part of the request for funding)
 - Amount of the initial and, if applicable, subsequent allocation above 75 percent of the NEU's reference budget which will be returned to Treasury
 - Payment amount(s)
 - Payment date(s)



For each eligible NEU that declined funding and requested a transfer to the State under Section 603(c)(4), the State must also attach a form signed by the NEU, as detailed in the [Guidance on Distributions of Funds to Non-Entitlement Units of Local Government](#).

States with “weak” minor civil divisions (i.e., Illinois, Indiana, Kansas, Missouri, Nebraska, North Dakota, Ohio, and South Dakota) should also list any minor civil divisions that the State deemed ineligible.

- j. **NEU Documentation (NEUs only):** Each NEU will also be asked to provide the following information with their first report submitted by October 31, 2021:
- Copy of the signed award terms and conditions agreement (which was signed and submitted to the State as part of the request for funding)
 - Copy of the signed assurances of compliance with Title VI of the Civil Rights Act of 1964 (which was signed and submitted to the State as part of the request for funding)
 - Copy of actual budget documents validating the top-line budget total provided to the State as part of the request for funding

C. Recovery Plan Performance Report

States, territories, metropolitan cities, and counties with a population that exceeds 250,000 residents will also be required to publish and submit to Treasury a Recovery Plan performance report (“Recovery Plan”). Each Recovery Plan must be posted on the public-facing website of the recipient by the same date the recipient submits the report to Treasury. This reporting requirement includes uploading a link to the publicly available document report along with providing data in the Treasury reporting portal.

The Recovery Plan will provide the public and Treasury information on the projects recipients are undertaking with program funding and how they are planning to ensure program outcomes are achieved in an effective, efficient, and equitable manner. While this guidance outlines some minimum requirements for the Recovery Plan, each recipient is encouraged to add information to the plan they feel is appropriate to provide information to their constituents on efforts they are taking to respond to the pandemic and promote economic recovery. Each jurisdiction may determine the general form and content of the Recovery Plan, as long as it includes the minimum information determined by Treasury. Treasury will provide a recommended template but recipients may modify this template as appropriate for their jurisdiction. The Recovery Plan will include key performance indicators identified by the recipient and some mandatory indicators identified by Treasury.

The initial Recovery Plan will cover the period from the date of award to July 31, 2021 and must be submitted to Treasury by August 31, 2021. Thereafter, the Recovery Plan will cover a 12-month period and recipients will be required to submit the report to Treasury within 30 days after the end of the 12-month period (by July 31). The table below summarizes the report timelines:

Annual Report	Period Covered	Due Date
1	Award Date – July 31, 2021	August 31, 2021
2	July 1, 2021 – June 30, 2022	July 31, 2022
3	July 1, 2022 – June 30, 2023	July 31, 2023
4	July 1, 2023 – June 30, 2024	July 31, 2024
5	July 1, 2024 – June 30, 2025	July 31, 2025
6	July 1, 2025 – June 30, 2026	July 31, 2026
7	July 1, 2026 – December 31, 2026	March 31, 2027



The Recovery Plan will include, at a minimum, the following information:

1. Executive Summary

Provide a high-level overview of the jurisdiction's intended and actual uses of funding including, but not limited to: the jurisdiction's plan for use of funds to promote a response to the pandemic and economic recovery, key outcome goals, progress to date on those outcomes, and any noteworthy challenges or opportunities identified during the reporting period.

2. Uses of Funds

Describe in further detail your jurisdiction's intended and actual uses of the funds, such as how your jurisdiction's approach would help support a strong and equitable recovery from the COVID-19 pandemic and economic downturn. Describe any strategies employed to maximize programmatic impact and effective, efficient, and equitable outcomes. Given the broad eligible uses of funds and the specific needs of the jurisdiction, please also explain how the funds would support the communities, populations, or individuals in your jurisdiction. Your description should address how you are promoting each of the following, to the extent they apply:

- a. Public Health (EC 1): As relevant, describe how funds are being used to respond to COVID-19 and the broader health impacts of COVID-19 and the COVID-19 public health emergency.
- b. Negative Economic Impacts (EC 2): As relevant, describe how funds are being used to respond to negative economic impacts of the COVID-19 public health emergency, including to households and small businesses.
- c. Services to Disproportionately Impacted Communities (EC 3): As relevant, describe how funds are being used to provide services to communities disproportionately impacted by the COVID-19 public health emergency.
- d. Premium Pay (EC 4): As relevant, describe the approach, goals, and sectors or occupations served in any premium pay program. Describe how your approach prioritizes low-income workers.
- e. Water, sewer, and broadband infrastructure (EC 5): Describe the approach, goals, and types of projects being pursued, if pursuing.
- f. Revenue Replacement (EC 6): Describe the loss in revenue due to the COVID-19 public health emergency and how funds have been used to provide government services.

Where appropriate, recipients should also include information on your jurisdiction's use (or planned use) of other federal recovery funds including other programs under the American Rescue Plan such as the Emergency Rental Assistance, Housing Assistance, and so forth, to provide broader context on the overall approach for pandemic recovery.

3. Promoting equitable outcomes

Describe efforts to promote equitable outcomes, including how programs were designed with equity in mind. Please include in your description how your jurisdiction will consider and measure equity at the various stages of the program, including:

- a. Goals: Are there particular historically underserved, marginalized, or adversely affected groups that you intend to serve within your jurisdiction?
- b. Awareness: How equal and practical is the ability for residents or businesses to become aware of the services funded by the SLFRF?
- c. Access and Distribution: Are there differences in levels of access to benefits and services across groups? Are there administrative requirements that result in disparities in ability to complete applications or meet eligibility criteria?



- d. **Outcomes:** Are intended outcomes focused on closing gaps, reaching universal levels of service, or disaggregating progress by race, ethnicity, and other equity dimensions where relevant for the policy objective?

Treasury encourages uses of funds that promote strong, equitable growth, including racial equity. Please describe how your jurisdiction's planned or current use of funds prioritizes economic and racial equity as a goal, names specific targets intended to produce meaningful equity results at scale, and articulates the strategies to achieve those targets. In addition, please explain how your jurisdiction's overall equity strategy translates into the specific services or programs offered by your jurisdiction in the following Expenditure Categories:

- a. **Negative Economic Impacts (EC 2):** assistance to households, small businesses, and non-profits to address impacts of the pandemic, which have been most severe among low-income populations. This includes assistance with food, housing, and other needs; employment programs for people with barriers to employment who faced negative economic impacts from the pandemic (such as residents of low-income neighborhoods, minorities, disconnected youth, the unemployed, formerly incarcerated people, veterans, and people with disabilities); and other strategies that provide disadvantaged groups with access to education, jobs, and opportunity.
- b. **Services to Disproportionately Impacted Communities (EC 3):** services to address health disparities and the social determinants of health, build stronger neighborhoods and communities (e.g., affordable housing), address educational disparities (e.g., evidence-based tutoring, community schools, and academic, social-emotional, and mental health supports for high poverty schools), and promote healthy childhood environments (e.g., home visiting, child care).

The initial report must describe efforts to date and intended outcomes to promote equity. Each annual report thereafter must provide an update, using qualitative and quantitative data, on how the recipients' approach achieved or promoted equitable outcomes or progressed against equity goals during the performance period. Please also describe any constraints or challenges that impacted project success in terms of increasing equity. In particular, this section must describe the geographic and demographic distribution of funding, including whether it is targeted toward traditionally marginalized communities.

For the purposes of the SLFRF, equity is defined in the [Executive Order 13985 On Advancing Racial Equity and Support for Underserved Communities Through the Federal Government](#), as issued on January 20, 2021.

4. Community Engagement

Please describe how your jurisdiction's planned or current use of funds incorporates written, oral, and other forms of input that capture diverse feedback from constituents, community-based organizations, and the communities themselves. Where relevant, this description must include how funds will build the capacity of community organizations to serve people with significant barriers to services, including people of color, people with low incomes, limited English proficient populations, and other traditionally underserved groups.

5. Labor Practices

Describe workforce practices on any infrastructure projects being pursued (EC 5). How are projects using strong labor standards to promote effective and efficient delivery of high-quality infrastructure projects while also supporting the economic recovery through strong employment opportunities for workers? For example, report whether any of the following practices are being utilized: project labor agreements, community benefits agreements, prevailing wage requirements, and local hiring.

6. Use of Evidence

The Recovery Plan should identify whether SLFRF funds are being used for evidence-based interventions²⁰ and/or if projects are being evaluated through rigorous program evaluations that are designed to build evidence. Recipients must briefly describe the goals of the project, and the evidence base for the interventions funded by the project. Recipients must specifically identify the dollar amount of the total project spending that is allocated towards evidence-based interventions for each project in the Public Health (EC 1), Negative Economic Impacts (EC 2), and Services to Disproportionately Impacted Communities (EC 3) Expenditure Categories.²¹

Recipients are exempt from reporting on evidence-based interventions in cases where a program evaluation is being conducted. Recipients are encouraged to use relevant evidence Clearinghouses, among other sources, to assess the level of evidence for their interventions and identify evidence-based models that could be applied in their jurisdiction; such evidence clearinghouses include the U.S. Department of Education's [What Works Clearinghouse](#), the U.S. Department of Labor's [CLEAR](#), and the [Childcare & Early Education Research Connections and the Home Visiting Evidence of Effectiveness](#) clearinghouses from Administration for Children and Families, as well as other clearinghouses relevant to particular projects conducted by the recipient. In such cases where a recipient is conducting a program evaluation in lieu of reporting the amount of spending on evidence-based interventions, they must describe the evaluation design including whether it is a randomized or quasi-experimental design; the key research questions being evaluated; whether the study has sufficient statistical power to disaggregate outcomes by demographics; and the timeframe for the completion of the evaluation (including a link to completed evaluation if relevant).²² Once the evaluation has been completed, recipients must post the evaluation publicly and link to the completed evaluation in the Recovery Plan. Once an evaluation has been completed (or has sufficient interim findings to determine the efficacy of the intervention), recipients should determine whether the spending for the evaluated interventions should be counted towards the dollar amount categorized as evidence-based for the relevant project.

