

Town of Nederland  
NEDERLAND DOWNTOWN DEVELOPMENT AUTHORITY  
NEDERLAND COMMUNITY CENTER 750 Hwy 72 Nederland, CO 80466  
Multi-Purpose Room  
July 12, 2017  
AGENDA

---

A. CALL TO ORDER

B. ROLL CALL

C. PUBLIC COMMENT

D. CONSENT AGENDA

1. Approve meeting minutes from the June 21, 2017 meeting
2. Approval of warrants

E. INFORMATIONAL ITEMS

1. Financial Reports – Mandy Kneer

F. ACTION ITEMS

1. Elect Officers, Chair, Vice Chair and Treasurer
2. Recommend 2 Board Applicants to the Board of Trustees

G. DISCUSSION ITEMS

1. Discuss quotes from firms to run the Debt Authorization Election.
2. Approve letter/intro to the Master Plan / DDA board and member attendance at 7/18 BOT meeting

H. OTHER BUSINESS

I. ADJOURNMENT

NEXT REGULAR MEETING:

August 16, 2017 6:30 pm at the Nederland Community Center multi purpose room

The NDDA Board encourages citizen participation. Public hearings and the "unscheduled citizens" agenda item allow an opportunity to address the Board. Discussion is limited to 3 minutes. Please address your comments to the Board. Thank you for your cooperation. The NDDA Board may take action on any item included on this agenda, regardless of the heading under which such item appears. Discussion items may become action items if the Board determines that deferring final action on an item to a subsequent meeting is unnecessary or unwarranted and that taking immediate action does not compromise any third-party's rights. The NDDA Board of Trustees meeting packets and agendas are prepared by the Monday before the Wednesday meetings and are available on the NDDA website, [nederlanddowntown.org](http://nederlanddowntown.org). Copies of the agendas and meeting packet are available at no cost via email from [cindydowning0@gmail.com](mailto:cindydowning0@gmail.com) The information is reviewed and studied by the Board members, eliminating lengthy discussions to gain basic understanding. Short discussion on agenda items does not reflect lack of thought or analysis.

Town Of Nederland  
NEDERLAND DOWNTOWN DEVELOPMENT AUTHORITY  
NEDERLAND COMMUNITY CENTER 750 Hwy 72 Nederland, CO 80466  
Multi-Purpose Room  
June 21, 2017  
DRAFT MEETING MINUTES

---

A. CALL TO ORDER

Meeting called to order at 6:35 pm

B. ROLL CALL

Present: Jeffrey Green, Katrina Harms, Amanda Kneer, Susan Schneider, Brent Tregaskis  
Absent: Charles Wood and Peter Marshall had excused absences

C. PUBLIC COMMENT ON NON-AGENDA ITEMS (Speakers limited to 3 minutes)

Ron Mitchell of Nederland said he is skeptical of the Debt Authorization passing because there are no specific projects tied to the Master Plan.

Katrina Harms responded and said there will be projects attached to Debt Authorization that are identified in the Master Plan, and these projects will be finalized within the next month.

D. CONSENT AGENDA

1. Approve meeting minutes from the May 17, 2017 meeting

Motion to Approve the May 17, 2017 meeting minutes made by Brent Tregaskis, seconded by Amanda Kneer. Motion Approved unanimously.

2. Approval of warrants

Motion to approve the warrants made by Brent Tregaskis seconded by Susan Schneider. A roll call was taken and motion approved unanimously.

E. INFORMATIONAL ITEMS

1. Financial Reports – Mandy Kneer

Amanda said revenues are in and they have reallocated expenses, but she has discovered some clerical errors, and also has to include revisions made by the BOT to the budget. Amanda is going to fix the errors and also re-budget in the \$7,000 donation for Elizabeth Allen's project and the TARP money. Next month, she hopes to propose a supplemental budget.

2. Beautification projects (tentative) – Elizabeth Allen and Jessica Ansari

Jessica said she has been in touch with the Town of Fort Collins to find out their process on

painting the electrical boxes. She discovered that Fort Collins did a juried expedition where artists submitted applications for consideration, and this was turned into a big event for the town. Jessica also suggested that they could get sponsors, and also possibly the Nederland High School art class to help as well.

Katrina Harms asked Jessica to send her an email with a request for donation they desire so the DDA can discuss and hopefully approve if it fits into the budget.

## F. ACTION ITEMS

### 1. District Outreach for BOT

The Board discussed making some small changes to the Q & A for the Debt Authorization. Katrina is going to modify the document and then send it out to the NDDA Board next week so they can do public outreach.

### 2. Approve engaging the firm Collins Cockrel & Cole to become the Designated Election Official (DEO) and run the Debt Authorization Election.

Katrina said Boulder County declined to do the DDA Election because they do not have the capacity to do so. Thus, a designated election official needs to be hired and this company comes recommended by Boulder County.

Amanda Kneer said she would feel more comfortable getting another bid.

Brent Tregaskis asked about perhaps going in conjunction with the Town.

Katrina said she was not sure the Town would agree to running the election.

It was decided to table this discussion until the July meeting and tentatively schedule the meeting a week early (on July 12) so they can approve the resolution and question for approval by the BOT at their first July meeting. Katrina is going confirm this early meeting with the DDA within the next week.

## G. DISCUSSION ITEMS

No discussion items

## H. OTHER BUSINESS

No other business.

## I. ADJOURNMENT

Motion to adjourn made by Amanda Kneer, seconded by Susan Schneider. Motion passed unanimously and meeting adjourned at 8:15 pm.

## NEXT REGULAR MEETING:

To be decided and will be publicly posted upon decision.

The NDDA Board encourages citizen participation. Public hearings and the "unscheduled citizens" agenda item allow an opportunity to address the Board. Discussion is limited to 3 minutes and please address your comments to the Board. Thank you for your cooperation.

The NDDA Board may take action on any item included on this agenda, regardless of the heading under which such item appears. Discussion items may become action items if the Board determines that deferring final action on an item to a subsequent meeting is unnecessary or unwarranted and that taking immediate action does not compromise any third-party's rights.

