



## IGNACIO TOWN BOARD MEETING AGENDA

Monday, May 18, 2020 – 6:30 PM

### Remote Public Meeting

*This remote meeting is hosted by Zoom and requires Attendees to login to the Zoom meeting website at the following address: <https://zoom.us/j/91013417787>, or Attendees wishing to participate by phone shall call: **669-900-6833** and key in Webinar ID Number: **910 1341 7787***

*There is a Zoom Etiquette file on the Town website that details how Zoom meetings work and what is expected of Attendees. All Attendees will be able to hear and/or see the Town Board meeting. Attendees will be muted until the Mayor takes Attendee comments. Attendees wanting to comment must click on the "Raised Hand" tab at the bottom of the screen, or callers will have to enter \*9. The Mayor will acknowledge which Attendee is to speak (by name or phone number) and the meeting host will unmute the Attendee who shall first provide their name and address before they begin their comments. Failure to follow directions or maintain meeting decorum will result in the muting of your connection. This meeting is being recorded.*

- I. **CALL REGULAR MEETING TO ORDER:** Moment of Silence, Moment of Gratitude, Reflection of Hope
- II. **ROLL CALL**
- III. **PUBLIC COMMENTS:** *The Town Board values public comment and allows this time for citizens to voice their thoughts and concerns. The Mayor will open the comment period and prior to addressing the Board, state your name and address and limit your comments to five (5) minutes. Meeting decorum will be maintained and failure to maintain composure and respect will result in the closure of your comment period. The Town Board and/or staff may respond to your comments or take your comments under advisement. Please do not comment on items listed on the Agenda as opportunity will be given to comment during these discussions. Thank you.*
- IV. **CONSENT AGENDA**
  - A. Regular Town Board Meeting Minutes from April 21, 2020 and May 4, 2020
  - B. Financial Records – Check Register and April Budget to Actual Report
- V. **UNFINISHED BUSINESS**
  - C. None
- VI. **NEW BUSINESS**
  - A. VDC Proposal Discussion
  - B. COVID-19 Update – Town Facilities Reopening
- VII. **STAFF REPORTS**
  - A. Police Department
  - B. Public Works
  - C. Town Clerk/Treasurer
  - D. Town Manager
  - E. Town Attorney
- VIII. **TRUSTEE REPORTS**
- IX. **ADJOURNMENT**

# TOWN OF IGNACIO

\*auditor prefers this way - 2 mos arrears

2019			2020			331310		% up/down from PY
City Sales Tax	Month	Year-To-Date	City Sales Tax	Month	Year-To-Date	Difference		
Jan	28,710.70	28,710.70	1 Mar/Jan	29,756.06	29,756.06	1,045.36		3.64%
Feb	27,522.93	56,233.63	2 Apr/Feb	29,891.22	59,647.28	3,413.65		6.07%
Mar	26,204.27	82,437.90	3 May/Mar	38,046.33	97,693.61	15,255.71		18.51%
Apr	20,846.68	103,284.58	4 June/Apr		97,693.61	-5,590.97		-5.41%
May	28,741.86	132,026.44	5 July/May		97,693.61	-34,332.83		-26.00%
June	29,647.83	161,674.27	6 Aug/June		97,693.61	-63,980.66		-39.57%
July	32,704.63	194,378.90	7 Sept/July		97,693.61	-96,685.29		-49.74%
Aug	29,752.38	224,131.28	8 Oct/Aug		97,693.61	-126,437.67		-56.41%
Sept	29,400.34	253,531.62	9 Nov/Sept		97,693.61	-155,838.01		-61.47%
Oct	31,591.63	285,123.25	10 Dec/Oct		97,693.61	-187,429.64		-65.74%
Nov	33,782.92	318,906.17	11 Jan '20/Nov		97,693.61	-221,212.56		-69.37%
Dec	30,883.13	349,789.30	12 Feb '20/Dec					
<b>2019 City Total</b>	<b>349,789.30</b>		<b>2020 City Total</b>	<b>97,693.61</b>				-31.41%
				<b>2020 BUDGET</b>	<b>330,000.00</b>			

2019			2020			331330		% up/down from PY
County Sales Tax	Month	Year-To-Date	County Sales Tax	Month	Year-To-Date	Difference		
Jan	61,061.00	61,061.00	1 Mar/Jan	67,251.00	67,251.00	6,190.00		10.14%
Feb	55,697.00	116,758.00	2 Apr/Feb	63,809.00	131,060.00	14,302.00		12.25%
Mar	64,570.00	181,328.00	3 May/Mar		131,060.00	-50,268.00		-27.72%
Apr	62,553.00	243,881.00	4 June/Apr		131,060.00	-112,821.00		-46.26%
May	68,842.00	312,723.00	5 July/May		131,060.00	-181,663.00		-58.09%
June	80,602.00	393,325.00	6 Aug/June		131,060.00	-262,265.00		-66.68%
July	86,270.00	479,595.00	7 Sept/July		131,060.00	-348,535.00		-72.67%
Aug	79,001.00	558,596.00	8 Oct/Aug		131,060.00	-427,536.00		-76.54%
Sept	79,784.00	638,380.00	9 Nov/Sept		131,060.00	-507,320.00		-79.47%
Oct	77,745.00	716,125.00	10 Dec/Oct		131,060.00	-585,065.00		-81.70%
Nov	74,268.00	790,393.00	11 Jan '20/Nov		131,060.00	-659,333.00		-83.42%
Dec	83,760.00	874,153.00	12 Feb '20/Dec					
<b>2019 County Total</b>	<b>874,153.00</b>		<b>2020 County Total</b>	<b>131,060.00</b>				-51.83%
				<b>2020 Budget</b>	<b>820,000.00</b>			

# TOWN OF IGNACIO

\*mark prefers this way - our budget reflects this

2019			2020			% up/down from PYM	Year-To-Date	Difference	% up/down from PYT
City Sales Tax	Month	Year-To-Date	City Sales Tax	Month	Difference				
Jan	30,815.72	30,815.72	1 Jan	32,498.91	1,683.19	5.46%	32,498.91	1,683.19	5.46% nov
Feb	30,438.28	61,254.00	2 Feb	30,883.13	444.85	0.73%	63,382.04	2,128.04	3.47%
Mar	28,710.70	89,964.70	3 Mar	29,756.06	1,045.36	1.16%	93,138.10	3,173.40	3.53%
Apr	27,522.93	117,487.63	4 Apr	29,891.22	2,368.29	2.02%	123,029.32	5,541.69	4.72%
May	26,204.27	143,691.90	5 May	38,046.33	11,842.06	8.24%	161,075.65	17,383.75	12.10%
June	20,846.68	164,538.58	6 Jun		-20,846.68	-12.67%	161,075.65	-3,462.93	-2.10%
July	28,741.86	193,280.44	7 July		-28,741.86	-14.87%	161,075.65	-32,204.79	-16.66%
Aug	29,647.83	222,928.27	8 Aug		-29,647.83	-13.30%	161,075.65	-61,852.62	-27.75%
Sept	32,704.63	255,632.90	9 Sept		-32,704.63	-12.79%	161,075.65	-94,557.25	-36.99%
Oct	29,752.38	285,385.28	10 Oct		-29,752.38	-10.43%	161,075.65	-124,309.63	-43.56%
Nov	29,400.34	314,785.62	11 Nov		-29,400.34	-9.34%	161,075.65	-153,709.97	-48.83%
Dec	31,591.63	346,377.25	12 Dec		-31,591.63	-9.12%	161,075.65	-185,301.60	-53.50%
<b>2019 City Total</b>	<b>346,377.25</b>		<b>2019 City Total</b>	<b>161,075.65</b>					-16.68%
2020 BUDGET							330,000.00		

2019			2020			% up/down from PYM	Year-To-Date	Difference	% up/down from PYT
County Sales Tax	Month	Year-To-Date	County Sales Tax	Month	Difference				
Jan	62,622.00	62,622.00	1 Jan	74,268.00	11,646.00	18.60%	74,268.00	11,646.00	18.60%
Feb	74,066.00	136,688.00	2 Feb	83,760.00	9,694.00	7.09%	158,028.00	21,340.00	15.61%
Mar	61,061.00	197,749.00	3 Mar	67,251.00	6,190.00	3.13%	225,279.00	27,530.00	13.92%
Apr	55,697.00	253,446.00	4 Apr	63,809.00	8,112.00	3.20%	289,088.00	35,642.00	14.06%
May	64,570.00	318,016.00	5 May		-64,570.00	-20.30%	289,088.00	-28,928.00	-9.10%
June	62,553.00	380,569.00	6 June		-62,553.00	-16.44%	289,088.00	-91,481.00	-24.04%
July	68,842.00	449,411.00	7 July		-68,842.00	-15.32%	289,088.00	-160,323.00	-35.67%
Aug	80,602.00	530,013.00	8 Aug		-80,602.00	-15.21%	289,088.00	-240,925.00	-45.46%
Sept	86,270.00	616,283.00	9 Sept		-86,270.00	-14.00%	289,088.00	-327,195.00	-53.09%
Oct	79,001.00	695,284.00	10 Oct		-79,001.00	-11.36%	289,088.00	-406,196.00	-58.42%
Nov	79,784.00	775,068.00	11 Nov		-79,784.00	-10.29%	289,088.00	-485,980.00	-62.70%
Dec	77,745.00	852,813.00	12 Dec		-77,745.00	-9.12%	289,088.00	-563,725.00	-66.10%
<b>2019 County Total</b>	<b>852,813.00</b>		<b>2019 County Total</b>	<b>289,088.00</b>					-24.37%
2020 BUDGET							820,000.00		

11:25:21

For the Accounting Period: 4/20

Report ID: AP300

## Claim Checks

Check #	Type	Vendor #/Name	Check Amount	Date Issued	Period Redeemed	Claim #	Claim Amount
-99205	E	143 STATE OF COLORADO-SALES TAX	1968.39	04/06/20	4/20		
-99204	E	143 STATE OF COLORADO-SALES TAX	989.37	04/20/20	4/20	CL 12972	1968.39
-99203	E	143 STATE OF COLORADO-SALES TAX	1175.76	04/20/20	4/20	CL 12991	989.37
-99202	E	974 LA PLATA ELECTRIC ASSN INC	1955.52	04/20/20	4/20	CL 12992	1175.76
41108 *	S	999999 ABC FIRE & SAFETY	168.50	04/06/20		CL 12994	1955.52
41109	S	53 AUTO PARTS INC	15.99	04/06/20		CL 12963	168.50
41110	S	220 BALLANTINE COMMUNICATIONS INC	154.46	04/06/20		CL 12960	15.99
41111	S	921 CASCADE WATER	27.96	04/06/20		CL 12967	154.46
41112	S	121 CIRSA	7282.43	04/06/20		CL 12961	27.96
41113	S	976 CIRSA WC	9401.00	04/06/20		CL 12971	7282.43
41114	S	1119 DUB'S AUTO BODY	211.48	04/06/20		CL 12970	9401.00
41115	S	971 FASTTRACK COMMUNICATIONS INC	253.90	04/06/20		CL 12964	211.48
41116	S	263 GALLS	207.90	04/06/20		CL 12959	253.90
41117	S	999999 GREGORY PENN	800.00	04/06/20		CL 12962	207.90
41118	S	894 KRISTIN ROEHRS	625.00	04/06/20		CL 12969	800.00
41119	S	1087 MARK GARCIA - GOV-PLUS LLC	9120.00	04/06/20		CL 12966	625.00
41120	S	999999 MISTI WITT	250.00	04/06/20		CL 12968	9120.00
41121	S	999999 MORGAN ALLRED	250.00	04/06/20		CL 12978	250.00
41122	S	999999 OCIANNA DAVIS	250.00	04/06/20		CL 12975	250.00
41123	S	990 REAL TIME NETWORKS	692.00	04/06/20		CL 12976	250.00
41124	S	999999 STACY HAMER	250.00	04/06/20		CL 12974	692.00
41125	S	1147 TDL RECYCLING, LLC	392.00	04/06/20		CL 12977	250.00
41126	S	675 UTILITY NOTIFICATION CENTER OF CO	22.35	04/06/20		CL 12973	392.00
41133 *	S	728 AXIS HEALTH SYSTEMS	690.62	04/20/20		CL 12965	22.35
						CL 12988	690.62



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Check #	Type Vendor #/Name	Check Amount	Date Issued	Period Redeemed	Claim #	Claim Amount
					CL 13027	28.25
					CL 13029	34.51
					CL 13030	79.99
					CL 13031	38.65
					CL 13032	28.40
					CL 13034	34.75
					CL 13035	0.99
					CL 13036	30.15
					CL 13037	27.05
					CL 13038	48.54
					CL 13039	42.22
					CL 13040	45.54
					CL 13041	44.64
					CL 13042	30.56
					CL 13043	135.00
					CL 13044	151.00
					CL 13045	56.96
					CL 13046	911.83
					CL 13047	57.78
					CL 13048	10.00
					CL 13049	67.90
					CL 13050	285.09
					CL 13051	161.84
					CL 13052	37.75
					CL 13053	20.52
					CL 13054	453.16
					CL 13055	29.12
					CL 13056	136.02
					CL 13057	190.12
					CL 13058	186.87
					CL 13059	109.19
					CL 13060	70.00
					CL 13061	58.00
					CL 13062	24.75
					CL 13063	30.75
					CL 13064	207.97
					CL 13065	118.94
					CL 13066	7.43
					CL 13067	7.35
					CL 13068	32.41
					CL 13069	13.90
					CL 13070	36.42
					CL 13071	27.25
					CL 13072	81.57
					CL 13073	51.26
					CL 13074	77.72
					CL 13075	38.35
					CL 13076	45.63
					CL 13077	64.99
					CL 13078	24.71
					CL 13079	31.84
					CL 13080	22.91

05/14/20  
11:25:21

TOWN OF IGNACIO  
Check Register for Wells Fargo - Checking  
For the Accounting Period: 4/20

Claim Checks

			Period		Claim	
Check #	Type Vendor #/Name	Check Amount	Date Issued	Redeemed	Claim #	Amount
					CL 13081	28.97

Total for Claim Checks 103521.61  
Count for Claim Checks 35

\* denotes missing check number(s)

# of Checks: 35      Total: 103521.61

05/14/20  
11:25:22

TOWN OF IGNACIO  
Fund Summary for Claim Check Register  
For the Accounting Period: 4/20

Page: 5 of 5  
Report ID: AP110

Fund/Account	Amount
100 GENERAL FUND	
110230	\$46,573.87
610 WATER FUND	
110230	\$8,033.40
620 GAS FUND	
110230	\$10,999.90
630 SEWER FUND	
110230	\$37,884.15
640 IRRIGATION FUND	
110230	\$30.29
Total:	\$103,521.61



05/14/20  
11:28:48

TOWN OF IGNACIO  
Cash Report  
For the Accounting Period: 4/20

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Report ID: L160

Fund/Account	Beginning Balance	Received	Transfers In	Disbursed	Transfers Out	Ending Balance
100 GENERAL FUND						
110100 Petty Cash	100.00	0.00	0.00	0.00	0.00	100.00
110230 WF Checking	852,144.30	131,471.62	191.52	104.57	145,555.18	838,147.69
Total Fund	852,244.30	131,471.62	191.52	104.57	145,555.18	838,247.69
300 CAPITAL IMPROVEMENT FUND						
110230 WF Checking	176,295.50	14,945.61	0.00	0.00	0.00	191,241.11
400 CONSERVATION TRUST FUND						
110230 WF Checking	63,469.14	0.00	0.00	0.00	0.00	63,469.14
500 ECONOMIC DEVELOPMENT FUND						
110230 WF Checking	110,662.75	0.00	0.00	0.00	0.00	110,662.75
610 WATER FUND						
110230 WF Checking	29,688.69	16,832.55	566.50	0.00	8,033.40	39,054.34
620 GAS FUND						
110230 WF Checking	135,044.74	27,076.33	0.00	0.00	12,964.13	149,156.94
630 SEWER FUND						
110230 WF Checking	-24,324.76	31,643.53	1,206.21	0.00	37,884.15	-29,359.17
640 IRRIGATION FUND						
110230 WF Checking	9,077.27	0.00	0.00	0.00	30.29	9,046.98
910 PAYROLL CLEARING FUND						
110230 WF Checking	10,301.75	0.00	98,981.31	88,836.91	0.00	20,446.15
930 CLAIMS CLEARING FUND						
110230 WF Checking	87,787.17	0.00	103,521.61	6,089.04	0.00	185,219.74
Totals	1,450,246.55	221,969.64	204,467.15	95,030.52	204,467.15	1,577,185.67

\*\*\* Transfers In and Transfers Out columns should match. There are a couple exceptions to this: 1) Canceled Electronic Checks and 2) Payroll Journal Vouchers that include local deductions set up with receipt accounting. Please see cash reconciliation procedure in manual or call for more details.