For all projects, recipients may be selected to participate in a national evaluation, which would study their project along with similar projects in other jurisdictions that are focused on the same set of outcomes. In such cases, recipients may be asked to share information and data that is needed for the national evaluation.

Recipients are encouraged to consider how a Learning Agenda, either narrowly focused on SLFRF or broadly focused on the recipient's broader policy agenda, could support their overarching evaluation efforts in order to create an evidence-building strategy for their jurisdiction.²³

Appendix 2 contains additional information on evidence-based interventions for the purposes of the Recovery Plan.

²⁰As noted in Appendix 2, evidence-based refers to interventions with strong or moderate levels of evidence.

²¹ Of note, recipients are only required to report the amount of the total funds that are allocated to evidence-based interventions in the areas of Public Health, Negative Economic Impacts, and Services to Disproportionately Impacted Communities that are marked by an asterisk in Appendix 1: Expenditure Categories.

²² For more information on the required standards for program evaluation, see [OMB M-20-12](#).

²³ For more information on learning agendas, please see [OMB M-19-23](#)



7. Table of Expenses by Expenditure Category

Please include a table listing the amount of funds used in each Expenditure Category (See Appendix 1). The table should include cumulative expenses to date within each category, and the additional amount spent within each category since the last annual Recovery Plan.

8. Project Inventory

List the name and provide a brief description of all SLFRF funded projects. Projects are new or existing eligible government services or investments funded in whole or in part by SLFRF funding. For each project, include the project name, funding amount, identification number (created by the recipient and used thereafter in the quarterly Program and Expenditure Report), project Expenditure Category (see Appendix 1), and a description of the project which includes an overview of the main activities of the project, the approximate timeline, primary delivery mechanisms and partners, if applicable, and intended outcomes. Include a link to the website of the project if available. This information will provide context and additional detail for the information reported quarterly in the Project and Expenditure Report.

For infrastructure investment projects (EC 5), project-level reporting will be more detailed, as described for the Project and Expenditure Report above. Projects in this area may be grouped by Expenditure Category if needed, with further detail (such as the specific project name and identification number) provided in the Project and Expenditure Report. For infrastructure projects, descriptions should note how the project contributes to addressing climate change.

9. Performance Report

The Recovery Plan must include key performance indicators for the major SLFRF funded projects undertaken by the recipient. The recipient has flexibility in terms of how this information is presented in the Recovery Plan, and may report key performance indicators for each project, or may group projects with substantially similar goals and the same outcome measures. In some cases, the recipient may choose to include some indicators for each individual project as well as crosscutting indicators.

Performance indicators should include both output and outcome measures. Output measures, such as number of students enrolled in an early learning program, provide valuable information about the early implementation stages of a project. Outcome measures, such as the percent of students reading on grade level, provide information about whether a project is achieving its overall goals. Recipients are encouraged to use logic models²⁴ to identify their output and outcome measures. While the initial report will focus heavily on early output goals, recipients must include the related outcome goal for each project and provide updated information on achieving these outcome goals in annual reports. In cases where recipients are conducting a program evaluation for a project (as described above), the outcome measures in the performance report should be aligned with those being evaluated in the program. To support their performance measurement and program improvement efforts, recipients are permitted to use funds to make improvements to data or technology infrastructure and data analytics, as well as program evaluations.

10. Required Performance Indicators and Programmatic Data

While recipients have discretion on the full suite of performance indicators to include, a number of mandatory performance indicators and programmatic data must be included. These are necessary to allow Treasury to conduct oversight as well as understand and aggregate program outcomes across recipients. This section provides an overview of the mandatory performance indicators and programmatic data. This information may be included in each recipient's Recovery Plan as they determine most appropriate, including combining with the

²⁴ A logic model is a tool that depicts the intended links between program investments and outcomes, specifically the relationships among the resources, activities, outputs, outcomes, and impact of a program.



section above, but this data will also need to be entered directly into the Treasury reporting portal. Below is a list of required data for each Expenditure Category:

- a. Household Assistance (EC 2.2 & 2.5) and Housing Support (EC 3.10-3.12):
 - Number of people or households receiving eviction prevention services (including legal representation)
 - Number of affordable housing units preserved or developed
- b. Negative Economic Impacts (EC 2):
 - Number of workers enrolled in sectoral job training programs
 - Number of workers completing sectoral job training programs
 - Number of people participating in summer youth employment programs
- c. Education Assistance (EC 3.1-3.5):
 - Number of students participating in evidence-based tutoring programs²⁵
- d. Healthy Childhood Environments (EC 3.6-3.9):
 - Number of children served by childcare and early learning (pre-school/pre-K/ages 3-5)
 - Number of families served by home visiting

The initial report should include the key indicators above. Each annual report thereafter should include updated data for the performance period as well as prior period data, and a brief narrative adding any additional context to help the reader interpret the results and understand the any changes in performance indicators over time. To the extent possible, Treasury also encourages recipients to provide data disaggregated by race, ethnicity, gender, income, and other relevant factors.

11. Ineligible Activities: Tax Offset Provision (States and territories only)

The following information is required for Treasury to ensure SLFRF funding is not used for ineligible activities.

In each reporting year, States and territories will report certain items related to the Tax Offset Provision 31 CFR 35.8, as detailed below. As indicated in the Interim Final Rule, Treasury is seeking comment on reporting requirements related to the Tax Offset Provision, including ways to better rely on information already produced by States and territories and to minimize burden.

The terms “reporting year,” “baseline,” “covered change,” “net reduction in total spending,” and “tax revenue” are defined in the Interim Final Rule, 31 CFR 35.3. For purposes of calculating a net reduction in total spending, total spending for the fiscal year ending 2019 should be reported on an inflation-adjusted basis, consistent with the Interim Final Rule, 31 CFR 35.3. Similarly, for purposes of calculating baseline, tax revenue for the fiscal year 2019 should be reported on an inflation-adjusted basis, consistent with the Interim Final Rule, 31 CFR 35.3.

For purposes of reporting actual tax revenue and calculating tax revenue for the fiscal year ending 2019,²⁶ (a) if available, recipients should report information using audited financials and (b) recipients may provide data on a cash, accrual, or modified accrual basis, but must be consistent in their approach across all reporting periods. Similarly, for purposes of calculating

²⁵ For more information on evidence-based tutoring programs, refer to the U.S. Department of Education’s [2021 ED COVID-19 Handbook \(Volume 2\)](#), which summarizes research on evidence-based tutoring programs (see the bottom of page 20).

²⁶ Tax revenue for fiscal year ending 2019 is relevant for calculating the recipient’s baseline.



a net reduction in total spending, recipients should report data using audited financials where available.

a. Revenue-reducing Covered Changes:

For each reporting year, a recipient must report the value of covered changes that the recipient predicts will have the effect of reducing tax revenue in a given reporting year (revenue-reducing covered changes), similar to the way it would in the ordinary course of its budgeting process. The value of these covered changes may be reported based on estimated values produced by a budget model, incorporating reasonable assumptions, that aligns with the recipient government's existing approach for measuring the effects of fiscal policies, and that measures relative to a current law baseline. The covered changes may also be reported based on actual values using a statistical methodology to isolate the change in year-over-year revenue attributable to the covered change(s), relative to the current law baseline prior to the change(s). Estimation approaches should not use dynamic methodologies that incorporate the projected effects of the policies on macroeconomic growth. In general and where possible, reported values should be produced by the agency of the recipient government responsible for estimating the costs and effects of fiscal policy changes. Recipients must maintain records regarding the identification and predicted effects of revenue-reducing covered changes.

b. Baseline Revenue:

Baseline has the meaning defined in the Interim Final Rule, 31 CFR 35.3.

Whether the revenue-reducing covered changes are in excess of the *de minimis*. Recipients must determine whether the aggregate value of the revenue-reducing covered changes in the reporting year is less than one percent of baseline revenue.

c. Actual Tax Revenue:

Actual tax revenue means the actual tax revenue received by the recipient government in the reporting year. Tax revenue has the meaning defined in the Interim Final Rule, 31 CFR 35.3.

d. Reduction in Net Tax Revenue:

The reduction in net tax revenue is equal to baseline revenue minus actual tax revenue in each reporting year. If this value is zero or negative, there is no reduction in net tax revenue.

e. Any revenue-increasing covered changes:

A recipient must report the value of covered changes that have had or that the recipient predicts will have the effect of increasing tax revenue in a given reporting year (revenue-increasing covered changes), similar to the way it would in the ordinary course of its budgeting process. The value of these covered changes may be reported based on estimated values produced by a budget model, incorporating reasonable assumptions, that aligns with the recipient's existing approach for measuring the effects of fiscal policies, and that measures relative to a current law baseline. The covered changes may also be reported based on actual values using a statistical methodology to isolate the change in year-over-year revenue attributable to the covered change(s), relative to the current law baseline prior to the change(s). Estimation approaches should not use dynamic methodologies that incorporate the projected effects of the policies on macroeconomic growth. In general and where possible, reporting should be produced by the agency of the recipient responsible for estimating the costs and effects of fiscal policy changes.



Recipients should maintain records regarding revenue-reducing covered changes and estimates of such changes.

f. Net reduction in total spending, and tables of specific spending cuts:

Recipients must report on spending cuts. To calculate the amount of spending cuts that are available to offset a reduction in tax revenue, the recipient must first consider whether there has been a reduction in total net spending, excluding Fiscal Recovery Funds (net reduction in total spending). As in the Interim Final Rule, 35 CFR 35.3, net reduction in total spending is measured as the recipient government's total spending for a given reporting year excluding Fiscal Recovery Funds, subtracted from its total spending for its fiscal year ending in 2019, adjusted for inflation using the Bureau of Economic Analysis's Implicit Price Deflator for the gross domestic product of the United States. If that subtraction yields a positive value, there has been a net reduction; if it yields zero or a negative value, there has not been a net reduction. If there has been no net reduction in total spending, a recipient will have no spending cuts to offset a reduction in net tax revenue.