The NDDA Board of Trustees meeting packets and agendas are prepared on Friday before the Wednesday meetings and are available on the NDDA website, [www.nederlanddowntown.org](http://www.nederlanddowntown.org). Copies of the agendas and meeting packet are available at no cost via email from [cindydowning0@gmail.com](mailto:cindydowning0@gmail.com). The information is reviewed and studied by the Board members, eliminating lengthy discussions to gain basic understanding. Short discussion on agenda



# AGENDA INFORMATION MEMORANDUM NEDERLAND BOARD OF TRUSTEES

Meeting Date: July 12, 2017  
Prepared By: Katrina Harms

Consent  Information  Action  Discussion

---

## **ACTION ITEM:**

Take nominations for and elect a Chair, Vice Chair and Treasurer.

## **SUMMARY:**

The NDDA Board must elect officers for 1 year terms starting July 1 and ending June 30 per the bylaws. (see attached) The Board will take nominations from the board and elect a Chair, Vice-chair and Treasurer.

Current officers are:

Katrina Harms – Chair

OPEN – Vice-Chair

Mandy Kneer – Treasurer

## **ATTACHEMENTS:**

Bylaw sections governing officers and election of officers



# AGENDA INFORMATION MEMORANDUM NEDERLAND BOARD OF TRUSTEES

Meeting Date: July 12, 2017  
Prepared By: Katrina Harms

Consent  Information  Action  Discussion

---

## **ACTION ITEM:**

Make recommendation to the BOT for the 2 board seats open with terms form July 1 2017 – June 30 2021

## **SUMMARY:**

There are 2 board positions open. The terms are from July 1 2017 – June 30, 2021.

Brent Tregaskis has applied for reappointment.

New applicants are:

Ron Mitchell

Gary Pekarak

Claudia Schauffler

Paul Conway

Applicants will have an opportunity to introduce themselves. The board will have the opportunity to ask questions of the applicants.

The board will vote for 2 applicants to be forwarded to the Board of Trustees for Appointment.

## **ATTACHEMENTS:**

Applications



**TOWN OF NEDERLAND  
STANDARD APPLICATION FOR  
APPOINTMENT OR REAPPOINTMENT TO TOWN  
ADVISORY BOARDS AND COMMISSIONS**

This is an application for appointment  or reappointment  to the  
**Nederland Downtown Development Authority**

Applicant Name:

BRENT TREGASKIS

Mailing Address:

P.O. BOX 1697 NEDERLAND, CO 80466

Street Address:

1697 HWY 119 NEDERLAND, CO 80466

Telephone number(s):

(303) 440 8700 XT. 295

Email address:

BRENT@EUDORA.COM

1) Are you applying as a Property owner or Business lessee? PROPERTY OWNER

- Physical address of property or business: 1697 HWY 119 NEDERLAND, CO 80466
- Mailing address of property or business: P.O. BOX 1697 NEDERLAND, CO 80466
- Position (Owner, manager if property is a corporation): GENERAL MANAGER
- Name of Business if a Lessee: N/A

2) If Property or business is not owned in an individual name, please list the type of ownership (LLC, Corporation, Trust, etc) and the name of the entity:

- Type of ownership: LLC
- Name of entity: EUDORA ENTERPRISES, LLC
- Your relationship to entity: GENERAL MANAGER

If Corporation or Trust is owner of the property/business, a letter from the Corporate Board, Managing Agent, or other Trustees authorizing applicant to make decisions on behalf of the Corporation must be attached.

If a NEW APPOINTMENT, please describe any special knowledge, abilities, background or interests you feel will provide a positive contribution to the goals and purposes of the board or commission for which you are seeking appointment. (Attach resume if desired or use an extra sheet of paper, if necessary.) If a RE-APPOINTMENT, please describe previous board(s) experience and contributions.

RECENTLY MOVED FROM BIG BEAR LAKE, CALIFORNIA  
WHERE I WAS VERY ACTIVE IN THE LOCAL COMMUNITY.  
SOME OF MY VOLUNTEER EXPERIENCE INCLUDES

SERVING ON THE CHAMBER OF COMMERCE BOARD ACTING AS PRESIDENT FOR 2 YEARS, BOARD MEMBER ON THE VISITOR'S BUREAU AND EVENTS RESOURCE OFFICE, CHAIRMAN OF GOVERNMENT AFFAIRS, MEMBER OF THE REGIONAL TRAFFIC ADVISORY COMMITTEE.

AS THE NON GENERAL MANAGER FOR ELDORA MOUNTAIN RESORT, I AM EAGER TO GET INVOLVED IN THE LOCAL NEDERLAND COMMUNITY TO SHARE MY VOLUNTEER EXPERIENCE & REPRESENT ELDORA AS A VIBRANT CONTRIBUTOR TO THE WINTER ECONOMY.

Please plan on attending the BOT meeting at which your appointment will be considered.

  
Applicant Signature

1/5/2015

**ELDORA**  
MOUNTAIN RESORT

**Brent Tregaskis**  
General Manager  
brent@eldora.com

P.O. Box 1697, Nederland, CO 80466  
Phone: 303.440.8700 Ext. 295 • Fax: 303.440.8797  
www.eldora.com • Mobile: 909.680.6008