05/14/20  
11:29:20

TOWN OF IGNACIO  
Statement of Revenue Budget vs Actuals  
For the Accounting Period: 4 / 20

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Report ID: B110F

Fund	Received		Estimated Revenue	Revenue	% Received
	Current Month	Received YTD		To Be Received	
100 GENERAL FUND	131,827.64	723,191.22	2,034,550.00	1,311,358.78	36 %
300 CAPITAL IMPROVEMENT FUND	14,945.61	61,514.67	165,000.00	103,485.33	37 %
400 CONSERVATION TRUST FUND	0.00	1,773.64	20,000.00	18,226.36	9 %
500 ECONOMIC DEVELOPMENT FUND	0.00	0.00	50,010.00	50,010.00	0 %
610 WATER FUND	18,270.11	190,112.38	435,100.00	244,987.62	44 %
620 GAS FUND	17,819.53	119,229.60	263,500.00	144,270.40	45 %
630 SEWER FUND	36,874.83	146,254.71	577,500.00	431,245.29	25 %
640 IRRIGATION FUND	0.00	-120.00	50,500.00	50,620.00	0 %
Grand Total:	219,737.72	1,241,956.22	3,596,160.00	2,354,203.78	35 %

05/14/20  
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TOWN OF IGNACIO  
Statement of Revenue Budget vs Actuals  
For the Accounting Period: 4 / 20

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Report ID: B110

100 GENERAL FUND

Account	Received		Estimated Revenue	Revenue	
	Current Month	Received YTD		To Be Received	% Received
331000 TAXES/UNRESTRICTED COUNTY-STATE REV.					
331100 Property Tax	10,296.76	22,876.89	35,558.00	12,681.11	64 %
331120 Tribe Pmt In Lieu Of Property Tax	450.24	450.24	0.00	-450.24	** %
331200 Specific Ownership Tax	227.97	1,117.99	3,000.00	1,882.01	37 %
331310 City Sales Tax	29,891.22	123,029.32	330,000.00	206,970.68	37 %
331330 County Sales Tax	63,809.00	289,088.00	820,000.00	530,912.00	35 %
331420 Cigarette Tax	95.05	467.91	1,800.00	1,332.09	26 %
331510 CO HUTF - Highway Users	0.00	6,087.09	25,478.00	19,390.91	24 %
331520 LP County Motor Vehicle License	298.25	1,487.66	3,000.00	1,512.34	50 %
331530 LP County Road & Bridge	1,046.04	1,069.48	3,000.00	1,930.52	36 %
331810 Severence Tax	0.00	0.00	12,000.00	12,000.00	0 %
331820 Franchise tax	120.01	120.01	500.00	379.99	24 %
331830 CO Fed Mineral Dist Tax	0.00	0.00	10,000.00	10,000.00	0 %
Account Group Total:	106,234.54	445,794.59	1,244,336.00	798,541.41	36 %
332000 LICENSES / PERMITS					
332100 Business License Fee	0.00	652.50	2,200.00	1,547.50	30 %
332110 Liquor License Fee	0.00	0.00	1,700.00	1,700.00	0 %
332210 Building Permit & Inspection Fee	112.00	4,294.00	3,000.00	-1,294.00	143 %
332250 Vendor Permit Fee	0.00	75.00	200.00	125.00	38 %
332260 Animal License Fee	0.00	140.00	300.00	160.00	47 %
332270 Business Service License	250.00	950.00	2,250.00	1,300.00	42 %
332275 Excavation Permit Fee	0.00	0.00	150.00	150.00	0 %
Account Group Total:	362.00	6,111.50	9,800.00	3,688.50	62 %
333000 GRANTS / RESTRICTED FUNDS					
333158 HIDTA	21,724.08	45,247.09	93,000.00	47,752.91	49 %
333400 LGGF	0.00	138,455.00	138,455.00	0.00	100 %
333405 DS Monies	0.00	0.00	5,000.00	5,000.00	0 %
333530 Snow Removal	0.00	0.00	2,000.00	2,000.00	0 %
Account Group Total:	21,724.08	183,702.09	238,455.00	54,752.91	77 %
334000 FINES & FEES					
334110 Court Costs, Fines & Citations	2.52	242.52	1,000.00	757.48	24 %
334130 Plan/Zone Fee	0.00	0.00	1,500.00	1,500.00	0 %
334140 Reproduction Fee	0.00	85.00	20.00	-65.00	425 %
334160 NSF Fee	0.00	175.00	100.00	-75.00	175 %
334170 Notary Public Fee	0.00	15.00	100.00	85.00	15 %
334240 VIN Inspection	0.00	10.00	150.00	140.00	7 %
334400 Residential Trash	3,304.50	13,143.50	40,000.00	26,856.50	33 %
334401 Recycle	200.00	794.00	2,400.00	1,606.00	33 %
Account Group Total:	3,507.02	14,465.02	45,270.00	30,804.98	32 %
336000 Other Income					
336040 Equipment Sales	0.00	0.00	3,000.00	3,000.00	0 %
336050 Misc Income	0.00	11,598.02	12,000.00	401.98	97 %
336060 Police Department Reimbursement	0.00	0.00	10,000.00	10,000.00	0 %
336061 Resource Officer - School District	0.00	61,500.00	120,000.00	58,500.00	51 %
336300 Building Space Rental	0.00	20.00	1,000.00	980.00	2 %
336500 Enterprise Salary & Benefit Allocation	0.00	0.00	309,242.00	309,242.00	0 %
336501 Enterprise General Services Allocation	0.00	0.00	41,447.00	41,447.00	0 %

05/14/20  
11:29:47

TOWN OF IGNACIO  
Statement of Revenue Budget vs Actuals  
For the Accounting Period: 4 / 20

100 GENERAL FUND

Account	Received		Estimated Revenue	Revenue	% Received
	Current Month	Received YTD		To Be Received	
Account Group Total:	0.00	73,118.02	496,689.00	423,570.98	15 %
Fund Total:	131,827.64	723,191.22	2,034,550.00	1,311,358.78	36 %

05/14/20  
11:29:47

TOWN OF IGNACIO  
Statement of Revenue Budget vs Actuals  
For the Accounting Period: 4 / 20

300 CAPITAL IMPROVEMENT FUND

Account	Received		Estimated Revenue	Revenue	%
	Current Month	Received YTD		To Be Received	Received
333000 GRANTS / RESTRICTED FUNDS					
333415 Capital Improvement - Sales Tax	14,945.61	61,514.67	165,000.00	103,485.33	37 %
Account Group Total:	14,945.61	61,514.67	165,000.00	103,485.33	37 %
Fund Total:	14,945.61	61,514.67	165,000.00	103,485.33	37 %

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400 CONSERVATION TRUST FUND

Account	Received		Estimated Revenue	Revenue		% Received
	Current Month	Received YTD		To Be Received		
333000 GRANTS / RESTRICTED FUNDS						
333100 GoCo Grant	0.00	0.00	20,000.00	20,000.00		0 %
333580 Lottery Income	0.00	1,773.64	0.00	-1,773.64		** %
Account Group Total:	0.00	1,773.64	20,000.00	18,226.36		9 %
Fund Total:	0.00	1,773.64	20,000.00	18,226.36		9 %

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500 ECONOMIC DEVELOPMENT FUND

Account	Received		Estimated Revenue	Revenue	%
	Current Month	Received YTD		To Be Received	Received
333000 GRANTS / RESTRICTED FUNDS					
333851 DOLA DCI Plan Grant	0.00	0.00	50,000.00	50,000.00	0 %
Account Group Total:	0.00	0.00	50,000.00	50,000.00	0 %
336000 Other Income					
336100 Interest Income	0.00	0.00	10.00	10.00	0 %
Account Group Total:	0.00	0.00	10.00	10.00	0 %
Fund Total:	0.00	0.00	50,010.00	50,010.00	0 %

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610 WATER FUND

Account		Received		Estimated Revenue	Revenue	%	
		Current Month	Received YTD		To Be Received	Received	
333000 GRANTS / RESTRICTED FUNDS							
333449	Infrastructure DOLA Grant	0.00	111,830.47	0.00	-111,830.47	**	%
Account Group Total:		0.00	111,830.47	0.00	-111,830.47	**	%
334000 FINES & FEES							
334120	Late Fee	0.00	2,080.00	10,000.00	7,920.00	21	%
334419	Reconnect Fee	0.00	800.00	2,500.00	1,700.00	32	%
334420	Metered Water Sales	17,534.11	72,393.91	340,000.00	267,606.09	21	%
334430	Tap Fee	0.00	0.00	7,600.00	7,600.00	0	%
334440	Ready To Serve Fee	736.00	3,008.00	8,000.00	4,992.00	38	%
Account Group Total:		18,270.11	78,281.91	368,100.00	289,818.09	21	%
339000 In House Transfer							
339100	Transfer In	0.00	0.00	67,000.00	67,000.00	0	%
Account Group Total:		0.00	0.00	67,000.00	67,000.00	0	%
Fund Total:		18,270.11	190,112.38	435,100.00	244,987.62	44	%



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620 GAS FUND

Account		Received			Revenue	%
		Current Month	Received YTD	Estimated Revenue	To Be Received	Received
334000 FINES & FEES						
334412	Gas Residential	11,988.38	72,842.39	150,000.00	77,157.61	49 %
334413	Gas Commercial	3,800.19	35,734.87	100,000.00	64,265.13	36 %
334415	Gas Stand By Fee	973.75	3,895.00	3,500.00	-395.00	111 %
334470	Gas Tax	1,057.21	6,757.34	10,000.00	3,242.66	68 %
Account Group Total:		17,819.53	119,229.60	263,500.00	144,270.40	45 %
Fund Total:		17,819.53	119,229.60	263,500.00	144,270.40	45 %

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630 SEWER FUND

Account		Received		Estimated Revenue	Revenue	%
		Current Month	Received YTD		To Be Received	Received
334000 FINES & FEES						
334430	Tap Fee	0.00	0.00	2,500.00	2,500.00	0 %
334460	Sewage Collection	36,874.83	146,254.71	550,000.00	403,745.29	27 %
Account Group Total:		36,874.83	146,254.71	552,500.00	406,245.29	26 %
339000 In House Transfer						
339100	Transfer In	0.00	0.00	25,000.00	25,000.00	0 %
Account Group Total:		0.00	0.00	25,000.00	25,000.00	0 %
Fund Total:		36,874.83	146,254.71	577,500.00	431,245.29	25 %

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640 IRRIGATION FUND

Account	Received		Estimated Revenue	Revenue		% Received
	Current Month	Received YTD		To Be Received		
334000 FINES & FEES						
334430 Tap Fee	0.00	0.00	500.00	500.00		0 %
334480 Irrigation Water	0.00	-120.00	50,000.00	50,120.00		0 %
Account Group Total:	0.00	-120.00	50,500.00	50,620.00		0 %
Fund Total:	0.00	-120.00	50,500.00	50,620.00		0 %
Grand Total:	219,737.72	1,241,956.22	3,596,160.00	2,354,203.78		35 %

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Fund	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
100 GENERAL FUND	145,599.69	593,328.33	1,874,222.00	1,874,222.00	1,280,893.67	32 %
200 IMPACT FEES FUND	0.00	0.00	4,077.00	4,077.00	4,077.00	0 %
300 CAPITAL IMPROVEMENT FUND	0.00	21,931.03	200,000.00	200,000.00	178,068.97	11 %
400 CONSERVATION TRUST FUND	0.00	0.00	40,000.00	40,000.00	40,000.00	0 %
500 ECONOMIC DEVELOPMENT FUND	0.00	0.00	100,000.00	100,000.00	100,000.00	0 %
610 WATER FUND	8,033.40	34,149.84	444,331.00	444,331.00	410,181.16	8 %
620 GAS FUND	10,999.90	64,005.03	285,256.00	285,256.00	221,250.97	22 %
630 SEWER FUND	37,884.15	151,536.60	582,944.00	582,944.00	431,407.40	26 %
640 IRRIGATION FUND	30.29	2,935.65	49,697.00	49,697.00	46,761.35	6 %
Grand Total:	202,547.43	867,886.48	3,580,527.00	3,580,527.00	2,712,640.52	24 %

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100 GENERAL FUND

Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
411000 Legislative							
411000 Legislative							
	1150 Town Board Salaries	600.00	2,400.00	7,200.00	7,200.00	4,800.00	33 %
	2200 FICA	37.20	148.80	446.00	446.00	297.20	33 %
	2250 Medicare	8.72	34.88	104.00	104.00	69.12	34 %
	2500 Unemployment Insurance	1.83	7.32	22.00	22.00	14.68	33 %
	5800 Travel, Training & Meetings	0.00	60.10	3,000.00	3,000.00	2,939.90	2 %
	5810 Hosting Joint Meetings	0.00	304.17	1,500.00	1,500.00	1,195.83	20 %
	Account Total:	647.75	2,955.27	12,272.00	12,272.00	9,316.73	24 %
	Account Group Total:	647.75	2,955.27	12,272.00	12,272.00	9,316.73	24 %
412000 Judicial							
412000 Judicial							
	3200 Professional Service - Judge	0.00	250.00	3,000.00	3,000.00	2,750.00	8 %
	5800 Travel, Training & Meetings	0.00	0.00	1,000.00	1,000.00	1,000.00	%
	Account Total:	0.00	250.00	4,000.00	4,000.00	3,750.00	6 %
	Account Group Total:	0.00	250.00	4,000.00	4,000.00	3,750.00	6 %
414000 Elections							
414000 Elections							
	1105 Election Judges	1,000.00	1,000.00	1,000.00	1,000.00	0.00	100 %
	4600 Election Supplies	689.04	689.04	1,000.00	1,000.00	310.96	69 %
	Account Total:	1,689.04	1,689.04	2,000.00	2,000.00	310.96	84 %
	Account Group Total:	1,689.04	1,689.04	2,000.00	2,000.00	310.96	84 %
415000 ADMINISTRATION SALARIES & BENEFITS							
415000 ADMINISTRATION SALARIES & BENEFITS							
	1100 Manager Salaries	0.00	0.00	83,200.00	83,200.00	83,200.00	%
	1101 Clerk/Treasurer Salaries	4,409.60	17,638.40	57,325.00	57,325.00	39,686.60	31 %
	1102 Deputy Clerk/Treasurer Salaries	1,817.92	8,264.36	37,856.00	37,856.00	29,591.64	22 %
	1103 Admin Assist/Fin Coordinator Salaries	3,656.90	16,553.23	51,376.00	51,376.00	34,822.77	32 %
	1200 Overtime	0.00	0.00	1,893.00	1,893.00	1,893.00	%
	2100 Health Insurance	1,431.94	5,208.34	21,012.00	21,012.00	15,803.66	25 %
	2101 Life Insurance	5.82	20.36	101.00	101.00	80.64	20 %
	2102 Dental Insurance	42.00	147.00	1,008.00	1,008.00	861.00	15 %
	2103 Vision Insurance	6.00	21.00	384.00	384.00	363.00	5 %
	2104 Aflac	315.44	1,139.28	1,608.00	1,608.00	468.72	71 %
	2200 FICA	637.19	2,729.71	14,362.00	14,362.00	11,632.29	19 %
	2250 Medicare	149.02	638.39	3,359.00	3,359.00	2,720.61	19 %
	2300 Retirement	376.50	1,507.59	8,919.00	8,919.00	7,411.41	17 %
	2500 Unemployment Insurance	30.82	132.09	689.00	689.00	556.91	19 %
	Account Total:	12,879.15	53,999.75	283,092.00	283,092.00	229,092.25	19 %
	Account Group Total:	12,879.15	53,999.75	283,092.00	283,092.00	229,092.25	19 %
416000 ADMINISTRATION OPERATING							
416000 ADMINISTRATION OPERATING							
	2600 Workers Comp	9,340.94	18,741.94	37,604.00	37,604.00	18,862.06	50 %
	2700 Insurance	7,282.43	16,383.84	29,130.00	29,130.00	12,746.16	56 %
	3000 Contract Work	9,120.00	27,240.00	10,000.00	10,000.00	-17,240.00	272 %
	3201 Legal Service - Attorney	1,569.09	3,443.51	10,000.00	10,000.00	6,556.49	34 %
	3203 Professional Service - Audit	0.00	0.00	14,250.00	14,250.00	14,250.00	%



