

## DRC MEETING NOTES

**Date:** Tuesday, June 18, 2024

**Meeting Type:**  
Regular Design Review Committee Meeting

**Called to Order:**  
2:03 PM

**Note taker:**  
Erin Nelson

**Attendees:**  
Erin Nelson, Jen Davila, Janet Slowman-Chee, Chriishana Johnson, Hank Stevens, Davis Filfred

### NOTES

**I. Project Manager Position**

Nelson reported that there have been two applicants so far. One applicant is a local. She works a few hours a month for the Town of Bluff as the community center manager and is interested in the renovation project. The second applicant appears to live in SLC and has an extensive marketing background.

Nelson voiced concern about the cost of travel, or finding housing for the applicant from SLC. Based on feedback from Davis and Slowman-Chee, we will determine whether Nelson should reach out to that applicant to conduct a phone interview to see whether it would be appropriate to schedule a full interview.

Filfred, Nelson, and Davila would be available on Tuesday, July 2nd to conduct interviews. Nelson will reach out to the applicants to schedule interviews.

Nelson stated that she wanted to leave the role open for another week to ten days to see if anyone else applies. The job was posted on the town's website, on LinkedIn, Indeed, in the Navajo Times for two weeks, in the San Juan Record, and on the online version of High Country News.

**II. EPA Grant SAM.gov Anti-Lobbying Form**

Nelson and Leppanen spoke to the EPA's Project Officer regarding the status of the grant. Nelson relayed the importance of getting UDB registered as an active entity in Sam.gov. Slowman-Chee is collecting documents that show the entity's physical address; Sam.gov can only use the physical address - no PO Boxes. Nelson will work with Slowman-Chee to get the process moved forward.

We also discussed the possibility of TOB creating a formal invoice for UDB, as TOB is the billing entity for utilities for the building and TOB is a governmental entity. We will explore the possibility of this as a valid proof of address for SAM.gov.

Slowman-Chee said that she has emailed David Everett regarding the Anti-Lobbying form, but has not heard back. She will try to reach out to the Ute Nation Attorney regarding questions about the form. This form does need to be signed and returned to TOB prior to UDB drawing funds from the EPA grant.

**III. Cultural Capital Grant Status**

Nelson reported that she is working with the grant agency to extend the contract to June 30, 2025 (current expiration date of June 30, 2024). Nelson reported that the remaining \$41K can still be used for Fire Suppression.

Slowman-Chee expressed that she wants to ensure the DRC and both board and town council have a clear understanding of exactly what funds are to be used for fire suppression.

<b>IV. Grants - Other</b>	No additional information at this time.	
<b>V. Solar Panels Logistics &amp; Transport</b>	<p>Leppanen has been working for months to secure a donation of solar panels for the CCC building. The City of Monticello has agreed to donate the panels that they received. We need to figure out a shipping and storage solution. We will get quotations.</p> <p>Nelson asked that the cost of transportation be jointly funded by Town of Bluff and Utah Dine Bikeyah. We will try to find a no-cost storage solution, however, the cost to transport needs to be confirmed.</p> <p>The town is working to identify a transportation solution in July; Monticello wants to get rid of them quickly.</p>	
<b>VI. Playground</b>	<p>Last week, a member of the Bluff Playground Committee approached the DRC to discuss placing a new playground in Bluff. They would like to have the facility located on the CCC property because it would be easily accessible, usable by families attending events at the CCC building, and could also be used by a future childcare facility if housed at the building.</p> <p>Filfred noted that Montezuma Creek was looking into a playground/water park, but nothing had yet come to fruition.</p> <p>Davila noted that there had been discussions in the past about a possible splash pad, but that the Playground Committee is currently just focused on playground equipment.</p> <p>Leppanen emailed a quotation from a playground company from a few years ago. The total cost is upwards of \$160-\$190K. The Playground Committee is not asking for any funding from the DRC, just permission/recommendation to place the equipment on CCC property.</p> <p>UDB is going to schedule a board meeting in the coming weeks; Davis and Slowman-Chee will present this idea to the board. Nelson will check with Mrs. Meyers to see if she's available to present to the board/answer any questions about the request.</p>	
<b>VII. Professional Services</b>	Nelson intends to present a drafted RFP for professional services during the June 25th meeting.	
<b>VIII. Organizational Tools / Project Management</b>	<p>Slowman-Chee recommended that we develop an organizational method to easily identify the project timelines, project prioritization, and which entities are responsible for which costs.</p> <p>We collectively agreed that we should schedule another joint Town of Bluff/Utah Dine Bikeyah meeting. Tentatively, the end of July would be beneficial so the Project Manager can meet both boards and we can jointly put together the organizational request from above. We talked about potentially meeting on Tuesday, July 23, 2024, but will continue to discuss what day will work best. We will pass this request on to Town Council, and UDB can discuss the date during their board meeting.</p>	
<b>Action Items</b>	Slowman-Chee/Nelson	Get UDB listed as "Active" in Sam.gov

	Nelson	Prepare Draft for Professional Services RFP
	Nelson/Davis/Davila	Conduct PM role interviews
Date of Next Meeting:	Tuesday, June 25, 2024 2:00PM	