**FOR OFFICE USE ONLY:**

Date of initial appointment: \_\_\_\_\_

Replaced (if applicable): \_\_\_\_\_

Date of term Expiration: \_\_\_\_\_

Date of reappointment: \_\_\_\_\_ Date term expires: \_\_\_\_\_

Date of reappointment: \_\_\_\_\_ Date term expires: \_\_\_\_\_

Date of reappointment: \_\_\_\_\_ Date term expires: \_\_\_\_\_

NOTES

Date of resignation or removal: \_\_\_\_\_



## BRENT G. TREGASKIS

Post Office Box 68, Big Bear Lake, CA 92315  
909.680.6008 tregaskis@charter.net

---

### PROFESSIONAL EXPERIENCE

- VICE PRESIDENT AND GENERAL MANAGER**, *Big Bear Mountain Resorts – Snow Summit Mountain Resort and Bear Mountain Ski and Golf Resort, Big Bear Lake, CA*  
*Owned/operated by Mammoth Mountain, September 2014 – present;*  
*Owned by Snow Summit Ski Corporation, 2002 – 2014;*  
*Owned by Booth Creek Ski Holdings, 1995 – 2002*
- 1998 – Present* General Manager of both resorts since Mammoth Mountain signed an agreement to purchase them in the fall of 2014. Oversee all aspects of planning, budgeting and operations; responsible for over \$45 million in annual revenues and more than 1800 employees at peak season.
- For the prior sixteen years, I was the General Manager of Bear Mountain, additionally serving for the last twelve as Profit Centers Manager for Snow Summit. Bear Mountain is primarily a day/weekend resort that averages 300,000 skier days per winter and owns and operates a golf course in the summer. In the last eight years, Bear Mountain has consistently been ranked in the top 10 terrain parks in the country by both industry and consumer magazine surveys. Bear Mountain has been the home to numerous high-profile events, including its own signature event, Hot Dawgs and Hand Rails, each September, and many winter competitions, concerts and exhibitions. Snow Summit is primarily a day/weekend ski resort with focus on the family market that averages 450,000 skier days annually and operates a very successful scenic chairlift, mountain bike park, retail, bike rental, and food and beverage service in the summer.
- 2002- 2014* In addition to being the General Manager of Bear Mountain, I was the Profit Centers Manager at Snow Summit, overseeing the Food and Beverage Departments, Rental operations, Snowsports Schools, and the Sports/Retail Shops. In each department, the yield has increased significantly. For example, comparing 2014 to 2007, the Food and Beverage yield increased over 35% at each area. Rental and Snowsports Schools yields increased between 30 and 35%.
- 1998 – 2002* Booth Creek originally brought me in as the General Manager of Bear Mountain mid-season to rectify numerous problems, specifically loss of market share, high employee turnover, low morale, weak profitability, and poor operational quality. I was the primary contact person for all regulatory and environmental agencies, working closely with the Forest Service, Air Quality Management District and utility companies, as well as local and county governments. During two years of negotiations for the sale of the resort, I was the point person and liaison with potential buyers. In that same two-year period, I helped increase the value of the resort by over \$2 million by raising ticket revenues, improving return per skier in all profit centers, decreasing turnover, and reducing operational costs.
- 1996 – 1998* **FOOD & BEVERAGE DIRECTOR / FACILITIES DIRECTOR**, *Jackson Hole Mountain Resort, Teton Village, WY*  
Responsible for all food and beverage operations on the mountain, comprised of several different restaurant facilities. I was hired to start the department virtually “from scratch,” as most food and beverage had been operating under concession agreements and JHMR decided to bring them in-house as the agreements expired. Under my leadership, the Food and Beverage Department contributed approximately five times as much profit to the corporation my first season as the concessionaires had the previous year. In my second season, I also became the Facilities Director, responsible for all building maintenance, nightly housekeeping of area buildings, and the operation of multiple parking lots.
- 1993 – 1996* **PROFIT CENTERS MANAGER**, *Snow Summit Mountain Resort, Big Bear Lake, CA*  
Responsible for all revenue/profit centers at the resort. Oversaw the managers of the Snowsports School, Rental and Retail Shops, while continuing as the General Manager of the Food and Beverage Department. Designed and implemented programs and marketing promotions to increase each department’s sales and profitability.

**BRENT G. TREGASKIS**

Post Office Box 68, Big Bear Lake, CA 92315  
 909.680.6008 tregaskis@charter.net

1985 – 1996

**GENERAL MANAGER**, *Summit Foods, Inc., Snow Summit Mountain Resort, Big Bear Lake, CA*  
 Responsible for all food and beverage operations, including four distinctly different restaurant buildings. Two facilities have full bar and entertainment lounges, and there were several outdoor barbeques and other remote points of sale. The combined five-month seasonal revenues were over \$3 million. Summer revenues from chairlift and mountain bike operations, mountain bike races, barbeques and catering were relatively small but growing. I worked closely with outside companies and the Marketing Department on major promotions and special events to promote the area and increase revenues. Hired in 1985 from Park City Mountain Resort as the Summit Foods Operations Supervisor, I became the Assistant General Manager and was then promoted to General Manager.

1984 – 1985

**MANAGER**, *Ogden Food Service, Park City Mountain Resort, Park City, UT*  
 Responsible for operations, hiring, training and coordinating all personnel in the base area cafeteria and Rusty Nail Saloon at the base of Park City Mountain Resort. Handled all advertising, promotions and booked entertainment.

**EDUCATION**

**Bachelor of Science Degree**, Utah State University

Business Administration – Marketing Emphasis

**Management Action Program (MAP)**, 2011

Multi-day program to evaluate and improve management and planning skills, with ongoing follow-up one-on-one and group telephone sessions and monthly emails.

**PROFESSIONAL & COMMUNITY ASSOCIATIONS**

2009 – Present

**Big Bear Lake Resort Association/Visitors' Bureau** - Director

This organization markets Big Bear in Southern California and the Southwest, and operates a Central Reservations service for Big Bear lodging.

1999 – Present

**Big Bear Chamber Of Commerce** - Director

2008 – Present Government Affairs Chair

2005 – 2007 President/Chairman of the Board

2004 Public Policy/Government Affairs Chair

2000 – Present

**Regional Traffic Advisory Committee** - Chair

Working to coordinate traffic control, road maintenance, emergency and snow removal efforts of CalTrans, California Highway Patrol, San Bernardino County Sheriff, City of Big Bear Lake, the Chamber of Commerce, and BBL Resort Association/Visitors' Bureau to the benefit of tourists, locals and businesses.