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## 100 GENERAL FUND

Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
<b>420000 PUBLIC SAFETY SALARIES &amp; BENEFITS</b>							
1106	Chief Salaries	12,314.40	36,943.20	106,725.00	106,725.00	69,781.80	35 %
1107	Sergeant Salaries	6,276.80	26,284.10	81,598.00	81,598.00	55,313.90	32 %
1108	Officers Salaries	26,036.20	104,035.38	313,154.00	313,154.00	209,118.62	33 %
1110	Resource Officer	3,990.40	15,961.60	81,089.00	81,089.00	65,127.40	20 %
1180	P/T Clerk Salaries	166.40	665.60	2,000.00	2,000.00	1,334.40	33 %
1200	Overtime	2,875.20	14,168.36	39,475.00	39,475.00	25,306.64	36 %
2100	Health Insurance	5,203.94	17,561.84	80,076.00	80,076.00	62,514.16	22 %
2101	Life Insurance	20.58	72.03	286.00	286.00	213.97	25 %
2102	Dental Insurance	555.00	1,942.50	4,284.00	4,284.00	2,341.50	45 %
2103	Vision Insurance	82.00	287.00	612.00	612.00	325.00	47 %
2104	Aflac	1,116.36	3,907.26	918.00	918.00	-2,989.26	426 %
2130	Legal Insurance	0.00	0.00	2,000.00	2,000.00	2,000.00	%
2200	FICA	10.32	41.28	124.00	124.00	82.72	33 %
2250	Medicare	686.01	2,641.66	8,476.00	8,476.00	5,834.34	31 %
2350	Police Pension	2,725.92	10,904.42	38,067.00	38,067.00	27,162.58	29 %
2450	Death & Disability	1,183.94	4,736.02	16,312.00	16,312.00	11,575.98	29 %
2500	Unemployment Insurance	155.75	594.92	1,748.00	1,748.00	1,153.08	34 %
	Account Total:	63,399.22	240,747.17	776,944.00	776,944.00	536,196.83	31 %
	Account Group Total:	63,399.22	240,747.17	776,944.00	776,944.00	536,196.83	31 %
<b>421000 PUBLIC SAFETY OPERATING</b>							
<b>421000 PUBLIC SAFETY OPERATING</b>							
3415	Clinic & Hospital	0.00	0.00	500.00	500.00	500.00	%
4306	Vehicle R & M	266.61	927.81	7,000.00	7,000.00	6,072.19	13 %
4444	Intergovernmental Payments	690.62	12,562.48	16,989.00	16,989.00	4,426.52	74 %
4950	Misc Expense	0.00	135.00	300.00	300.00	165.00	45 %
4980	Animal Control	0.00	0.00	300.00	300.00	300.00	%
5420	Cleaning Service	93.75	191.25	585.00	585.00	393.75	33 %
5650	Operating Supplies	1,408.06	5,038.73	10,000.00	10,000.00	4,961.27	50 %
5800	Travel, Training & Meetings	0.00	1,696.47	3,000.00	3,000.00	1,303.53	57 %
6110	Uniforms	0.00	822.70	3,000.00	3,000.00	2,177.30	27 %
6140	Other DS Costs	0.00	1,661.05	0.00	0.00	-1,661.05	%
6160	Dispatch (Radio) Service	0.00	0.00	10,000.00	10,000.00	10,000.00	%
6230	Firearms & Supplies	800.00	1,280.00	1,500.00	1,500.00	220.00	85 %
6260	Gas & Oil	1,114.40	5,285.29	17,000.00	17,000.00	11,714.71	31 %
6450	Membership Fees	0.00	2,987.00	4,800.00	4,800.00	1,813.00	62 %
8400	Contribution	0.00	51.02	200.00	200.00	148.98	26 %
9010	Capital - Vehicles	0.00	0.00	38,000.00	38,000.00	38,000.00	%
	Account Total:	4,373.44	32,638.80	113,174.00	113,174.00	80,535.20	29 %
	Account Group Total:	4,373.44	32,638.80	113,174.00	113,174.00	80,535.20	29 %
<b>430000 PUBLIC WORKS SALARIES &amp; BENEFITS</b>							
<b>430000 PUBLIC WORKS SALARIES &amp; BENEFITS</b>							
1109	Public Works Director Salaries	4,215.26	16,861.04	54,558.00	54,558.00	37,696.96	31 %
1111	Foreman Salaries	3,744.00	15,256.80	48,672.00	48,672.00	33,415.20	31 %
1112	Maintenance Worker I Salaries	7,904.00	32,405.48	102,586.00	102,586.00	70,180.52	32 %
1200	Overtime	0.00	0.00	7,563.00	7,563.00	7,563.00	%
2100	Health Insurance	3,050.40	10,676.94	42,324.00	42,324.00	31,647.06	25 %
2101	Life Insurance	13.78	48.24	168.00	168.00	119.76	29 %
2102	Dental Insurance	213.00	745.50	2,016.00	2,016.00	1,270.50	37 %

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100 GENERAL FUND

Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
2103	Vision Insurance	31.00	108.50	288.00	288.00	179.50	38 %
2104	Aflac	299.40	1,048.02	1,200.00	1,200.00	151.98	87 %
2200	FICA	933.32	3,824.20	12,761.00	12,761.00	8,936.80	30 %
2250	Medicare	218.30	894.44	2,984.00	2,984.00	2,089.56	30 %
2300	Retirement	781.82	3,125.69	10,291.00	10,291.00	7,165.31	30 %
2500	Unemployment Insurance	47.56	193.43	617.00	617.00	423.57	31 %
	Account Total:	21,451.84	85,188.28	286,028.00	286,028.00	200,839.72	30 %
	Account Group Total:	21,451.84	85,188.28	286,028.00	286,028.00	200,839.72	30 %
431000	PUBLIC WORKS OPERATING						
431000	PUBLIC WORKS OPERATING						
3000	Contract Work	0.00	0.00	7,500.00	7,500.00	7,500.00	%
3415	Clinic & Hospital	0.00	420.00	500.00	500.00	80.00	84 %
3910	Residential Trash	2,622.80	10,454.16	32,000.00	32,000.00	21,545.84	33 %
3911	Recycle	392.00	782.00	2,000.00	2,000.00	1,218.00	39 %
4130	Utilities - Electric	21.50	86.00	0.00	0.00	-86.00	%
4225	Rental Equipment & Supplies	0.00	126.45	1,000.00	1,000.00	873.55	13 %
4300	Equipment R & M	0.00	3,689.88	8,000.00	8,000.00	4,310.12	46 %
4306	Vehicle R & M	0.00	233.35	5,000.00	5,000.00	4,766.65	5 %
4308	Building & Property R & M	168.50	168.50	500.00	500.00	331.50	34 %
4309	Mosquito Control	0.00	0.00	9,010.00	9,010.00	9,010.00	%
4313	Street Repairs	0.00	11,685.30	50,000.00	50,000.00	38,314.70	23 %
4316	Street Lights - Electric	1,326.00	5,328.00	20,000.00	20,000.00	14,672.00	27 %
4318	Street Signs	0.00	112.00	2,000.00	2,000.00	1,888.00	6 %
4365	Seasonal Decorations	0.00	58.15	500.00	500.00	441.85	12 %
5800	Travel, Training & Meetings	238.13	338.13	500.00	500.00	161.87	68 %
6003	Supplies R & M	107.22	1,470.01	4,000.00	4,000.00	2,529.99	37 %
6004	Tools	0.00	1,091.57	500.00	500.00	-591.57	218 %
6110	Uniforms	0.00	1,311.90	3,000.00	3,000.00	1,688.10	44 %
6260	Gas & Oil	500.19	2,326.13	5,000.00	5,000.00	2,673.87	47 %
	Account Total:	5,376.34	39,681.53	151,010.00	151,010.00	111,328.47	26 %
	Account Group Total:	5,376.34	39,681.53	151,010.00	151,010.00	111,328.47	26 %
452000	PARKS						
452000	PARKS						
6003	Supplies R & M	0.00	0.00	1,000.00	1,000.00	1,000.00	%
	Account Total:	0.00	0.00	1,000.00	1,000.00	1,000.00	%
	Account Group Total:	0.00	0.00	1,000.00	1,000.00	1,000.00	%
	Fund Total:	145,599.69	593,328.33	1,874,222.00	1,874,222.00	1,280,893.67	32 %



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200 IMPACT FEES FUND

Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
828000							
828452 PARK IMPACT							
	4522 Park Impact	0.00	0.00	4,077.00	4,077.00	4,077.00	%
	Account Total:	0.00	0.00	4,077.00	4,077.00	4,077.00	%
	Account Group Total:	0.00	0.00	4,077.00	4,077.00	4,077.00	%
	Fund Total:	0.00	0.00	4,077.00	4,077.00	4,077.00	%

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300 CAPITAL IMPROVEMENT FUND

Account	Object	Committed	Committed	Original	Current	Available	%
		Current Month	YTD	Appropriation	Appropriation	Appropriation	Committed
930000 CAPITAL IMPROVEMENT							
930000 CAPITAL IMPROVEMENT							
	6454 CIP Transfer Out	0.00	0.00	50,000.00	50,000.00	50,000.00	%
	9202 Project/Labor Match	0.00	21,931.03	150,000.00	150,000.00	128,068.97	15 %
	Account Total:	0.00	21,931.03	200,000.00	200,000.00	178,068.97	11 %
	Account Group Total:	0.00	21,931.03	200,000.00	200,000.00	178,068.97	11 %
	Fund Total:	0.00	21,931.03	200,000.00	200,000.00	178,068.97	11 %

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## 400 CONSERVATION TRUST FUND

Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
700000							
700452	CONSERVATION TRUST						
	9000 Capital Outlay	0.00	0.00	40,000.00	40,000.00	40,000.00	%
	Account Total:	0.00	0.00	40,000.00	40,000.00	40,000.00	%
	Account Group Total:	0.00	0.00	40,000.00	40,000.00	40,000.00	%
	Fund Total:	0.00	0.00	40,000.00	40,000.00	40,000.00	%

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500 ECONOMIC DEVELOPMENT FUND

Account	Object	Committed	Committed	Original	Current	Available	%
		Current Month	YTD	Appropriation	Appropriation	Appropriation	Committed
500000							
500463 ECONOMIC DEVELOPMENT							
	3207 DCI Grant	0.00	0.00	100,000.00	100,000.00	100,000.00	%
	Account Total:	0.00	0.00	100,000.00	100,000.00	100,000.00	%
	Account Group Total:	0.00	0.00	100,000.00	100,000.00	100,000.00	%
	Fund Total:	0.00	0.00	100,000.00	100,000.00	100,000.00	%

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## 610 WATER FUND

Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
610000							
610416 WATER OPERATIONS							
3000	Contract Work	0.00	0.00	2,500.00	2,500.00	2,500.00	%
3204	Professional Service - Engineer	0.00	0.00	25,000.00	25,000.00	25,000.00	%
5800	Travel, Training & Meetings	0.00	429.00	500.00	500.00	71.00	86 %
5901	Enterprise Salaray & Benefit	0.00	0.00	91,705.00	91,705.00	91,705.00	%
5902	Enterprise General Services Allocation	0.00	0.00	15,351.00	15,351.00	15,351.00	%
6003	Supplies R & M	0.00	0.00	1,500.00	1,500.00	1,500.00	%
6004	Tools	0.00	47.24	500.00	500.00	452.76	9 %
6025	Water Tests	35.00	465.00	3,000.00	3,000.00	2,535.00	16 %
6100	Purchased Water	7,863.40	32,798.60	220,000.00	220,000.00	187,201.40	15 %
6450	Membership Fees	135.00	410.00	275.00	275.00	-135.00	149 %
9000	Capital Outlay	0.00	0.00	84,000.00	84,000.00	84,000.00	%
	Account Total:	8,033.40	34,149.84	444,331.00	444,331.00	410,181.16	8 %
	Account Group Total:	8,033.40	34,149.84	444,331.00	444,331.00	410,181.16	8 %
	Fund Total:	8,033.40	34,149.84	444,331.00	444,331.00	410,181.16	8 %

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620 GAS FUND

Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
620000							
620416 GAS OPERATIONS							
3000	Contract Work	22.35	64.07	1,000.00	1,000.00	935.93	6 %
3410	CDOT Physicals & Drug Tests	0.00	0.00	500.00	500.00	500.00	%
4300	Equipment R & M	0.00	0.00	1,000.00	1,000.00	1,000.00	%
4306	Vehicle R & M	0.00	0.00	500.00	500.00	500.00	%
4950	Misc Expense	0.00	0.00	500.00	500.00	500.00	%
5800	Travel, Training & Meetings	0.00	0.00	1,500.00	1,500.00	1,500.00	%
5901	Enterprise Salaray & Benefit	0.00	0.00	91,705.00	91,705.00	91,705.00	%
5902	Enterprise General Services Allocation	0.00	0.00	15,351.00	15,351.00	15,351.00	%
6003	Supplies R & M	0.00	1,414.15	2,000.00	2,000.00	585.85	71 %
6004	Tools	0.00	56.38	0.00	0.00	-56.38	%
6210	Natural Gas Purchase	6,844.03	58,336.91	115,000.00	115,000.00	56,663.09	51 %
6220	Gas Sales Tax	4,133.52	4,133.52	10,000.00	10,000.00	5,866.48	41 %
6250	Energy Outreach Colorado	0.00	0.00	2,000.00	2,000.00	2,000.00	%
6260	Gas & Oil	0.00	0.00	2,000.00	2,000.00	2,000.00	%
6450	Membership Fees	0.00	0.00	200.00	200.00	200.00	%
9140	Transfers Out	0.00	0.00	42,000.00	42,000.00	42,000.00	%
Account Total:		10,999.90	64,005.03	285,256.00	285,256.00	221,250.97	22 %
Account Group Total:		10,999.90	64,005.03	285,256.00	285,256.00	221,250.97	22 %
Fund Total:		10,999.90	64,005.03	285,256.00	285,256.00	221,250.97	22 %

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630 SEWER FUND

Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
630000							
630416 SEWER OPERATIONS							
3204	Professional Service - Engineer	0.00	0.00	27,000.00	27,000.00	27,000.00	%
5800	Travel, Training & Meetings	0.00	0.00	500.00	500.00	500.00	%
5901	Enterprise Salary & Benefit	0.00	0.00	91,705.00	91,705.00	91,705.00	%
5902	Enterprise General Services Allocation	0.00	0.00	7,675.00	7,675.00	7,675.00	%
6003	Supplies R & M	0.00	0.00	2,000.00	2,000.00	2,000.00	%
6004	Tools	0.00	0.00	500.00	500.00	500.00	%
6240	SUIT - Treatment	37,884.15	151,536.60	453,564.00	453,564.00	302,027.40	33 %
	Account Total:	37,884.15	151,536.60	582,944.00	582,944.00	431,407.40	26 %
Account Group Total:		37,884.15	151,536.60	582,944.00	582,944.00	431,407.40	26 %
Fund Total:		37,884.15	151,536.60	582,944.00	582,944.00	431,407.40	26 %