Next, a recipient must determine and aggregate the value of spending cuts in each "reporting unit," as defined below. For each reporting unit, the recipient must report (1) the amount of the reduction in spending in the reporting unit relative to its inflation-adjusted FY 2019 level, (2) the amount of any Fiscal Recovery Funds spent in the reporting unit, and (3) the amount by which the reduction in spending exceeds the Fiscal Recovery funds spent in the reporting unit. If a recipient has not spent amounts received from the Fiscal Recovery Funds in a reporting unit, the full amount of the reduction in spending counts as a covered spending cut and may be included in aggregate spending cuts. If the recipient has spent amounts received from the Fiscal Recovery Funds, such amounts generally would be deemed to have replaced the amount of spending cut, and only reductions in spending above the amount of Fiscal Recovery Funds spent on the reporting unit would be eligible to offset a reduction in net tax revenue. Only such amounts above the amount of Fiscal Recovery Funds spent on the reporting unit should be included in the aggregate of spending cuts.

To align with existing reporting and accounting, the Interim Final Rule considers the department, agency, or authority from which spending has been cut and whether the recipient government has spent amounts received from the Fiscal Recovery Funds on that same department, agency, or authority. Recipients may also choose to report at a more granular sub-department level. Recipients are encouraged to define and report spending in departments, sub-departments (e.g., bureaus), agencies, or authorities (each a "reporting unit") in a manner consistent with their existing budget process and should, to the extent possible, report using the same reporting unit in each reporting year. For example, if a State health department maintains separate budgets for different units (e.g., medical and public health units), those units may be reported and considered separately. Spending cuts must be reported relative to FY 2019 spending levels, adjusted for inflation, and excluding Fiscal Recovery Funds from reporting year spending levels.

Recipients should maintain records regarding spending cuts. As discussed in the Interim Final Rule, in order to help ensure governments use Fiscal Recovery Funds in a manner consistent with the prescribed eligible uses and do not use Fiscal Recovery Funds to indirectly offset a reduction in net tax revenue resulting from a covered change, Treasury will monitor changes in spending throughout the covered period. Evasions of the Tax Offset Provision may be subject to recoupment.



Appendix 1: Expenditure Categories

The Expenditure Categories (EC) listed below must be used to categorize each project as noted in Part 2 above. The term “Expenditure Category” refers to the detailed level (e.g., 1.1 COVID-10 Vaccination). When referred to as a category (e.g., EC 1) it includes all Expenditure Categories within that level.

1: Public Health	
1.1	COVID-19 Vaccination ^
1.2	COVID-19 Testing ^
1.3	COVID-19 Contact Tracing
1.4	Prevention in Congregate Settings (Nursing Homes, Prisons/Jails, Dense Work Sites, Schools, etc.)*
1.5	Personal Protective Equipment
1.6	Medical Expenses (including Alternative Care Facilities)
1.7	Capital Investments or Physical Plant Changes to Public Facilities that respond to the COVID-19 public health emergency
1.8	Other COVID-19 Public Health Expenses (including Communications, Enforcement, Isolation/Quarantine)
1.9	Payroll Costs for Public Health, Safety, and Other Public Sector Staff Responding to COVID-19
1.10	Mental Health Services*
1.11	Substance Use Services*
1.12	Other Public Health Services
2: Negative Economic Impacts	
2.1	Household Assistance: Food Programs* ^
2.2	Household Assistance: Rent, Mortgage, and Utility Aid* ^
2.3	Household Assistance: Cash Transfers* ^
2.4	Household Assistance: Internet Access Programs* ^
2.5	Household Assistance: Eviction Prevention* ^
2.6	Unemployment Benefits or Cash Assistance to Unemployed Workers*
2.7	Job Training Assistance (e.g., Sectoral job-training, Subsidized Employment, Employment Supports or Incentives)* ^
2.8	Contributions to UI Trust Funds
2.9	Small Business Economic Assistance (General)* ^
2.10	Aid to Nonprofit Organizations*
2.11	Aid to Tourism, Travel, or Hospitality
2.12	Aid to Other Impacted Industries
2.13	Other Economic Support* ^
2.14	Rehiring Public Sector Staff
3: Services to Disproportionately Impacted Communities	
3.1	Education Assistance: Early Learning* ^
3.2	Education Assistance: Aid to High-Poverty Districts ^
3.3	Education Assistance: Academic Services* ^
3.4	Education Assistance: Social, Emotional, and Mental Health Services* ^
3.5	Education Assistance: Other* ^
3.6	Healthy Childhood Environments: Child Care* ^
3.7	Healthy Childhood Environments: Home Visiting* ^
3.8	Healthy Childhood Environments: Services to Foster Youth or Families Involved in Child Welfare System* ^



3.9	Healthy Childhood Environments: Other* ^
3.10	Housing Support: Affordable Housing* ^
3.11	Housing Support: Services for Unhoused Persons* ^
3.12	Housing Support: Other Housing Assistance* ^
3.13	Social Determinants of Health: Other* ^
3.14	Social Determinants of Health: Community Health Workers or Benefits Navigators* ^
3.15	Social Determinants of Health: Lead Remediation ^
3.16	Social Determinants of Health: Community Violence Interventions* ^
4: Premium Pay	
4.1	Public Sector Employees
4.2	Private Sector: Grants to Other Employers
5: Infrastructure²⁷	
5.1	Clean Water: Centralized Wastewater Treatment
5.2	Clean Water: Centralized Wastewater Collection and Conveyance
5.3	Clean Water: Decentralized Wastewater
5.4	Clean Water: Combined Sewer Overflows
5.5	Clean Water: Other Sewer Infrastructure
5.6	Clean Water: Stormwater
5.7	Clean Water: Energy Conservation
5.8	Clean Water: Water Conservation
5.9	Clean Water: Nonpoint Source
5.10	Drinking water: Treatment
5.11	Drinking water: Transmission & Distribution
5.12	Drinking water: Transmission & Distribution: Lead Remediation
5.13	Drinking water: Source
5.14	Drinking water: Storage
5.15	Drinking water: Other water infrastructure
5.16	Broadband: “Last Mile” projects
5.17	Broadband: Other projects
6: Revenue Replacement	
6.1	Provision of Government Services
7: Administrative	
7.1	Administrative Expenses
7.2	Evaluation and Data Analysis
7.3	Transfers to Other Units of Government
7.4	Transfers to Non-entitlement Units (States and territories only)

*Denotes areas where recipients must identify the amount of the total funds that are allocated to evidence-based interventions (see Use of Evidence section above for details)

^Denotes areas where recipients must report on whether projects are primarily serving disadvantaged communities (see Project Demographic Distribution section above for details)

²⁷ Definitions for water and sewer Expenditure Categories can be found in the EPA’s handbooks. For “clean water” expenditure category definitions, please see: <https://www.epa.gov/sites/production/files/2018-03/documents/cwdefinitions.pdf>. For “drinking water” expenditure category definitions, please see: <https://www.epa.gov/dwsrf/drinking-water-state-revolving-fund-national-information-management-system-reports>.



Appendix 2: Evidenced-Based Intervention Additional Information

What is evidence-based?

For the purposes of the SLFRF, evidence-based refers to interventions with strong or moderate evidence as defined below:

Strong evidence means the evidence base that can support causal conclusions for the specific program proposed by the applicant with the highest level of confidence. This consists of one or more well-designed and well-implemented experimental studies conducted on the proposed program with positive findings on one or more intended outcomes.

Moderate evidence means that there is a reasonably developed evidence base that can support causal conclusions. The evidence base consists of one or more quasi-experimental studies with positive findings on one or more intended outcomes OR two or more non-experimental studies with positive findings on one or more intended outcomes. Examples of research that meet the standards include: well-designed and well-implemented quasi-experimental studies that compare outcomes between the group receiving the intervention and a matched comparison group (i.e., a similar population that does not receive the intervention).

Preliminary evidence means that the evidence base can support conclusions about the program's contribution to observed outcomes. The evidence base consists of at least one non-experimental study. A study that demonstrates improvement in program beneficiaries over time on one or more intended outcomes OR an implementation (process evaluation) study used to learn and improve program operations would constitute preliminary evidence. Examples of research that meet the standards include: (1) outcome studies that track program beneficiaries through a service pipeline and measure beneficiaries' responses at the end of the program; and (2) pre- and post-test research that determines whether beneficiaries have improved on an intended outcome.



Revision Log

Version	Date Published	Summary of changes
1.0	June 17, 2021	Initial publication
1.1	June 24, 2021	<ul style="list-style-type: none">• Pg. 12, removed references to “summary” level with respect to reporting by Expenditure Categories in the Interim Report to avoid confusion.• Pg. 13, revised the coverage period end date for the Interim Report from June 30, 2021 to July 31, 2021 to align with the IFR.• Pg. 13, removed references to “summary” level with respect to reporting by Expenditure Categories in the Interim Report to avoid confusion.• Pg. 31, removed references to “summary level” with respect to Expenditure Categories in Appendix 1 to avoid confusion.



CASELLE, INC.
Software as a Service Agreement

Caselle, Inc.
1656 S East Bay Blvd
Suite 100
Provo, UT 84606

Town of Collbran
1010 High St
PO Box 387
Collbran, CO 81624

TERMS OF SERVICE

These Terms of Service constitute an agreement (this “Agreement”) by and between Caselle, Inc., a Utah Corporation, (“Provider”) and the Town of Collbran, CO, (“Recipient”).

1. Definitions.

- (a) “Account” refers to the Service plans and features selected by Recipient at the time of this Agreement and accepted by Provider, as such plans and features may change by mutual consent of the parties, as recorded by Provider.
- (b) “AUP” refers to Provider’s acceptable use policy as described in Schedule B.
- (c) “Authorized Representative” refers to an individual who is authorized under applicable law to bind and/or consent on behalf of the Provider or Recipient.
- (d) “Data Policy” refers to Provider’s standard data deletion policy as described in Schedule A of this Agreement.
- (e) “Effective Date” refers to the date of this Agreement.
- (f) “Materials” refers to written and graphical content provided by or through the Service, including, without limitation, text, photographs, illustrations, and designs, whether provided by Provider, another customer of the Service, or any other third party.
- (g) “Recipient Data” refers to data in electronic form input or collected through the Service by or from Recipient.
- (h) “Service” refers to Provider’s hosted version of the Caselle Connect software. The Service includes such features as are set forth on Provider’s website (www.caselle.com), as Provider may change such features from time to time, in its sole discretion.
- (i) “Service Failure” refers to an event during which Recipient is unable to access or use the Service for more than four (4) hours.