1998 – Present

**California Ski Industries Association** - Director

2013 - Present

**Big Bear Lake Events Resource Office Advisory Board** - Director

2013

**Career Institute Leadership Program** - Mentor

2006 – 2007

**California Ski Industry Association Task Force**,  
 in partnership with the USFS

1992 – 1996

**California Restaurant Association**

San Bernardino Mountains Chapter – President

California Restaurant Association State Board - Director

**ACADEMIC & PERSONAL ACHIEVEMENTS**

Big Bear Chamber of Commerce Director of the Year - 2012

Utah State University -

University Ski Team – four years; Assistant Coach, one year

Sigma Alpha Epsilon Fraternity - Served two terms as President, one each as Treasurer,

Rush and Social Chairman; "Greek Man of the Year"

Eagle Scout Award



**TOWN OF NEDERLAND  
STANDARD APPLICATION FOR  
APPOINTMENT OR REAPPOINTMENT TO TOWN  
ADVISORY BOARDS AND COMMISSIONS**

This is an application for appointment  or reappointment  to the  
Nederland Downtown Development Authority

Applicant Name: RONALD A. MITCHELL  
Mailing Address: PO BOX 17065 Boulder CO 80308-0065  
Street Address: 75 East First Street, Nederland CO 80466  
Telephone number(s): 303-618-9431  
Email address: ronaldamitchell@mail.com

- 1) Are you applying as a Property owner or Business lessee? Property owner \*
- a. Physical address of property or business: Bounded by 1st & 2nd, 119 & Snyder
  - b. Mailing address of property or business: P.O. Box 17065, Boulder
  - c. Position (Owner, manager if property is a corporation): \_\_\_\_\_
  - d. Name of Business if a Lessee: \_\_\_\_\_
- \* ALL PROPERTIES OWNED BY NEDERLAND CENTRAL BUSINESS
- 2) If Property or business is not owned in an individual name, please list the type of ownership (LLC, Corporation, Trust, etc) and the name of the entity: DISTRICT REDEVELOPMENT, LLC
- a. Type of ownership: Limited Liability Companies
  - b. Name of entity: NEDERLAND CENTRAL BUSINESS DISTRICT REDEVELOPMENT, LLC
  - c. Your relationship to entity: General Manager/Owner

If Corporation or Trust is owner of the property/business, a letter from the Corporate Board, Managing Agent, or other Trustees authorizing applicant to make decisions on behalf of the Corporation must be attached.

If a NEW APPOINTMENT, please describe any special knowledge, abilities, background or interests you feel will provide a positive contribution to the goals and purposes of the board or commission for which you are seeking appointment. (Attach resume if desired or use an extra sheet of paper, if necessary.) If a RE-APPOINTMENT, please describe previous board(s) experience and contributions.

B.S. from U of C in Mechanical/Structural Engineering and Business with Areas of emphasis in Finance, accounting, statistics, Real Estate and Urban Land Economics. 52 years in real estate development, →

management and operation. Have attended 17 downtown Colorado, Inc conferences, Two Colorado Municipal League Conferences, have a library of over 50 books on Urban & Small town development & redevelopment and have read and studied them all. Am familiar with grant proposal processes. Helped form the NDDA, have contributed \$5K to its formation, served as a board member and its Chair. Am passionate about helping bring about a bright future for the Town of Nederland.

Please plan on attending the BOT meeting at which your appointment will be considered.

Ronald A. Mitchell  
Applicant Signature

6/21/2017  
Date

**FOR OFFICE USE ONLY:**

Date of initial appointment: \_\_\_\_\_

Replaced (if applicable): \_\_\_\_\_

Date of term Expiration: \_\_\_\_\_

Date of reappointment: \_\_\_\_\_ Date term expires: \_\_\_\_\_

Date of reappointment: \_\_\_\_\_ Date term expires: \_\_\_\_\_

Date of reappointment: \_\_\_\_\_ Date term expires: \_\_\_\_\_

NOTES

Date of resignation or removal: \_\_\_\_\_



**TOWN OF NEDERLAND  
STANDARD APPLICATION FOR  
APPOINTMENT OR REAPPOINTMENT TO TOWN  
ADVISORY BOARDS AND COMMISSIONS**

This is an application for appointment  or reappointment  to the **Nederland Downtown Development Authority.**

Applicant Name: Gary Pekarek

Mailing Address: PO Box 3016, Nederland 80466

Street Address: 83 E 4th St

Telephone number(s): 720.775.4007

Email address: gpekarek@yahoo.com

Are you applying as a Property owner or Business lessee? Business lessee

- Location of property or business: 1 W 1st St #C
- Position (Owner, manager if property is a corporation): Owner
- Name of Business if a Lessee: Brain Freeze

If a NEW APPOINTMENT, please describe any special knowledge, abilities, background or interests you feel will provide a positive contribution to the goals and purposes of the board or commission for which you are seeking appointment. (Attach resume if desired or use an extra sheet of paper, if necessary.) If a RE-APPOINTMENT, please describe previous board(s) experience and contributions.

**Please plan on attending the BOT meeting at which your appointment will be considered.**

I was born and raised in Boulder County, and it feels great to be back! I have a Masters in Business Administration, am opening a new ice cream store, and want to contribute to Ned!

Applicant Signature

6/30/17  
Date



**TOWN OF NEDERLAND  
STANDARD APPLICATION FOR  
APPOINTMENT OR REAPPOINTMENT TO TOWN  
ADVISORY BOARDS AND COMMISSIONS**

This is an application for appointment  or reappointment  to the **Nederland Downtown Development Authority.**

Applicant Name: CLAUDIA SCHAUFFLER

Mailing Address: 582 MORNING STAR CIRCLE

Street Address: BLACK HAWK CO 80422

Telephone number(s): 303-517-0039

Email address: THESHOPNEO @ GMAIL.COM


Are you applying as a Property owner or Business lessee? BUSINESS LESSEE

- Location of property or business: 20 LAKEVIEW UNIT 106
- Position (Owner, manager if property is a corporation): OWNER
- Name of Business if a Lessee: THE SHOP

If a NEW APPOINTMENT, please describe any special knowledge, abilities, background or interests you feel will provide a positive contribution to the goals and purposes of the board or commission for which you are seeking appointment. (Attach resume if desired or use an extra sheet of paper, if necessary.) If a RE-APPOINTMENT, please describe previous board(s) experience and contributions.