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640 IRRIGATION FUND

Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
640000 IRRIGATION SALARIES & BENEFITS							
640416 IRRIGATIONS OPERATIONS							
3000	Contract Work	0.00	0.00	1,000.00	1,000.00	1,000.00	%
3204	Professional Service - Engineer	0.00	0.00	500.00	500.00	500.00	%
4315	Water Rights	0.00	2,813.73	3,000.00	3,000.00	186.27	94 %
5901	Enterprise Salaray & Benefit	0.00	0.00	34,127.00	34,127.00	34,127.00	%
5902	Enterprise General Services Allocation	0.00	0.00	3,070.00	3,070.00	3,070.00	%
6003	Supplies R & M	30.29	121.92	3,000.00	3,000.00	2,878.08	4 %
9000	Capital Outlay	0.00	0.00	5,000.00	5,000.00	5,000.00	%
Account Total:		30.29	2,935.65	49,697.00	49,697.00	46,761.35	6 %
Account Group Total:		30.29	2,935.65	49,697.00	49,697.00	46,761.35	6 %
Fund Total:		30.29	2,935.65	49,697.00	49,697.00	46,761.35	6 %
Grand Total:		202,547.43	0.00				
			867,886.48	3,580,527.00	3,580,527.00	2,712,640.52	24 %



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TOWN OF IGNACIO  
Payroll Summary For Payrolls from 04/01/20 to 04/30/20

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Total for Payroll Checks

	Employee	Employer	Amount
COMA HOURS (Comp Time Accumulated)	11.25		
J004 HOURS (CELL PHONE ALLO)	0.00		184.60
*Non Taxable (added to gross wages, no addition to SS, Med, FIT & SIT bases)			
J013 HOURS (BONUS PAY)	100.00		2,229.79
J015 HOURS (IN LIEU OF INSU)	0.00		394.18
OVER HOURS (Overtime)	64.00		3,135.98
REG HOURS (Regular Time)	2,517.75		68,348.10
VACA HOURS (Vacation Time Used)	114.50		4,940.53
GROSS PAY	79,233.18	0.00	
NET PAY	55,709.40	0.00	
NET PAY (CHECKS)	9,861.08		
NET PAY (DIRECT DEPOSIT)	45,848.32		
AFLAC-AFTERTAX	0.00	452.40	
AFLAC-PRETAX	50.32	1,278.80	
CEBT DENTAL	0.00	810.00	
CEBT HEALTH	5,272.32	9,031.32	
CEBT LIFE	77.30	40.18	
CEBT VISION	0.00	119.00	
FIT	6,692.89	0.00	
FPPA	3,748.08	2,725.92	
FPPA DROP	903.06	0.00	
FPPA-457	779.32	0.00	
FPPA-AD&D	0.00	1,183.94	
GARNISHMENT2	46.14	0.00	
ICMA RET 401	995.28	1,158.32	
MEDICARE	1,067.93	1,067.93	
SIT	2,248.00	0.00	
SOCIAL SECURITY	1,643.14	1,643.14	
UNEMPL. INSUR.	0.00	237.18	
BANK 4	3,739.26	0.00	
BANK 5	1,015.68	0.00	
BANK 7	2,912.00	0.00	
FIRST NATIONAL	69.26	0.00	
SANDIA LAB FCU	20.00	0.00	
USAA	3,548.23	0.00	
VECTRA BANK CO	3,080.82	0.00	
WELLS FARGO	29,700.61	0.00	
WELLS FARGO AZ	69.26	0.00	
WELLS FARGO NEV	69.26	0.00	
WELLS FARGO OR	1,623.94	0.00	
FIT/SIT BASE	67,222.90	0.00	
MEDICARE BASE	73,648.64	0.00	
SOC SEC BASE	26,502.36	0.00	
UN BASE	79,048.58	0.00	
Total		19,748.13	
Total Payroll Expense (Gross Pay + Employer Contributions):		98,981.31	

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TOWN OF IGNACIO  
Payroll Summary For Payrolls from 04/01/20 to 04/30/20

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Check Summary

-----  
Payroll Checks Prev. Out.           \$92.33  
Payroll Checks Issued           \$9,907.22  
Payroll Checks Redeemed           \$0.00  
Payroll Checks Outstanding       \$9,999.55  
Electronic Checks               \$88,836.91

Deductions Accrued		Carried Forward From Previous Month	Deduction Checks Issued	Difference	Liab Account
-----		-----	-----	-----	-----
Social Security	3286.28		3286.28		221700
Medicare	2135.86		2135.86		221710
Unempl. Insur.	237.18			237.18	221760
FIT	6692.89		6692.89		221720
SIT	2248.00		2248.00		221730
FPPA	6474.00		6474.00		221742
AFLAC-PRETAX	1329.12		1329.12		221757
FPPA-457	779.32		779.32		221742
FPPA-AD&D	1183.94		1183.94		221743
ICMA RET 401	2153.60		2153.60		221741
AFLAC-AFTERTAX	452.40		452.40		221757
CEBT DENTAL	810.00		810.00		221754
CEBT HEALTH	14303.64		14303.64		221751
CEBT LIFE	117.48		117.48		221755
CEBT VISION	119.00		119.00		221756
GARNISHMENT2	46.14		46.14		221781
FPPA DROP	903.06		903.06		221742
Total Ded.	43271.91	0.00	43034.73	237.18	

\*\*\*\* Carried Forward column only correct if report run for current period.

# **A MOSQUITO MANAGEMENT SERVICES RENEWAL PROPOSAL FOR THE:**

## **THE TOWN OF IGNACIO**

OCTOBER 2, 2019



## **VECTOR DISEASE CONTROL INTERNATIONAL, LLC**

7000 Broadway, Suite 108, Denver, Colorado 80221

Phone: (303) 428-5908

Fax: (866) 839-8595

Regional Director: Robert Kozar

E-Mail: [rkozar@vdcil.net](mailto:rkozar@vdcil.net)



# THE TOWN OF IGNACIO 2020-2022 INTEGRATED MOSQUITO MANAGEMENT SERVICES PROPOSAL

## Executive Summary

Vector Disease Control International (VDCI) is again pleased to offer a proposal for the Town of Ignacio's Integrated Mosquito Management (IMM) Program. We understand that the Town seeks to provide the highest quality public services to its citizens. We believe that VDCI has clearly proven our ability to provide exemplary quality, cost-effective services and strong working relationships with the citizens of the Town of Ignacio over the past fourteen years. VDCI hopes to once again serve the Town of Ignacio for the 2020 mosquito season and beyond.

Since Vector Disease Control International was hired as the Town of Ignacio's Integrated Mosquito Management services provider (originally as Colorado Mosquito Control), the program has developed into one of the foremost environmentally sensitive and technologically advanced Integrated Mosquito Management Programs in the United States. The Town of Ignacio's IMM Program, as operated by VDCI, is truly a state-of-the-art, world class program providing effective control of nuisance mosquitoes and reducing the risk of West Nile virus.

Over the past 28 years Vector Disease Control International has continually pioneered, refined and pushed to new technological levels, a comprehensive mosquito control program that is environmentally minded and based on the scientific principles of Integrated Pest Management (IPM). Our 2020-2022 proposal for Mosquito Control Services continues this tradition.

In addition to the advantages of environmentally sound larval mosquito control, VDCI also provides public outreach programs and brochures for the Town of Ignacio's residents. These informational resources help people recognize the benefits of environmentally sensitive modern mosquito control for public health and its importance in the quality of life in their community. Other important support services offered by VDCI include a diverse informational website, a Call or Email Notification and Shutoff program for citizens, implementation of VDCI's proprietary database, and the use of Geographic Information System software in daily larval and adult mosquito control operations. These collective services have expanded the scope and depth of the program we offer and have dramatically improved the operations of Town of Ignacio's Mosquito Control Program.

VDCI has a long history of offering high quality, large scale, full-service mosquito control operations and disease surveillance programs to numerous Colorado municipalities and local health departments. Our dedicated employees, honesty and integrity, experience and expertise in our field, investment in technology and training, and the cost-effective high-

quality services that we continue to provide sets us apart from other contractors. We have the experience to provide all aspects of integrated mosquito management and the resources to continue to respond to the needs of our customers and the residents of their communities.

The following proposal will expand on the surveillance, control and supplementary services that VDCI has successfully built and operated for the Town of Ignacio in previous years. We value the relationship and trust we have built over the years and again thank you for the opportunity to submit this proposal.

## Section I: General Considerations

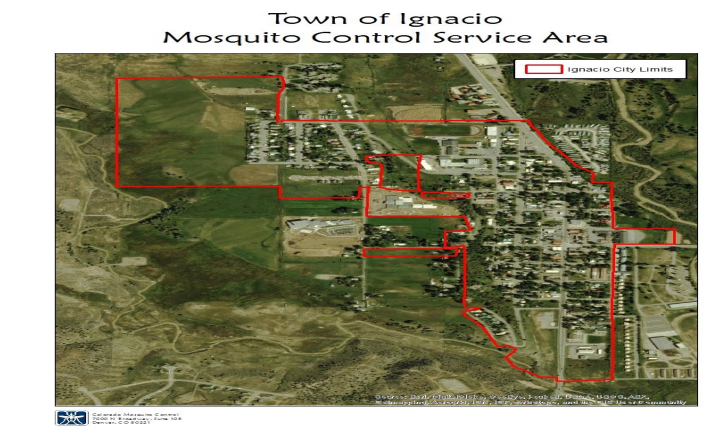
- **PROJECT DESCRIPTION**

Vector Disease Control International will conduct a comprehensive Integrated Mosquito Management (IMM) Program for the Town of Ignacio within the service area as defined below.

Vector Disease Control International will employ established IMM principles and practices to dramatically reduce the numbers of larval and adult mosquitoes in the Town of Ignacio. These principles and practices are based on a sound Integrated Pest Management framework. Monitoring and suppression of both larval and adult mosquitoes will be based on an environmentally focused, least-toxic approach, that utilizes a combination of cultural, biological, and chemical controls to target and reduce all mosquitoes, including potential disease-vector populations and nuisance species, and which is economically feasible, with an emphasis on minimizing chemical adulticide applications.

- **PROJECT AREA**

Vector Disease Control International understands and agrees that the Town of Ignacio Mosquito Control Service Area consists of all geographic area within the external boundary of the Town of Ignacio, within the state of Colorado.



## Section II. Integrated Mosquito Management Services

- **General Services Description**

*All General Services are quoted for 2020-2022 at no additional charge and are part of the total service package.*

- **GENERAL LIABILITY/AUTO/WORKERS COMP INSURANCE COVERAGE**

A comprehensive \$1,000,000 (\$1 Million) per occurrence General Liability/Auto/Workers Compensation policy is currently held and will be maintained, which includes chemical and pollution coverage. The Town of Ignacio will be named as additionally insured upon request.

- **MOSQUITOLINE® CUSTOMER RESPONSE SYSTEM**

VDCI's twenty-four-hour toll-free customer access telephone number for reception of mosquito annoyance complaints, service and information requests, and reports of potential breeding habitat will be available to all residents. Toll free (877) 276-4306 or local (970) 560-6637.

- **IMMEDIATE RESPONSE®**

- Guaranteed 24 hour response/resolution time will be provided for all mosquito annoyance complaint calls, as possible, weather permitting.

- **GEOGRAPHIC INFORMATION SYSTEM**

ArcGIS® will be used to develop operational maps and databases to promote accurate and efficient fieldwork, reporting of control activities and for public educational purposes.

- **PROPRIETARY ONLINE DATABASE**

VDCI's proprietary and advanced database system will be used to analyze historical breeding site data, which decreases our environmental impact by targeting site inspections and microbial larvicide control applications. We have specifically engineered our database with algorithms and reporting capabilities to utilize historical data collected from the Town of Ignacio and other communities throughout Colorado to precisely target larval mosquito control locations, reducing unnecessary treatments. Targeting our applications with our historical data allows our operations to provide the highest level of efficiency and control while minimizing the quantity of insecticides being applied to the environment.

- **ANNUAL REPORT**

A comprehensive annual report detailing the season's activities, including all larval and adult mosquito surveillance and control activity summaries and mosquito population graphs will be provided by November 15, each year.

- **PUBLIC RELATIONS AND COMMUNITY OUTREACH**

- VDCI will work with local media outlets to disseminate information describing the The Town of Ignacio's environmentally responsible integrated mosquito management approach to suppressing the area's mosquito problems as necessary. The community outreach program will provide residents with information about the program's activities as well as where to call to report mosquito annoyance problems. Such communication provides an excellent opportunity to educate residents about both the mosquito control program and the actions they can take to reduce mosquito populations in their area.

- VDCI will continue to operate a comprehensive Call and Email Notification & Shutoff database and will notify residents on the list when conducting ULV adulticide applications near their property. All shutoff locations are mapped in ArcGIS. Notification & Shutoff forms are available online and may be submitted via VDCI website, email or by mail. VDCI will mail or email renewal request forms each season and perform all updating of resident information as it is received.

- VDCI maintains a comprehensive informational website at: [www.vdci.net/colorado](http://www.vdci.net/colorado).

- Technical literature, including Safety Data Sheets and Sample Labels for all insecticides used in the program, will be provided to residents upon request.

- Press releases will be issued to the local media when deemed appropriate and necessary, in cooperation with The Town of Ignacio Administration.

- **QUALITY CONTROL**

Quality Control inspections will be conducted regularly to ensure technician performance and pesticide efficacy. The Program Manager or designated Quality Control technician will perform site inspections, review data sheet entries, and maintain equipment calibrations to verify that sites are being inspected in accordance to site status and that applicable products are being applied according to habitat type and surveillance data.





## Larval Mosquito Control

- VDCI will devote the majority of staff time to larval mosquito surveillance and control. VDCI has identified larval habitats within the Town of Ignacio that are inspected throughout the season on a weekly or monthly basis. VDCI will perform larval mosquito control operations from mid-May through mid-September (as needed, dependent on environmental conditions and presence of larvae). VDCI will continue to maintain a larval site history database that includes a site catalog number, date and time of inspections, wet/dry status of site, treatment (if any), product type and amount, estimated acreage treated, larval action threshold, documentation of any adverse incidents associated with treatments (NPDES/CDPS requirement), larval instars present and number of larvae present per dip.

VDCI has continually updated our database system and associated GIS data layers with additional new-found breeding sites and changes in parcel ownership. VDCI will continue to improve the program effectiveness by surveying, mapping and methodically inspecting new

sites to build a site history and identify problem areas as they are located.

- VDCI will utilize our advanced database to accurately maintain inspection sites, dates, treatments, methods, product amounts, products used for control, and population dynamics of the mosquito larvae collected.
- Using data collected in the Town of Ignacio service area, VDCI has fine-tuned our proprietary database to efficiently target larval mosquito control operational efforts. Our operations will include:
  - Targeted larval site inspections, as needed, at all previously identified and newly found potential larval development sites. Site inspections will target larval sites based on past comprehensive site history data as recorded in our database. These data incorporate historic records of larval presence, larval densities, habitat size and type, water source, and weather data.

