



ALAMOSA COUNTY BOARD OF COUNTY COMMISSIONERS

8900 INDEPENDENCE WAY ALAMOSA, CO 81101

MEETING AGENDA

8:30 AM

Vern Heersink, Chair, County Commissioner, District 3  
Arlan Van Ry, Vice- Chair, County Commissioner, District 2;  
Lori Laske, County Commissioner, District 1;  
Jason T. Kelly, County Attorney; Roni Wisdom, County Administrator;  
Jamie Greeman, Deputy County Clerk

A virtual conference room has been established for anyone who would like to join in to comply with Colorado Open Meetings Law. You may join in [Zoom Meeting ID#270-314-6874](#) or call in 253-215-8782 or 669-900-6833 and use Meeting ID# 270-314-6874. Access may be limited due to network capacity.

Persons speaking during Public Comment will be limited to three minutes. Except as otherwise provided by law no action or discussion shall be taken/conducted on any items not appearing on the agenda. Please address the Board as a whole through the Chair. Comments to individual supervisors or staff are not permitted. When addressing the Board, please state your name for the record prior to providing your comments. Any agenda item may be discussed and acted upon by the Board of Commissioners

March 11, 2026

Invocation

Pledge Of Allegiance

Approval Of The Agenda

Approval Of The General Business Minutes

- . February 25 Regular Commissioner Meeting Minutes

Documents:

[2-25 REGULAR COMMISSIONER MEETING MINUTES.PDF](#)

Approval Of The Bills/Obligations

Presentation From The Public

Consent Agenda

- . Treasurer's Fund Report

Documents:

[TREASURERS FUND REPORT.PDF](#)

- .. FY27 VAG Grant Application

Documents:

[FY2027 VAG GRANT APPLICATION.PDF](#)

.. SPMDTU Nomination Letter Of Support

Documents:

[LETTER OF SUPPORT SPMDTU LANDMARK NOMINATION.PDF](#)

. San Luis Valley RETAC MOU

Documents:

[SLV RETAC MOU FOR SECURE TRANSPORT 02-26-26.PDF](#)

.. Secure Transportation Policy Updates

Documents:

[ALAMOSA COUNTY POLICIES FOR SECURE TRANSPORTATION VEHICLE PERMIT 02-26-26.PDF](#)

## Public Hearings

. Minor Subdivision - Chad & Michelle Helfer - 4094 N County Rd 113 (Parcel 513908300316)

Documents:

[HELPER MINOR SUBDIVISION.PDF](#)

.. Text Amendment - Agricultural Subdivisions, Replats & Plat Vacations

Documents:

[TEXT AMENDMENTS.PDF](#)

## Executive Session

For a conference with the County Attorney for the purpose of receiving legal advice on specific legal questions under C.R.S. Section 24-6-402(4)(b);

## Appointments

. SLV Regional Airport Advisory Services

Documents:

[BOLTON AND MENK SUBMITTAL\\_ALAMOSA COUNTY\\_AIRPORT ADVISORY SERVICES.PDF](#)  
[LJA AVIATION\\_LETTER OF INTEREST AND QUALIFICATIONS FOR AIRPORT ADVISORY SERVICES.PDF](#)

. Recording Notification Service Fraud Protection Program

## Board And Staff Updates

Availability of Public Records: All public records related to an open session item on this agenda, which are not exempt pursuant Colorado State Statute, that are distributed to a majority of the legislative body will be available for public inspection at 8900 Independence Way at the same time that the public records are distributed or made available to the members of the legislative body. All supporting documentation is available for public review in the Office of the County Commissioners located at 8900 Independence Way, Alamosa CO 81101 during regular business hours, 8:00 AM to 4:30 PM, Monday through Friday.

In compliance with the Americans with Disabilities Act, those requiring accommodations for this meeting should notify the Commissioner's Office 48 hours prior to the meeting at 719-589-4848.

Alamosa County Commissioners Regular Meetings will recess for lunch from 12:00 pm - 1:30 pm



# Minutes of the Alamosa Board of County Commissioners Meeting

February 25, 2026 8:30 am Commissioners Chambers

Alamosa County Services Center, 8900 Independence Way, Alamosa CO 81101

---

## Members Present:

Vern Heersink, Chair

Arlan Van Ry, Vice Chair

Lori Laske, Commissioner

Jason Kelly, County Attorney

Roni Wisdom, County Administrator

Jamie Greeman, Deputy Clerk

---

## Invocation

## Pledge of Allegiance

## Approval of Agenda

The contract for Blue 2 Blue was added to the agenda.

**motion/second, Laske/Van Ry motion to approve the agenda as amended.**

**Motion passed unanimously**

## Approval of Minutes

**motion/second, Laske/Van Ry motion to approve the February 11 Regular Commissioner Meeting Minutes, February 11 Public Hearing Minutes Minor Subdivision - D. Wayne and Sandra Cody, and February 11 Public Hearing Minutes Major Subdivision - Angel Rubio Mix**

**Motion passed unanimously**

## Approval of Bills and Obligations

General Account Check numbers 170882 through 171074

Public Health Check numbers 37018 through 37033

**motion/second, Laske/Van Ry motion to approve the bills and obligations**

**Motion passed unanimously**

## Public Comment

Cindy New, from Mosca, said that they recently installed the new parking bollards at the playground and now they are working on choosing the playground equipment. She thanked the County for their assistance.

## Consent Agenda

Consent Agenda items are Southwest Conservation Corps 2026 Agreement, SLV Church of Christ Special Use Permit Extension Request, and SLV COG and Railroad Letter of Support

---

The Southwest Conservation Corps 2026 Agreement and the SLV Church of Christ Special Use Permit Extension Request were pulled from the Consent Agenda.

**motion/second, Van Ry/Laske motion to approve the SLV COG and Railroad Letter of Support**  
**Motion passed unanimously**

Lori Laske asked for clarification on the Southwest Conservation Corps Agreement. She said that she did not see anywhere in the agreement that it indicated only two weeks of scheduled work.

**motion/second, Laske/Van Ry motion to approve the Southwest Conservation Corps 2026 Agreement with the addition of a provision limiting the amount of work to two weeks.**  
**Motion passed unanimously**

Lori Laske said that it was odd to see an extension request like this one from the SLV Church of Christ, so she hoped to get some more information.

Richard Hubler said that the permit was granted a couple of years ago for the construction and operation of a church, but the permit expired. The developers had some setbacks, but this extension will give them until July to get started again.

**motion/second, Laske/Van Ry motion to approve the extension request for the SLV Church of Christ Special Use Permit**  
**Motion passed unanimously**

## Worksession

Colorado Department of Transportation Access Control Plan Discussion

## Appointments

### Alamosa County and City Fire Department

Frank Wirth, Alamosa Fire Chief, attended the Commissioner meeting to introduce himself and remind everyone how dry everything is right now. He hopes that everyone uses some common sense and are responsible when it comes to any outdoor burning.

Lori Laske asked how the City of Alamosa was addressing the Wildfire Resiliency Code.

Frank Wirth said the Building Department is basically handling the building permitting process, but the one thing that he will be responsible for is the educational part of it. He understands that it is a controversial issue, but at least for new construction, it may, over time, start to address some wildland fires issues. He knows that the expense is a big concern.

Lori Laske asked about concerns around solar battery storage.

Frank Wirth said he has been frustrated with the lack of communication between the business world and the public safety world as it relates to that. The code related to that is changing every three years because the industry is changing so much. But, he does not see a huge fire hazard as it relates to the

battery storage. It is the electrical hazards that are more of a concern. He said sometimes it is better to just contain it and let it burn. That is not always what they like to do, but sometimes it is the prudent option.

### Spanish Cemetery

Katie Dokson and Layla Anzele-Tolian with History Colorado and Charlie Griego on behalf of the Spanish Cemetery Association attended the Commissioner meeting to discuss the possibility of the County taking possession of the Old Spanish Cemetery.

Charlie Griego said that himself and Frank “Boogie” Romero Jr were the only board members left on the Cemetery Board. He thanked the Commissioners for their help in the past with bringing in some gravel and spraying weeds. The City of Alamosa has not been able to help out much because the cemetery does not sit inside of the city limits and it does not belong to the city. A long time ago, the Penitentes were in charge of the cemetery. At that time, only Hispanics were buried there. At some point in time, the association broke apart, records were accidentally burned and it stayed dormant for a long time.

The property used to have an adobe fence in the front that fell apart. More recently, some community members have tried to take care of it, but it is hard to get people involved. Charlie Griego would like to see it taken care of and maybe there could be some grants or some money that could help take care of it.

The County has also used the cemetery to bury some indigent citizens in more recent years.

Lori Laske said that the cemetery is going to probably be more of a legacy type of use and a historical site, but she asked how many plots have been pre-purchased. She is concerned about the type of record keeping that is going to be needed.

Katie Dokson said there might have been 10-20 pre-purchased lots bought a very long time ago. There is a book of records of who has been buried there and who has purchased them. They have not cross checked the exact number, but she believes that most of the plots that have been purchased have somebody already buried in them.

Vern Heersink said that he would prefer that the County would still be able to bury indigent citizens in the cemetery.

Jason Kelly said that would be possible, and if the County were to do it as an operation, an advisory board would need to be set up.

Lori Laske said she doesn't think it would be prudent to do a motion at this time but she is interested in finding out more and moving forward towards it being an operating cemetery, especially since the County is able to bury indigent citizens there. She understands there's more to do, but is interested in continuing forward on this path.

The existing Spanish Cemetery Association will need to appoint additional board members in order to

have a quorum so that they can conduct the needed business to transfer the property and dissolve the association if that is what they are wanting to do. They also need to do a title search as a condition of the property donation agreement.

Jason Kelly will coordinate with Katie Dokson and the Cemetery Association concerning the next steps and bring it back to the Commissioners for further discussion and direction.

#### CDOT Grant

Reyna Martinez-Ramirez said that this three-year grant is coming to an end in September. She is asking the Commissioners for their approval to apply for the grant again. The grant will focus on traffic safety, bicycle safety, and pedestrian safety. They are collaborating with the Colorado State Patrol who are providing them with car seats and they will be doing safety awareness doing safety checks this summer.

**motion/second, Laske/Van Ry motion to approve to have Reyna Martinez-Ramirez apply for the CDOT grant.**

**Motion passed unanimously**

#### Blue 2 Blue

Reyna Martinez-Ramirez explained that Blue 2 Blue was established due to some of the requests and goals that they had under the Peace Officer Mental Health grant. The money with that grant kept getting cut, so another way that they were able to keep some of the services was to create a peer support program. They noticed that a lot of their first responders were really using the peer support.

Lori Laske asked if Blue 2 Blue was a separate 501 c3. She said that she does not understand the agreement and how the County is contracting with Blue 2 Blue.

Reyna Martinez-Ramirez said that Blue 2 Blue has certified, peer support members for all first responders to use under the mutual aid from the mental health grant.

Jason Kelly thought that there might need to be some slight changes done to the contract just to make it clear in terms of the funding and what the term of the contract is.

The Blue 2 Blue Contract will be brought back to the Commissioners with amendments so no action was taken on the contract.

#### Colorado Wildfire Resiliency Code

Richard Hubler, Land Use Director, and Eric Treinen, Emergency Manager, showed the map that the state of Colorado adopted and how it does not make any sense at all as it does not identify the Zapata area as a concern, but it does identify the San Luis Lakes area which is not a high-risk area. Richard Hubler identified several other inconsistencies.

Arlan Van Ry said that the State is trying to bully everyone into passing this code. They said that insurance companies would not cover homeowners if this code was not passed, but that is false.

Vern Heersink asked if Richard Hubler and Eric Treinen were recommending that the County not adopt the State's map.

Richard Hubler said that their recommendation is that if the County wants to adopt a map, it needs to be amended.

Lori Laske asked what the benefit would be to adopt the map versus not adopting a map at all.

Ryan Handy, Wildfire and Land Use Planning Specialist, said that an alternate map to consider is produced by the US Forest Service by some of the most sophisticated and experienced fire risk modelers in the country. It is a very legitimate source and very reputable one. She said that by adopting this proposed map that Richard Hubler showed, the fire intensity in Alamosa County is lower, which means that the level of regulations Alamosa County would have to comply with is either nonexistent, or the lowest level possible.

Vern Heersink asked if the County's proposed map was sent to the State and they agree to it, there would be no increase in cost per building for anybody outside of the yellow color on the map.