**Please plan on attending the BOT meeting at which your appointment will be considered.**

MY RESUME REFLECTS MY JOB EXPERIENCE PRIOR TO  
JANUARY 2010. FROM THAT TIME TO NOW I HAVE  
WORKED AT PEOPLE'S CLINIC CLINICA FAMILY HEALTH.  
(SEE ATTACHED PAGE)

  
Applicant Signature

7-6-17  
Date

**FOR OFFICE USE ONLY:**

Date of initial appointment: \_\_\_\_\_

Replaced (if applicable): \_\_\_\_\_

Date of term Expiration: \_\_\_\_\_

Date of reappointment: \_\_\_\_\_ Date term expires: \_\_\_\_\_

Date of reappointment: \_\_\_\_\_ Date term expires: \_\_\_\_\_

Date of reappointment: \_\_\_\_\_ Date term expires: \_\_\_\_\_

NOTES

Date of resignation or removal: \_\_\_\_\_

Claudia Schauffler  
303-517-0039

I am currently the Operations Manager at People's Clinic in Boulder. I have included my job description for your review.

I moved to Gilpin County from Georgia in August 2005. Prior to moving to Colorado I visited from Georgia and always made my way to Nederland at least once per trip. When my life allowed it, I moved here.

I love this mountain community. Four years ago when I decided that I needed a plan for when I retired from Health Care, I bought The Shop, previously known as Bear Necessities. Retirement is now here, at least partially. I will still work part time at People's Clinic. I am stepping down as a manager to work on projects that interest me and benefit the clinic.

That being said as you can see my experience is primarily in health care and health care management.

My contributions to this board will be my commitment to Nederland and its success as we move forward. I love the small town community and celebrate the people and businesses that make it what it is today. I also recognize that change is inevitable and actually embrace it. Change and growth are a challenge that if managed well benefits all.

I would like to see Nederland become a destination for people looking to experience, even if only for a day or a week, our quirky fun lifestyle here. I would like to see existing businesses and some new ones be successful and contribute to the overall wellbeing of the entire community.

Thanks in advance for considering me for this position.

A handwritten signature in cursive script, appearing to read 'C. Schauffler', written in black ink.





## Position Description

### CLINIC OPERATIONS MANAGER

**Department: Operations**  
**Reports to: Clinic Director**

**Date Prepared: June 2009**  
**Location: All Clinics**

#### **OVERALL RESPONSIBILITIES:**

To uphold Clinica's mission to serve the medically underserved by providing the highest level of continuously improving quality medical care, health education and preventive services possible, embracing the values of:

- Service to Others
- Creativity
- Diversity
- Excellent Teamwork
- Do the Right Thing
- Make Clinica a Great Place to Work

**This job exists to:** Serve as coach and leader for the clinic, to problem solve and trouble-shoot operational issues at the site and provide support so the pods run effectively and efficiently at a strategic and tactical level, and assure operational consistency at all the sites.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

*(See Competency Assessment for detailed list of duties)*

- Day-to-day direct supervision/coaching of Office Technicians, Pharmacy Technicians, Medical Records, and Clinic Operations Technicians, including hiring/firing authority and performance appraisals.
- Orientation, education and training of new site staff in non-clinical activities (assisted by HR). Oversee that building orientation is administered for all new staff, visitors and volunteers.
- Provides Clinical administrative support:
  - Manages provider's schedules, including opening/blocking of weekly schedules and tracking of leave requests.
  - Creates and maintains clinician schedules.
  - Partners with Nurse Team Manager to assure high functioning teams and systems.
  - Coordinates with Nurse Team Manager to schedule alternative visits.
- Manages facility and equipment:
  - Manages all administrative and clinical equipment maintenance and repairs.
  - Coordinates resolution of IT and phone problems with IT staff.
  - Conducts bi-annual site safety inspection and safety drills.
  - Works with Axis Management to complete repairs and inspections.
- Oversees patient collections, safety, customer service and operational duties:
  - Cash collection and deposits to assure cash deposits are properly completed daily
  - All administrative tasks associated with the VFC, CLIA, OSHA, CWCCI and other programs, including managing injectibles and immunizations.
  - Conducts and/or oversees weekly, biweekly, and monthly audits on operating procedures, encounters and charts.

- Assures monthly and daily information is submitted as required (taxi vouchers, chart audits, daily encounters, etc.)
- Supervises ordering and inventory of vaccines, office and clinical supplies to assure all necessary supplies are available when needed.
- Follows up on "Your Comments Count" cards for operational issues.
- Primary contact for Pharmacy, Finance, HR, IT and other Department assuring that site-level department wide functions are handled appropriately.
- Actively seeks out initiatives for quality improvement:
  - Develops and implements operations related procedures and training.
  - Writes up, reports and follows up on all incidents that are operational in nature.
- Proficient in using, helping, and understanding My Clinica Connection. Serves in the MCC Superuser role (reference Superuser job description).

**OTHER DUTIES AND RESPONSIBILITIES:**

- Maintain a safe work environment:
  - Implement, review, apply and actively enforce the clinic's safety policies.
  - Support the safety program by actively looking for opportunities to improve safety practices and evaluate staff for safety practices and ergonomic issues.
  - Discipline staff when safety policies are violated.
- Compliance:
  - Knowledgeable of and compliant with laws and regulations governing area of responsibility.
  - Responsible for reporting any potentially non-compliant conduct.
  - Cooperate fully with our Compliance Officer in upholding our Compliance Plan.
- *The Thornton Clinic Operations Manager will provide operational support to the Dental Department.*

**SUPERVISION:** Yes

Responsibilities:

- Manage and coach staff.
- Initial and annual Performance Evaluations in conjunction with Nurse Team Manager.
- Disciplinary action as needed.
- Leadership and modeling of Clinica values.