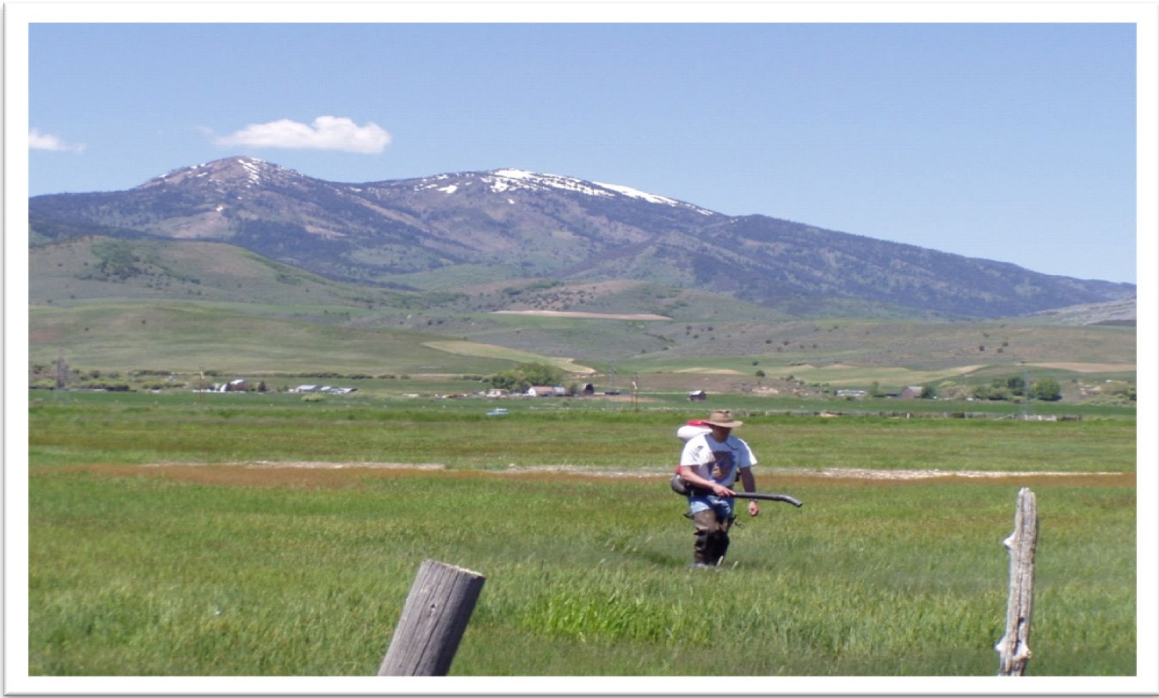




- As sites are found that contain mosquito larvae, VDCI will first look to cultural or physical controls to reduce or eliminate standing water and larval development. Water management and source reduction including clearing clogged ditches, hand digging of channels, and working with property owners to mitigate these sites will be implemented when applicable.
- VDCI will then, as appropriate, treat sites where mosquito larvae are detected with a “Prescription-oriented” least-toxic, biological control appropriate to the site. Larval control products will include; Vectobac (Bti), Vectolex (Bs), Altosid (methoprene), BVA 2 (highly refined mineral oil) and other registered larval control products as needed. All applications will be within label-specified rates and recorded in our database.

***Bacillus thuringiensis israelensis (Bti)*** is an extremely low-toxicity, bio-rational insecticide. Bti is a species specific material that will only affect mosquito and certain black fly larvae. Activated by the specific pH in the gut of the larvae, the bacterially produced crystalline spore of Bti will, after being eaten by the larvae, destroy the digestive tract and kill the larvae.

***Bacillus sphaericus (Bs)*** is an extremely low-toxicity, bio-rational insecticide. *Bacillus sphaericus* is a species specific material that will only affect mosquito and certain black fly larvae. Activated by the specific pH in the gut of the larvae, the bacterially produced crystalline spore of Bti will, after being eaten by the larvae, destroy the digestive tract and kill the larvae. The main difference between this product and Bti is that Bs will recycle itself in the water column and provide long term control of *Culex* mosquitoes, though at a much higher cost. It is also less effective in controlling *Aedes* and other single-brood species.



## VDCI's Larval Mosquito Control Resources

✧ **Professional Staff:** VDCI will devote full-time field technicians and a Qualified Supervisor (licensed through the CO Dept. of Ag) to perform IMM-based larval mosquito control operations in the Town of Ignacio. These technicians are fully trained via VDCI's classroom and field training program, and far exceed the minimum training standards set by the Colorado Department of Agriculture. Management of the program is led by Rhiannon Tanner, a highly experienced, full-time VDCI employee and a licensed Qualified Supervisor in Public Health (110) through the CO Dept. of Agriculture. All larval mosquito control work will be done by employees of Vector Disease Control International, who will be covered by VDCI's Worker's Compensation Insurance and will not be subcontracted out.



✧ **Equipment:** Every technician will have access to a VDCI-owned fleet vehicle which is fully insured under VDCI's master commercial fleet policy and is equipped with all necessary larval surveillance equipment, larval control application equipment, and biological larvicide products.



✧ **Infrastructure:** Because much of VDCI's operations are targeted toward larval mosquito control, many of our resources are used on infrastructure to facilitate these operations.

VDCI's warehouses, material handling equipment, supply chain, data input, vehicle fleet, and application equipment are all designed to support our larval control operations.

✧ **Technology:** VDCI's proprietary and advanced database system will be used to analyze historical breeding site data, which decreases our environmental impact by targeting site inspections and microbial larvicide control applications.

We have specifically engineered our database with proprietary algorithms and reporting capabilities to utilize historical data collected from the Town of Ignacio and other communities throughout Colorado to precisely target larval mosquito control locations, reducing unnecessary treatments. Targeting our applications with our historical data allows our operations to provide the highest level of control while minimizing the quantity of larvicide being applied to the environment.

## • **Adult Mosquito and Mosquito-borne Disease Surveillance**

The primary tool in any mosquito control/surveillance program is a mosquito trapping device called a CDC Light Trap. Specially designed, battery powered CO<sub>2</sub> (carbon dioxide) baited light traps will be routinely operated at fixed points within Town of Ignacio service area. Female mosquitoes are attracted to the CO<sub>2</sub> vapor plume produced by the sublimation of the dry-ice into carbon dioxide gas, which mimics the exhalation process of any free air breathing animal, including humans. Once near the trap, a small light bulb draws the mosquito closer and a fan then sucks the mosquito into a collection bag alive.

The Town of Ignacio surveillance light trap will be set one night per week from June through August. Trap maintenance, mosquito identification, and monitoring operations will be the complete responsibility of VDCI. Mosquito sample pools may be prepared and sent to the Colorado Dept. of Public Health and Environment for virus testing, as requested and at *additional cost*. Results for WNV testing will be communicated to Town of Ignacio as VDCI is notified, in the event of a detection of a West Nile Virus positive mosquito sample pool.



- General identification of the mosquitoes collected from surveillance trapping will first be performed at VDCI's regional office, while comprehensive speciation will be performed at the laboratory facilities at VDCI's Denver office by highly trained laboratory technicians.

- The data obtained from surveillance trapping helps determine the need for, and

location of, adult mosquito control applications and will be entered and maintained in VDCI's proprietary database.

- This environmentally focused program will use adult mosquito control applications as the final resort when mosquito populations surpass designated thresholds.

## **VDCI's Mosquito Surveillance & Laboratory Resources**

**In-House Larval and Adult Mosquito Identification** is critical to accurate surveillance and timely response to spikes in vector and nuisance mosquito populations. While VDCI technicians are trained to perform larval field ID to the genus level, larvae may be periodically brought to VDCI's labs for comprehensive identification to the species level. VDCI ensures that highly trained lab ID specialists, who have access to high quality stereo zoom microscopes and scientific keys, perform the identification of both larval and adult mosquito species.

✈ **Management:** All VDCI surveillance and laboratory services are managed by Dr. Michael "Doc" Weissmann. Dr. Weissmann holds a Ph.D. in Entomology from Colorado State University. Dr. Weissmann is a renowned expert in Dipteran biology and taxonomy.





✧ **Personnel:** VDCI has 8 full-time field surveillance and laboratory technicians trained in mosquito trap operations and taxonomic identification of larval and adult mosquitoes to species level. All adult mosquito surveillance trapping will be done in-house and will not be subcontracted. Operation of the adult mosquito surveillance trap network will be completed by trained employees of Vector Disease Control International.



✧ **Equipment:** The VDCI Surveillance Laboratories are fully equipped with 8 stereo zoom binocular microscopes, including one video/photographic microscope capable of projecting microscopic images onto computer screens or to projection equipment for wall sized viewing.

VDCI owns and maintains more than 150 CDC dry-ice baited Light Traps and 20 Reiter Gravid Traps and all associated equipment and hardware

✧ **Infrastructure:** VDCI has over 500 sq. ft. of devoted Surveillance Laboratory facilities and an additional 100 sq. ft. of trap maintenance and dry ice storage space. In addition to the abovementioned equipment, VDCI's lab facilities include other important equipment such as a deep freezer, multiple computer workstations, mobile dry ice holding containers, and a fleet of small fuel-efficient vehicles specifically designated for surveillance operations.

✧ **Technology:** All data generated and collected by the Surveillance and Laboratory staff is entered into VDCI's database system **within 24 hours** of processing.

## Adult Mosquito Control Services

- In keeping with the framework of an IMM approach to mosquito control, VDCI will focus on minimizing the use of chemical pesticides and understands that adulticides

are the last resort when dealing with the biting adult stage of the mosquito. The program offered by VDCI will implement adult mosquito control applications as a final resource option, in the interest of public health and safety, as well as environmental sensitivity. VDCI acknowledges and will execute the preference of biological controls, larvicides, over chemical controls, adulticides.

To control adult mosquitoes that exceed pre-set threshold levels or present a public health threat due to mosquito infections rates or elevated vector populations, a prescription-based adulticiding program will be used. VDCI has not and will not subcontract ground-based adulticide applications. All vehicles and equipment used in adult mosquito control operations will be owned and insured by VDCI.

- The use of chemical adulticide spray applications to control adult mosquitoes will be performed according to the following guidelines:

- Permethrin/PBO formulations such as Pursuit 4-4, Kontrol 4-4, and Permanone RTU (or other products with similar/less toxicity as approved by the Town), will be applied within the EPA registered application rates via Ultra-Low Volume (ULV) dispersal equipment.

- Truck-mounted ULV dispersal will be the primary application method (ATV or hand-held ULV equipment may be used where appropriate). All ULV equipment shall be calibrated as needed, but not less than once annually.

- Adulticide applications may be used *only* when nuisance or vector mosquitoes cannot be controlled to satisfactory levels by any other means (e.g. water management, vegetation control, biological controls, larvicide, etc.) and when any one of the following conditions exists:

- There is an imminent threat of mosquito-borne disease transmission as directed by the Town of Ignacio, or
    - When 60 adult mosquitoes are collected from any permanent or “floater” CDC mosquito trap in a given night.

- The treatment of a mosquito harborage area with residual materials is called a barrier application. Harborage areas are typically cool protected places where adult mosquitoes rest during sunny, hot daylight hours. Treating these harborage areas with residual insecticides not only gives immediate control of existing adult mosquitoes but will also prevent the rapid reinfestation. This type of application is usually accomplished by power backpack or ATV-mounted sprayers.

- Residual Barrier Applications are offered at an additional per service cost to residents within the contract area. The price of each application is determined by the size and complexity of the treatment area, as determined by qualified VDCI personnel.

# **VECTOR DISEASE CONTROL INTERNATIONAL, LLC.**

## **ATTACHMENT "A"**

### **2020-2022 Proposed Service Cost**

**October 2, 2019**

#### **Town of Ignacio Mosquito Control Program**

VDCI has designed a larval and adult mosquito surveillance and control program for the Town of Ignacio based on the Town's interest in executing environmentally sound integrated mosquito management methods.

The following prices are quoted on a complete seasonal basis and will be fully earned. The complete seasonal cost will not be exceeded without the approval of Town of Ignacio. The services detailed below, offered by VDCI, are specifically designed for the Town as a strategy to preclude local mosquito-borne disease transmission and associated problems from mosquito annoyance. Please see the previous services description pages for more detailed information. This proposal includes all labor, insecticides, vehicles, equipment, liability/auto/workers comp. insurance coverage, administrative support, and overhead expenses.

#### **A. General Services**

1. Liability/Auto/Workers Comp Insurance Coverage
2. MosquitoLine® Customer Response System
3. ImmediateResponse® System
4. Geographic Information System (GIS)
5. Proprietary Online Database
6. Annual Report
7. Public Relations & Community Outreach
8. Quality Control

#### **B. Larval Mosquito Control Services**

9. Larval Site Inspections
10. Larvicide Application

#### **C. Adult Mosquito Control Services**

11. Adult Mosquito Surveillance
12. ULV Adulticide Application

## VECTOR DISEASE CONTROL INTERNATIONAL, LLC.

### ATTACHMENT "B" October 2, 2019 2020-2022 CONTRACTUAL SERVICE COST AGREEMENT

For the Town of Ignacio 2020-2022 Seasons Only:


Service costs include all labor, insecticides, vehicles and equipment, administrative support and overhead expenses. **Service Cost for 2020: \$9280.00**

**THREE YEAR CONTRACT:** This Integrated Mosquito Management Services Proposal is offered for a three-year period, 2020-2022 with a 3.0% annual price increase. *The yearly continuation of this project is subject to the appropriation of funds by the Town of Ignacio on an annual basis for this purpose.* Signing and returning the attached copy of the contractual agreement will authorize VECTOR DISEASE CONTROL INTERNATIONAL, LLC. to perform the service items contained in the Proposal, within the stipulated limits, for a period of three years, 2020 through 2022 seasons. The Town of Ignacio also agrees to the terms set forth in Attachment "A". These prices are complete and fully earned. Billing will be in 5 equal monthly installments (May - September). If new areas are to be covered they will be added at the current unit rate.

For acceptance of this Integrated Mosquito Management Services Proposal for a period of THREE YEARS (2020-2022), Sign Here:

Name (X) \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_.

For Vector Disease Control International, LLC.

Name  \_\_\_\_\_ Title Regional Director Date October 2, 2019  
Rob Kozar

---

Invoices should be sent to:

Name \_\_\_\_\_ Title \_\_\_\_\_  
Address \_\_\_\_\_ Phone \_\_\_\_\_  
City, State, Zip \_\_\_\_\_ Email \_\_\_\_\_

**Keep this copy for your files**



## VECTOR DISEASE CONTROL INTERNATIONAL, LLC.

### ATTACHMENT "B" October 2, 2019 2020-2022 CONTRACTUAL SERVICE COST AGREEMENT

For the Town of Ignacio for the 2020-2022 Seasons only:


Service costs include all labor, insecticides, vehicles and equipment, administrative support and overhead expenses. **Service Cost for 2020: \$9280.00**

**THREE YEAR CONTRACT:** This Integrated Mosquito Management Services Proposal is offered for a three-year period, 2020-2022 with a 3.0% annual price increase. *The yearly continuation of this project is subject to the appropriation of funds by the Town of Ignacio on an annual basis for this purpose.* Signing and returning the attached copy of the contractual agreement will authorize VECTOR DISEASE CONTROL INTERNATIONAL, LLC. to perform the service items contained in the Proposal, within the stipulated limits, for a period of three years, 2020 through 2022 seasons. The Town of Ignacio also agrees to the terms set forth in Attachment "A". These prices are complete and fully earned. Billing will be in 5 equal monthly installments (May – September). If new areas are to be covered they will be added at the current unit rate.

For acceptance of this Integrated Mosquito Management Services Proposal for a period of THREE YEARS (2020-2022), Sign Here:

Name (X) \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_.

For Vector Disease Control International, LLC.