Richard Hubler said that Alamosa County would only have to enforce the WRC in regards to the properties that are colored yellow or orange on whatever map is adopted. Basically, that would be the Mt. Blanca and Zapata area and not the rest of the County where there is not any color.

Eric Treinen said that another reason for submitting this map, is that it provides for some local control over what is happening with the fire code.

Vern Heersink suggested that the County submit the map recommended by Richard Hubler and Eric Treinen to the State for their consideration. Lori Laske said that is where she was leaning towards to see what they say and that the County can still choose to not adopt the map.

### Board & Staff Updates

There being no further business, the Regular Meeting of the Board of Alamosa County Commissioners was adjourned.

### ATTEST:

---

Jamie Greeman, Deputy Clerk

---

Vern Heersink, Chair

---

Arlan Van Ry, Vice-Chair

---

Lori Laske, Commissioner

Note: These minutes summarize the final decision made by the Board at the referenced meeting. This meeting was also audio recorded and that recording is available for review. In the event there is confusion as to what the final decision of the Board is, the Board will rely on the audio tape to interpret the Board's intent. The audio tape shall act as an official record of these proceedings for any necessary purpose when, in the opinion of the Board, the minutes are in any way insufficient. An audio copy of the Board of County Commissioners' proceedings is available by contacting the Deputy Clerk to the Board located at the Alamosa County Service Center, (719) 589-4848, or [Email to Jamie Greeman](mailto:jgreeman@alamosacounty.org) [jgreeman@alamosacounty.org](mailto:jgreeman@alamosacounty.org).

Fund Report - Alamosa County  
01/01/26 through 01/31/26

GLCATEGO	GLCATEGORYNAME	BEGINNINGBALANCE	CURRENTTAX	PRIORTAX	OTHERREVENUE	TREASURERSFEES	OTHEREXPENSES	ASSETS	LIABILITIES	ENDINGBALANCE
0000-000	TREASURERS WORKING FUND	\$ (628.66)	\$ -	\$ -	\$ 0.54	\$ -	\$ -	\$ -	\$ -	\$ (628.12)
0010-100	COUNTY GENERAL	\$ 15,941,999.94	\$ 31,879.05	\$ 23.43	\$ 1,340,760.96	\$ 957.12	\$ 1,704,783.81	\$ -	\$ -	\$ 15,608,922.45
0020-110	ROAD & BRIDGE	\$ 4,120,333.03	\$ -	\$ -	\$ 244,168.69	\$ -	\$ 240,967.14	\$ -	\$ -	\$ 4,123,534.58
0030-130	SOCIAL SERVICES	\$ 4,054,492.15	\$ 5,328.70	\$ 3.96	\$ 81,823.90	\$ -	\$ 327,096.28	\$ -	\$ -	\$ 3,814,552.43
0031-000	DHS SOCIAL SECURITY FUND ACCOUNT	\$ 1,340.00	\$ -	\$ -	\$ 2,038.00	\$ -	\$ 2,038.00	\$ -	\$ -	\$ 1,340.00
0045-000	JUSTICE CENTER	\$ 4,697,298.11	\$ -	\$ -	\$ 327,628.92	\$ -	\$ 370,511.51	\$ -	\$ -	\$ 4,654,415.52
0050-000	COUNTY NURSING SERVICE	\$ 646,317.53	\$ -	\$ -	\$ 186,199.99	\$ -	\$ 146,867.33	\$ -	\$ -	\$ 685,650.19
0060-000	PUBLIC SAFETY	\$ 10,327.88	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,327.88
0061-000	PUBLIC SAFETY COMMISSARY	\$ 118,353.18	\$ -	\$ -	\$ 147,566.09	\$ -	\$ 120,490.30	\$ -	\$ -	\$ 145,428.97
0080-000	MOSCA GENERAL IMPROVEMENT DIST.	\$ 86,115.92	\$ -	\$ -	\$ 3,770.00	\$ -	\$ 4,595.35	\$ -	\$ -	\$ 85,290.57
0110-000	TREASURER'S FEES	\$ 361,871.40	\$ -	\$ -	\$ 7,021.95	\$ -	\$ 363,939.83	\$ -	\$ -	\$ 4,953.52
0124-360	COUNTY CONTINGENT	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
0125-140	COUNTY RETIREMENT	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
0170-020	AMBULANCE DISTRICT	\$ 5,317.14	\$ 4,146.20	\$ 3.23	\$ 6,210.87	\$ 124.50	\$ 5,317.14	\$ -	\$ -	\$ 10,235.80
0180-380	SOLID WASTE MANAGEMENT	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
0190-390	UNDESIRABLE PLANT MANAGEMENT FUND	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
0200-000	STATE TAX CLEARING ACCOUNT	\$ 14,520.37	\$ -	\$ -	\$ 29,335.00	\$ -	\$ 43,683.00	\$ -	\$ -	\$ 172.37
0210-000	FEDERAL TAX CLEARING ACCOUNT	\$ 6,870.98	\$ -	\$ -	\$ 212,480.05	\$ -	\$ 212,480.05	\$ -	\$ -	\$ 6,870.98
0220-000	TASC FLEX SYSTEM CLEARING ACCOUNT	\$ 1,197.55	\$ -	\$ -	\$ 2,163.26	\$ -	\$ 1,925.39	\$ -	\$ -	\$ 1,435.42
0230-000	CCOERA CLEARING ACCOUNT	\$ 8,705.58	\$ -	\$ -	\$ 85,683.99	\$ -	\$ 85,683.99	\$ -	\$ -	\$ 8,705.58
0240-000	AFLAC CLEARING FUND	\$ 2,567.37	\$ -	\$ -	\$ 2,407.54	\$ -	\$ 4,249.26	\$ -	\$ -	\$ 725.65
0250-000	VSP CLEARING FUND	\$ 2,213.02	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,213.02
0290-000	PREPAID TAXES	\$ 51,074.70	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 51,074.70
0300-000	INDIVIDUAL REDEMPTION	\$ (3,839.83)	\$ -	\$ -	\$ 12,071.17	\$ -	\$ 5,970.28	\$ -	\$ -	\$ 2,261.06
0310-000	STATE OF COLORADO	\$ 3,006.57	\$ -	\$ -	\$ 276.00	\$ -	\$ 276.00	\$ -	\$ -	\$ 3,006.57
0320-000	MOTOR VEHICLE	\$ 1,568.70	\$ -	\$ -	\$ 187,011.28	\$ -	\$ 187,011.28	\$ -	\$ -	\$ 1,568.70
0330-000	COUNTY LIBRARY	\$ 146.96	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 146.96
0340-000	AIRPORT FUND - CHECKING	\$ 816,192.44	\$ -	\$ -	\$ 78,805.02	\$ -	\$ 132,125.72	\$ -	\$ -	\$ 762,871.74
0341-000	AIRPORT - SAVINGS	\$ 110,401.88	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 110,401.88
0350-150	SCHOOL DISTRICT RE11J - GENERAL	\$ 39,999.08	\$ 10,302.66	\$ 30.32	\$ 51,072.96	\$ 25.78	\$ 39,999.08	\$ -	\$ -	\$ 61,380.16
0360-000	SCHOOL DIST RE11J - CAPITAL RESERVE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
0365-000	HEALTH INSURANCE FUND	\$ 148,321.12	\$ -	\$ -	\$ 229,236.36	\$ -	\$ 253,950.85	\$ -	\$ -	\$ 123,606.63
0370-430	SCHOOL DISTRICT RE11J - B & I	\$ 7,470.83	\$ 1,927.52	\$ 7.51	\$ 9,555.62	\$ -	\$ 7,470.83	\$ -	\$ -	\$ 11,490.65
0380-160	SCHOOL DIST RE22J - GENERAL	\$ 10,778.55	\$ 29,298.43	\$ -	\$ 11,418.26	\$ 72.90	\$ 10,778.55	\$ -	\$ -	\$ 40,643.79
0385-000	MOSCA WASTEWATER SYSTEM	\$ 12,211.80	\$ -	\$ -	\$ -	\$ -	\$ 9,974.64	\$ -	\$ -	\$ 2,237.16
0390-000	SCHOOL DISTRICT RE22J - CAP RES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
0400-165	SCHOOL DISTRICT RE22J - B & I	\$ 2,449.31	\$ 6,619.89	\$ -	\$ 2,579.93	\$ -	\$ 2,449.31	\$ -	\$ -	\$ 9,199.82
0410-180	SCHOOL DISTRICT RE33J - GENERAL	\$ 1,672.05	\$ 1,767.73	\$ -	\$ 1,666.10	\$ 4.42	\$ 1,672.05	\$ -	\$ -	\$ 3,429.41
0415-145	DEBT SERVICE	\$ 52,554.91	\$ 300.23	\$ 0.22	\$ 8,915.27	\$ -	\$ -	\$ -	\$ -	\$ 61,770.63
0420-000	SCHOOL DISTRICT RE33J - CAP RES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
0425-000	CONSERVATION TRUST FUND	\$ 661,863.65	\$ -	\$ -	\$ 5,091.63	\$ -	\$ 433.86	\$ -	\$ -	\$ 666,521.42
0430-440	SCHOOL DISTRICT RE33J - B & I	\$ 512.88	\$ 631.28	\$ -	\$ 594.98	\$ -	\$ 512.88	\$ -	\$ -	\$ 1,226.26
0440-210	SCHOOL DISTRICT RE1J - GENERAL	\$ 261.12	\$ -	\$ -	\$ 337.88	\$ -	\$ 261.12	\$ -	\$ -	\$ 337.88
0442-000	DOPPLER RADAR FUND	\$ 58,528.21	\$ -	\$ -	\$ 10,000.00	\$ -	\$ 54,870.62	\$ -	\$ -	\$ 13,657.59
0450-000	SCHOOL DISTRICT RE1J - CAP RES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
0451-400	SCHOOL DISTRICT RE1J - B & I	\$ 103.39	\$ -	\$ -	\$ 100.31	\$ -	\$ 103.39	\$ -	\$ -	\$ 100.31





# FY2027 VAG Grant Application Form

Legal Name of Organization:

Alamosa County

DBA (if applicable):

Mailing Address (include physical address if different):

8900 Independence Way  
Alamosa, CO 81101

Phone:

719-589-4848

Fax:

EIN:

84-6000733

Website:

alamosacounty.org

Organization Email Address:

There is no individual organization email address

Name of Authorized Representative:

Vern Heersink

Title of Authorized Representative:

Chairman

Phone:

719-587-5173

vheersink@alamosacounty.org

**Program Contact** (person responsible for the day to day operation of program or services to be funded):

Jamie Greeman

Contact Title:

Executive Assistant

Phone:

719-587-5161

Email:

jgreeman@alamosacounty.org

Amount of Request

\$ 80,520.00

## Organization Information

Mission Statement:

“ALAMOSA COUNTY will continue to strengthen partnerships with our community through high standards of customer service, communication, and commitment; thus, striving to enhance the quality of life for everyone.”

**Geographic Area Served (specific to this proposal):**

Alamosa, Conejos, Costilla, Rio Grande, Saguache, and Mineral Counties

**(Briefly) Describe what the grant will be used for:**

The grant will be used for veteran transportation to medical appointments and emergency services for veterans seeking mental health evaluations and diagnosis.

*By signing below, I certify that the information contained in this application is true and correct to the best of my knowledge and indicates an agreement to accept the terms and conditions of the grant award.*

Vern Heersink, Chairman

**Typed Name of Authorized Representative/Title**

**Date**

*Vern Heersink, chairman*

*3/6/26*

**Signature of Authorized Representative**

**Date**

FY 2027 Application Narrative  
 Alamosa County Veterans Service Office

**1. Geographic Distribution:** The Alamosa County Veteran Service Office provides transportation services and emergency medical assistance to veterans in the six counties of Alamosa, Conejos, Costilla, Saguache, Rio Grande, and Mineral. This is an area of approximately 8,193 square miles with 17 communities each of which are 20 to 30 miles apart with some as far as 60 miles or more. As a service to veterans living in Huerfano, we will pick them up as we go through Walsenburg, CO so they can get to their medical appointments in Pueblo, Colorado Springs, or Denver.