**SCOPE OF AUTHORITY:**

1. Authority for hiring/firing and day to day coaching of staff.
2. Participate in decisions to terminate the employment of a staff member.
3. Maintain site facility and equipment.

Progress is reviewed quarterly and results are measured and formally evaluated annually.

**POSITION QUALIFICATIONS:**

**A. Education / Experience**

1. High School Diploma or GED. Bachelor's degree or some college preferred.
2. Three years of management experience required.
3. Minimum of 1 year of medical office experience preferred.

**B. Knowledge, skills and abilities:**

1. Flexible with ability to flourish in a team management system
2. Sensitivity to low income, ethnic minority community

3. Excellent problem solving and organizational skills
4. Proven leadership skills
5. Must possess good verbal and written communication skills.
6. Coaching skills
7. Bilingual Spanish preferred.
8. Excellent computer skills

**PRINCIPAL WORKING RELATIONSHIPS:**

- All Clinica employees and managers
- Patients
- Outside contacts such as community, other healthcare providers

**MATERIALS AND EQUIPMENT DIRECTLY USED:**

- Medical supplies and equipment
- Computer
- Data and data-based development and resources
- Telephone
- Office equipment

**WORKING ENVIRONMENT / PHYSICAL ACTIVITIES:**

- No risk of exposure to blood borne pathogens.
- Usual Medical office environment.
- Ability to travel from clinic to clinic as required.
- Evening or weekend work may be required.

# Claudia Schauffler

---

## Accomplishments

- Site Manager-Mountain Family Healthcare Center, Community Health Center, facilitated a redesign program at Black Hawk clinic.
- Acting Director of Case Management at Children's Healthcare of Atlanta. As director of Case Management I was instrumental in assisting in the successful transition to a new Electronic Medical Record system.
- Clinical manager of pediatric floor at Children's Healthcare of Atlanta, managed staff of 20, wrote and implemented clinical and departmental policies and procedures. Prepared for and reported to JCAHO.
- 10 years as a clinical Respiratory Therapist in the Pediatric ICU, Cardiac ICU, Neonatal ICU and General Pediatrics division.
- As Atlanta NOW Chapter Chair, I successfully lobbied the Georgia State Legislature on several important issues including legislation on Child Support and Custody and the "Drive Thru Delivery Bill."
- Chair and organizer of Atlanta's Sister to Sister Committee, a multiracial group whose mission it was to educate the women of the 4<sup>th</sup> Congressional District of Georgia on issues that impacted their lives.

## Professional Experience

### Site Manager-Mountain Family Healthcare Center Black Hawk -January 2008-February 2009

- Responsible for planning, coordinating, directing and monitoring all operational and financial aspects of the Health Center.
- Provide effective leadership to managers; supervisors and staff.
- Oversee the delivery of quality, cost-effective patient care.
- Available at all times to provide relief for all non-clinical positions including checking in and out patients, assisting in all aspects of billing and managing medical records.
- Responsible for managing and auditing the Medication Assistance Program for clinic patients.

### Billing-Mountain Family Healthcare Center -January 2007-January 2008

- Enter patient charges and diagnoses in NextGen software.
- Enter insurance, third party and patient payments in NextGen software
- Answer billing questions and troubleshoot problems from patients.
- Run reports in NextGen to find and correct errors in billing and charging.

### Acting Director of Case Management Children's HealthCare of Atlanta, Atlanta, GA - 1999 - 2001

- Responsible for ensuring that appropriate utilization of resources is accomplished through efforts that continuously improve the quality of patient care.
- Promote and facilitate patient movement through the healthcare continuum through development and implementation of processes and procedures which will ensure timely and proactive Case Manager Interventions.
- Coordinate, supervise and evaluate the Case Management program in order to facilitate cost effective, safe clinically appropriate and quality care

Claudia Schauffler  
582 Morning Star Circle  
Black Hawk, CO 80422  
Thehopped@gmail.com  
303-617-0039

- Develop and present training programs on pediatric case management and appropriate coding and billing practices for physicians and other clinicians.

#### **Pediatric Intensive Care Case Manager – Children’s HealthCare of Atlanta, Atlanta, GA ■ 1995 – 1999**

- Assess the physical, functional, social, psychological, environmental, and financial needs of patients in the Pediatric Intensive Care Unit; identify a cost-effective comprehensive plan to meet the families’ service needs, and implement the plan.
- Provide referrals to appropriate community resources; facilitate access and communication when multiple services are involved; monitor activities to ensure that services are actually being delivered and meet the needs of the client; coordinate services to avoid duplication.
- Assess the client’s formal and informal support systems.
- Monitor client’s progress toward goal achievement and periodically reassess changes in health status.
- Monitor the care plan to ensure the effectiveness and appropriateness of services; ensure that services are being delivered and meet the needs of the client.
- Act as patient advocate; identify and develop new community resources; assist with problem solving.
- Provide or assist in providing appropriate medical, nursing or other health care in the home and/or in a clinic setting as needed.
- Maintain accurate patient records; maintain patient confidentiality.

#### **Registered Respiratory Therapist – Children’s HealthCare of Atlanta, Atlanta, GA ■ 1983 – 1995**

- Clinical Respiratory Therapist in all aspects of Pediatric Respiratory Therapy including intensive care, general care, trauma team and pediatric transport, Egleston Campus
- Set up and operate devices such as mechanical ventilators, therapeutic gas administration apparatus, environmental control systems, and aerosol generators, following specified parameters of treatment.
- Provide emergency care, including artificial respiration, external cardiac massage and assistance with cardiopulmonary resuscitation.
- Work as part of a team of physicians, nurses and other health care professionals to manage patient care.

#### **Programming and Software Skills**

Microsoft Office, Microsoft Windows, Microsoft Publisher, Excel and NextGen Medical Software.