Name  Title Regional Director Date October 2, 2019  
Rob Kozar

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Invoices should be sent to:

Name \_\_\_\_\_ Title \_\_\_\_\_  
Address \_\_\_\_\_ Phone \_\_\_\_\_  
City, State, Zip \_\_\_\_\_ Email \_\_\_\_\_

**Please Return This Copy To Vector Disease Control International**

2020-2022 Town of Ignacio Integrated Mosquito Management Services Proposal

Vector Disease Control International



**VECTOR DISEASE CONTROL INTERNATIONAL, LLC**

Protecting Public Health Since 1992

[www.vdci.net/colorado](http://www.vdci.net/colorado)

## VECTOR DISEASE CONTROL INTERNATIONAL, LLC.

### ATTACHMENT "B" October 2, 2019 2020 CONTRACTUAL SERVICE COST AGREEMENT

For the Town of Ignacio 2020 Season Only:

Service costs include all labor, insecticides, vehicles and equipment, administrative support and overhead expenses. **Service Cost for 2020: \$9460.00**

**ONE YEAR CONTRACT:** This Integrated Mosquito Management Services Proposal is offered for a one-year period, 2020. Signing and returning the attached copy of the contractual agreement will authorize VECTOR DISEASE CONTROL INTERNATIONAL, LLC. to perform the service items contained in the Proposal, within the stipulated limits, for a period of one year, 2020. The Town of Ignacio also agrees to the terms set forth in Attachment "A". These prices are complete and fully earned. Billing will be in 5 equal monthly installments (May - September). If new areas are to be covered they will be added at the current unit rate.

For acceptance of this Integrated Mosquito Management Services Proposal for a period of ONE YEAR (2020), Sign Here:

Name (X) \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

For Vector Disease Control International, LLC.

Name  \_\_\_\_\_ Title Regional Director Date October 2, 2019  
Rob Kozar

Invoices should be sent to:

Name \_\_\_\_\_ Title \_\_\_\_\_  
Address \_\_\_\_\_ Phone \_\_\_\_\_  
City, State, Zip \_\_\_\_\_ Email \_\_\_\_\_

**Keep this copy for your files**

## **Ignacio Police Department**

### **Monthly Report – May 2020** *KB*

As of this date (05/13/20) there are 68 confirmed cases of COVID-19 in La Plata County, with 1 fatality associated with the virus. There have been no staff exposures and we haven't had any one become sick from the Corona virus.

On May 8, 2020, additional non-essential businesses were allowed to open with strict guidelines. They included our hair salons. We had notice in our monthly town newsletter that we would provide masks to those businesses that needed them. So far, we have provided masks to SOCOCAA, Custom Cuts and Whitt's. We still have some left and will distribute them as requested.

As you are probably aware, the State of Colorado has predicted that it will face a tax short fall in excess of \$3-4 Billion dollars. We have received notification that the Joint Budget Committee will recommend to the Governor, that the State keep the funds normally associated with the Limited Impact Gaming Grant. Mark and I have decided to submit the grant this year anyway, as a "place-holder" in the event the State finds/gets additional monies and can fund some or all of it.

The School District is planning on a "Drive-by" graduation for its Elementary School students and the High School is doing a little more formal ceremony. I have reviewed their plans and our School Resource Officer will be present during both events to ensure we follow the Governor's guidelines on social distancing.

If you have any questions, please feel free to call me at 563-4206 ext. 301.  
Thanks.

Town of Ignacio Public Works Department  
May Staff Report  
5-18-20

Town of Ignacio received and completed 11 one call/811 tickets in the month of April.

Gas System

- PW reports 0 incidents in the month of April.

Water System

- PW reports 0 incidents in the month of April.
- PWD will start installing new water meters once we can receive some training on the new laptop system and drive by system. We must receive the proper training for the system before we install meters due to the fact that we have to program each individual meter as we install them, if we just start installing meters without learning the system first, and programming, we will run into issues.

Sewer System

- PW reports 0 incidents in the month of April.

Parks & Recreation

- Completed monthly inspections of Shoshone & Campbell parks.
- Playground equipment has been caution taped off for the safety of our kids with this COVID-19 pandemic.
- Trash at both parks will be checked once a week.
- Sprinkler systems are up and running at both Shoshone Park and Campbell Park.

Irrigation System & Storm Drains

- Towns irrigation system is running and will be monitored throughout the summer.
- PWD will continue to clean out storm drains and monitor the Browning Ave pipes for root infiltration.

Streets & ROW

- Street Sweeping will be done more frequently now that the weather is getting nicer.
- PWD will continue to fill potholes in all of the alleys weather permitting.
- Trash cans on Goddard Ave and Browning Ave will be checked once a week.

PWD Equipment & Maintenance

- PWD removed all snow plows and sanders and is prepped for summer time use.

Staff & Administration

- PW Director has all staff working on "rotation" type shifts, and no more than 2 guys working together at a time. As far as the on-call goes there has been no change and we are all taking turns with the on-call phone. With this shortage of PPE and face masks especially, all of my department have been wearing either hunting masks or bandanas as a form of protection on the face. If any of my staff show any signs of being sick they will be sent home to self-quarantine for 14 days as a precaution.
- "Spring Clean up" will be May 28th, 29th, 30th and 31st. Since we are not doing tickets this year we are encouraging residents to bring a utility bill as proof of residency.



# Town Clerk / Treasurer Report

May 2020

Honorable Mayor and Trustees,

## **Utility Billing:**

The most recent billing cycle has run the smoothest yet. I am thankful for Ocianna and Morgan's help in getting the bills out. I have been working on annual reports for the Public Utilities Commission, the Department of Revenue, Federal reporting of gas, water quality reports, cross-connection annual report, etc.

## **Audit:**

Dee and I have spent quite a bit of time on this over the past three to four weeks; I believe we are approaching the end of their questions. The audit is usually done on-site and takes 2-3 days; however, it has all had to be done remotely with items getting scanned and emailed to the auditors and then follow-up questions coming to us via email, which involves more research, scanning and emailing.

## **Licensing:**

I will report next month on the number of licenses (Animal, Business, and Business Service).

## **Events:**

**May 25:** Happy Memorial Day!

## **Town of Ignacio Online:**

I continue to update the website and Facebook page with information regarding the Corona Virus and links to resources. This has begun to slow down a bit now that we have transitioned to the Safer At Home Order from San Juan Basin Public Health.

## **Record Keeping:**

Nothing new to report in this area.

## **Liquor Licensing:**

The Rose Café is waiting on background checks and then they will submit their application.

## **Treasurer:**

The finance reports for the month of April 2020 were included in the consent agenda.

I would be happy to answer any questions you may have. Thank you.

Tuggy



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## Town Managers Report

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**DATE:** May 14, 2020

**REPORT PERIOD:** April 16, 2020 – May 15, 2020

This report focuses on items within the Town Board Meeting Agenda and also on work completed during the report period listed above.

### **TOWN BOARD MEETING AGENDA ITEMS**

#### **VI. NEW BUSINESS:**

- A. Vector Disease Control (VDC) Contract Discussion: In the 2020 budget we budgeted for \$9010 in mosquito control, which was based on the 2019 contract. VDC submitted a contract for 2020 that had a 3% increase or total of \$9280, which is \$270 more than budgeted. Additionally, they stated they would hold that cost if we agreed to a three (3) year contract. If not, subsequent years would see a 3% increase. I would like direction from the Town Board on what they'd like to do with this contract. The VDC proposal is in your packet. Please contact me with any questions.
  
- B. COVID-19 Update – Town Facility Reopening Discussion: At our previous meeting we discussed the re-opening efforts for businesses in Ignacio relative to the San Juan Basin Health District orders and which went into effect on May 8<sup>th</sup>. So far, business activity and reopening in Ignacio has gone smoothly with only minor infractions. The Police Department contacted businesses before the reopening and shared information and employee protective masks or face coverings, if needed. We will continue to monitor this and work with businesses. Also at our previous meeting we discussed the reopening of Town Hall and other Town facilities. The Police Department has remained open and fully staffed and functional. The Public Works Department has been working on reduced shifts with a variety of tasks being completed daily. Administrative staff have also been working reduced shifts with some work being completed remotely and in the office. To date, we have responded to all calls or emails, in all departments, and believe we have met the needs of our citizens and covered essential Town services during the Stay At Home and Safer At Home periods. Staff is regularly updating the Town of Ignacio website and our Facebook page with information as it is received. My recommendation at the last meeting was to keep Town Hall closed to the public until after Memorial Day or to the end of the month, and stated that we would like to discuss this in more detail during this meeting. This recommendation was based on concerns regarding high infection rates in San Juan County, NM, and also on the SUI's continued Stay At Home order. Chief Phillips and I have both completed Self-Certification Forms with SJBH and are prepared to re-open based on your direction. Note that San Juan County is still seeing major infection rates. Please give some thought to the desired reopening of Town Hall and feel free to contact me with any questions.

## **VII.D TOWN MANAGER REPORT**

Staff Work: Staff continues to work remotely and around Town and Town Hall with staggered crews and shifts, all with the intention of reducing contact and maintaining social distancing. We continue to communicate through various channels and maintain regular communications. Work is still ongoing with the 2019 audit and Dee and Tuggy continue to respond to the auditors questions and needs as they are also working remotely and needing information usually obtained from field work completed on-site. All immediate tasks are being handled and we're working on other items if possible. Moral again seems to be steady with no visible problems. We will continue to work through this and the issues as they present themselves.

Planning Commission: The Planning Commission has not met since the closure of Town Hall and no new planning items have been submitted requiring PC review. The final draft Land Use and Development Code (LUDC) is complete and awaiting PC review. A summary of changes document has also been prepared and details on changes that have occurred between the old and new draft LUDC. The PC Chairman and I will schedule a meeting sometime in June to resume PC work and activities.

Project/Grant Work: Work on all grants continues including grant administration work. Details are listed below on each specific grant:

- Water Infrastructure Project/EIAF Grant – This project is complete and a final reimbursement request has been processed now that water meters have been ordered and delivered. Work is needed on the billing coordination that will be required with the new meter and meter reading system. Chris will report on the water meter installation plans.
- Entry Signage work is now complete on the sign installations, however the work associated with the lighting is still ongoing. We are looking at different solar powered options for these signs and have not finalized a system with San Juan Signs. Hopefully we can get this work done soon.
- Becker/Goddard Intersection – SEH is continuing work on the intersection design and we have been communicating with CDOT. We hope to have the final design completed in May and onto CDOT for their extensive review and approval. We need to coordinate a time to meet with the School District to discuss cost sharing of this project. I will work with the superintendent on this and see if we can establish a meeting date and time that I can share with you and see if it works. Please contact me on any questions you may have.
- Water Service Extension – We are working with Mr. Walker and SEH to determine the best source of water for the lots associated with the Walker First and Second Addition Subdivisions. We have identified an alignment and I'm currently working on an easement for this waterline. Please contact me if you have any questions.
- Broadband Planning Grant – I have submitted a broadband planning grant application to DOLA for this project. Enclosed in your packet is the scope of work to be completed by NEOconnect, once we receive grant approval. This project should start soon after grant award and will be completed in approximately six (6) months. We hope to utilize the old steel gas pipe that is abandoned in the ground and save significant expense to open alleys and streets to lay conduit and fiber optics. This plan when complete will provide the necessary details for a possible public/private venture and grant funding from other sources such as USDA. Funding is allocated in the budget for this project. Please contact me with any questions.



- Rock Creek Development Planning Grant – I have submitted a grant application for this planning grant for the Rock Creek property. The scope of work prepared by SEH is enclosed and details the work associated with this project. Discussions with DOLA indicate that there is discussion on funding housing plans overall but our Regional Rep (Patrick Rondinelli) is very supportive of this project and the overall need to fund housing planning grants. Please review the scope of work and let me know if you have any questions. You'll find after reviewing the scope of work that there are several meetings planned and the eventual plan will have three (3) different scenarios that will be associated with different development options. There is also a housing study that will be first completed early in the project. This project is also slated to begin once funding is received and should be completed in an approximate six (6) month time frame. Funding is allocated in the budget for this project. Please contact me with any questions.

Strategic Planning and Organizational Assessment: Sandhya Tillotson has reached out to the Town Board and staff and asked that you sign up for a zoom or conference call so she can begin her work with you. Please use the calendar to complete your appointment.

Planning/Building: Work has slowed due to the virus impacts but we still are meeting with customers and businesses on building and planning issues/questions. I have been in communication with our Building Inspector on building and code enforcement issues and we are on top of matters within the Town. We are also taking this time to look at updating our building code and a webinar is scheduled next week for review of the 2018 building code, which may be the code we move towards vs. the 2015 code.

Vendor Discussion: We have a request from the food vendor who has set up next to Town Hall during holiday weekends to set up for an extended period (2-3 weeks) following a Memorial Weekend service. Based on the current local impacts and orders in place, I would like to talk with the Town Board regarding this request. Please contact me if you have any questions.

Raw Water Irrigation Easement: The irrigation system is now charged and been providing water to customers since May 5<sup>th</sup> once we received water from the BIA. We are addressing a few leaks and connection issues but the system is up and running from ditch water only. No work has been expended on the irrigation easement.

Jurisdiction Agreement: We are prepared to meet with you to discuss the latest draft agreement and will coordinate this once we resume some sort of meeting norm. Again, we have conveyed to Chairman Sage that this is a low priority for us at this time, and she concurred. We will get to this when circumstances permit.

MEETINGS ATTENDED – I continue to have numerous daily conference calls and webinars regarding the local and state response to the COVID-19 crisis. I am also exchanging multiple emails and phone calls on related town matters and projects. The Mayor and I had a remote meetings Chairman Sage and vice Chairman Frost, and we will continue to meet remotely as scheduled.

Please contact me with any questions on the above material or if in need of anything. Thanks!





**NEO Proposal for the Town of Ignacio, Colorado  
Creation of a Broadband Infrastructure Master Plan  
April 2020**

Contact and Preparer of Document:

Diane Kruse  
NEO Connect  
PO Box 2664  
Glenwood Springs, CO 81602  
Contact: 970-309-3500  
Email: [diane@NEOconnect.us](mailto:diane@NEOconnect.us)  
Website: [www.NEOconnect.us](http://www.NEOconnect.us)

## Technical Description of the Project

The Town of Ignacio (the “Town”) is applying for this technical grant to conduct a Broadband Infrastructure Master Plan (the “Study”) to improve broadband services for the municipality. Currently the Town lacks much-needed broadband infrastructure to support public safety, healthcare, education, economic development and Internet connectivity for existing homes and businesses. With the COVID-19 crisis, the lack of broadband infrastructure has only compounded the impact on the Town’s citizens, leaving most of the Town in the dark. Citizens are not able to conduct business, provide adequate remote-learning for students, offer telemedicine alternatives for those suffering from the corona virus or mental health issues that have been further exasperated by fear and isolation from the pandemic. COVID-19 has shed greater light on the widening of the digital divide between cities and towns that have adequate broadband services and those that do not.

The purpose of the Study is to provide leaders of the Town with information needed to analyze, select and implement the best broadband deployment solutions within the Study area. The Study will then be used to apply for the USDA ReConnect Program and/or other grant programs that may become available through the stimulus response to COVID 19. The Study is new and does not duplicate any previously funded work for the Study area.

The Town has several goals of the Study to improve its data and Internet connectivity for various entities. Here are the goals for the Study:

1. **Gigabit Internet for Government Operations.** The Town has a goal to connect all of its government operation buildings with a Gigabit fiber connection, allowing for synchronous speeds of 1000 Mbps.
2. **100/20 Mbps Internet Capacity in Homes and Businesses.** Our ultimate goal is for all businesses and homes to have access to at least one wired broadband provider delivering a minimum of 100 Mbps download with upload speeds of at least 20 Mbps. The Town will most likely not become an Internet Service Provider; and rather, would seek partnerships with other companies to provide last mile services to the homes and businesses.
3. **Detailed Budget for the Broadband Costs and Detailed Plan to enable us to apply for \$20+million Grant.** As discussed, the Town will use the deliverables of the Study to prepare an implementation grant for federal funding programs available through the USDA Reconnect Program and/or other stimulus funding to improve broadband services.

The short-term benefits of the Study will be to create a roadmap, develop partnerships, create the design and capital cost estimates needed to apply for implementation grant funding. The Study will also provide a financial model including staffing requirements, operating expenses and a go-forward path for implementing a sustainable approach to improving broadband services.

The long-term benefits of the Study will be robust Internet and data services for all homes, businesses, government entities within the Town, as well as reliable, and resilient paths for servicing the Town’s Internet backhaul.