**2. Number of Veterans to Be Served:** According to the US Department of Veterans Affairs<sup>1</sup> there are 2,515 veterans in our service area. The chart below breaks out the population by county. It is interesting to note that there has been a 3.8% reduction in the

County, St	9/30/2024	9/30/2025
Alamosa, CO	751.92	733.97
Conejos, CO	446.95	433.03
Costilla, CO	299.80	281.35
Mineral, CO	73.71	73.22
Rio Grande, CO	687.03	652.38
Saguache, CO	350.51	340.55
<b>Total</b>	<b>2,609.92</b>	<b>2,514.50</b>
Change in population		(95.42)
PCT change in population		-3.8%

number of veterans in the Valley which we attribute to veterans passing away and or moving to communities that have more resources for them to access. Our veterans are aging so the need for the transportation program continues to grow. The San Luis Valley has less

<sup>1</sup> Table 9L: vetpop2023 county-level veteran population by state, age group, sex, 2023-2053

than 1% of the registered veterans in the State of Colorado. We estimate 320 are women and 2,195 are men. In the FY26 served 160 veterans; 70 were single visits and 90 used our service more than once. We anticipate serving 145 veterans, 65 unduplicated, 80 duplicated in the transportation program, 30 emergency service veterans, 9 unduplicated, 21 duplicated, and 60 veterans need gas/food cards with 42 unduplicated and 18 duplicated. These numbers are based on our service trends but they can easily be different depending on veteran's needs.

**3. Need for Services:** We believe there are two areas that our services are vitally needed.

**Transportation:** The Alamosa County Veterans Transportation is the only free transportation service for veterans in the San Luis Valley. There are other programs but they require payment or the ability to bill Medicare. In a 12-month period, we average 83 trips per month, with our drivers spending about 523 hours in a vehicle driving an average of 158 miles per trip. For this commitment, our drivers earn on average \$44.06 per trip. The program has 6 vehicles and we put approximately 2,190 miles per month on each car. We have been blessed to attract the attention of the DVA who have provided us with 3 of our 6 vehicles.

For the past 12 months, we have served 140 veterans, providing 1025 medical visits (we double

Total Veterans	140	% of Visits
Single visits	64	45.7%
<10 visits	60	42.9%
>10 visits	13	9.3%
>100 visits	3	2.1%

up veterans on many of our transports if we can) 45.71% of the veterans used the service one time. We have three veterans who use the

service more than 100 per year due to their dialysis schedules.

**Emergency Services:** Due to a reduction in funding, our emergency services have been tailored to meet the needs of veterans seeking behavioral healthcare services and/or PTSD counseling.

We have served 20 veterans who have received 94 visits with a local counselor who can help

them get a VA behavioral healthcare diagnosis so they can get further VA assistance.

Unfortunately, we only have one VA certified counselor in the San Luis Valley so even with a diagnosis, getting assistance is difficult. The average number of visits is 4.7 with an average cost of \$188 per veteran.

- 4. Service Gaps:** Free and (almost) on demand transportation has become a large part of our program. We now have three DVA vehicles, and two county owned vehicles including a wheelchair accessible van. At this time, we have six drivers and a Transportation Director. There is no other reliable and free transportation program in the San Luis Valley that will take our veterans to their appointments out of the Valley.

In addition to our regular emergency services, our VSO officer recognized a need for essential behavioral healthcare services that could not be accessed before receipt of VA approved benefits. To solve this problem, we have arranged for local veteran trained counselors to see our veterans as they wait for VA approval of behavioral healthcare benefits.

Based on the 8 months of surveys we have our veterans have identified the following:

<b>Total Surveys (8 months)</b>	<b>635</b>	<b>Pct of Total Surveys</b>
Member of a Minority Group	263	41.4%
Native American	17	2.7%
Woman	16	2.5%
Live in a Rural or Remote Area	525	82.7%
Identify as LGBTQ+	1	0.2%
Currently Incarcerated	0	0.0%
65 Years of Age or Older	454	71.5%

The chart below outlines the number of veterans we have provided services based on our internal census. This is a small community so most of our veterans come to us through word of mouth about our services. Our VSO also attends local veterans' coffees and sponsors veteran related

workshops. Finally, we keep in touch with our local partners. If they have a Veteran with needs

<b>Number of veterans served by Alamosa County</b>	<b>160</b>	<b>Use of Service</b>
Male Veterans	153	95.6%
Women Veterans	7	4.4%
Hispanic Veterans	72	45.0%
Male veterans using the service 1 time	65	40.6%
Women veterans using the service 1 time	5	3.1%
Male veterans using the service multiple times	90	56.3%
Women veterans using the service multiple times	2	1.3%

that we can address, they notify us and let them know to reach out to us.

- 5. Local Partnerships:** The Alamosa County Veteran’s Service Office works closely with all organizations who serve veterans including but not limited to: Volunteers of America and La Puente for housing and workforce needs, Department of Human Services for LEAP (utility assistance) and Adult Assistance Programs, Alamosa County Public Health for vaccine and other services, the local Veteran Clinic, several VA approved behavioral health physicians, American Legion, VFW, and SLV Veterans Coalition. The VSO is in contact with other County VSOs to provide wrap around care for all veterans.

Because our emergency service funding was reduced, we send veterans in need of housing assistance, food, gas, vehicle repair, utilities, etc., to La Puente Homeless Coalition who is the only entity in Alamosa that has DVMA funding for these items.

- 6. Outcomes and Effectiveness:** The Transportation and Emergency Services – Behavioral healthcare services have been extremely effect is assisting veterans in the San Luis Valley. Our transportation clients have increased from 110 to 140. The emergency service program decreased because we needed to limit our focus to behavioral healthcare services. However, we are very pleased that we have helped 20 veterans who received 94 visits with a qualified counselor. Satisfaction is staying strong also. Based on 635

surveys, which is up from the 498 received in 2025-2026, these charts show strong support and belief in the value of the programs.

Question	Agreed or strongly agreed
Program was able to address a majority of my needs	88.35%
I would recommend this organization to other veterans	88.19%
The program demonstrated cultural competence	87.24%

When asked if the program addressed their needs, more than 87% agreed or strongly agreed.

54% of the surveys indicate the services provided increase their access to healthcare and 44.7% believe we have increased their health or well-being.

Need	Pct of Responses
Increased access to health care	54.5%
Increased health or well being	44.7%
Decreased urgent need	35.0%
Decreased food or gas need	32.9%
Increased family well-being	24.7%
Increased mental health support	21.9%
Increased housing stability	8.5%
Increased job stability	4.6%

We anticipate two outcomes: veterans are able to get to their medical appointments in a timely and safe manner which can improve their access to

health care, and we are able to provide almost immediate counseling assistance to veterans in crisis so they can get a diagnosis to address their ongoing behavioral healthcare needs. The gas and food cards are supplemental assistance to veterans to help provide some economic stability. Often, we use those for veterans who come from surrounding counties for assistance because they are not able to access their own Veteran Service Officer.

Yes, we will participate in any evaluation efforts requested by DMVA.

7. **Budget:** Alamosa County is asking for a grant of \$80,520. Included in this request, as outlined below, is \$62,700 for transportation and \$10,500 for emergency services, \$3,000 for gas and food cards, and \$7,320 for program costs, mainly fuel and maintenance.

Item	Description	Unit Cost	Quantity	Total Cost
Transportation	Stipend for drivers	\$ 57.00	1100	\$ 62,700.00
Emergency Medical	Counseling	\$ 50.00	150	\$ 7,500.00
Emergency Medical	Gas/food cards	\$ 50.00	60	\$ 3,000.00
Program Costs	Gas for vehicles	\$ 3.75	1,500	\$ 5,625.00
Program Costs	Maintenance for 3 vehicles	\$ 565.00	3	\$ 1,695.00

We are asking for an increase to increase the stipend paid to the drivers. At this time, we are paying about 65% of the State of Colorado per diem. I am asking for an increase to pay them 80% of the State per diem which increases our average stipend about \$9.00 per trip from \$48.66 to \$57.00. It is getting difficult to find qualified volunteer drivers and they are the backbone of this program. At trip to Denver can take 8 – 12 hours for which the driver gets paid \$60.00. I understand this is a volunteer program, but we really need be able to make our drivers feel appreciated for the number of hours they invest in our veterans.

We will be able to make approximately 1100 transportation trips, up from 1,000 in 2026, for medical services and assist 25 veterans with 6 counseling visits each so we can help them get a diagnosis for VA behavioral healthcare benefits. We would like to purchase 60 \$50.00 gas cards to have on hand to help veterans.

As of January, of FY26, we have served 77 transportation veterans, 5 emergency veterans, made 589 transportation trips and had 43 counseling visits.

I have included the annual budget for our Veterans Service program. As you will notice, this request is about 37% of our total budget. Alamosa County completely covers the admin cost for the program including transportation salaries, benefits, and operating costs.

We greatly appreciate your consideration and will be pleased to answer any questions.

<b>Alamosa County Veteran Service Office FY27 Budget and VAG Grant Request</b>		
<b>07/01/2026 - 06/30/2027</b>	<b># of visits/clients</b>	<b>Grant</b>
Transportation Stipends	1100 trips/\$57	62,700.00
Transportation Program costs	10% of total program costs	7,320.00
Mental health/PTSD counseling	6 visits/25 veterans @\$50 per visit	7,500.00
Gas and Food cards	60 cards/\$50 each	3,000.00
<b>Total Grant Expenditures</b>		<b>\$ 80,520.00</b>
<b>Proposed Budget</b>	<b>Program Cost</b>	
VSO Salary	52,000.00	
VSO Assistant	20,800.00	
Transportation Director	26,000.00	
Payroll costs	21,740.00	
Dues and Meetings	1,000.00	
Telephone	2,500.00	
Travel Expenses	2,000.00	
Office Supplies	1,550.00	
Operating Supplies	3,000.00	
<b>Total Alamosa County Budget</b>		<b>\$ 130,590.00</b>
Transportation Stipends	\$ 62,700.00	
Transportation Program Costs*	7,320.00	
Food/Gas Cards	7,500.00	
Medical Assistance	3,000.00	
<b>Total Operating Costs</b>		<b>\$ 80,520.00</b>
<b>Total Veteran Services Budget</b>		<b>\$ 211,110.00</b>
<b>Projected Funding Sources</b>		<b>Annual Funding</b>
Division of Military Affairs	VSO Salary	21,000.00
VAG Grant	Transportation and Emergency Services	80,520.00
Alamosa County Investment	All other Veteran budget	99,990.00
Other Donations	All other Veteran budget	1,600.00
SLV County Investments	All other Veteran budget	5,000.00
City of Alamosa	All other Veteran budget	3,000.00
<b>Total Budget</b>		<b>\$ 211,110.00</b>
*Program costs are fuel and maintenance for transportation vehicles.		

# Pre-Award Assessment Questionnaire

*This information is a requirement of the Federal and State Uniform Grant Guidance Regulations. We must capture this information to comply. Please answer accurately. Note that your responses will not qualify or disqualify your organization for consideration of grant funding.*

Organization name:	
Contact Name:	
Contact Phone Number:	
Contact Email:	
Date Completed:	

1. For the purposes of this grant, what type of accounting system will be utilized?

- |                              |                                    |
|------------------------------|------------------------------------|
| <input type="checkbox"/> Yes | Manual or Spreadsheet              |
| <input type="checkbox"/> Yes | Off the Shelf Software Package     |
| <input type="checkbox"/> Yes | Grant Management Accounting System |

2. How will grants funds be maintained separately from other sources of funding?

- |                              |   |
|------------------------------|---|
| <input type="checkbox"/> Yes | Separate checking account only for those funds            |
| <input type="checkbox"/> Yes | Manually through spreadsheets                             |
| <input type="checkbox"/> Yes | Individual Cost Centers within Accounting Software system |

3. Who approves expenditures?

- |                              |   |
|------------------------------|---|
| <input type="checkbox"/> Yes | Only the person operating grant program                       |
| <input type="checkbox"/> Yes | Grant manager with Secondary approval from another individual |
| <input type="checkbox"/> Yes | Grant Board approval required for all expenditures            |

4. How often are accounts reconciled?

<input type="checkbox"/> Yes	Monthly
<input type="checkbox"/> Yes	Quarterly
<input type="checkbox"/> Yes	Annually

5. How often are financials reviewed by the Board or governing body of the Organization?

<input type="checkbox"/> Yes	Monthly
<input type="checkbox"/> Yes	Quarterly
<input type="checkbox"/> Yes	Annually
<input type="checkbox"/> Yes	Never

6. When was the last independent financial audit conducted?

<input type="checkbox"/> Yes	Within the last year
<input type="checkbox"/> Yes	Within the last 2 years
<input type="checkbox"/> Yes	Never

7. Has your organization been found out of compliance by any governing entity?

<input type="checkbox"/> Yes
<input type="checkbox"/> No

If so, have corrective actions been implemented within specified timelines?