2. Service & Payment.

- (a) *Service.* Provider will provide the Service to Recipient pursuant to its standard policies and procedures then in effect.

- (b) *Payment*. Upon completion of data conversion and training, Recipient will pay Provider a monthly Service fee of \$1,262.00. The Service fee will be considered due five (5) days before the start of the calendar month of Service.

3. Service Level Agreement.

In the event of any "Service Failure," as that term is defined above, Provider will issue Recipient a credit. Credit will be 10% of the Recipient's monthly Service fee. Credits issued will apply to outstanding or future payments only and are forfeited upon termination of this Agreement. Provider is not required to issue refunds or to make payments against such credits under any circumstances, including without limitation termination of this Agreement. Credits issued are the Recipient's sole remedy for the Service Failure in question. Provider shall not be liable for service failures caused by factors beyond the reasonable control of the Provider, such as, but not limited to, strikes, insurrection, war, fire, lack of energy, acts of God, mechanical or electrical breakdown, governmental acts or regulations, computer malfunction, quality of data from the customer's software or acts of third parties.

4. Materials, Software, & IP.

- (a) *Materials*. Recipient recognizes and agrees that: (i) the Materials are the property of Provider or its licensors and are protected by copyright, trademark, and other intellectual property laws; and (ii) Recipient does not acquire any right, title, or interest in or to the Materials except the limited and temporary right to use them as necessary for Recipient's use of the Service.
- (b) *Intellectual Property in General*. Provider retains all right, title, and interest in and to the Service, including without limitation all software used to provide the Service and all logos and trademarks reproduced through the Service, and this Agreement does not grant Recipient any intellectual property rights in or to the Service or any of its components.

5. Online Policies.

- (a) *AUP*. Recipient will comply with the AUP. In the event of Recipient's material breach of the AUP, including without limitation any copyright infringement, Provider may suspend or terminate Recipient's access to the Service, in addition to such other remedies as Provider may have at law or pursuant to this Agreement. Neither this Agreement nor the AUP requires that Provider take any action against Recipient or any other customer for violating the AUP, but Provider is free to take any such action it sees fit.
- (b) *Privacy Policy*. The Privacy Policy applies only to the Service and does not apply to any third party site or service linked to the Service or recommended or referred to through the Service or by Provider's employees.

6. Each Party's Warranties.

- (a) *Recipient's Identity*. Recipient warrants: (i) that it has accurately identified itself through its Account and will maintain the accuracy of such identification; and (ii) that it is a corporation or other business entity authorized to do business pursuant to applicable law.
- (b) *Right to Do Business*. Each party warrants that it has the full right and authority to enter into, execute, and perform its obligations under this Agreement and that no pending or threatened

claim or litigation known to it would have a material adverse impact on its ability to perform as required by this Agreement.

- (c) *Disclaimers*. Except for the express warranties specified in this section, THE SERVICE IS PROVIDED “AS IS” AND AS AVAILABLE, AND PROVIDER MAKES NO WARRANTIES, EITHER EXPRESS OR IMPLIED, INCLUDING WITHOUT LIMITATION ANY IMPLIED WARRANTIES OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, OR NONINFRINGEMENT OF INTELLECTUAL PROPERTY RIGHTS. Without limiting the generality of the foregoing, (i) PROVIDER HAS NO OBLIGATION TO INDEMNIFY OR DEFEND RECIPIENT AGAINST CLAIMS RELATED TO INFRINGEMENT OF INTELLECTUAL PROPERTY RIGHTS; and (ii) Provider does not warrant that the Service will perform without error or immaterial interruption.

7. Limitation of Liability.

IN NO EVENT: (a) WILL PROVIDER’S LIABILITY ARISING OUT OF OR RELATED TO THIS AGREEMENT EXCEED THE AMOUNT PAID FOR 60 DAYS OF SERVICE; AND (b) WILL PROVIDER BE LIABLE FOR ANY CONSEQUENTIAL, INDIRECT, SPECIAL, INCIDENTAL, OR PUNITIVE DAMAGES. THE LIABILITIES LIMITED BY THIS SECTION 7 APPLY: (i) TO LIABILITY FOR NEGLIGENCE; (ii) REGARDLESS OF THE FORM OF ACTION, WHETHER IN CONTRACT, TORT, STRICT PRODUCT LIABILITY, OR OTHERWISE; (iii) EVEN IF PROVIDER IS ADVISED IN ADVANCE OF THE POSSIBILITY OF THE DAMAGES IN QUESTION AND EVEN IF SUCH DAMAGES WERE FORESEEABLE; AND (iv) EVEN IF RECIPIENT’S REMEDIES FAIL OF THEIR ESSENTIAL PURPOSE. If applicable law limits the application of the provisions of this Section 7, Provider’s liability will be limited to the maximum extent permissible.

8. Data Management.

- (a) *Access, Use, & Legal Compulsion*. Unless it receives Recipient’s prior written consent, Provider: (i) will not access or use Recipient Data other than as necessary to facilitate the Service; and (ii) will not give any third party access to Recipient Data. Notwithstanding the foregoing, Provider may disclose Recipient Data as required by applicable law or by proper legal or governmental authority. Provider will give Recipient prompt notice of any such legal or governmental demand and reasonably cooperate with Recipient in any effort to seek a protective order or otherwise to contest such required disclosure, at Recipient’s expense.
- (b) *Recipient’s Rights*. Recipient possesses and retains all right, title, and interest in and to Recipient Data, and Provider’s use and possession thereof is solely as Recipient’s agent.
- (c) *Retention & Deletion*. Provider will retain all Recipient Data until erased pursuant to the Data Policy.
- (d) *Injunction*. Provider agrees that violation of the provisions of this Section 8 might cause Recipient irreparable injury, for which monetary damages would not provide adequate compensation, and that in addition to any other remedy, Recipient will be entitled to injunctive relief against such breach or threatened breach, without proving actual damage or posting a bond or other security.

9. Term & Termination.

- (a) *Term*. This Agreement will continue for one (1) year following the Effective Date (a “Term”). Thereafter, this Agreement will renew for subsequent terms (“Terms”) of thirty (30) days, unless

either party notifies the other of its intent not to renew thirty (30) or more days before the beginning of the next Term.

- (b) *Termination for Cause.* Either party may terminate this Agreement for material breach by written notice, effective in 30 days, unless the other party first cures such breach.
- (c) *Effects of Termination.* The following provisions will survive termination of this Agreement: (i) any obligation of Recipient to pay for Service rendered before termination; (ii) Sections 4, 5(b), 6(c), and 7 of this Agreement; and (iii) any other provision of this Agreement that must survive termination to fulfill its essential purpose.

10. Miscellaneous.

- (a) *Notices.* Provider may send notices pursuant to this Agreement to Recipient's address at Town of Collbran, 1010 High St, PO Box 387, Collbran, CO 81624, and such notices will be deemed received ten (10) days after they are sent. Recipient may send notices pursuant to this Agreement to Caselle, Inc, 1656 S East Bay Blvd, Suite 100, Provo, UT 84606, and such notices will be deemed received ten (10) days after they are sent.
- (b) *Amendment.* Provider may amend this Agreement (including the SLA and Data Policy) from time to time by posting an amended version at its website and sending Recipient written notice thereof. Such amendment will be deemed accepted and become effective 30 days after such notice (the "Proposed Amendment Date") unless Recipient first gives Provider written notice of rejection of the amendment. In the event of such rejection, this Agreement will continue under its original provisions, and the amendment will become effective at the start of Recipient's next Term following the Proposed Amendment Date (unless Recipient first terminates this Agreement pursuant to Section 9 above). Recipient's continued use of the Service following the effective date of an amendment will confirm Recipient's consent thereto. This Agreement may not be amended in any other way except through a written agreement executed by Authorized Representatives of each party. Notwithstanding the foregoing, Provider may amend the AUP or Privacy Policy at any time by posting a new version at its website and/or sending Recipient notice thereof, and such amended version will become effective 30 business days after such notice is sent.
- (c) *Independent Contractors.* The parties are independent contractors and will so represent themselves in all regards. Neither party is the agent of the other and neither may bind the other in any way.
- (d) *No Waiver.* Neither party will be deemed to have waived any of its rights under this Agreement by lapse of time or by any statement or representation other than (i) by an Authorized Representative and (ii) in an explicit written waiver. No waiver of a breach of this Agreement will constitute a waiver of any prior or subsequent breach of this Agreement.
- (e) *Force Majeure.* To the extent caused by force majeure, no delay, failure, or default will constitute a breach of this Agreement.
- (f) *Assignment & Successors.* Neither party may assign this Agreement or any of its rights or obligations hereunder without the other's express written consent, except that either party may assign this Agreement to the surviving party in a merger of that party into another entity. Except to the extent forbidden in the previous sentence, this Agreement will be binding upon and inure to the benefit of the respective successors and assigns of the parties.

- (g) *Choice of Law & Jurisdiction.* This Agreement will be governed and construed solely by the laws of the State of Utah, without reference to such State’s principles of conflicts of law. The parties consent to the personal and exclusive jurisdiction of the state courts of Utah.
- (h) *Severability.* To the extent permitted by applicable law, the parties hereby waive any provision of law that would render any clause of this Agreement invalid or otherwise unenforceable in any respect. In the event that a provision of this Agreement is held to be invalid or otherwise unenforceable, such provision will be interpreted to fulfill its intended purpose to the maximum extent permitted by applicable law, and the remaining provisions of this Agreement will continue in full force and effect.
- (i) *Certain Notices.* Pursuant to 47 U.S.C. Section 230(d), Provider hereby notifies Recipient that parental control protections (such as computer hardware, software, or filtering services) are commercially available that may assist in limiting access to material that is harmful to minors. Information regarding providers of such protections may be found on the Internet by searching “parental control protection” or similar terms.
- (j) *Conflicts among Attachments.* In the event of any conflict between the terms of this main body of this Agreement and those of any accompanying schedule, the terms of this main body will govern. In the event of any conflict between this Agreement and any Provider policy posted online, including without limitation the AUP and Privacy Policy, the terms of this Agreement will govern.
- (k) *Entire Agreement.* This Agreement sets forth the entire agreement of the parties and supersedes all prior or contemporaneous writings, negotiations, and discussions with respect to the subject matter hereof. Neither party has relied upon any such prior or contemporaneous communications.