The Study will provide an engineering assessment of new or expanded broadband services; an estimate of the cost of building or expanding a broadband network; a determination of the transmission medium(s) that will be employed; identification of potential funding and/or financing for the network; and consideration of financial and practical risks associated with developing a broadband network.

## **Scope of Work/Expected Outcomes/Requirements**

The Study will address the following Scope of Work, expected outcomes and requirements.

### **Section A – Current Environment & Market Study/Survey**

- Review of the existing competitive environment
  - Complete an inventory of existing broadband networks within the Study area, including capacity, ownership, and availability for use by other network providers. Include their services, pricing strategies and coverage area.
  - Map the location of the existing broadband infrastructure and broadband-related electronics and available broadband speeds available by providers. This information shall be provided in a format usable by local and County GIS systems.
  - Provide an assessment of the services available to our existing and prospective businesses and how that impacts our economic development efforts.
  - An overview summarizing the information above shall be developed for Town

### **Section B – Technology Options**

- Determine the best technology path for the Town based on current environment and market study.
  - What are the broadband capacities and considerations that are necessary now and in the future that will enable our region to be economically competitive?
    - What technologies can provide broadband service at those speeds?
  - Where are the technologies best suited to the various areas of the study area based on geography and demographics?
  - What are the technologies best suited for schools, libraries, hospitals, public safety, the Town's government locations, education, and community support organizations?
- Options for services provision to include:
  - An approach that looks at options to meet all of the broadband goals defined above
  - Mix of technologies and phased build out plans with multiple platforms preferably scalable to 1 gigabit
  - Business models and pro forma to be analyzed to include but not be limited to:
    - Build on existing networks: Options to combine or collaborate with existing providers to provide middle and last mile coverage to underserved and unserved, with special emphasis on leveraging existing networks

## Section C – Partnership Options

- Provide examples of who might be a prospective partner with a brief summary of how each relationship would function.
- What sectors, groups, and individuals may help our region achieve the broadband goals? Please identify synergies and sharing opportunities that exist with providers and customers to include but not limited to:
  - ISP Providers, Telecoms, Cooperatives, Statewide telecom networks, Government entities, NGOs, K-12 and higher education, including library system, Healthcare providers and the industry and business community
- Provide a list of financing including summary of how they could be used and examples of projects from other parts of the State or Country including, but not limited to general obligation bonds, revenue bonds, grant funding, public/private partnerships, etc.
- Provide a list of all potential broadband infrastructure grant and loans funds and when they will become available.
- Provide an analysis of the current study area and what locations would be eligible for different funding programs, depending on specific program requirements.

## Section D – High Level Design and Capital Cost Estimates, Financial Model

- Conduct pre-engineering study(s) at sufficient depth to estimate costs and approximate implementation timeframes for full network implementation.
  - This evaluation should include an assessment of all available mainstream high-speed technologies either alone or in combination and include an assessment and consideration of both Fiber to the Premise (FTTP) and wireless technologies.
  - Assessment of primary and redundant backhaul connection between local network and the Internet.
  - Define the proposed service area and create a conceptual fiber route and high-level design to provide the greatest coverage.
  - Use algorithmic tools to combine the map data with historical cost data to provide an estimated cost to offer scalable broadband service for all options identified. Costs will be calculated by service area and anticipated route miles to determine capital costs for fiber optics mainline, access equipment, routers, and switches. Costs should be all inclusive of any design, initial configuration, and installation costs.
- Prepare financial projections for the anticipated high-level design including:
  - Operational Cash Flow for expenditures
  - One time and recurring capital expenses
  - Business and technical expertise as needed, including additional staffing requirements

## Consultant Information

The Town of Ignacio plans to retain the consulting firm, NEO Connect to conduct the Study. Here is the background information on the consulting firm.



NEO Fiber, Inc., doing business as NEO Connect, is a Colorado-based firm that was formed in 2010, and has offices in Denver and Glenwood Springs. We are a privately-held, woman-owned business. Although the majority of our projects are located in Colorado, our experience spans more than 200 broadband-planning and implementation projects across the United States, Canada and the U.S. Virgin Islands. Recently, NEO completed the State of Tennessee's strategic broadband plan, assisting the State in developing policies, strategies and funding mechanisms to improve services throughout many of its economically distressed counties. In Mississippi, we have developed, built and operated one of the first FTTH project in the state. That project expanded from a single master planned community to working with nine large municipalities to bring Gigabit services to all of their constituents. In recent years, we have worked on broadband projects in Florida, Utah, the Virgin Islands, Michigan, Minnesota, Kansas, Mississippi, Illinois, and Arizona.

In the last five years, NEO has become a leader in municipal broadband planning in the State of Colorado. We have provided planning, evaluation, management, and/or implementation services for twenty-five (25) of the state's sixty-four (64) counties, and for forty-nine (49) cities and towns statewide. The vast majority of these projects have been rural, grant-funded efforts aimed at enabling economic development, educational opportunities, public safety, government accessibility, and lowering costs and improving services for all.

### Background and Experience

NEO is one of a handful of companies in the industry that has first-hand experience in planning, community engagement, design/engineering, business modeling, financing, owning, and operating fiber optic, wireless and FTTH networks.

NEO has provided feasibility studies for the following entities; many of which include regional councils of governments, economic development councils, local municipalities and counties and school districts. We have not listed all of the communities and counties for our regional projects to save space. Below is a sampling of our team members clients:

- Jeffco Schools
- City of Arvada
- City of Westminster
- Region 10
- City of Grand Junction
- Town of Estes Park
- El Dorado County, CA
- Garfield County, CO
- Southwest Colorado Council of Governments
- Town of Ignacio, MN
- Stearns County, MN
- UC2B, Illinois
- Teller County, CO
- Routt County, CO
- Town of Mount Washington, MA
- Chattanooga EPB
- City of Nashville
- Iowa DOT
- Michigan DOT
- City of Batavia, IL Rural Nebraska Healthcare Network
- KGP
- City of Highland Park, IL
- Arizona Hospital and Healthcare Association

- ExteNet
- Chicago Transit Authority
- City of Ottumwa, IA
- City of Aurora, IL
- Ammon, ID
- E-470 Public Highway Authority
- Colorado Springs School District #11
- Five Colleges Net
- Mid-Atlantic Broadband Cooperative
- Illinois Rural Health Net
- MassBroadband 123
- Iowa Communications Network
- State of Connecticut
- Colorado DOT RoadX
- Boulder Valley School District
- Mass Technology Collaborative
- Ports of Oakland, Los Angeles, Long Beach, Corpus Christi, Baltimore, Miami, USVI Port Authority, Houston
- Sho Me Technologies, MO
- San Miguel County, CO
- U.S. Virgin Islands NGN
- Moffat County, CO
- State of Tennessee
- State of Colorado
- Atlanta BeltLine, Inc.
- Verizon
- Delta Montrose Electric Association
- Blue Ridge Internetworks
- Ting/Tucows
- Google Fiber
- State of Tennessee
- Gilpin County
- Clear Creek County
- Cedar Networks
- Pitkin County
- Southwest Colorado Council of Governments

As CEO of her previous company Zoomy, NEO's Diane Kruse provided financial planning and raised the needed capital to build Zoomy's many master-planned communities projects. Additionally, NEO and Kruse have consulted with Blue Ridge Internetworks (BRI), a broadband provider based in Charlottesville, VA. Kruse consulted with BRI's management team and successfully raised \$24 Million in equity and debt financing for the company. This year, NEO worked with local service provider, Cedar Networks in successfully raising equity and debt financing through an acquisition of the company. In addition to extensive financial planning experience with broadband providers, NEO and Kruse have exceptional experience working with municipalities and counties in financial planning for broadband development (see client list above). In all of our projects, we have created banker-ready, financial plans and models capturing capital cost requirements, and pro-forma financial statements and financing options.

NEO has consulted with all of its clients in regards to regulatory issues and the challenges of the legal landscape. This work has included assisting communities, counties and school districts with understanding and managing their position in federal regulatory and state legislative issues, tax law, franchise agreements, rights of way management, dig once and shadow conduit policies, and with easements and perfection of easements for telecommunications and commercial use. We have also consulted our clients on state regulatory barriers, franchise agreements and city and county policies and ordinances.

NEO team has worked directly with all of our clients in business community analysis and guidance surrounding broadband services. These include working with over 200 municipal and county projects. Another private sector project that is important to highlight is NEO's engineering partner, work with Google Fiber. Working with Google has sharpened our engineering and business staff, requiring our team to deliver new technologies and ideas in regards to implementation and reducing the capital costs of FTTP construction methodologies.



To highlight, NEO has extensive knowledge and experience in managing the implementation of broadband networks. NEO has provided project management services for the Virgin Island Next Generation Network, a \$100 Million project connecting anchor institutions in St. Croix, St. Thomas and in St. John. We provided project management for UC2B's implementation of their FTTH and middle mile project, Sho Me Technologies' implementation of FTTH and middle mile fiber, and Pavlov Media's implementation of FTTH services throughout their region. In the past two years, we have managed Region 10's implementation of their middle mile project throughout Western Colorado, managing their grant application process, their final design and engineering and their construction of the network. We are currently working with Delta Montrose Electric Association (DMEA), managing their grant application and grant compliance requirements for six grant areas deploying FTTH technology. We provide project management for all of their state grant endeavors in Colorado.

Our engineering partner, EX2 is providing construction management and project management for several projects. These include Herndon's smart city initiatives, Ammon Idaho's FTTH project, the City of Atlanta's Beltline project and numerous other FTTH projects.

We truly believe our ability to create partnerships with incumbent and new service providers, other government entities and non-government organizations sets us apart from our colleagues in the industry. NEO's team has negotiated partnerships with school districts, power companies, healthcare companies, incumbent providers, pipeline entities, inter-governmental agreements, and infrastructure owners. With Colorado's Region 10, middle mile construction costs would have been \$75 Million, if not for the partnerships developed by NEO. We effectively identified and negotiated access to existing fiber owned by regional utility providers, bringing the cost of the network build down to \$17 Million. NEO then worked with the Colorado Department of Local Affairs (DOLA) to secure two rounds of grant funding, which was leveraged by an Economic Development Administration (EDA) grant, bringing the total cash outlay to \$3 Million to build the \$75 Million project.

## NEO's Team

Projects requiring unique human capital specialties must have dedicated specific resources throughout the life of the project to ensure success. We have assembled a highly qualified team of industry experts to address each of your needs. Each person brings something special to the project that could not be achieved with only one or two individuals. Our collective team has the experience, education and ability to execute your project in a methodical manner using time-tested proven processes.

Below are the bios of the team members who will be working on the Town of Ignacio project.

### DIANE KRUSE, PRESIDENT & CEO, NEO



Diane is the founder and CEO of NEO. She has worked with numerous clients in across the country including CDOT, the City of Boulder, the City of Greeley, Town of Windsor, Town of Estes Park, Region 10, Delta Montrose Electric Association, the City of Westminster, the City of Arvada and dozens more. She has worked with 45 of the 65 counties in the State of Colorado and 49 of the State's municipalities.

Kruse has founded four successful telecommunication companies and is providing consulting services for start-up organizations, high-growth companies and Fortune 500 companies. She has 32 years of telecommunications and energy industry experience, the last 21 years as an entrepreneur starting and managing successful telecommunication, energy and start-up companies. Prior to NEO, she was the CEO of Zoomy, a leading firm in the FTTH industry that specialized in FTTH design/engineering and construction for municipalities, rural telecommunications companies and real estate developers. In addition to providing engineering and construction services, Zoomy also owned and/or operated multiple FTTH networks throughout the country.

Diane is an experienced leader and visionary with an excellent track record of managing complex and diverse projects. Diane currently serves as Chairman of the Broadband Communities' Summit, an organization that is critical in shaping the national conversation about broadband. Diane will be the lead consultant for this project.

#### **JIM ENGLISH, LEAD PROJECT MANAGER, NEO**



Jim has recently joined NEO's team as a Lead Project Manager and Consultant. Prior to joining NEO, Jim was the Executive Director of Information Technologies for Colorado Mountain College (CMC). Jim was responsible for the Information Technology Department, and includes Strategic Technology Planning, IT Security, Application Services, Service Desk, Desktop Support and Network Services. Jim was with CMC for 28 years and was instrumental in the strategic development and deployment of a private high-speed data network that connects all of CMC's locations, campuses and student population. Before CMC, Jim was the Director of Information Services for Eastern New Mexico University – Roswell, and he spent over three years as a faculty member teaching information technology. Jim holds a Bachelors of Business Administration and a Master of Business Administration from Eastern New Mexico University. Jim is the co-chairman of Club 20's Telecommunications Policy Committee.

#### **CHAD RENFRO, EIT, PROJECT MANAGER, eX<sup>2</sup> TECHNOLOGY**



Chad Renfro, EIT, will lead the overall program's preliminary design and engineering services effort. He has more than 12 years of telecommunications and fiber optic industry experience, much of it as an Engineering Manager. Chad's previous experience includes positions as a Design Engineer, Engineering Project Manager, Project Manager, Director of Strategic Development and Sales and Specifications Engineer. He is an expert in site selection consulting, fiber optic counts and sizing, conduit design, telecommunications and fiber optic engineering/FTTH engineering, adherence to safety standards, scheduling and budgeting and day-to-day project management responsibilities. Chad holds a Bachelor of Science in Electrical Engineering from the Georgia Institute of Technology and is a registered EIT.

#### **JAYSON SWOPE, VP OF ENGINEERING, eX<sup>2</sup> TECHNOLOGY**



Jayson Swope has over 20 years of experience in the telecommunications and critical infrastructure industry. He leads the eX<sup>2</sup> engineering group and has extensive experience overseeing communications and critical infrastructure engineering teams across the nation. Jayson is responsible for all project specific systems design engineering, integration, testing and acceptance of large-scale communications and security systems. He has received numerous certifications, is a lauded industry conference speaker and was named Security Dealer Magazine's "Top 20 Under 40" Most Influential Leaders in 2011. Jayson holds a Bachelor of Science degree in Engineering from Iowa State University.

#### **JAY JORGENSEN, VP OF OPERATIONS, eX<sup>2</sup> TECHNOLOGY**



Jay Jorgensen, eX<sup>2</sup> VP of Operations, is responsible for exceeding customer expectations by bringing complex networks to completion, on time and within budget. Jay has held operations and executive management roles within the telecommunications and security industries for more than 20 years. He oversees strict adherence of contract specifications as well as eX<sup>2</sup>'s stringent safety and quality standards. Jay has overseen large capital projects at a management and executive level for a wide range of customers. Jay holds a Bachelors of Business

Administration in Finance from the University of Iowa.

#### **JIM BUHRDORF, P.E., OSP ENGINEERING MANAGER, eX<sup>2</sup> TECHNOLOGY**

Jim is a licensed Professional Engineer in 13 states with more than 20 years of experience designing, estimating and administering contracts for multi-million-dollar fiber optic infrastructure construction projects, including designing FTTH networks for Cambridge NE, Bartley NE, East & West Lafayette IN, Logansport IN, Monticello IN, Westfield IN, Greenwood IN, Thornton IN, Crawfordsville IN, Huntington IN, Ammon ID, and Mount Washington MA. Prior to joining eX<sup>2</sup>, Jim served as the Director of Engineering for MetroNet, Inc., an internet, voice and IPTV provider, based in Evansville, Indiana. Under Jim's direction, MetroNet designed, built and operated 22 FTTH networks in rural to mid-sized communities throughout suburban and rural communities in Illinois and Indiana. Jim holds a Bachelor of Science in Engineering with a minor in Mathematics and Chemistry from Iowa State University.

#### **ROGER BRANDENBURG, LEAD ESTIMATOR, eX<sup>2</sup> TECHNOLOGY**

eX<sup>2</sup>'s Lead Estimator, Roger Brandenburg will provide estimates and bill of materials for the capital costs for the network. Roger has 20+ years of experience in OSP design, network estimating, ROW permitting and environmental permitting and is a Certified Fiber to the Home Professional (CFHP). He has successfully completed complex communications and critical infrastructure projects for private companies and large governmental entities across the country.