<input type="checkbox"/> Yes
<input type="checkbox"/> No

8. Have there been, or do you anticipate key leadership changes that may impact the grant program?

<input type="checkbox"/> Yes
<input type="checkbox"/> No

9. Do you have written policies and procedures specific to the grant program?

Yes

No

10. Do you have a written Conflict of Interest policy?

Yes

No

11. If you have or will purchase a vehicle through grant funds, do you have policies and procedures to protect assets?

Yes

No

12. How many years of experience does your organization have with grants?

5+ years

One to 5

None



Department of the Treasury  
Internal Revenue Service

Stop 6525 (AM CIS)  
Kansas City MO 64999-0025

In reply refer to: 0941583628  
Dec. 16, 2024 LTR 4076C 0  
84-6000733 000000 00

00021704  
BODC: TE

COUNTY OF ALAMOSA  
8900 INDEPENDENCE WAY STE A  
ALAMOSA CO 81101-9417



029456

Taxpayer identification number: 84-6000733  
Person to contact: CUSTOMER SERVICE  
Toll-free telephone number: 877-829-5500

Dear Taxpayer:

We received your request dated Dec. 05, 2024, asking about your federal tax status. Our records don't specify your federal tax status. The following information about the tax treatment of state and local governments and affiliated organizations may help you.

#### GOVERNMENTAL UNITS

Governmental units, such as states and their political subdivisions, generally are not subject to federal income tax. Political subdivisions of a state are entities with the authority to exercise one or more of the sovereign powers of the state: taxation, police powers, or eminent domain. They typically include counties or municipalities and their agencies or departments. Charitable contributions to governmental units may be tax-deductible under Internal Revenue Code (IRC) Section 170(c)(1) if made for an exclusively public purpose. Generally, grantors and contributors may rely on the status of governmental units based on state or local law in determining the deductibility of their contributions.

#### AFFILIATED ORGANIZATIONS

##### \* INSTRUMENTALITIES

In general, an instrumentality is an entity separate from, but affiliated with, a state or local government, and lacking any sovereign powers. Instrumentalities generally are subject to federal income tax. However, they may be recognized as tax-exempt under IRC Section 501(a) as organizations described in IRC Section 501(c), including IRC Section 501(c)(3). In addition, the income of a state or local government instrumentality may be excluded from gross income if it meets the requirements of IRC Section 115(1).

##### \* ENTITIES MEETING THE REQUIREMENTS OF IRC SECTION 115(1)

An entity that is not a governmental unit but that performs an essential governmental function may qualify for an income exclusion under IRC Section 115(1). If the entity's income (1) is derived from a

COUNTY OF ALAMOSA  
8900 INDEPENDENCE WAY STE A  
ALAMOSA CO 81101-9417

public utility or the exercise of an essential governmental function, and (2) accrues to a state, a political subdivision of a state, or the District of Columbia, it may be excluded from gross income. Charitable contributions to these entities may not be tax deductible to the donors.

#### RULING LETTERS

To receive a ruling on its status as a political subdivision or instrumentality of a government, or on whether its income is excluded from gross income under IRC Section 115(1), a governmental unit or affiliated organization may request a letter ruling by following the procedures in Revenue Procedure (Rev. Proc.) 2019-1 or its annual successor. There is a fee associated with obtaining a letter ruling.

#### TAX-EXEMPT CHARITABLE ORGANIZATIONS

An organization affiliated with a state, county, or municipal government may qualify for exemption from federal income tax under IRC Section 501(c)(3), if (1) it is not an integral part of the government, and (2) it does not have governmental powers inconsistent with exemption (such as the power to tax or to exercise enforcement or regulatory powers). Note that an affiliated organization may meet the requirements of both IRC Sections 501(c)(3) and 115(1) under certain circumstances. See Rev. Proc. 2003-12, 2003-1 C.B. 316, for more information.

Most entities must file a Form 1023, Application for Recognition of Exemption Under Section 501(c)(3) of the Internal Revenue Code, or Form 1023-EZ, Streamlined Application for Recognition of Exemption Under Section 501(c)(3) of the Internal Revenue Code, to be recognized as exempt from federal income tax under IRC Section 501(c)(3), and to ensure that any charitable contributions they receive are tax-deductible to contributors under IRC Section 170(c)(2).

#### ADDITIONAL INFORMATION

This letter does not determine that you have a particular tax status. If you're unsure of your status, you can:

- Visit [www.irs.gov/government-entities/federal-state-local-governments](http://www.irs.gov/government-entities/federal-state-local-governments) for government entity information.
- Visit [www.stayexempt.irs.gov](http://www.stayexempt.irs.gov), an IRS site created especially for 501(c)(3) organizations.
- Read Publication 4220, Applying for 501(c)(3) Tax-Exempt Status.
- Seek a private letter ruling, following the procedures in Rev. Proc. 2019-1, 2019-1 I.R.B. 1 (updated annually).

0941583628  
Dec. 16, 2024 LTR 4076C 0  
84-6000733 000000 00  
00021706

COUNTY OF ALAMOSA  
8900 INDEPENDENCE WAY STE A  
ALAMOSA CO 81101-9417



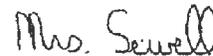
029456

You can get the forms or publications mentioned in this letter from our website [www.irs.gov/forms-instructions](http://www.irs.gov/forms-instructions) or by calling 800-TAX-FORM (800-829-3676).

If you have questions, you can call the contact person shown above between 8 a.m. and 5 p.m., local time, Monday through Friday (Alaska and Hawaii follow Pacific time).

Keep a copy of this letter for your records.

Sincerely yours,



Mrs. Sewell  
Program Manager





Department of the Treasury  
Internal Revenue Service

Stop 6525 (AM CIS)  
Kansas City MO 64999-0025

In reply refer to: 0941583628  
Dec. 16, 2024 LTR 4076C 0  
84-6000733 000000 00

00021704  
BODC: TE

COUNTY OF ALAMOSA  
8900 INDEPENDENCE WAY STE A  
ALAMOSA CO 81101-9417



029456

Taxpayer identification number: 84-6000733  
Person to contact: CUSTOMER SERVICE  
Toll-free telephone number: 877-829-5500

Dear Taxpayer:

We received your request dated Dec. 05, 2024, asking about your federal tax status. Our records don't specify your federal tax status. The following information about the tax treatment of state and local governments and affiliated organizations may help you.

#### GOVERNMENTAL UNITS

Governmental units, such as states and their political subdivisions, generally are not subject to federal income tax. Political subdivisions of a state are entities with the authority to exercise one or more of the sovereign powers of the state: taxation, police powers, or eminent domain. They typically include counties or municipalities and their agencies or departments. Charitable contributions to governmental units may be tax-deductible under Internal Revenue Code (IRC) Section 170(c)(1) if made for an exclusively public purpose. Generally, grantors and contributors may rely on the status of governmental units based on state or local law in determining the deductibility of their contributions.

#### AFFILIATED ORGANIZATIONS

##### \* INSTRUMENTALITIES

In general, an instrumentality is an entity separate from, but affiliated with, a state or local government, and lacking any sovereign powers. Instrumentalities generally are subject to federal income tax. However, they may be recognized as tax-exempt under IRC Section 501(a) as organizations described in IRC Section 501(c), including IRC Section 501(c)(3). In addition, the income of a state or local government instrumentality may be excluded from gross income if it meets the requirements of IRC Section 115(1).

##### \* ENTITIES MEETING THE REQUIREMENTS OF IRC SECTION 115(1)

An entity that is not a governmental unit but that performs an essential governmental function may qualify for an income exclusion under IRC Section 115(1). If the entity's income (1) is derived from a

COUNTY OF ALAMOSA  
8900 INDEPENDENCE WAY STE A  
ALAMOSA CO 81101-9417

public utility or the exercise of an essential governmental function, and (2) accrues to a state, a political subdivision of a state, or the District of Columbia, it may be excluded from gross income. Charitable contributions to these entities may not be tax deductible to the donors.

#### RULING LETTERS

To receive a ruling on its status as a political subdivision or instrumentality of a government, or on whether its income is excluded from gross income under IRC Section 115(1), a governmental unit or affiliated organization may request a letter ruling by following the procedures in Revenue Procedure (Rev. Proc.) 2019-1 or its annual successor. There is a fee associated with obtaining a letter ruling.

#### TAX-EXEMPT CHARITABLE ORGANIZATIONS

An organization affiliated with a state, county, or municipal government may qualify for exemption from federal income tax under IRC Section 501(c)(3), if (1) it is not an integral part of the government, and (2) it does not have governmental powers inconsistent with exemption (such as the power to tax or to exercise enforcement or regulatory powers). Note that an affiliated organization may meet the requirements of both IRC Sections 501(c)(3) and 115(1) under certain circumstances. See Rev. Proc. 2003-12, 2003-1 C.B. 316, for more information.

Most entities must file a Form 1023, Application for Recognition of Exemption Under Section 501(c)(3) of the Internal Revenue Code, or Form 1023-EZ, Streamlined Application for Recognition of Exemption Under Section 501(c)(3) of the Internal Revenue Code, to be recognized as exempt from federal income tax under IRC Section 501(c)(3), and to ensure that any charitable contributions they receive are tax-deductible to contributors under IRC Section 170(c)(2).

#### ADDITIONAL INFORMATION

This letter does not determine that you have a particular tax status. If you're unsure of your status, you can:

- Visit [www.irs.gov/government-entities/federal-state-local-governments](http://www.irs.gov/government-entities/federal-state-local-governments) for government entity information.
- Visit [www.stayexempt.irs.gov](http://www.stayexempt.irs.gov), an IRS site created especially for 501(c)(3) organizations.
- Read Publication 4220, Applying for 501(c)(3) Tax-Exempt Status.
- Seek a private letter ruling, following the procedures in Rev. Proc. 2019-1, 2019-1 I.R.B. 1 (updated annually).

0941583628  
Dec. 16, 2024 LTR 4076C 0  
84-6000733 000000 00  
00021706

COUNTY OF ALAMOSA  
8900 INDEPENDENCE WAY STE A  
ALAMOSA CO 81101-9417

You can get the forms or publications mentioned in this letter from our website [www.irs.gov/forms-instructions](http://www.irs.gov/forms-instructions) or by calling 800-TAX-FORM (800-829-3676).

If you have questions, you can call the contact person shown above between 8 a.m. and 5 p.m., local time, Monday through Friday (Alaska and Hawaii follow Pacific time).

Keep a copy of this letter for your records.

Sincerely yours,

*Mrs. Sewell*

Mrs. Sewell  
Program Manager

029456



# Request for Taxpayer Identification Number and Certification

Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

Give form to the requester. Do not send to the IRS.

Before you begin. For guidance related to the purpose of Form W-9, see *Purpose of Form*, below.

<b>Print or type.</b> <b>See Specific Instructions on page 3.</b>	<p><b>1</b> Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.)</p> <p><b>Alamosa County</b></p>	<p><b>2</b> Business name/disregarded entity name, if different from above.</p>	<p><b>4</b> Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):</p> <p>Exempt payee code (if any) _____</p> <p>Exemption from Foreign Account Tax Compliance Act (FATCA) reporting code (if any) _____</p> <p><i>(Applies to accounts maintained outside the United States.)</i></p>
	<p><b>3a</b> Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only <b>one</b> of the following seven boxes.</p> <p><input type="checkbox"/> Individual/sole proprietor    <input type="checkbox"/> C corporation    <input type="checkbox"/> S corporation    <input type="checkbox"/> Partnership    <input type="checkbox"/> Trust/estate</p> <p><input type="checkbox"/> LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership) . . . . . _____</p> <p><b>Note:</b> Check the "LLC" box above and, in the entry space, enter the appropriate code (C, S, or P) for the tax classification of the LLC, unless it is a disregarded entity. A disregarded entity should instead check the appropriate box for the tax classification of its owner.</p> <p><input checked="" type="checkbox"/> Other (see instructions) <b>Government</b></p>	<p><b>3b</b> If on line 3a you checked "Partnership" or "Trust/estate," or checked "LLC" and entered "P" as its tax classification, and you are providing this form to a partnership, trust, or estate in which you have an ownership interest, check this box if you have any foreign partners, owners, or beneficiaries. See instructions . . . . . <input type="checkbox"/></p>	
	<p><b>5</b> Address (number, street, and apt. or suite no.). See instructions.</p> <p><b>8900 Independence Way</b></p> <p><b>6</b> City, state, and ZIP code</p> <p><b>Alamosa, CO 81101</b></p> <p><b>7</b> List account number(s) here (optional)</p>	<p>Requester's name and address (optional)</p>	

**Part I Taxpayer Identification Number (TIN)**

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

**Note:** If the account is in more than one name, see the instructions for line 1. See also *What Name and Number To Give the Requester* for guidelines on whose number to enter.