Note: The attached proposal is considered part of this Agreement.

The signatures below indicate each party’s acceptance of the Agreement. Each party has caused this Agreement to be executed by its duly Authorized Representative.

CASELLE, INC.

TOWN OF COLLBRAN

By: 

By:

Name: Larry Hutchings

Name:

Title: President

Title:

Date: November 26, 2024

Date:

Schedule A – Data Policy

- (a) *Access, Use, & Legal Compulsion.* Unless it receives Recipient’s prior written consent, Provider: (i) will not access or use data in electronic form collected through the Services from Recipient’s customers or other third parties, or collected or accessible directly from Recipient, (collectively, “Data”) other than as necessary to facilitate the Services; and (ii) will not give any third party access to Data. Notwithstanding the foregoing, Provider may disclose Data as required by applicable law or by proper legal or governmental authority. Provider will give Recipient prompt notice of any such legal or governmental demand and reasonably cooperate with Recipient in any effort to seek a protective order or otherwise to contest such required disclosure, at Recipient’s expense.
- (b) *Recipient’s Rights.* Recipient possesses and retains all right, title, and interest in and to Project Data, and Provider’s use and possession thereof is solely as Recipient’s agent.
- (c) *Retention & Deletion.* Provider will retain any Data in its possession until Erased. Provider will Erase: (i) all copies of Data promptly after Recipient’s written request; and (ii) all copies of Data no sooner than 90 days after termination of this Agreement and no later than 120 days after such termination. Promptly after Erasure pursuant to this Subsection (c), Provider will certify such Erasure in writing to Recipient. (“Erase” and “Erasure” refer to the destruction of data so that no copy of the data remains or can be accessed or restored in any way.)
- (d) *Individuals’ Access.* Provider will not allow any of its employees to access Data, except to the extent that an employee needs access in order to facilitate the Services and executes a written agreement with Provider agreeing to comply with Provider’s obligations set forth in this Section.
- (e) *Compliance with Law & Policy.* Provider will comply with all applicable federal and state laws and regulations governing the handling of Data.
- (f) *Leaks.* Provider will promptly notify Recipient of any actual or potential exposure or misappropriation of Data (any “Leak”) that comes to Provider’s attention. Provider will cooperate with Recipient and with law enforcement authorities in investigating any such Leak, at Provider’s expense. Provider will likewise cooperate with Recipient and with law enforcement agencies in any effort to notify injured or potentially injured parties, and such cooperation will be at Provider’s expense, except to the extent that the Leak was caused by Recipient. The remedies and obligations set forth in this Subsection (f) are in addition to any others Recipient may have.

Schedule B – Acceptable Use Policy

A. Unacceptable Use

Provider requires that all customers and other users of Provider's service (the "Service") conduct themselves with respect for others. In particular, please observe the following rules in your use of the Service:

- 1) *Privacy*: Do not violate the privacy rights of any person. Do not collect or disclose any personal address, social security number, or other personally identifiable information without each holder's written permission. Do not cooperate in or facilitate identity theft.
- 2) *Intellectual Property*: Do not infringe upon the copyrights, trademark rights, trade secret rights, or other intellectual property rights of any person or entity. Do not reproduce, publish, or disseminate software, audio recordings, video recordings, photographs, articles, or other works of authorship without the written permission of the copyright holder.
- 3) *Hacking, Viruses, & Network Attacks*: Do not access any computer or communications system without authorization, including the computers used to provide the Service. Do not attempt to penetrate or disable any security system. Do not intentionally distribute a computer virus, launch a denial of service attack, or in any other way attempt to interfere with the functioning of any computer, communications system, or website. Do not attempt to access or otherwise interfere with the accounts of other users of the Service.
- 4) *Fraud*: Do not issue fraudulent offers to sell or buy products, services, or investments. Do not mislead anyone about the details or nature of a commercial transaction. Do not commit fraud in any other way.
- 5) *Violations of Law*: Do not violate any law.

B. Consequences of Violation

Violation of this Acceptable Use Policy (this "AUP") may lead to suspension or termination of the Recipient's use of the Service or legal action. In addition, the Recipient may be required to pay for the costs of investigation and remedial action related to AUP violations.

C. Reporting Unacceptable Use

Provider requests that anyone with information about a violation of this AUP report it to the following address: Caselle, Inc. 1656 S East Bay Blvd, Suite 100, Provo, Utah 84606. Please provide the date and time of the violation and any identifying information regarding the violator, including e-mail or IP (internet protocol) address if available, as well as details of the violation.

D. Revision of AUP

Provider may change this AUP at any time by posting a new version on its website (www.caselle.com) or by sending the Recipient written notice thereof. The new version will become effective on the date of such notice.

To: Board of Trustees

From: Melonie Matarozzo, Town Administrator and Karla Distel, Finance Director

Date: December 3, 2024

Re: Job Descriptions in Employee Manual

The Board has requested to have a discussion regarding adding job descriptions in the employee handbook. While researching the Town's handbook to see when it may have been removed, the current structure was done by the Board of Trustees in a year-long process in 2008 and 2009. There were several board workshops that included input from the Town Board and staff, CIRSA (the Town's insurance), and the Town Attorney. Much time was spent making sure that the handbook and the Town's Municipal Code worked together and did not contradict each other. Over the years there have been quite a few changes made to keep up with changing employment law. In each version that is available from 2008 forward staff could not find that job descriptions were included in the handbook. Staff does not have a record that has been found of the employee handbook prior to 2008.

For research purposes we have also consulted Employer's Council and have asked the Town's Attorney to present best practices regarding the discussion of job descriptions in employee handbooks. The Town has been a member of Employer's Council for more than 10 years. Employer's Council is *"Everything your organization needs to thrive and grow. Your Employers Council membership includes a wide variety of tools, resources, services, all designed to help you nurture effective employees, quickly navigate changing employment law landscapes, and stay on top of the latest HR developments."* Staff has utilized the membership benefits countless times in areas of Employee Benefits, Employee Development & Training, Hiring, Management Practices, and Strategic HR. We have utilized our benefits when working on the Employee Handbook, Training, Wage/Compensation Studies, etc.

An employee handbook outlines a company's overall policies, procedures, and expectations for all employees, while a job description details the specific responsibilities and requirements for a particular job role within the company; essentially, the handbook provides a broader picture of the company culture and rules, whereas the job description focuses on the individual job duties and qualifications needed to perform that role effectively.

Key Differences:

- **Scope:**

An employee handbook covers company-wide information like benefits, leave policies, dress code, and disciplinary actions, while a job description only covers the specific tasks and skills required for a single position.

- **Purpose:**

The handbook aims to inform employees about the company culture, expectations, and legal compliance, while the job description is used to attract qualified candidates and clearly define the role's responsibilities.

- **Audience:**

An employee handbook is distributed to all employees, whereas a job description is targeted towards potential candidates and new hires for a specific position.

Included in this Memo are two different articles regarding Job Descriptions and Employee Handbooks from Employer's Council.

What Is the Purpose of an Employee Handbook?

What is the purpose of an employee handbook? An employee handbook is a critical piece of your business's success. From creating an effective staff manual to ensuring that it is updated with the latest changes in regulations and policies, having a strong employee handbook can make all the difference when it comes to onboarding new hires and training existing staff members.

So what exactly is this mysterious book and why does it matter? We'll explore what is the purpose of an employee handbook, how to create one, and tips for providing training whenever there are major changes to company policy.

Let's dive right in.

What is the Purpose of an Employee Handbook?

An employee handbook is a compilation of the policies, procedures, working conditions, and behavioral expectations in your business. A handbook is not the same as a procedures manual — it's an opportunity to create clarity for both employees and management around policies and expectations.

A comprehensive employee handbook can foster a stronger, more positive company culture where policies are clearly defined and consistently implemented. Individual departments may have additional specific protocols or procedures but the primary purpose of an employee handbook is to provide a firm foundation for the entire company. Handbooks don't need to be hardbound — they can be electronic files stored online so that everyone has easy access to them.

So what is the purpose of an employee handbook?

1. Establish Company Culture

An employee handbook helps to establish and communicate your company's culture, mission, vision, and values. It should be written in a way that employees can easily understand and connect with these core aspects of the business.

2. Set Clear Expectations

A handbook outlines how employees are expected to behave and perform their jobs. This clarity helps ensure that everyone is working from the same page while providing a framework for workplace behavior.

3. Establish Rules and Regulations

A comprehensive employee handbook provides rules and regulations regarding things like dress code, work hours, time-off requests, drug testing, etc., which set the tone for employee behavior. This section also indicates what will happen if employees violate these rules.

4. Protect Employers

Having an up-to-date employee handbook can help protect employers legally by ensuring all staff members are aware of their rights within the workplace, including the right to work in a safe environment and without discrimination or harassment.

5. Create Uniformity Across Departments

Without a clear set of policies outlined in an employee handbook, each department manager may do what they feel is appropriate. An employee handbook template clearly defines uniform company-wide expectations so that there is no confusion or inconsistency when implementing company policies.

6. Guide Management and Leadership

Outlining what employees can expect from management ensures everyone is held accountable while also creating a level playing field across departments when it comes to decision-making processes, team dynamics, and performance reviews.

7. Ensure Employee Satisfaction

By setting clear guidelines in an employee handbook, you create trust between employer and employee while also helping foster engagement through understanding job roles, responsibilities, and rewards systems.

How to Create an Effective Employee Handbook

Now that you know what is the purpose of an employee handbook, it's time to create one for your company.

An effective employee handbook template contains all the necessary information and policies to ensure a safe, productive, and successful work environment.

Gather Necessary Information

The first step in creating an effective employee handbook is gathering all the relevant information and policies that apply to your business. This includes details about wages, benefits, vacation time, sick leave, disciplinary procedures, safety regulations, workplace harassment policies, etc.

Make sure you are aware of any local or state laws that may affect these policies as well.

Structure the Content for Easy Accessibility

Once you have gathered all the necessary information, it's important to structure it in a way that makes it easy for employees to access what they need quickly and easily. Consider breaking up content into different sections with clear headings so employees can find what they need without having to search through long paragraphs of text.

