

Mar 26, 2024 10:15 AM |

## 📅 Weekly CCC Design Review Committee Meeting

Attendees: Ann Leppanen (Virtually) Janet Slowman-Chee (Via Phone) Erin Nelson  
Melanie Daniels Jennifer Davila

### ToB Update

- The ToB is working to finalize all the materials that the EPA Program Officer needed updated.
  - The ToB will be able to share the updated proposal by Thursday morning so that UDB will have appropriate time to review the documents.

### EPA Proposal Concerns

- April (EPA Program Officer) expressed concern over the proposal timelines as both UDB and ToB hope to be occupying the building by the end of 2025.
  - The Grant timeline has 3 years to be spent and our timeline will need to reflect all expenditures of EPA monies throughout the lifetime of the grant(into 2027).
  - Will update the grant proposal accordingly and account for administrative costs associated with the grant completion into 2027.
  - Will amend the grant language to reflect that renovation could possibly run into 2026 and funds could still be drawn down during that time.
  - We will also need to amend our start dates for projects as there are already discrepancies because of the negotiation period.

### Needs for the Partnership

- Paperwork that has been signed:
  - EPA specific Partnership Agreement
    - Linda has it and it still needs to be shared with the EPA project officer
  - Lobbying Agreement
    - Still unsigned but will be signed and returned to ToB by the end of the week.
- Procurement Policies
  - The ToB recently shared their procurement policies with UDB and is still waiting on clarification from EPA around what UDB policies will need.
    - The procurement policies may need to be exactly what ToB has but will get clarification.
  - General discussion about the specifics of ToB procurement and how sealed bids are handled.
    - It will be critical that our sealed bids will need to be explicit and concise so returning bids are similar and can be appropriately compared.
- The next meeting with the EPA project office will be April 1st.

### **Art Gallery/Archive Needs**

- It is possible that both the ToB and UDB will need to consider specialized fire suppression systems for both the UDB gallery and ToB archive spaces.
  - Will research and seek more information so that both parties are prepared for that as that project will be first to bid out.

### **CCC Building Space Allocation**

- Erin has created a map with more concrete floor areas based on discussion from the last meeting about space allocation in the building.
  - It is preliminary and only a starting point that both the ToB council and the UDB board can begin discussion from.
    - Clarify: is the daycare considered shared space?
- After removal of all shared and community space there is 9699 sq ft to split between the ToB and UDB.
  - UDB will take these figures to Friday Board Meeting in Durango as their figures matched the ToBs.
    - UDB : 6400 sq ft
    - ToB: 3200 sq ft
    - Shared: 8564.4 sq ft\
  - Will need to still discuss outside space but those improvements will not be included in the EPA grant parameters.

### **USFS Firewood program update**

- ToB was notified that the USFS had wood ready to deliver to the school yard and is ready to begin distribution in the next couple of weeks.
  - Looking to store wood in the NE corner of the yard on the paved area East of the Modular building.
- UDB will bring matter to Board members but agree it is a beneficial program for community members.
- Clarifications needed moving forward:
  - What type of wood is being delivered and what types of wood will the partnership accept moving forward?
  - What demographics are eligible for wood?
    - ToB will follow up with USFS to clarify who will be able to pick up wood.

### **Building priorities moving forward**

- \$40,000 for ToB will need to be used by the end of June for the fire suppression system.
  - The fire suppression system will be the most important project to get moving as agreements are finalized and grand deadlines approach.
- What will the process be for selecting vendors and contractors?
  - A sealed bid process will be used and the process of selection will need to be determined by both the ToB and UDB moving forward.
  - Both parties will need to collaborate to create a matrix of selection that all bids will be applied to.

- Will need both governing bodies to meet and make decisions.
- Suggestions:
  - ToB will need to open the bids in a public meeting, however, following the opening the DRC committee could assess and examine the bids for recommendation to respective governing bodies.
- This is a process that will need to be developed, ideally in the next DRC meeting or the one after.

### **Project Manager Position**

- It is essential that the position is posted as soon as possible and reviewed by both governing bodies.
- Set the PM timeline:
  - The position can be posted before the finalized agreement with the EPA with the stipulation that the position will be funded “dependent on funding.”
    - Possible that the position could be posted as soon as next week.
    - Will need to be posted 2 weeks
      - ToB requires positions to be posted in the newspaper 2 weeks
      - On the town website
      - On the Utah Department of Work Services website
      - At least three places in town
  - Possibly run the position from April 1st -12th
    - Will be decided by ToB as they refer to municipal requirements.
- UDB hiring procedures:
  - Only the Executive Director position is hired by the board of directors and the hiring process is left to the acting ED.
- April 16th is the earliest possible official hiring date for the new Project Manager

### **Preparations for the Next Meeting**

- UDB is planning to update the board on all the action items completed by since the last quarterly meeting in December 2023
  - Hopes to present on how far the project has come to help foster healthy relationship between ToB and UDB.
- ToB will share EPA updated plans with UDB by Thursday to share with UDB board members.

### **Action items**

- Share updated EPA Grant proposal with UDB (ToB)
- Get lobbying agreement signed by UDB ED (UDB)
- Procurement policy clarification for UDB
- Present USFS update to UDB Board of Directors and get next steps(UDB)
- Clarify who is eligible to receive wood from USFS (ToB)
- Begin groundwork for contractor and vendor selection for projects concerning the partnership. (Both)

- Double check hiring requirements for length of position posting (ToB)
- Upload Supporting maps with DRC meeting notes.