<b>Social security number</b>										
or										
<b>Employer identification number</b>										
8	4		-	6	0	0	0	7	3	3

**Part II Certification**

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and, generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

<b>Sign Here</b>	Signature of U.S. person	Date <b>3/4/26</b>
------------------	--------------------------	--------------------

**General Instructions**

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9).

**What's New**

Line 3a has been modified to clarify how a disregarded entity completes this line. An LLC that is a disregarded entity should check the appropriate box for the tax classification of its owner. Otherwise, it should check the "LLC" box and enter its appropriate tax classification.

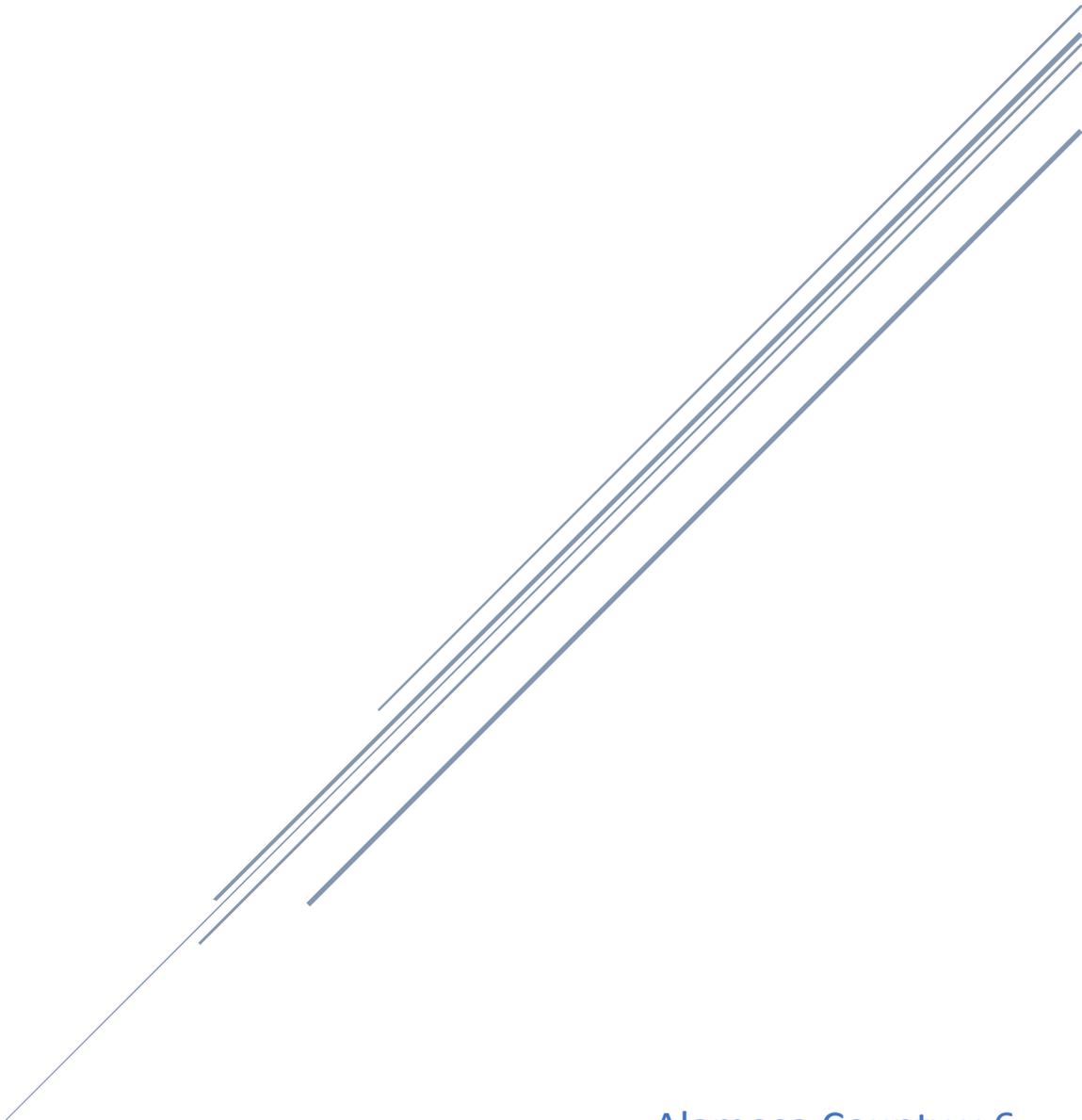
**Purpose of Form**

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS is giving you this form because they

New line 3b has been added to this form. A flow-through entity is required to complete this line to indicate that it has direct or indirect foreign partners, owners, or beneficiaries when it provides the Form W-9 to another flow-through entity in which it has an ownership interest. This change is intended to provide a flow-through entity with information regarding the status of its indirect foreign partners, owners, or beneficiaries, so that it can satisfy any applicable reporting requirements. For example, a partnership that has any indirect foreign partners may be required to complete Schedules K-2 and K-3. See the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).

# VETERAN'S ASSISTANCE

Policies for the Veteran Assistance Grant and other services.



## Table of Contents

Transportation Program .....	2
Management:.....	2
Driver Stipends:.....	2
Driver Physical/drug tests: .....	2
Eligibility requirements:.....	2
Location of appointments.....	2
Appointment time limitations: .....	2
Use of transportation:.....	2
Weather .....	2
Physical Assistance.....	3
Oxygen .....	3
Service Animals .....	3
In the vehicle.....	3
Restroom breaks:.....	3
Passengers other than the veteran.....	3
Veteran misconduct:.....	4
Emergency Services.....	4
Eligibility requirements:.....	4
Access to services:.....	4
Assistance limitations: .....	4
Types of services: .....	4
Income Limitations:.....	5
Right to refuse service: .....	5
Complaint concerns: .....	5

Alamosa County receives annual funding from the Colorado Division of Military and Veterans Affairs which consists of two requests, transportation and emergency services. In order to provide the most consistent services to our veterans, we have established the following policies. While the funding amounts may vary from year to year, the overall policies will remain the same.

## Transportation Program

### Management:

The Transportation program is managed by the Veterans Transportation Director. This is a part time position, averaging 25 hours per week. The Director is responsible for overseeing the drivers, scheduling the transportation requests and the general repairs and maintenance of the fleet vehicles. There will be other duties arise that may fall outside of these guidelines. These may be discussed with the County Administrator or, if time is of the essence, the Director has discretion to make a decision that is in the best interest of the County, volunteer drivers and the Veteran.

**Driver Stipends:** This program is supported by our volunteer drivers, who are willing to give up their time to drive veterans to their medical appointments. The drivers are compensated via a stipend calculated per transportation and varies on length of the trip ie: Denver trips will receive larger stipends that a local (San Luis Valley) trip. Drivers are paid monthly.

**Driver Physical/drug tests:** The Disabled American Veteran provides two vehicles for Alamosa County Transportation to use. Drivers must pass a physical and drug test which are administered by the Veterans Administration before they are allowed to transport veterans. In addition, the DAV requires all drivers to take and pass 5 online classes. Veterans who must make trips to Denver for physicals and drug tests will receive the Denver stipend amount. Drivers may take the 5 online tests in the Veterans Transportation office. The time required for those tests are the equivalent of 1 Alamosa trip stipend.

**Eligibility requirements:** Transportation is available for honorably discharged veterans who reside in the San Luis Valley. We will ask for a copy of the veterans DD214.

**Location of appointments:** The funds are to provide transportation to and from medical appointments only within the San Luis Valley, Pueblo, Colorado Springs, and Denver. We will attempt to accommodate other locations such as Salida and Pagosa Springs. Under no circumstance can we transport into another state such as New Mexico.

**Appointment time limitations:** This service is NOT an emergency service. All out of town medical appointments must be scheduled between 8:00AM and no later than 1:00 PM. In Valley appointments can be made between 7:00 AM and 2:00 PM. Veterans should notify the Director as soon as possible so he can schedule rides. Notifications that are less than two weeks in advance of the appointment are on a first come-first service basis and we cannot guarantee that we can provide transportation.

**Use of transportation:** Drivers are not allowed to transport to any place other than medical appointments and back home. Drivers cannot stop at grocery stores, gas stations, etc. During out of town trips, drivers will stop for restroom and food breaks. Drivers are not allowed to "lend" money to Veterans. Veterans must be sure to bring sufficient funds to cover their expenses.

**Weather:** Due to changing weather conditions, all transports are made depending on safe driving conditions. If weather conditions are poor, the driver may cancel the trip and ask the veteran to reschedule their appointment.

**Physical Assistance:** Veterans must be able to walk or wheel to the vehicle, get in and out with minimal assistance. Drivers are willing to fold walkers and wheelchairs and slip them in the trunk/backseat. That is the extent of their assistance. Drivers are not allowed to carry extra bags, oxygen tanks, etc.

We do have a wheelchair accessible van for Veterans who may need one. As we only have one, it is used on a first come, first served basis.

**Oxygen:** We would prefer that a veteran use a small portable oxygen concentrator but we understand that may not be possible. Veterans using Alamosa County VA Transportation who are on oxygen may bring an oxygen tank with sufficient flow to last the full trip. If the oxygen tank is small, the veteran may bring a 2<sup>nd</sup> tank. ACVAT drivers are NOT certified EMT's and they are not allowed to provide medical assistance should a veteran have issues with their oxygen. Drivers are not allowed to change the regulator on an oxygen tank should one go empty.

The veteran will place the oxygen unit upright and secure it with a seat belt. The following rules apply:

- There will be no smoking in the car.
- Keep the windows open at least a crack so air can circulate.
- Don't leave oxygen units in a hot car.

**Service Animals:** Alamosa County VA Transportation does allow veterans to bring their service animal to medical appointments. Service animals must remain under the control of the veteran at all times through the use of a harness, leash or other tether. At no time will the animal be allowed to be left in the car with the driver while the veteran is at their appointment. While a service animal can be defined as a miniature horse, ACVAT does not have the ability to transport miniature horses. The Transportation Director or driver may ask of the animal is a service animal and what task the animal has been trained to perform. They cannot ask for documentation of training, demonstration of task nor ask the veteran to specify their disability.

- A service animal is defined by federal and Colorado law as a dog (or miniature horse) that has been individually trained to perform a specific task or service for a person with a disability. A service animal is considered an extension of a person with a disability and is allowed in any place that is open to the public. A service dog can only be excluded from a business or public place if it is out of control or not housebroken.
- Companion and assistance animals are a product of federal and state laws regarding housing and are defined as animals that help a person with a disability alleviate one or more symptoms of their disability while in their home. Only people with disabilities are entitled to have companion animals and even then, companion animals are only allowed in a person's home. Business owners and other places of public accommodation are not required to allow companion or assistance animals into their businesses.
- Under Colorado state law HB16-1426 (effective January 2017), it is a crime to knowingly misrepresent an animal as a service animal.

**In the vehicle:** Passengers can only bring items that fit on their lap or under the seat. We do not provide overnight trips so carry-on items are only needed for the day. Seatbelts must be worn at all times, and refusal to comply will result in denied transportation. things could include the veteran is sick, cannot walk, cannot get into and out of the car with minor assistance, etc. If the veteran has car sickness, please let the director know so they can be placed in the front seat.

**Restroom breaks:** The driver will stop approximately every 1.5 to 2 hours for restroom breaks. If a veteran is concerned that they cannot wait this long, we will try to accommodate their needs. However, we cannot allow veterans to take a bathroom break along side the highways/roads. If a veteran is incontinent, we ask that they wear absorbent briefs or pads and bring additional briefs in case of accidents.

**Passengers other than the veteran:** ACVAT was created to assist the veterans in the San Luis Valley. If a veteran needs assistance during the ride, we must have a medical authorization from their doctor or a clinic

authorizing the passenger. If a person needs a ride to go pick up a veteran from a VA facility and bring them home, on the same day, we can help. If a person wants to go visit a veteran in a VA facility, we cannot transport them.