Adding visuals such as diagrams or flowcharts will make complex topics easier to understand.

While most of the content in your employee handbook should be serious due to its legal implications, there is no reason why you can't add some personality. Consider using humor where appropriate or even adding fun facts about your company culture. This will help engage readers while also making them feel more connected with their employer, which will lead to better job satisfaction.

Creating an effective employee handbook is essential for a successful business.

Keeping Your Employee Handbook Up-to-Date

Laws and regulations can change quickly, so employers should stay up-to-date on any new rules or revisions that could affect their business operations or employee rights.

Review and Update Regularly

Employers should review their employee handbooks at least once a year to ensure that all policies are up-to-date with current laws and regulations. This includes making sure any new rules or changes have been added, such as vacation time accrual rates, sick leave benefits, overtime pay requirements, etc.

Employers should also make sure they're familiar with local labor laws which may differ from state or federal laws in some cases.

Keep Track of Changes in Laws and Regulations

It's important for employers to keep track of changes in both state and federal law regarding employment issues such as minimum wage increases, paid family leave entitlements, health insurance requirements, etc., so they can adjust their policies accordingly.

Employers should also be aware of any industry-specific regulations that might apply to them such as safety standards for construction companies or financial reporting requirements for banks.

Distribute The New Handbook Version

Once an employer has reviewed their employee handbook and made any necessary updates based on legal or regulatory changes, they must communicate these updates promptly to employees so everyone is aware of them while working at the company. This could include sending out an email notification about policy revisions or holding a meeting or training session where management explains the updated policies in detail before implementing them across the organization.

Conclusion

What is the purpose of an employee handbook?

An employee handbook provides a comprehensive guide for employees and employers alike. It should include all relevant company policies and procedures that are necessary for successful operations in any business.

An effective employee handbook can help ensure smooth onboarding processes, improved training experiences, and better communication between staff members. Keeping your employee handbook up-to-date with current laws and regulations is essential to ensuring compliance with local employment standards.

Ultimately, the purpose of an employee handbook is to create a safe working environment where everyone feels comfortable contributing their best work while understanding what's expected from them as part of the team.

The Importance of Job Descriptions

As HR Consultants we are frequently asked by employers, “What documents are the most important for us to have for employees within our organization?” Generally, our first response is an employee handbook. An employee handbook provides information to employees on what is expected of them in the workplace from an organizational perspective. It is also then a document that management employees may use to manage employees holding both employees and management staff accountable for making sure that they are following all internal policies and procedures consistently. An employee handbook also helps to keep an employer compliant with all federal, state, and local employment laws. So, an employee handbook is probably the most important document that any employer may create, distribute, and then implement within their organization.

Generally, our second response outside of making sure that the organization is utilizing the appropriate forms, e.g., application for employment, the correct Form I-9 Verification of Employment, tax forms, disciplinary action form, etc. we strongly recommend that an employer have accurate and complete job descriptions. Job descriptions have many purposes, but specifically, a job description does the following:

- Establishes hiring criteria when posting the job.
- Aides in orienting new employees to their jobs.
- Identifies the requirements of each job for current employees.
- Sets standards for employee performance evaluations.
- Establishes a basis for making reasonable accommodations for individuals with disabilities.

- Provides documentation to occupational health providers when returning an employee to work after a workers' compensation illness or injury.

Employers need to remember that job descriptions are not job postings. Information for a job posting may be taken from the job description, but they are not one in the same.

Job descriptions are also not written for the person who holds the job. They should accurately represent all of the essential duties and responsibilities of the job. The task of making sure that all of the essential duties and responsibilities are represented is sometimes a daunting task, but thorough documentation results in an employee truly understanding what is expected of them as part of their employment with an employer.

In order to make sure that a job description is complete and covers all of the purposes as bulleted above, it should include a section and explanation for each of the following:

- Header to include:
 - Title of the Job
 - Department
 - Title of the Direct Supervisor
 - FLSA Exemption Status, e.g., exempt or nonexempt
 - Date, e.g., created or revised
- Summary or Purpose of the Job
- Essential Duties and Responsibilities
- Supervisory Responsibilities, if applicable
- Competencies
 - Organization-related
 - Job-related
- Education/Experience/Certifications and Licenses – required or desired
- Other Skills and Abilities – required or desired
- Physical Requirements
- Work Environment
- Signatures – employee and direct supervisor

Header

This section should be on the first page of the job description and should include the title of the job, the name of the department that the job is in, the title of the direct supervisor (not the name of the person), the Fair Labor Standards Act (FLSA) exemption status, e.g., exempt from overtime laws, or nonexempt eligible for overtime in accordance with the law, and the date in which the job description was either created and/or revised.

Summary or Purpose of the Job

This section is a one to two sentence paragraph with an overview of the essential duties and responsibilities of the job.

Essential Duties and Responsibilities

The essential duties and responsibilities are a representation of all of the tasks that are required of all employees who hold the job. Again, as stated previously it is not a list of tasks written for the employee, but a list of tasks that truly represents the job. Ideally, the essential duties and responsibilities represent the tasks in order from what is accomplished most, e.g., 100% of the time, to least amount of time. Each task should also be listed with an action word, e.g., sorts, writes, organizes, etc. If using action words like assists, make sure that it states which job title(s) that the job assists, e.g., assists the Director of Operations with writing monthly reports. This section should also include the statement – all other duties as assigned.

Supervisory Responsibilities

An example of what should be included in the supervisory section is as follows:

- Supervises the employees who work in the Administration Department to include: the Office Manager, Executive Assistant, and the Administrative Assistant. Employee carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; scheduling and approving time worked; evaluating performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Competencies

Competencies include the knowledge, skills, and abilities (KSAs) that all employees in the job should have both from an organizational and job perspective. Examples include the following:

- All employees within the organization must possess the following competencies:
 - Professionalism – Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.
 - Teamwork – Balances team and individual responsibilities; Exhibits objectivity and openness to others' views and is willing to try new things; Gives and welcomes feedback from team members; Contributes to building a positive team spirit; Puts success of team above own interests; Builds morale and group commitments to goals and objectives; Supports everyone's efforts to succeed.

Organizational competencies represent the knowledge, skills, and abilities (KSAs) that all employees within the organization must hold in order to be an employee of the organization.

- An employee who holds this job must possess the following competencies:
 - Oral and Written Communication – Speaks clearly and persuasively in positive and negative situations; Listens and gets clarification; Responds well to questions verbally and in a written format; Writes clearly and informatively and edits work for spelling and grammar; Reads and interprets written information; Presents numerical data effectively, as required by the job.
 - Judgment – Displays willingness to make decisions; Exhibits sound and accurate judgment; supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.

Job-related competencies represent the knowledge, skills, and abilities (KSAs) that all employees who hold the job must have in order to be successful in the job. They

should align as closely as possible with the essential duties and responsibilities of the job.

Education/Experience/Certifications and Licenses

This section should include the minimum requirements required with regards to education, years of experience, certifications, and/or licenses required for the job. If an employer allows an employee to obtain certifications and/or licenses within a specific period of time during their employment, the timetable should be listed in this section, e.g., employee should obtain their certification as an Office365 Administrator within three-months of employment. It is also good to have a statement such as the following in order for employers to hire those employees who may have a combination of education and years of experience in order to hold the job.

- High school diploma or general education degree (GED); or five years related experience and/or training; or equivalent combination of education and experience. Previous office administrative/clerical experience is required. Previous supervisory experience is desired.

Employers may also list those educational or years of experience that they desire in this section versus what is required, e.g., Bachelor's degree, master's degree, etc.

Other Skills and Abilities

This section represents those skills and abilities that may either be required or desired in order for an employee to hold the job. Some examples include the following:

- Computer software skills required include: Microsoft Outlook, Word, Excel, and Access.
- The ability to learn department specific software within a reasonable timeframe is desired.
- The ability to utilize a broad knowledge of management principles, practices and techniques to formulate and coordinate activities and functions with the organization is required.
- A comprehensive understanding of accounting principles and practices and report writing, while paying close attention to detail is required.

- The ability to operate a computer, printer, copy machine, scanner, fax machine, and other office equipment is required.
- The ability to speak, read and write in English is required. Spanish is desired.

Physical Requirements

The physical demands described in this section are representative of those that must be met by an employee to successfully perform the essential duties and responsibilities of the job. It is important to also include a statement stating that reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities. Examples of what should be included are as follows:

- While performing the duties of this job, the employee is regularly required to stand; use hands to finger, handle, or feel; reach with hands and arms; stoop, kneel, crouch, or crawl; talk or hear; and taste or smell. The employee is frequently required to walk; or sit. The employee is occasionally required to climb or balance. In addition, the employee is regularly required to move or lift up to 50 pounds and occasionally required to lift up to 100 pounds with the use of a cart, dolly, or other assistive device.
- Specific vision abilities required by this job include close vision (clear vision at 20 inches or less), distance vision (clear vision at 20 feet or more), color vision (ability to identify and distinguish colors), peripheral vision (ability to observe an area that can be seen up and down or to the left and right while eyes are fixed on a given point), depth perception (three-dimensional vision, ability to judge distances and spatial relationships), and the ability to adjust focus (ability to adjust the eye to bring an object into sharp focus).

Work Environment

The work environment characteristics described in this section should be representative of those an employee encounters while performing the essential duties and responsibilities of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities. Examples of what should be included are as follows:

- While performing the duties of this job, the employee is regularly exposed to working near mechanical parts and electrical shock when working with office equipment. The employee is also regularly exposed to outdoor weather conditions, fumes or airborne particles, toxic or caustic chemicals, and wet or humid conditions (non-weather related). The employee is occasionally exposed to extreme cold (non-weather related) and extreme heat (non-weather related). The noise level in the work environment is usually moderate to loud.
- Personal Protective Equipment (PPE) required on the job may include: gloves, rubber boots, safety vest, hazmat suit, goggles, and masks. The department will provide all PPE as required by the job.
- The Administration Department is open from 8:00 a.m. to 4:00 p.m., Monday through Friday, and this job may require work beyond these hours and on the weekends and on holidays, as needed. The job also requires that the employee be on-call and then called-in to work, as needed. Employee will also be required to drive organization-owned vehicles. Thus, a valid driver's license is required and employee's must be able to be insured by the employer.