#### **Education**

Bachelor of Science in Allied Health – Georgia State University, Atlanta, GA ■ 1982

20 hours course work MBA – Troy State University, AL ■ 2000

#### **Community Service**

Past Board President Children’s Services International-International Adoption Agency Atlanta, GA

Chapter Chair Atlanta National Organization for Women

Chair Sister to Sister Atlanta, GA



**TOWN OF NEDERLAND  
STANDARD APPLICATION FOR  
APPOINTMENT OR REAPPOINTMENT TO TOWN  
ADVISORY BOARDS AND COMMISSIONS**

This is an application for appointment  or reappointment  to the  
**Nederland Downtown Development Authority**

Applicant Name: Paul Conway  
Mailing Address: PO Box 1624, Ned, Co  
Street Address: 60 2nd St. Ned  
Telephone number(s): 313-883-5254  
Email address: doc@dcnt.company

- 1) Are you applying as a Property owner or Business lessee? Business lessee
- Physical address of property or business: 60 2nd St.
  - Mailing address of property or business: PO Box 1624, Ned
  - Position (Owner, manager if property is a corporation): manager
  - Name of Business if a Lessee: Dcent Enterprises
- 2) If Property or business is not owned in an individual name, please list the type of ownership (LLC, Corporation, Trust, etc) and the name of the entity:
- Type of ownership: LLC
  - Name of entity: Dcent Enterprises
  - Your relationship to entity: MANAGER


If Corporation or Trust is owner of the property/business, a letter from the Corporate Board, Managing Agent, or other Trustees authorizing applicant to make decisions on behalf of the Corporation must be attached.

If a NEW APPOINTMENT, please describe any special knowledge, abilities, background or interests you feel will provide a positive contribution to the goals and purposes of the board or commission for which you are seeking appointment. (Attach resume if desired or use an extra sheet of paper, if necessary.) If a RE-APPOINTMENT, please describe previous board(s) experience and contributions.

I have a keen interest in improving Nederland properties (ie beautifying it!) I first came here in 1971 and have been living my "dream"

here for the last 13 years. I would love to see my Ned evolve into a more user friendly site, improve infrastructure yet keep it's "Ned charm". I have been on the Berlin Parks & Recreation board in Maryland & on the Maryland State Chimpractic Board. I am very familiar with statute & Regs interpretation. I've also worked on the National Arboretum with a landscape firm called Guy Rando & Associates. I believe my work speaks for itself.

Please plan on attending the BOT meeting at which your appointment will be considered.

  
Applicant Signature

2/5/17  
Date

**FOR OFFICE USE ONLY:**

Date of initial appointment: \_\_\_\_\_

Replaced (if applicable): \_\_\_\_\_

Date of term Expiration: \_\_\_\_\_

Date of reappointment: \_\_\_\_\_ Date term expires: \_\_\_\_\_

Date of reappointment: \_\_\_\_\_ Date term expires: \_\_\_\_\_

Date of reappointment: \_\_\_\_\_ Date term expires: \_\_\_\_\_

NOTES

Date of resignation or removal: \_\_\_\_\_



# AGENDA INFORMATION MEMORANDUM NEDERLAND BOARD OF TRUSTEES

Meeting Date: July 12, 2017  
Prepared By: Katrina Harms

Consent  Information  Action  Discussion

---

**DISCUSSION ITEM:** Options and discussion of debt authorization

**SUMMARY:**

Discussion of debt authorization election. Since there is little likelihood that the town will have an election in November or April, given that bond elections take a bit of time to set up, we are back to doing it on our own. We will have to spend the money on a firm to help us do it. Collins Cockrel & Cole have the endorsement of our legal counsel and have experience with special districts like our DDA.

Attached quote from CliftonLarsonAllen is lower but hard costs and legal/financial work costs are not included in their quote.

Discuss the option of borrowing money from town if we go over our current \$15000 budget. Legally we could borrow against our operating/mill levy fund.

**ATTACHEMENTS:**

Estimate from CliftonLarsonAllen





CliftonLarsonAllen LLP  
8390 East Crescent Parkway, Suite 500  
Greenwood Village, CO 80111  
303-779-5710 | fax 303-779-0348  
CLAconnect.com

June 10, 2016

Town of Nederland  
Nederland Downtown Development Authority  
c/o Katrina Harms  
P.O. Box 396  
Nederland, CO 80466

Dear Ms. Harms:

CliftonLarsonAllen (“CLA”) is pleased to serve Town of Nederland/Nederland Downtown Development Authority (hereinafter “you” and, collectively, “the Project”) for election administrative services for the debt authorization election for your Downtown Development Authority (DDA). Denise Denslow will be the relationship principal. Mathew Mendisco and Cynthia Beyer will be your CLA team. Our goal is to provide you with the services needed to help you successfully manage and guide your DDA through the election process. Below is the list of tasks we have identified which we feel can assist Nederland achieve its goal of a successful debt authorization election for its DDA.

- Create a timeline and provide guidance for creation, execution, implementation and running of the debt authorization election for the DDA;
- Coordinate the election process for the DDA from start to finish;
- Identifying and preparing the list of qualified electors for the debt authorization election;
- Preparation of any election forms necessary for the mail ballot election for the debt authorization election, including such items as the envelopes, secrecy sleeve and necessary filing of various documents;
- Assist legal consultant (which we can bring on or work with current counsel) preparing the ballot questions for the debt authorization election;
- Providing post election filing of various forms for the debt authorization election;

If you should require financial services related to this engagement please let us know and we can do an amendment to this agreement to include financial work. CLA is the premier local government accounting firm in Colorado and has the resources for your project’s financial need.

Once the respective project is completed, and they should require outsourced management and accounting services, CLA would greatly appreciate the opportunity to provide an engagement letter for those additional needed services.