**Veteran misconduct:** Because of unfortunate incidents, the program does have a three-strike policy for Veterans that are disrespectful, threatening or uncooperative. Infractions can include but are not limited to:

- Being disrespectful of our drivers and others. If a veteran is uncooperative, belligerent, or misbehaves in any way while being transported they may lose transportation services.
- Cancelling medical appointments and **not** notifying the office before the driver is dispatched except for extreme emergencies.
- Insisting drivers stop at unauthorized locations.
- Borrowing money from drivers.

Drivers have been instructed to complete a misconduct report if any of the above take place during transportation. The report will be kept in the Veteran's file and if the office receives three or more, Alamosa County Veteran's Transportation will discontinue service.

### Emergency Services

Emergency services are administered by the Alamosa County Veteran Service Officer (VSO). Because we have limited funding, the use of these funds is tightly controlled and cannot be provided for all of our Veterans' requests. We limit funding to a one-time occurrence and normally to not more than \$500.00. The VSO has discretion regarding the use of this funding so we can assist as many veterans as possible. ***Emergency services can increase, and/or decrease due to changes in grant funding.***

**Eligibility requirements:** Emergency funding is available for honorably discharged veterans who reside in the San Luis Valley. All veterans who are seeking emergency funds must be clients of the Alamosa County Veteran Service Office.

**Access to services:** Veterans who are needing emergency services can receive assistance through direct, in person requests to the Alamosa County Veteran Service Officer. We do not have on line applications or presence.

**Assistance limitations:** Due to funding limitations, the maximum emergency assistance a veteran can receive is \$500.00 within in a 12-month period. If the VSO determines the need is greater, they may make a reasonable exception. For example: the cost of a cord of wood is \$600 which will provide heat for the winter and the veteran is not able to pay the remaining amount.

**Types of services:** ***(services can increase and decrease due to changes in grant funding):***

**Short term rental/housing needs.** The Veteran must provide a letter or statement from his landlord and a copy of the lease agreement to verify the Veteran is living in this particular unit and is in imminent danger of losing their residence. The letter must include a total amount due. Funding can be used for limited hotel stays while a veteran is waiting for housing. The Veteran must also be able to prove that they have been working with other agencies and/or have a way to achieve stable housing. The VSO may ask and verify that the Veteran has tried other avenues such as LEAP and other housing programs. Funds cannot be used to pay insurance or property tax. **Payment will be made directly to the landlord, or hotel.**

**Utilities:** Assistance with utilities which include gas, electric, propane, water, sewer and or wood. Again, the veteran must provide evidence that the location they are requesting funding for is their residence. The veteran must provide a copy of the utility statement or invoice with a total due. **Payment will be made to the vendor and not the veteran.**

*Food and gas cards* are available in \$50 increments if funding allows. Food and gas cards are not a “given” nor is the veteran entitled to receive them weekly or monthly. They are to be used for emergency services and needs. If the Veteran’s County VSO is not available or is not able to help and the veteran must travel to Alamosa County, the VSO can use F & G cards to help offset travel costs.

*Motor vehicle:* Funds can be used for vehicle repairs, license plates, and vehicle insurance so the Veteran is able to keep a job and/or attend to everyday needs. The Veteran has to show verification that the vehicle belongs to them or a caregiver, if they are not able to drive, and we will only aid with one vehicle owned by the Veteran. The veteran will need an invoice showing the work that needs to be done and the total due.  
**Payment will be made to the vendor and not the veteran.**

*Medical needs:* Funding can be used for medical needs such as vision, dental, mental health, prescriptions, and other unanticipated needs. The use of these funds is for emergency needs and not routine care. The VSO will ask for verification of need. **Payment will be made to the vendor and not the veteran.**

**Income Limitations:** We do not limit assistance based on income. However, we do limit assistance based on need. We attempt to aid those veterans that are near Alamosa County’s poverty levels.

**Right to refuse service:**

*Verbal/Physical Abuse:* Services will be denied in cases of verbal and physical abuse of any of the Alamosa County staff. Verbal abuse includes but is not limited to the use of language to control, intimidate or hurt someone. It can include name-calling, belittling, or using controlling or threatening language. Physical abuse is defined as any intentional act causing injury or trauma to another person through bodily contact.

*‘Frequent flyer’ abuse of assistance:* There are many local agencies that aid those in need. However, there are individuals who repeatedly or dishonestly request assistance services they don’t genuinely need. If it comes the attention of the VSO, Transportation Director, or other Alamosa County staff that a veteran is excessively or inappropriately requesting services, Alamosa County reserves the right to refuse to provide assistance and/or transportation.

*Physical Limitations:* ACVT drivers are not EMTs nor are they medically trained to provide emergency medical service. For that reason, we reserve the right to refuse service if, based on the directors or drivers concern that there is a physical or medical issue that could make the trip unsafe, in any manner. Such instances are the veteran is sick, they are not ambulatory, they need more than minor assistance getting into and out of vehicles and their appointment, etc.

**Complaint concerns:**

If a veteran wishes to file a complaint in relation to VAG-funded services, please contact Bill Brown, Alamosa County VSO ([vso@alamosacounty.org](mailto:vso@alamosacounty.org)). The complaint must be in writing and should provide details regarding alleged incident which include at a minimum the names of the individuals involved, the services to be provided, and any documentation which supports the claim. If the complaint involves the Alamosa County VSO, then the complaint should be forwarded to Roni Wisdom, Alamosa County Administrator ([rwisdom@alamosacounty.org](mailto:rwisdom@alamosacounty.org)). All complaints are subject to requests for additional information by Alamosa County and will be handled in a timely manner, which is deemed to be within 30 business days. The veteran will receive a letter or email based on their preference notifying them of outcome of the investigation.

If the veteran does not feel that his complaint is handled appropriately, they can reach out to Lisa Stamm, Grant Manager, at [Lisa.Stamm@dmva.state.co.us](mailto:Lisa.Stamm@dmva.state.co.us).”

March 11, 2026

History Colorado  
State Historical Fund  
1200 Broadway  
Denver, CO 80203

Dear State Historical Fund Review Committee,

I am writing to express strong support on behalf of Alamosa County for the Sangre de Cristo National Heritage Area's application to the State Historical Fund to support the nomination of the Sociedad Protección Mutua de Trabajadores Unidos (SPMDTU) Headquarters as a National Historic Landmark.

The Sociedad Protección Mutua de Trabajadores Unidos, founded in 1900, is one of the oldest and most influential Hispano mutual aid societies in the United States. For more than a century, the SPMDTU Headquarters in Antonito has served as a center for community organizing, mutual support, cultural preservation, and advocacy for Spanish-speaking workers and families throughout the San Luis Valley and northern New Mexico. The building stands as a powerful symbol of grassroots leadership and resilience within Hispano communities that faced discrimination and exclusion from many social and economic institutions.

Designating the SPMDTU Headquarters as a National Historic Landmark would recognize the national significance of the organization's contributions to labor rights, mutual aid traditions, civic engagement, and the preservation of Hispano culture in the American Southwest. The nomination will also help ensure that this important story—often underrepresented in traditional preservation narratives—is documented, preserved, and shared with future generations.

The Sangre de Cristo National Heritage Area has demonstrated strong leadership in preserving and interpreting the cultural history of southern Colorado. Their commitment to advancing this nomination will help bring national attention to the important role that Hispano communities have played in shaping the region and the nation.

I strongly encourage the State Historical Fund to support this project. Funding this effort will help document an important historic resource, strengthen preservation planning, and ensure

that the legacy of SPMDTU and the communities it represents continues to be recognized and honored.

Thank you for your consideration.

Sincerely,

Vern Heersink, Chairman  
Alamosa County

Cc/file

**MEMORANDUM OF UNDERSTANDING BY  
ALAMOSA COUNTY AND THE SAN LUIS VALLEY REGIONAL EMERGENCY  
MEDICAL AND TRAUMA ADVISORY COUNCIL**

THIS Memorandum of Understanding (“MOU”) is entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2026, by and among the Board of County Commissioners of Alamosa County (hereinafter “Alamosa County”) and the San Luis Valley Regional Emergency Medical and Trauma Advisory Council (hereinafter “SLV RETAC”),(collectively, "the Parties").

WHEREAS, pursuant to the provisions of Section 18 of Article XIV of the Colorado Constitution and §29-1-203, C.R.S., as amended, Alamosa County, may cooperate or contract with other agencies to provide any function, service or facility lawfully authorized to each county or city and county; and

WHEREAS, the General Assembly of the State of Colorado enacted the Statewide Trauma Care System Act (the “Act”) pursuant to §25-3.5-701, et seq., C.R.S., as amended; and

WHEREAS, said Act requires that the governing body of each County or City and County establish a Regional Emergency Medical and Trauma Advisory Council within each County or City and County; and

WHEREAS, said Act allows the governing body of a county or city and county to agree with the governing body of other counties to form a multicounty RETAC; and

WHEREAS, in 2002, San Luis Valley RETAC (“SLV RETAC”), Inc. was established as a 501(c)(3) non-profit organization for the purposes set forth in the Act and is empowered herein to enter into contracts and hire employees as needed and;

WHEREAS, Alamosa County has developed an application process for the approval of entities who desire to provide secured transportation services within the jurisdiction of Alamosa County as set forth in C.R.S. §25-3.5-101 et seq.

WHEREAS, Alamosa County now desires to enter into this Memorandum of Understanding (“MOU”) with SLV RETAC to utilize its expertise and to process said applications for submittal to the Board of County Commissioners for final approval.

NOW, THEREFORE, for and in consideration of the mutual promises, covenants, and obligations hereinafter set forth, the Counties agree as follows:

1. SLV RECTAC agrees to designate a Coordinator to act as the primary recipient for all applications to provide secured transportation services within the jurisdiction of Alamosa County. Said Coordinator shall process said application in a timely manner and in accordance with the Policies and Procedures adopted by Alamosa County, which are adopted and incorporated herein as Exhibit A.

2. Pursuant to the Policies and Procedures incorporated herein, in the event that the application is ultimately approved by Alamosa County, and Applicant is subsequently in non-compliance with the issued permit, the coordinator is hereby delegated the authority to temporarily suspend said permit. In doing so, the Coordinator shall be acting as an agent of Alamosa County, and shall not be acting as an employee or agent of SLV RETAC.

3. Nothing herein shall be construed as a waiver of any right by either party of the Governmental Immunity Act, C.R.S. §24-10-106, nor shall anything in this MOU be construed as creating a joint venture, partnership, agency, or any other type of employment agreement.

4. Either Party may terminate this MOU by providing 30 day written notice to the non-terminating party.

**\*\*Remainder of Page Left Blank\*\***

ATTEST:

THE BOARD OF COUNTY COMMISSIONERS  
OF THE COUNTY OF **ALAMOSA**

\_\_\_\_\_  
Deputy Clerk

BY: \_\_\_\_\_  
Chair

DATE: \_\_\_\_\_

ATTEST:

SAN LUIS VALLEY REGIONAL EMERGENCY  
MEDICAL AND TRAUMA ADVISORY BOARD

\_\_\_\_\_  
Deputy Clerk/Sec

BY: \_\_\_\_\_  
Chair

DATE: \_\_\_\_\_



## ALAMOSA COUNTY POLICY AND PROCEDURES REGARDING SECURE TRANSPORTATION SERVICES

### I. Purpose

It is the policy of the Alamosa County Board of County Commissioners that all providers of secure transportation services and the vehicles used for secure transportation services comply with local and state laws and regulations, specifically C.R.S. §§ 25-3.5-103, 25-3.5-309, 25-3.5-310, 25-3.5-311, and 25-3.5-313 as well as 6 CCR 1011-4.

### II. Policy

The following procedures are intended to facilitate the licensing and permitting of secure transportation services and the vehicles used for such services. This Policy is subject to interpretation by the Alamosa County Attorney's Office.

### III. Definitions

The definitions contained in C.R.S. § 25-3.5-103 *et. seq.*, as may be amended from time to time, shall apply to this Policy and procedures, unless the context clearly requires a different meaning. One definition of particular relevance is "secure transportation" or "secure transportation services", which shall mean urgent transportation services provided to individuals experiencing a behavioral health crisis and includes:

1. An individual being transported from the community to a facility designated for treatment and evaluation;
2. An individual in need of services from any location to an approved treatment facility, or a walk-in crisis center that is operating as part of a behavioral health crisis response system; or
3. An individual who is receiving transportation across levels of care or to a higher level of care.