Signatures

Both the employee who holds the job and the direct supervisor should sign the job description. This helps to make sure that the employee understands the expectations of the job that they hold and for the direct supervisor to understand those essential duties and responsibilities that they are going to evaluate the employee on throughout the year.

So, while employee handbooks aid both the employee and employer in communicating organizational policies and procedures as well as legal requirements for the employer, job descriptions provide an individual employee with job specific information. While some employers believe that including all of the above information in a job description may be overkill, truly more employers understand the importance of making sure that all of the above information is communicated to employees in a concise manner in order for the employee to truly understand the expectations of the job in order to be successful. The ability for the employee to be successful is ultimately the responsibility of an employer, thus making sure that expectations of the job are clear only benefits the employer in the long-run.

The Importance of Job Descriptions

As HR Consultants we are frequently asked by employers, “What documents are the most important for us to have for employees within our organization?” Generally, our first response is an employee handbook. An employee handbook provides information to employees on what is expected of them in the workplace from an organizational perspective. It is also then a document that management employees may use to manage employees holding both employees and management staff accountable for making sure that they are following all internal policies and procedures consistently. An employee handbook also helps to keep an employer compliant with all federal, state, and local employment laws. So, an employee handbook is probably the most important document that any employer may create, distribute, and then implement within their organization.

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- Identifies the requirements of each job for current employees.
- Sets standards for employee performance evaluations.
- Establishes a basis for making reasonable accommodations for individuals with disabilities.
- Provides documentation to occupational health providers when returning an employee to work after a workers' compensation illness or injury.

Employers need to remember that job descriptions are not job postings. Information for a job posting may be taken from the job description, but they are not one in the same.

Job descriptions are also not written for the person who holds the job. They should accurately represent all of the essential duties and responsibilities of the job. The task of making sure that all of the essential duties and responsibilities are represented is sometimes a daunting task, but thorough documentation results in an employee truly understanding what is expected of them as part of their employment with an employer.

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 - Title of the Job
 - Department
 - Title of the Direct Supervisor
 - FLSA Exemption Status, e.g., exempt or nonexempt
 - Date, e.g., created or revised
- Summary or Purpose of the Job
- Essential Duties and Responsibilities
- Supervisory Responsibilities, if applicable
- Competencies
 - Organization-related
 - Job-related
- Education/Experience/Certifications and Licenses – required or desired
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Summary or Purpose of the Job

This section is a one to two sentence paragraph with an overview of the essential duties and responsibilities of the job.

Essential Duties and Responsibilities

The essential duties and responsibilities are a representation of all of the tasks that are required of all employees who hold the job. Again, as stated previously it is not a list of tasks written for the employee, but a list of tasks that truly represents the job. Ideally, the essential duties and responsibilities represent the tasks in order from what is accomplished most, e.g., 100% of the time, to least amount of time. Each task should also be listed with an action word, e.g., sorts, writes, organizes, etc. If using action words like assists, make sure that it states which job title(s) that

the job assists, e.g., assists the Director of Operations with writing monthly reports. This section should also include the statement – all other duties as assigned.

Supervisory Responsibilities

An example of what should be included in the supervisory section is as follows:

- Supervises the employees who work in the Administration Department to include: the Office Manager, Executive Assistant, and the Administrative Assistant. Employee carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; scheduling and approving time worked; evaluating performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Competencies

Competencies include the knowledge, skills, and abilities (KSAs) that all employees in the job should have both from an organizational and job perspective. Examples include the following:

- All employees within the organization must possess the following competencies:
 - Professionalism – Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.
 - Teamwork – Balances team and individual responsibilities; Exhibits objectivity and openness to others' views and is willing to try new things; Gives and welcomes feedback from team members; Contributes to building a positive team spirit; Puts success of team above own interests; Builds morale and group commitments to goals and objectives; Supports everyone's efforts to succeed.

Organizational competencies represent the knowledge, skills, and abilities (KSAs) that all employees within the organization must hold in order to be an employee of the organization.

- An employee who holds this job must possess the following competencies:
 - Oral and Written Communication – Speaks clearly and persuasively in positive and negative situations; Listens and gets clarification; Responds well to questions verbally and in a

written format; Writes clearly and informatively and edits work for spelling and grammar; Reads and interprets written information; Presents numerical data effectively, as required by the job.

- o Judgment – Displays willingness to make decisions; Exhibits sound and accurate judgment; supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.

Job-related competencies represent the knowledge, skills, and abilities (KSAs) that all employees who hold the job must have in order to be successful in the job. They should align as closely as possible with the essential duties and responsibilities of the job.

Education/Experience/Certifications and Licenses

This section should include the minimum requirements required with regards to education, years of experience, certifications, and/or licenses required for the job. If an employer allows an employee to obtain certifications and/or licenses within a specific period of time during their employment, the timetable should be listed in this section, e.g., employee should obtain their certification as an Office365 Administrator within three-months of employment. It is also good to have a statement such as the following in order for employers to hire those employees who may have a combination of education and years of experience in order to hold the job.

- High school diploma or general education degree (GED); or five years related experience and/or training; or equivalent combination of education and experience. Previous office administrative/clerical experience is required. Previous supervisory experience is desired.

Employers may also list those educational or years of experience that they desire in this section versus what is required, e.g., Bachelor's degree, master's degree, etc.

Other Skills and Abilities

This section represents those skills and abilities that may either be required or desired in order for an employee to hold the job. Some examples include the following:

- Computer software skills required include: Microsoft Outlook, Word, Excel, and Access.
- The ability to learn department specific software within a reasonable timeframe is desired.

- The ability to utilize a broad knowledge of management principles, practices and techniques to formulate and coordinate activities and functions with the organization is required.
- A comprehensive understanding of accounting principles and practices and report writing, while paying close attention to detail is required.
- The ability to operate a computer, printer, copy machine, scanner, fax machine, and other office equipment is required.
- The ability to speak, read and write in English is required. Spanish is desired.

Physical Requirements

The physical demands described in this section are representative of those that must be met by an employee to successfully perform the essential duties and responsibilities of the job. It is important to also include a statement stating that reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities. Examples of what should be included are as follows:

- While performing the duties of this job, the employee is regularly required to stand; use hands to finger, handle, or feel; reach with hands and arms; stoop, kneel, crouch, or crawl; talk or hear; and taste or smell. The employee is frequently required to walk; or sit. The employee is occasionally required to climb or balance. In addition, the employee is regularly required to move or lift up to 50 pounds and occasionally required to lift up to 100 pounds with the use of a cart, dolly, or other assistive device.
- Specific vision abilities required by this job include close vision (clear vision at 20 inches or less), distance vision (clear vision at 20 feet or more), color vision (ability to identify and distinguish colors), peripheral vision (ability to observe an area that can be seen up and down or to the left and right while eyes are fixed on a given point), depth perception (three-dimensional vision, ability to judge distances and spatial relationships), and the ability to adjust focus (ability to adjust the eye to bring an object into sharp focus).

Work Environment

The work environment characteristics described in this section should be representative of those an employee encounters while performing the essential duties and responsibilities of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities. Examples of what should be included are as follows:

- While performing the duties of this job, the employee is regularly exposed to working near mechanical parts and electrical shock when

working with office equipment. The employee is also regularly exposed to outdoor weather conditions, fumes or airborne particles, toxic or caustic chemicals, and wet or humid conditions (non-weather related). The employee is occasionally exposed to extreme cold (non-weather related) and extreme heat (non-weather related). The noise level in the work environment is usually moderate to loud.

- Personal Protective Equipment (PPE) required on the job may include: gloves, rubber boots, safety vest, hazmat suit, goggles, and masks. The department will provide all PPE as required by the job.
- The Administration Department is open from 8:00 a.m. to 4:00 p.m., Monday through Friday, and this job may require work beyond these hours and on the weekends and on holidays, as needed. The job also requires that the employee be on-call and then called-in to work, as needed. Employee will also be required to drive organization-owned vehicles. Thus, a valid driver's license is required and employee's must be able to be insured by the employer.

Signatures

Both the employee who holds the job and the direct supervisor should sign the job description. This helps to make sure that the employee understands the expectations of the job that they hold and for the direct supervisor to understand those essential duties and responsibilities that they are going to evaluate the employee on throughout the year.

So, while employee handbooks aid both the employee and employer in communicating organizational policies and procedures as well as legal requirements for the employer, job descriptions provide an individual employee with job specific information. While some employers believe that including all of the above information in a job description may be overkill, truly more employers understand the importance of making sure that all of the above information is communicated to employees in a concise manner in order for the employee to truly understand the expectations of the job in order to be successful. The ability for the employee to be successful is ultimately the responsibility of an employer, thus making sure that expectations of the job are clear only benefits the employer in the long-run.

Written by: Kristen Deutsch, M.B.A., CCP

10/29/2023

What Is the Purpose of an Employee Handbook?

What is the purpose of an employee handbook? An employee handbook is a critical piece of your business's success. From creating an effective staff manual to ensuring that it is updated with the latest changes in regulations and policies, having a strong employee handbook can make all the difference when it comes to onboarding new hires and training existing staff members.

So what exactly is this mysterious book and why does it matter? We'll explore what is the purpose of an employee handbook, how to create one, and tips for providing training whenever there are major changes to company policy.

Let's dive right in.

What is the Purpose of an Employee Handbook?

An employee handbook is a compilation of the policies, procedures, working conditions, and behavioral expectations in your business. A handbook is not the same as a procedures manual – it's an opportunity to create clarity for both employees and management around policies and expectations.

A comprehensive employee handbook can foster a stronger, more positive [company culture](#) where policies are clearly defined and consistently implemented. Individual departments may have additional specific protocols or procedures but the primary purpose of an employee handbook is to provide a firm foundation for the entire company. Handbooks don't need to be hardbound – they can be electronic files stored online so that everyone has easy access to them.

So what is the purpose of an employee handbook?

1. Establish Company Culture

An employee handbook helps to establish and communicate your company's culture, mission, vision, and values. It should be written in a way that employees can easily understand and connect with these core aspects of the business.