**Our Fees and Payment Terms**

The charges for our work are based upon the time involved, degree of responsibility assumed and skills required, as well as administrative expenses. Based on the budget of the Town this DDA debt authorization election CLA has provided the following payment options:

1. Hourly rates as indicated below (estimated at \$9,000) plus hard costs.
2. A not-to-exceed of \$10,000 plus administrative costs.
3. A percentage payment basis that allows the City to pull the trigger on a percentage basis of the completed tasks for the DDA debt authorization election.

The hourly rates currently in effect for our services are as follows:

Principal	\$175 - \$192
Manager	\$110 - \$130
Administrative support	\$ 70 - \$100

If a bill is not paid within 60 days from its date, you agree that the unpaid balance shall draw interest at the monthly rate of 1 ½%, which is an annual percentage rate of 18%. In the event that any collection action is required to collect unpaid balances due us, reasonable attorney fees and expenses shall be recoverable.

**Agreed and Accepted**

This engagement letter constitutes the entire agreement regarding services to be provided to you and will supersede all prior agreements, understandings, negotiations, and discussions with us relating to the scope of services described in this letter, whether oral or written. This agreement may be supplemented only by other written agreements.

If the above terms are in accordance with your understanding and acceptable to you, please sign and date this agreement and send a signed copy to us.

We very much appreciate the opportunity to serve you and will be pleased to discuss any questions you may have.

Sincerely,  
CliftonLarsonAllen LLP



Denise Denslow  
Principal  
(303) 779-5710  
denise.denslow@CLAconnect.com

The services described in the foregoing letter are in accordance with our requirements and we understand and agree to the terms and conditions recited herein.

Town of Nederland

Nederland Downtown Development Authority

\_\_\_\_\_  
By

\_\_\_\_\_  
By

\_\_\_\_\_  
Title

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

## **The Engagement Team**

Assembling the right team of professionals to serve the DDA is one of our primary goals, and as you review the credentials of the team in this proposal, we hope you will agree with us that you will be served by a highly qualified engagement team. The primary team members to be assigned to this engagement are Denise Denslow as the Principal in charge, Mathew Mendisco as the Manager (Mathew is the CLA Responsible Manager at the State), Kim Herman as Asst. Manager, Stephanie Net as District Administrator, and Dawn Jones as Accountant. We have included Denise's and Mathew's resumes since they will be your primary points of contact.

### **Mathew Mendisco, Manager**

Mathew brings a variety of experience in both the public, as well as the private sector. His background includes planning, finance, small business consulting, grant writing, general governance, supervision and management. Mathew's experience in feasibility studies, associations, grants writing, local government, and in the private sector brings a good balance to our team. Mathew is the Responsible Manager for our Association practice and helps direct/oversee our Association management practice. He handles a wide variety of clients including management oversight of all our association clients and direct management of many of our special district clients, as well as assisting with several other clients. His services include management of general operations, budget drafting, and the coordination of consultants for districts and associations. Mathew has been with CLA since 2007.

Mathew is a manager who earned his bachelor's degree in political science and a master's degree in business administration with a minor in economics.

### **Cynthia M. Beyer, Manager**

For the past 27 years, Ms. Beyer has been involved in local government in many different ways. Early in her career, she worked as an Assistant District Attorney, prosecuting criminal cases with a 90% conviction rate. After moving to Colorado in 1995, Ms. Beyer focused on Colorado local government including water rights, real estate development, municipal law, elections, aviation, leasing, construction and metropolitan districts. Her background includes practicing as an attorney since 1989, gaining significant experience interpreting, drafting, and negotiating multi-million dollar contracts, handling municipal government affairs and transactions, and negotiating multi-million dollar contracts for local government services. Over the years, Ms. Beyer has made numerous presentations before Planning Commissions, County Commissioners, and City and Town Councils. Ms. Beyer is skilled in working with both small and large teams on contract portfolios (300+ contracts), navigating RFPs, RFQs and government regulations, training and public speaking.



# AGENDA INFORMATION MEMORANDUM NEDERLAND BOARD OF TRUSTEES

Meeting Date: July 12, 2017  
Prepared By: Katrina Harms

Consent  Information  Action  Discussion

---

**DISCUSSION ITEM:** Master Plan letter

**SUMMARY:**

Katrina drafted a letter to go with the Master Plan to highlight the 'low-hanging' and priority projects.

**ATTACHEMENTS:**

letter

July 10, 2017

The Nederland Downtown Development Authority (NDDA) is happy to present its 2017 Master Plan. You can read about the process in the plan itself, but as we send the final master plan out, and at the request of those who reviewed the final draft, I wanted to include a summary of the parts of the plan that the NDDA will be tackling as early as next year. These will be dependent on the passing of a Debt Authorization in November.

**Parking, pedestrian, and traffic flow improvements Lakeview, Conger, Big Springs and HWY 119.**

Improving the flow of traffic around the shopping center would help people navigate, whether on foot, bicycle or car quicker and safer. While working on improving flow we estimate we could increase parking spaces by about 30 just on the streets. Parking at Chipeta Park could also be improved and the capacity increased in an area that meets our goal of increasing parking outside of the downtown core.



**Signage and Wayfinding** There are several parking areas that are underutilized and by improving signage and wayfinding not only will people know where parking areas are, they will see signs at the parking areas that will help them get to their destination. We will also work on the entrances to town to let visitor know early on what to expect and how to get there.

**Events, Beautification, and Visitor Center** The NDDA is committed to supporting the events that both our residents and visitors continue to enjoy. We also want to help keep Nederland's downtown neat and clean for everyone. Another way to help businesses, events, and traffic is through the Visitor Center. We can make physical improvements and invest in the operations with a focus on information about the town and surrounding area for visitors and residents alike.

**Sustainability** As the NDDA works to enhance business opportunities in the downtown area, we will keep preservation and restoration of the amazing environment in which we live at the heart of the organization's development philosophy.

Please take some time to review the plan, learn about the NDDA and if you have any questions, please send me an email... [katrina@katrinaharms.com](mailto:katrina@katrinaharms.com)

On behalf of the NDDA Board of Directors I want to thank you for your continued support.

Katrina Harms,  
Chair, Nederland Downtown Development Authority