"Secure transportation" does not include urgent transportation services provided by law enforcement or personnel employed by or contracted with a law enforcement agency.

"Licensing Coordinator" is the person or agency that is responsible for accepting applications for Secure transportation licenses and permits and is identified as the SLV RETAC Coordinator.

### IV. Applicability

This Policy applies to all public or private businesses within Alamosa County who provide transportation services within the boundaries of Alamosa County, with the exception of ambulance

agencies, transportation services provided by the state department of human services, emergency service patrols established pursuant to C.R.S. §27-81-115, and law enforcement.

## **V. Secure Transportation Services License**

Applicable secure transportation service businesses are required to have a valid County-issued license for their business beginning January 1, 2023. Licenses are valid for three years and have the following two licensing options:

1. Class A – services that may use physical restraint during secure transport; or
2. Class B – services that shall not use physical restraint during secure transport.

Requirements for Licensing: Owners of new secure transportation service businesses must obtain a Secure Transportation license and vehicle permit(s) prior to beginning operations and upon change of ownership of a secure transportation service.

## **VI. Staffing Requirements**

1. Manager/Administrator: Each applicable secure transportation service operating within Alamosa County must have a manager and/or administrator who meets the following minimum requirements:
  - A. Be at least twenty-one (21) years of age, possess a high school diploma or GED;
  - B. Have at least one (1) year documented supervisory experience in the provision of secure transportation services - or be qualified by education, knowledge, and experience to oversee the secure transportation services provided;
  - C. Be able to communicate, understand, and respond effectively to the client, family representatives, and other providers and be able to use appropriate translator services as needed;
  - D. Be familiar with all applicable local, state and federal laws and regulations concerning the operation and provision of secure transportation services;
  - E. Be in good standing with any state regulatory agency if the manager or administrator is licensed or certified with the Colorado Department of Regulatory Agencies or the Colorado Department of Public Health and Environment; and
  - F. Have passed a background check that was performed by the secure transportation service or owner prior to the assumption of responsibilities. The manager or administrator shall not conduct their own background check or any required follow-up.

2. Any changes regarding the manager or administrator of record must be provided to the Licensing Coordinator within fourteen (14) business days of the change.
3. Staffing: Every secure transportation service's staffing requirement must include, at a minimum:
  - A. All drivers must possess a current and valid Colorado driver's license. LICENSEE MUST PROVIDE PROOF OF A VALID DRIVER'S LICENSE FOR EACH DRIVER ON A QUARTERLY BASIS AND SHALL NOTIFY SLV RETAC WITHIN SEVENTY-TWO (72) HOURS IF ANY DRIVER HAS THEIR LICENSE SUSPENDED OR REVOKED FOR ANY REASON. NO DRIVER SHALL NOT OPERATE A MOTOR VEHICLE UNDER THIS PERMIT WITHOUT A VALID LICENSE.
  - B. If a Type 1 (partitioned) vehicle is being used for the secure transport, then the following shall apply:
    - . A 1:1 ratio of client to staff member shall be maintained during the transport; this staff member may *also* be the driver. If one (1) client is being transported, then one (1) staff member with a current and valid certification for all training topics is required to staff a vehicle permitted for each secure transport. If more than one client is being transported, then one (1) staff member who possesses a current and valid certification for all training topics is required to accompany each individual client during transport.
  - C. If a Type 2 (non-partitioned) vehicle is being used for the secure transport, then the following shall apply:
    - . A 1:1 ratio of client to staff member shall be maintained during the transport, in addition to the driver who is *not* included in this staffing ratio requirement. If one (1) client is being transported, then two (2) staff members are required to staff the vehicle. At a minimum, the staff member who is not the driver will have a current and valid certification for all training topics.
  - D. Each secure transportation service must have a policy in-place related to background checks for all staff members. Such background checks shall take place prior to an individual providing secure transportation services and a copy of the background check shall be provided with the application.
  - E. Each secure transportation service must have established the following minimum staff training requirements for all staff that must be completed prior to providing secure transportation services, and annually thereafter, or as recommended by the relevant training organizations:
    - . Cultural competencies including, but not limited to, supporting persons with physical or cognitive disabilities, language accessibility, and accessing interpretive services;

- ii. In-person or online verbal de-escalation training sessions that prioritize client and staff safety and inform restraint requirements set forth in Part 8.3, 6 CCR 1011-4;
- iii. Trauma-informed care principles;
- iv. Evade and escape violent encounter strategies;
- v. Internal policies and procedures applicable to the secure transportation service and staff, including, but not limited to the staff disciplinary policy;
- vi. Client rights; and
- vii. Compliance with applicable privacy laws.

F. Each secure transportation service must have established the following additional minimum staff training requirements for all staff with direct client contact:

- i. Adult and Youth Mental Health First Aid as offered by either a certified 3rd party or by in-house employee, if the employee is also certified to provide training by a 3rd party agency. (i.e. educational institution or by professional organizations such as mental health firstaid.org, or the equivalent);
- ii. Basic First Aid and CPR; and
- iii. Care of clients with substance use disorders.

G. Each Class A secure transportation service must have also established the following additional minimum staff training requirements for all staff who may utilize physical restraint during secure transportation of clients:

- i. Circumstances and protocols governing the permissible application of individual physical restraint during secure transport; and
- ii. Safe application of individual physical restraint on clients during secure transport.

H. Each staff member with direct client contact must possess a certification or proof of having completed the required coursework.

**VII.**

1. **Quality Management Program (QMP)**

Each secure transportation service operating within Alamosa County must have an ongoing quality management program (“QMP”) that is appropriate to the size and type of the service. The program shall incorporate a plan that evaluates the quality of client care and safety and has the following policies and procedures including, at a minimum:

A. The incorporation of the substantiated findings of any complaint into its QMP for the purpose of evaluating and implementing systemic changes where needed.

B. The general description of the types of cases, problems, or risks to be reviewed and criteria for identifying potential risks.

- C. Identification of the staff members responsible for coordinating quality management activities.
  - D. A description of the method(s) for:
    - i. Investigating and analyzing the frequency and causes of individual problems and patterns of problems;
    - ii. Taking corrective action to address the problems, including prevention and minimizing problems or risks;
    - iii. Evaluating corrective action(s) to determine the effectiveness of such action(s); and
    - iv. Coordinating all pertinent case, problem, or risk review information with other applicable quality assurance and/or risk management activities, such as review of client care, review of staff conduct, the client complaint system as described in Section XI of this Policy, and education and training programs.
  - E. Documentation of required quality management activities, including cases, problems, or risks identified for review; findings of investigations; and any actions taken to address problems or risks.
  - F. A schedule for program implementation not to exceed ninety (90) days after the date of the issuance of the secure transportation service license.
  - G. A schedule for program evaluation to periodically assess the effectiveness of services and review the clinical and operational protocols and compliance with such protocols.
  - H. The utilization or application of data collected pursuant to Section XIII.1 of this Policy to inform the quality management plan.
  - I. A written disciplinary policy that addresses a process for staff quality improvement.
2. The secure transportation service shall make available the quality management plan to Alamosa County during the initial license application and included with renewal applications if the plan has been revised.
  3. Alamosa County, the Colorado Department of Public Health and Environment (the “Department”), or any other appropriate regulatory agency having jurisdiction for disciplinary or licensing sanctions shall have access to any records, reports, and other information of the quality management program.

## **VIII. Secure Transportation Vehicle Permit**

Each vehicle used by a licensed secure transportation service is required to have a valid County-issued permit for the vehicle beginning January 1, 2023 and shall be properly registered with the State of Colorado.

1. Permits are valid for one year and have the following two types of permitting options:
  - A. Type 1 – vehicle with a safety partition that separates the driver from the passenger compartment; or
  - B. Type 2 – non-partitioned vehicle.
2. Requirements for Licensing:
  - A. All client and crew vehicle safety standards must be followed.
  - B. All vehicles must demonstrate proof of compliance with Federal Motor Vehicle Safety Standards on the date of manufacture.
  - C. All vehicles must undergo routine vehicle maintenance and periodic checks in accordance with manufacturer recommendations.
  - D. All vehicles must have the following safety features:
    - i. Four doors;
    - ii. Ligature risk reduction measures;
    - iii. Child safety and window safety locks;
    - iv. Global Positioning System (GPS) tracking;
    - v. Occupant protection, including seat belts, supplemental inflatable restraints, and child safety seats (as applicable);
    - vi. Cabin temperature control and ventilation system;
    - vii. Be absent of any foreign items or instruments in the secured area that may be used to inflict harm; and
    - viii. Mirror for monitoring the client or capability for visual observation of the client.
  - E. If a Type 1 vehicle with a safety partition that separates the driver from the passenger compartment is being used for the secure transportation service, then the vehicle must have the following additional safety features:
    - i. Permanent installation of all safety partitions; and
    - ii. For vehicles with a cargo area, a safety partition must also be installed that separates the passenger compartment from the cargo area.

- F. All vehicles must be equipped with the following:
  - i. First aid kit;
  - ii. Fire extinguisher;
  - iii. Wireless two-way communication (public safety radio, commercial land mobile radio, or wireless telephone);
  - iv. Biohazard bag;
  - v. Personal protective equipment for each occupant as per public health recommendations; and
  - vi. Map of service area.
  
- G. If a licensed secure transportation service utilizes physical restraint as part of its services, the vehicle shall additionally be equipped with the following:
  - i. Automated external defibrillator (AED);
  - ii. Non-metal, soft posey-type restraints; and
  - iii. Device intended to prevent a client from spitting or biting that does not restrict the client's airway or breathing ability and does not pose a ligature risk.

## **IX. Application Process**

1. All applications, whether for a secure transportation service license, a secure transportation vehicle permit, or for questions related to the applications can be obtained by emailing the Licensing Coordinator at SLV RETAC [slvretac8@gmail.com](mailto:slvretac8@gmail.com). Completed applications should be submitted to the same email address. The Licensing Coordinator review the application for completeness.
2. Upon completion of the application review, SLV RETAC shall contact Alamosa County Administrator/staff and request that the application be placed on the agenda for the next available Board of County Commissioners' ("the Board") meeting for final review and approval.
3. Upon Board review, Alamosa County shall contact the Applicant and notify them of the Board's findings and when/if the approved license and permit(s) will be available for pick-up.
4. For secure transportation service licenses, applicants must provide:
  - A. Completed license application.

- B. Certificate of occupancy or other documentation that the applicant's premises were found to be in compliance with applicable local requirements.
  - C. Proof of a minimum level of worker's compensation consistent with the Colorado Worker's Compensation Act.
  - D. Copy of a written policy and procedure manual, operational protocols, medical protocols (if applicable), training procedures, or other relevant documents.
    - i. Policies and procedures must follow national best practice guidelines where available that address, at a minimum:
      - a. Appropriate procedures to assess initially whether the client requires a higher level of transport than the service can provide;
      - b. Appropriate procedures to follow when, during a secure transport, it becomes apparent that a client needs medical attention or a higher level of transport than the service can provide;
      - c. Appropriate procedures to confirm the receiving facility's acceptance of the client prior to initiation of the secure transport;
      - d. Criteria used for pickup and drop-off, including the circumstances that determine a secure transport client's eligibility;
      - e. The level of support and protection needed for both client and staff safety;
      - f. Compliance with vehicle safety standards and procedures;
      - g. Proper evacuation of the vehicle during emergencies if the windows and/or exits of the vehicle are blocked or inaccessible;
      - h. Infection protection and control, including the decontamination of the vehicle after each transport;
      - i. Parental and/or guardian level of support and involvement;
      - j. Meeting client needs on extended transports including meals, water and bathroom breaks; and
      - k. Documentation of all steps in the process from initial pickup request to drop-off, including but not limited to documenting all stops made during the secure transportation service.
  - E. Payment of Secure Transportation Service license fee
5. For secure transportation vehicle permits, applicants must provide:
- A. Completed permit application (one for each vehicle).
  - B. Certificate of Mechanical Inspection to be completed by a qualified motor vehicle mechanic (one for each vehicle).