#### **MONTE WOODS, SR. CADD & GIS TECHNICIAN, eX<sup>2</sup> TECHNOLOGY**

Monte Woods is a 20+ year veteran CADD operator with exceptional relevant experience in developing engineering and design drawings for municipal construction and permitting packages. As an expert in his field, he understands GIS-based design and leverages AutoCAD for routine design drawings. He has worked alongside eX<sup>2</sup>'s Jim Buhrdorf for over 15 years, on thousands of fiber-optic design projects across the nation, including countless, multi-million-dollar projects for critical public infrastructure.

Monte completed his Associates Degree in Drafting and Engineering Design from the Metropolitan Community College and studied GIS at the University of Nebraska at Omaha.

### **GIS, Engineering and Consulting**

In addition to our core team listed above, each of our respective organizations brings a host of engineers, GIS-mapping specialists, project managers and consultants.

## **NEO References**

Below are NEO references where our firm has performed similar work to what is being requested for the Study.

### **TOWN OF ESTES PARK, POWER AND LIGHT**

**1) Project Information:** This planning project was financed with the assistance of an Economic Development Authority (EDA) grant for broadband planning and preliminary design and engineering services. NEO completed a business plan and feasibility analysis for fiber optics, and a FTTH network for the Town of Estes Park. Our Scope of Work included community engagement and meetings with the key business leaders and existing service providers and infrastructure owners within the region. We conducted a preliminary design and engineering plan with estimated capital costs for many business models for consideration. We addressed their traffic and parking issues with integrating a smart parking and kiosk information system, connected to the Town's fiber optic network.

**2) Project Name:** Town of Estes Park Power and Light Broadband Plan

**3) Project Location:** Estes Park, Colorado

**4) Project Type:** Broadband Feasibility and Strategic Plan, Financial Modeling

**5) Client Information:** Estes Park's influx of people during the summer months impacts traffic congestion, parking, Internet service and cellular services. An outage can take down emergency 911 services, broadband, banking and credit card authorizations. Slow service impacts their tourism as people have come to expect robust broadband services, even while on vacation. The plan provided a go-forward strategy for implementing FTTP with proposed phases and funding sources. The plan provided a recurring revenue, sustainable approach and strategy for leveraging existing assets and implementation of the FTTP project.

**6) Client Name:** Town of Estes Park Power and Light

**7) Client Contact Name, Title, Address, Telephone Number and Email:** Reuben Bergsten, Director of Utilities, 570 MacGregor Avenue, Estes Park, CO 970.577.3583, [rbergsten@estes.org](mailto:rbergsten@estes.org)

**8) Completion Information:** The first plan was completed in 2016. Recently this summer, the Town of Estes Park has re-engaged NEO to further refine the financial model to be used in their negotiations with the various bond companies to finance the project.

### **IRON RANGE COMMUNITIES ST. LOUIS COUNTY, MN**

**1) Project Information:** NEO completed a feasibility study for the Town of Ignacio of Cherry, Chisholm, Hibbing, Mt. Iron and Buhl, working to create opportunities for partnership and the go-forward plan for grant funding opportunities to improve broadband services. Our Scope of Work included market analysis, community engagement and meetings with the key business leaders, existing service providers

and infrastructure owners within the region. We conducted a preliminary design and engineering plan with estimated capital costs for many business models for consideration.

**2) Project Name:** Iron Range Broadband Feasibility Study

**3) Project Location:** Iron Range Communities, MN

**4) Project Type:** Broadband Feasibility and Strategic Plan, Financial Modeling

**5) Client Information:** The township of Cherry recently was awarded funding through the USDA and will partner with service provider, CTC to provide Gigabit broadband services.

**6) Client Name:** Iron Range Communities

**7) Client Contact Name, Title, Address, Telephone Number and Email:** Steve Giorgi, Executive Director, RAMS, phone: 218-780-8877, [SGiorgi@ramsmn.org](mailto:SGiorgi@ramsmn.org). Also contact Whitney Ridlon, Community Development Representative, IRRRB, phone: 218-735-3004, [whitney.ridlon@state.mn.us](mailto:whitney.ridlon@state.mn.us)

## Stearns County, MN

**1) Project Information:** NEO completed a feasibility study for Stearns County, MN, which included identifying current fiber assets and existing service providers, identifying key partnerships, creating a network plan, estimated capital costs, and a go-forward strategy for targeting funding. Our Scope of Work included market analysis, community engagement and meetings with the key business leaders, existing service providers and infrastructure owners within the region. We conducted a preliminary design and engineering plan with estimated capital costs for many business models for consideration.

**2) Project Name:** Stearns County Broadband Feasibility Study

**3) Project Location:** Stearns County, MN

**4) Project Type:** Broadband Feasibility and Strategic Plan, Financial Modeling

**5) Client Information:** The County has a strategy and plan for improving broadband for its unserved areas

**6) Client Name:** Stearns County

**7) Client Contact Name, Title, Address, Telephone Number and Email:** Michael Williams, County Administrator, phone (320) 656-3601, [Michael.Williams@co.stearns.mn.us](mailto:Michael.Williams@co.stearns.mn.us)

## REGION 10

**1) Project Information:** This planning project was financed with the assistance of an Economic Development Authority (EDA) grant for broadband planning and preliminary design and engineering services. Region 10 is a non-profit organization based in Montrose. Region 10 hired NEO Connect to put together a blueprint for improving broadband for the six-county region. The geographic footprint of Region 10 is the same size as the State of Vermont, and therefore, putting together a broadband strategy that was cost effective was a difficult task. The plan included connecting all of the counties and communities with fiber, building carrier neutral locations within each community to serve as a meet-me point for service providers and to build fiber within each community to numerous anchor institutions.

If this network were to be built now, the total costs for network construction would be \$50 - \$70 Million. NEO was able to identify existing fiber owned by several power and electric companies and cooperatives and was able to negotiate access to this existing fiber for almost nothing. This brought the total costs of the network down from \$50 - \$70 Million to approximately \$17 Million. Region 10 received grant funding for broadband implementation from the Department of Local Affairs (DOLA) and from the

Economic Development Administration to build the network. With use of grant funding, this resulted in cash outlay from Region 10 members of \$3 Million to build the network.

NEO Connect also oversaw the implementation of this network. The network supports 1 Gbps and 10 Gbps connectivity between all points on the network, providing abundant, reliable and affordable Internet and data services throughout the region. Working with NEO to facilitate use of existing assets and to leverage grant funding resulted in over \$47 - \$67 Million in capital cost savings for Region 10 and its member communities and counties.

**2) Project Name:** Region 10 Strategic Broadband Blueprint

**3) Project Location:** Montrose, Delta, San Miguel, Hinsdale, Gunnison and Ouray Counties in Colorado.

**4) Project Type:** Broadband Feasibility and Strategic Plan, Public Private Partnership Negotiation, Design and Engineering, Construction and Project Management of Implementation

**5) Client Information:** Successful implementation and build out of the middle-mile network in the first of two phases is complete. Phase Two work is underway and scheduled for completion in 2020. Region 10's goal of creating a regional Next-Generation, Gigabit Network is nearly complete. The plan provided a go-forward strategy for implementing and middle mile regional network and working with local service providers to provide Gigabit services to homes and businesses.

**6) Client Name:** Region 10 League of Economic Assistance Program

**7) Client Contact Name, Title, Address, Telephone Number and Email:** Michelle Haynes, Executive Director, 145 South Cascade, Montrose, CO, 970.765.3122, [mhaynes@region10.net](mailto:mhaynes@region10.net).

## EL DORADO COUNTY, CALIFORNIA

**1) Project Information:** This planning project was financed with the assistance of an Economic Development Authority (EDA) grant for broadband planning and preliminary design and engineering services. NEO provided consulting services for El Dorado County's broadband initiative to build Fiber to the Premise throughout their entire county. The estimated capital costs are in excess of \$500 Million and therefore, model development, financial modeling, development of partnerships is critical for this project's success. NEO provided consulting, feasibility and program support as the County is weighing its options for a potential November 2020 vote on a property tax assessment.

**2) Project Name:** El Dorado County Broadband Plan

**3) Project Location:** El Dorado County, California

**4) Project Type:** Broadband Feasibility and Strategic Plan, Financial Modeling, Capital Cost Projections

**5) Client Information:** El Dorado County is a primarily rural area of California, located east of Sacramento. South Lake Tahoe sees a large population increase during winter ski season and summer tourist season. Other parts of the county are rural and mountainous, making fiber optic construction challenging.

**6) Client Name:** El Dorado County

**7) Client Contact Name, Title, Address, Telephone Number and Email:** Shiva Frentzen, County Board of Supervisors, El Dorado County, Placerville, CO 530.621.5651, [shiva.frentzen@edcgovus](mailto:shiva.frentzen@edcgovus).



## Work Plan

Prior to the kick-off meeting for the Study, our team will conduct preliminary research on the existing service providers and utility providers, their reported services, availability, advertised speeds and pricing. We will also pull together national data available on the study area in terms of existing services and gather data on known fiber, conduit and tower facilities. We will also compile preliminary lists of key anchor institutions and stakeholders. During the kick-off meeting, we will map out key critical dates, on-site meetings and milestones of the project.

After this meeting, we will begin **Phase One** of the project. This phase includes engaging with the existing service providers and utility companies to determine what services are available today, any plans for upgrades and determination of potential partnerships. Also, during this phase of the work plan, we will identify and map fiber, conduit, tower facilities, and other assets. This phase will help us determine current needs, current services, availability, affordability and pricing, community feedback, actual speed test results and existing assets. It will also inform us of potential partnerships to further explore.

Deliverables: Needs and market assessment report. Regulatory review, Maps in a GIS-based tool of existing assets.

**Phase Two** work includes identifying gaps in services, providing a number of technology options and levels of investment and the respective projected capital costs of all of these options. We will identify a number of strategies for consideration, including wireless, fiber, Fiber to the Home/Business and partnerships.

Deliverables: Gap analysis with recommended potential projects.

**Phase Three** work includes putting this information together into a comprehensive business, operating and financial plan and final report.

We will provide a number of plans that are executable and specific to your project. Our team will provide a comprehensive presentation of the possible organizational and ownership structure for proposed broadband expansion. This information will not be a “boilerplate” presentation, but rather, will address the specific information gathered during research and planning, and the engagement process with the service providers. Additionally, our research of existing asset holders and their willingness to partner with the project will inform our planning and design strategies. We will also provide information regarding what is possible in terms of organization and network operations, as well as the pros/cons of each option under consideration.

During our engagement, we will identify opportunities for collaboration, joint builds, grants, etc. that will influence the prioritization of the project/needs. We will provide numerous options for consideration including strategic partnerships, specific targeted investments, financing and contracting models and Public-Private partnerships. The options will include policy changes, dark fiber leasing, open access, municipality-owned and controlled offering of retail services and potential public-private partnerships. We will provide options regarding the level of investment and the financial implications of each approach. The report will include of all issues and discussion of pros and cons of various

approaches, options for consideration regarding business models, Public-Private partnerships and public options.

Deliverables: Draft and final report, without financial models, but with funding opportunities. Report on partnership opportunities, list of financing options, list of grant and loans program, legal risk analysis, grant readiness and eligibility recommendations.

NEO's team will provide detailed financial models for the various approaches described above, and will strive to align these with the priorities of your economic development initiatives. The provided business and financial models will include capital investment required, potential services and partners, the operations and maintenance costs of execution of the plans and salary projections based upon need personnel, professional services, outsourcing, and operational and staffing needs. Our financial models provide flexibility to easily input various assumptions, variables and what-if scenarios. We will not evaluate a single option, but rather, will provide a number of various approaches and their financial outcomes.

Deliverables: Projected capital costs and maps of designed network configurations of various levels of investment and technology options (again, optional, if this is desired of the committee). Financial models, options, operational cash flows, capital expenses, organization support and community support.

### Budget Narrative

NEO charges an hourly rate of \$170/hour for their services. For travel-related expenses, we will pass through actual costs with a no mark-up. Below is our estimate for the Scope of Work. An excel worksheet is also provided as an attachment. NEO's not-to-exceed budget is \$50,000.



NEO Connect, Estimated Budget					
Town of Ignacio					
Broadband Feasibility Study					
Scope of Work					
	Estimated Hours	# of People	Total Estimated Hours	Hourly Rate	Total
<b>Preliminary Research, Kick-off meeting</b>					
Kick off preparation and meeting	4	1	4	\$ 170	\$ 680
Preliminary research	8	1	8	\$ 170	\$ 1,360
<b>Section A. Current Environment &amp; Market Study/Survey</b>					
Review the existing competitive environment, research	8	1	8	\$ 170	\$ 1,360
Assessment of utility providers and other potential partners	15	1	15	\$ 170	\$ 2,550
Project updates, meetings and presentations of findings	12	1	12	\$ 170	\$ 2,040
<b>Section B. Technology Options</b>					
Assessments of technologies, paths, use of existing fiber, etc.	10	2	20	\$ 170	\$ 3,400
Options and approaches	40	1	40	\$ 170	\$ 6,800
Project updates, meetings and presentations of findings	8	2	16	\$ 170	\$ 2,720
<b>Section C. Partnership Options</b>					
Summary of partnership opportunities	8	1	8	\$ 170	\$ 1,360
Financing options summary, examples, grant funding	8	1	8	\$ 170	\$ 1,360
Eligibility analysis of current study area, match up with funding programs	4	1	4	\$ 170	\$ 680
Project updates, meetings and presentations of findings	8	1	8	\$ 170	\$ 1,360
<b>Section D. Pre-engineering and Financial Projections</b>					
Identify projected capital costs for middle mile and last mile options, wireless and FTTP	30	2	60	\$ 170	\$ 10,200
Assessment of primary and redundant backhaul connection between local network and the Internet.	8	1	8	\$ 170	\$ 1,360
Business models and high-level proforma estimates for capital costs	30	1	30	\$ 170	\$ 5,100
Written Report, draft and final report	30	1	30	\$ 170	\$ 5,100
Project updates, meetings and presentations of findings	8	1	8	\$ 170	\$ 1,360
<b>Travel Costs</b>					
Hotel, per diem costs for 3 nights at \$350/night	3	1	3	350	\$ 1,050
				<b>Total Costs</b>	<b>\$ 49,840</b>

## Scope – Rock Creek III Conceptual Planning

SEH will work with Town Staff, elected and appointed officials and Town citizens to develop several (3) options for use of the 5.8 acre Town owned parcel that will best meet Town needs for now and the future.

SEH will conduct a total of 4 meetings in Ignacio:

- Kickoff Meeting
- Charette/Site visit,
- Town board meeting with initial concepts,
- Town board meeting with final deliverables.

As part of the project and to best determine appropriate housing mix, a housing needs study will be conducted in the early phases of the project. The housing needs study will analyze the existing housing stock, vacancy rates, incomes and levels of affordability unique to the Town. This information will be used to determine the housing product most needed in the Community.

The one day charette when possible and appropriate, will consist of a public site walk in the morning with any interested stakeholders and appropriate Town staff, utility providers and appointed and elected officials. We will then adjourn to Town Hall and brainstorm and sketch out possible and feasible development scenarios for the property.

Based on the information developed, SEH will prepare 3 concept plans (color rendered) along with construction cost estimates for each.

Once the concept plans have been reviewed by staff and the Town Council, SEH will prepare a 10 -page prospectus brochure to give to potential developer partners. This would include site renderings and images of potential housing types (single family, multi-family, apartments, etc). It would also include demographic information derived in part from the housing needs study, along with Town amenities, climate, quality of life, etc.

### Assumptions:

1. Mapping based off County GIS and available information from the Town. No other surveying is provided.
- 2 .Existing utilities are assumed from Town mapping
3. A work item that is not explicitly included is explicitly excluded.
4. No floor plans or architectural drawings. We will provide footprints for site plan and images of other product types that may be considered.
5. No archaeological or environmental work will be performed.