2. Set Clear Expectations

A handbook outlines how employees are expected to behave and perform their jobs. This clarity helps ensure that everyone is working from the same page while providing a framework for workplace behavior.

3. Establish Rules and Regulations

A comprehensive employee handbook provides rules and regulations regarding things like dress code, work hours, time-off requests, drug testing, etc., which set the tone for employee behavior. This section also indicates what will happen if employees violate these rules.

4. Protect Employers

Having an up-to-date employee handbook can help protect employers legally by ensuring all staff members are aware of their rights within the workplace, including the right to work in a safe environment and without discrimination or harassment.

5. Create Uniformity Across Departments

Without a clear set of policies outlined in an employee handbook, each department manager may do what they feel is appropriate. An employee handbook template clearly defines uniform company-wide expectations so that there is no confusion or inconsistency when implementing company policies.

6. Guide Management and Leadership

Outlining what employees can expect from management ensures everyone is held accountable while also creating a level playing field across departments when it comes to decision-making processes, team dynamics, and performance reviews.

7. Ensure Employee Satisfaction

By setting clear guidelines in an employee handbook, you create trust between employer and employee while also helping foster engagement through understanding job roles, responsibilities, and rewards systems.

How to Create an Effective Employee Handbook

Now that you know what is the purpose of an employee handbook, it's time to create one for your company.

An effective employee handbook template contains all the necessary information and policies to ensure a safe, productive, and successful work environment.

Gather Necessary Information

The first step in creating an effective employee handbook is gathering all the relevant information and policies that apply to your business. This includes details about wages, benefits, vacation time, sick leave, disciplinary procedures, safety regulations, workplace harassment policies, etc.

Make sure you are aware of any local or state laws that may affect these policies as well.

Structure the Content for Easy Accessibility

Once you have gathered all the necessary information, it's important to structure it in a way that makes it easy for employees to access what they need quickly and easily. Consider breaking up content into different sections with clear headings so employees can find what they need without having to search through long paragraphs of text.

Adding visuals such as diagrams or flowcharts will make complex topics easier to understand.

While most of the content in your employee handbook should be serious due to its legal implications, there is no reason why you can't add some personality.

Consider using humor where appropriate or even adding fun facts about your company culture. This will help engage readers while also making them feel more connected with their employer, which will lead to better job satisfaction.

Creating an effective employee handbook is essential for a successful business.

Keeping Your Employee Handbook Up-to-Date

Laws and regulations can change quickly, so employers should stay up-to-date on any new rules or revisions that could affect their business operations or employee rights.

Review and Update Regularly

Employers should review their employee handbooks at least once a year to ensure that all policies are up-to-date with current laws and regulations. This includes making sure any new rules or changes have been added, such as vacation time accrual rates, sick leave benefits, overtime pay requirements, etc.

Employers should also make sure they're familiar with local labor laws which may differ from state or federal laws in some cases.

Keep Track of Changes in Laws and Regulations

It's important for employers to keep track of changes in both state and federal law regarding employment issues such as minimum wage increases, paid family leave entitlements, health insurance requirements, etc., so they can adjust their policies accordingly.

Employers should also be aware of any industry-specific regulations that might apply to them such as safety standards for construction companies or financial reporting requirements for banks.

Distribute The New Handbook Version

Once an employer has reviewed their employee handbook and made any necessary updates based on legal or regulatory changes, they must communicate these updates promptly to employees so everyone is aware of

them while working at the company. This could include sending out an email notification about policy revisions or holding a meeting or training session where management explains the updated policies in detail before implementing them across the organization.

Conclusion

What is the purpose of an employee handbook?

An employee handbook provides a comprehensive guide for employees and employers alike. It should include all relevant company policies and procedures that are necessary for successful operations in any business.

An effective employee handbook can help ensure smooth onboarding processes, improved training experiences, and better communication between staff members. Keeping your employee handbook up-to-date with current laws and regulations is essential to ensuring compliance with local employment standards.

Ultimately, the purpose of an employee handbook is to create a safe working environment where everyone feels comfortable contributing their best work while understanding what's expected from them as part of the team.



Town of Collbran Staff Report

November 2024

Town Manager/Clerk

Overview of Activities/Projects/Accomplishments

- I am very pleased to announce that the Town was awarded \$1 million from the DOLA Energy Impact Assistance Grant program for construction of the school waterline extension! Since the announcement, we have been working with the school's team on the language and agreements that will be necessary for the IGA between the Town and the School that will define the details of the project. We have several items on the December 3 agenda (contracting and tap fees) that we are requesting guidance from the Board and then we should be able to finalize the IGA with the school and bring it back to the Board in January.
- Staff met with the Mesa County Building Department to continue the process of streamlining our customer's experience while obtaining Building/Construction/Zoning permits. In January, staff will be spending some time at the MC Building Department learning their processes and how we can integrate some of our processes into theirs. During this process we are updating our forms/applications while reviewing our policies and procedures.
- Karla and Melonie met with County Commissioners Cody Davis and Bobbi Daniels to update the County on current projects and to thank them for their continued support of the Town. Projects such as Broadband and the Auditorium have been positively impacted by their financial support along with the technical support they have provided us through their Engineering, Road and Bridge, and Building teams. They shared that they had received positive feedback from constituents and the Sheriff's department on the law enforcement agreement and new service levels.
- Mesa County Animal Services Agreement in your packet, while Animal Services Enforcement is covered in our current agreement with the Sheriff's Department, this agreement sets the fees that the Town would incur if impoundment of an animal is necessary. Mesa County Sheriff's Office is taking over Animal Services Enforcement for the County and as such I would expect that we will need to update our Municipal Code in 2025 to bring it in line with the County's Ordinance. I have included the MCSO announcement of their new structure to help navigate the change.

MISC

- School waterline and tank - We have an item on the agenda for the Board to waive the competitive bidding requirements of the Town's procurement code for construction of the waterline extension to the Plateau Valley School and instead apply Collbran municipal code section 2.24.090 Cooperative Purchasing which allows the Town to participate in joint bidding with other public agencies or entities when deemed to be in the Town's best interests and negotiate a contract for construction of the waterline/tank with FCI Constructors, Inc.

FCI was competitively selected by the school board, and the Town's procurement policy allows for cooperative purchasing which is relying on another entity's procurement process when it is determined by the Board to be in the best interest of the Town. In the case of the waterline/tank project, FCI has been involved with the larger school project for more than a year, has the expertise and contacts to quickly pull subcontractors into the project, and can effectively coordinate the waterline/tank construction with the rest of the school construction project. Additionally, because all of the matching funds for the project will come from the school, FCI is highly vested in delivering an on-time, on-budget project. Finally, the school has a team of engineers, inspectors and project managers who can oversee the work, while the Town, due to limited staffing and expertise, would need to contract to have the oversight and project management done.

Per DOLA requirements, the Town will have to be the owner of the waterline and tank so therefore we will need to contract directly with FCI for the construction. We recommend that the Town Attorney and Town Staff negotiate with FCI for a construction contract that protects the Town and meets the time and budget expectations for the waterline/tank project and give the Mayor authorization to sign the construction agreement. **Your approval of the procurement policy waiver tonight will allow FCI to move forward with their bidding process to subcontract the waterline work, however it should be made clear that no subcontracts should be signed or work done until the DOLA grant agreement is signed by the State, and both the IGA between the School and the Town, and the FCI contract are fully approved and signed by all parties.**

Goals/Focus for Next Month

-

Capital Improvement Plan Update

- Broadband – NeuComm Solutions has completed the renovation of the Carrier Neutral Location (CNL) building at Gandi Park, the end point of the Collbran Middle-Mile broadband fiber project. The wireless tower and the backup generator are in place. The necessary electronics and routers are being configured for the network by Region 10 personnel. Aperion will be installing the fiber to the community anchor institutions over the next 10 days or so, and then we understand lighting of the fiber by Region 10 will happen in December.
- Auditorium – Please see the separate auditorium memo in your packet.

- Plateau Valley School Waterline – See above.

Finance Director

Overview of Activities/Projects/Accomplishments

- ❖ Ongoing accounting to include accounts payable, payroll, banking, and general ledger reconciliation.
- ❖ CDBG/Auditorium asbestos issue
- ❖ 2025 Budget

Trainings/Meetings Attended

❖

MISC

- ❖ As discussed during the 2025 budget process, we recommend that we move our Caselle utility management and accounting software to a hosted cloud solution, or a “software as a service (SAAS)” agreement. Our database would be hosted and backed up in the cloud by Caselle, who has been the Town’s software provider since approximately 2008, instead of on a server here at Town Hall. Many organizations have gone to SAAS agreements because they provide a higher level of data security (by providing security patches and upgrades immediately as well as cloud-based backups) and eliminate the need for expensive hardware and maintenance agreements. Our existing server will be out of warranty in 2025 and if we were to continue to operate with a local database, the estimated cost to replace it is \$18,000 with ongoing monthly maintenance and off-site backup charges. The Caselle hosted cloud cost is \$1,262 per month or \$15,144 annually, while the cost to remain on the local server-based agreement would be about \$8,500.

Once we are on the hosted cloud version for Caselle, our most critical system, we would propose that we issue a RFP for hardware support for our remaining network and workstations. We recently visited with a local individual who has a background in computer and network support, and we believe there is a pool of local talent that we can tap into for the Town’s computer support needs.

Goals/Focus for Next Month

- ❖ Finalize submission of 2025 budget to County and State
- ❖ Begin working on end-of-year processing such as 1099s and W2s

Public Works Manager

Overview of Activities/Projects/Accomplishments

- Deputy car to Fire Dept.
- Installed new water lines in WTP for potable water
- Pulled out sidewalk concrete on Main St and Spring Street
- Poured concrete on Spring, Main and Pump House
- Organized OSPY (Old Sewer Plant Yard) at end of Pinion Street
-

Trainings/Meetings Attended

- Fire Dept. for Fire Flow audit
- Mesa County hazard mitigation plan zoom meeting
- Tested fire Hydrant flows with Fire Dept.
- Job Corp poured new concrete for sidewalks on main
- Flammable Liquid Storage-Cirsa

MISC

- New Christmas lights and decorations delivered

Goals/Focus for Next Month

-