- C. Proof of motor vehicle insurance coverage with Alamosa County identified as certificate holder.
- D. Proof of general liability and applicable professional liability insurance coverage, including, at a minimum:
  - i. Liability insurance for injuries in the amount of \$1,000,000 for each individual claim;
  - ii. Liability insurance in the amount of \$3,000,000 for all claims made against the secure transportation service or against its personnel from an insurance company authorized to write liability insurance in Colorado;
  - iii. Liability insurance coverage to the maximum extent required by Section 24-10-114, C.R.S., as applicable, if the secure transportation service is granted qualified immunity under the Colorado Governmental Immunity Act, Section 24-10-101, *et.seq.*, C.R.S.; and
  - iv. Proof of any additional insurance as identified in county resolution or regulations.
- E. Payment of Secure Transportation Service Vehicle permit fee

## **X. Renewal of License and Permits**

Secure transportation service licenses are valid for three years. Secure transportation service vehicle permits are valid for one year. Renewal applications are processed in the same manner as new applications.

Applicants should schedule their application review meeting with the Licensing Coordinator no less than thirty (30) days prior to the date of license and/or permit expiration.

## **XI. Complaint and Investigation Process**

1. Origination of Complaints: Alleged violation of this Policy by a licensed secure transportation service or of a secure transportation service operating in the County without a license, may be made in writing by any party and addressed to the Board, or by the Board on its own initiative. Any individual bringing a matter of medical competency to the Board shall waive the right of patient confidentiality as a condition of complaint submission and subsequent investigation. If any legal action is filed against a licensed secure transportation service in a court of the United States, the State of Colorado or any of its political subdivisions, the licensee shall notify the Board within ten (10) business days. A violation of this Policy shall not be presumed based on the allegation. In the event that a judgment is entered against the licensee, the licensee shall file a copy of the findings of fact,

conclusions of law and order of the court with the Board within ten (10) business days. If an action against a secure transportation service license is undertaken by another jurisdiction, the licensee shall notify the Board within ten (10) business days. A violation of these rules shall not be presumed based on the action. If the action results in a suspension or revocation of the secure transportation service license by another jurisdiction, the licensee shall file a copy of the record of the adverse action with the Board within ten (10) business days.

2. **Validation of Complaints:** The Board, or its designee, shall complete an initial review of the complaint, judgment or adverse action within five (5) business days to determine if it constitutes a violation of this Policy and has sufficient foundation to warrant a complete investigation. Any apparent violation of this Policy having sufficient factual basis shall be fully investigated by the Board. Allegations of violations outside the purview of the Board shall be returned to the complainant for referral to the appropriate authority or jurisdiction. The Board shall notify the complainant in writing if the allegation lacks sufficient basis to warrant investigation. The Board shall notify the licensee in writing if a judgment or adverse action filed with the Board does not constitute a violation of this Policy.
3. **Investigation of Complaints:** The Board shall notify the complainant in writing that the allegation is sufficient to warrant a full investigation. Upon initiation of a full investigation, the Board shall notify the secure transportation service of the alleged violation in writing. The Board shall commence action against the secure transportation service or unlicensed secure transportation service if the allegation is determined to be a violation of this Policy or, at its discretion, may provide a reasonable period for the licensee to cure any violation or to implement corrective measures to bring the licensee's business activities into conformance with this Policy before commencing action to suspend or revoke a license or permit. The Board may forego further hearing or action against the license or permit upon confirmation that the licensee has cured the violation and satisfied any conditions reasonably imposed by the Board. The Board shall notify the complainant in writing if an investigation determines that the allegation fails to constitute a violation of this Policy or that the licensee has cured the violation.

## **XII. Procedures for Revocation or Suspension**

1. The Board may, on its own initiative or upon written complaint made by any party, temporarily suspend, suspend for a definite period, or revoke any license or permit issued pursuant to this Policy upon a determination that a violation of this Policy by a licensed secure transportation service has occurred.
2. **Temporary Suspension:** Without prior notice to the licensee and upon determination that a violation that poses immediate threat to the public health, safety and welfare has occurred,

**SLV RETAC OR** Board may temporarily suspend any license or permit. Such temporary suspension shall be effective upon delivery of written notice to the licensed secure transportation service by the Board. No temporary suspension shall be valid for more than thirty (30) days or until a final decision by the Board concerning suspension or revocation, whichever period is longer. Any written notice of temporary suspension shall also provide notice of the time, date and place of a hearing before the Board to consider the suspension or revocation of the license. Except upon written consent of the licensee, the hearing shall be held not more than FIFTEEN (15) business days following the effective date of the temporary suspension.

3. Suspension for Definite Period or Revocation of License: Following notice to the licensee and a public hearing at which the licensee shall be afforded an opportunity to be heard, the Board may suspend or revoke any license or permit. Any suspension or revocation shall require a finding by the Board of a violation of this Policy based upon the evidence presented at the hearing. Suspension shall be for a specific and definite period of time not to exceed any remaining current license period. The County shall bear the burden of proof of a violation justifying any suspension or revocation of a license or permit. Issuance of a temporary suspension shall not be a prerequisite to the conduct of a hearing to consider the suspension or revocation of a license or permit.
4. Hearings: All suspension or revocation hearings shall be open to the public and shall be conducted in accordance with the Colorado Open Meetings Act. The Board shall be authorized to administer oaths and issue subpoenas to require the attendance of witnesses and the production of papers, books, and records necessary to the determination of any issue at any hearing.
5. Surrender of License or Permit: Following receipt of a written notice of suspension or revocation, the licensee shall surrender and deliver its license and all secure transportation vehicle permits to the Board within forty-eight (48) hours.
6. Notices: Any notice issued pursuant to this Policy shall be made in writing and provided to the licensee at the address listed in the application for license. The Board shall use its best efforts to immediately notify in writing any communications center and notify within three (3) business days any first response agencies, local law enforcement agencies and medical facilities of any suspension or revocation. The Board may send notice to other counties, the Colorado Department of Public Health and Environment, Colorado Department of Regulatory Agencies, Colorado Department of Health Care Policy and Financing or other interested parties; provided, however, that such notice shall not entitle these parties to a right to participate in any hearing concerning suspension or revocation of a license.

### **XIII. Data Collection and Reporting Requirements**

Any secure transport resulting in the serious injury, illness or death of a client or staff member during transport or resulting in injury to the client as a result of the use of physical restraint during transport shall be reported to the receiving facility immediately and to the County within twenty-four (24) hours of the incident. The County should be notified by calling or emailing the Licensing Coordinator. Each report shall identify and describe the circumstances leading to the serious injury, illness or death of a client or staff member during transport.

In accordance with Part 6, 6 CCR 1011-4, all secure transportation services in Colorado shall provide the Department the required data and information in a form and manner determined by the Department as follows:

1. Beginning in 2024, all secure transportation services shall submit the following data no later than March 1 for the previous calendar year:
  - A. The total number of transports (individual trips and trips with multiple clients as allowed in Part 8.4, 6 CCR 1011-4) that the service's vehicles made for the previous calendar year.
  - B. The total number of adults (18+) served by the secure transportation service for the previous calendar year.
  - C. The total number of minors (17 and under) served by the secure transportation service for the previous calendar year.
  - D. The type of location where individuals were picked up and dropped off for the previous calendar year.
  - E. The total number of individuals who were transported by the secure transportation service more than one time for the previous calendar year.
  - F. The total number of transports (individual trips and trips with multiple clients as allowed in in Part 8.4, 6 CCR 1011-4) that the secure transportation service declined due to lack of secure transportation service resources for the previous calendar year.
  - G. Demographic information for the previous calendar year, including, but not limited to:
    - i. The total number of clients served by residential zip code;
    - ii. The total number of clients served by pickup location zip code; and
    - iii. The total number of clients served by gender, race and ethnicity.

- H. The total number of clients the service transported who were not on involuntary holds (M1, M5 and M8) for the previous calendar year.
- 2. The secure transportation service shall complete and submit to the Department a secure transportation service profile in the manner and method determined by the Department. The profile shall include, but not be limited to contact information for the licensee and its owner, manager, and/or administrator, demographics of the service area, number and types of responding staff, number of calls, counties served, organizational type, and number and type of responding vehicles.
  - A. Secure transportation services shall update the profile data whenever changes occur and at least annually.
  - B. As part of the profile, a licensed ground ambulance agency shall notify the Department if it is providing secure transportation services under its ground ambulance license.
- 3. The Department may establish procedures to monitor and enforce compliance regarding submission of secure transportation service profile information as described in Section XIII.2 above and annual submission of utilization data as described in Section XIII.1 above.
- 4. If a secure transportation service fails to comply with the Department's rules, the Department may report this lack of compliance to Alamosa County.
- 5. The Department may establish procedures to allow outside agencies, institutions, or individuals to obtain information from the secure transportation data system.
- 6. A secure transportation service may request the annual data that it has submitted to the Department.

#### **XIV. Clinical, Medical and Operating Standards and Procedures**

- 1. Parameters for Secure Transportation: Secure transport clients shall only be transported under the following circumstances:
  - A. The client is experiencing a behavioral health crisis.
  - B. The client needs urgent transportation to a facility that is defined in part 2.22(C), 6 CCR 1011-4.

- C. The client does not and will not need either:
  - i. Medical treatment during transport, or
  - ii. Active or ongoing medical monitoring.
- D. The client does not and will not need to be chemically restrained during secure transport as a behavioral intervention.

2. Restraint:

- A. No chemical restraint shall be administered during a secure transport. If chemical restraint is needed to ensure client safety, then the client shall receive an ambulance transport.
- B. Physical restraint, as defined in Part 2.21, 6 CCR 1011-4, shall only be utilized for health and safety purposes under the following conditions:
  - i. In cases of emergency, when the client is at risk of causing serious, probable and imminent threat of bodily harm to themselves or to others and when there is the present ability to affect such bodily harm; and
  - ii. After the failure of less restrict alternatives, including verbal de-escalation; or
  - iii. After a determination that such alternatives would be inappropriate or ineffective under the circumstances.
- C. If physical restraint is utilized during a transport, the service shall document the time at which the physical restraint was applied and removed (if applicable) and the type of physical restraint used.

3. Transportation Procedures:

- A. The secure transportation service shall transport one (1) client per vehicle transport, except under the following circumstances:
  - i. Each client has received behavioral health clearance from the treating provider at the sending facility, no physical restraint is needed, and there is a low probability of behavioral destabilization;
  - ii. Each client has received medical clearance from the treating provider at the sending facility, is medically stabilized, and has a low probability of medical destabilization;
  - iii. Each client has received an assessment from the treating provider at the sending facility that the client is an appropriate candidate for a transport with one or more individuals;

- iv. The transport is an inter-facility transport as defined at Part 2.22(C), 6 CCR 1011-4; and
  - v. Each client has given their consent to be transported with another individual.
- B. The secure transportation service shall create and maintain accurate and detailed logs of client transports, including professional incident reports.
- C. To ensure the needs of clients are met, secure transportation services that do not provide 24/7 services shall provide the client with their after-hours contact information and with contact information for the secure transportation service's back-up providers.

## **XV. Client Rights**

1. Every secure transportation service must have written client rights that assure a client has the right to be treated with consideration, respect, and full recognition of human dignity and individuality, and that includes, at a minimum:
  - A. The right of the client and their property to be treated with respect.
  - B. The right of the client to have access to basic comfort items and their personal mobile phone, provided the direct client support staff member establishes and documents that those items do not pose a danger to the client or staff member.
  - C. The right of the client to wear their own clothes, provided the direct client support staff member establishes and documents that those items do not pose a danger to the client or staff member.
  - D. The right of the client to receive secure transportation services by the least restrictive means necessary to assure the safety of the client.
  - E. The right of the client to be free from discrimination in the provision of services.
  - F. The right of the client to be free from neglect; financial exploitation; and verbal, physical, and psychological abuse, including humiliation, intimidation, or punishment.
  - G. For clients who request voluntary transport, the right of the client to discontinue secure transportation services.
  - H. The right of the client to receive disclosure about any video and/or audio recording that occurs during the delivery of service in accordance with applicable privacy laws.

- I. The right of the client to have personally identifying health information protected from unnecessary disclosure.
  - J. The right of the client or their representative to file a complaint against the secure transportation service with the secure transportation service and County concerning services or care that is or is not furnished and receive documentation of the existence of the investigation and resolution of the complaint, including providing the complainant with the results of the investigation, and the secure transportation service's plan to resolve any identified issues.
  - K. The right of the client to file a complaint with the secure transportation service and County without fear of discrimination or retaliation by the secure transportation service's owner, manager, administrator or any staff member.
2. Every secure transportation service must have client's rights policies and procedures, that include, at a minimum:
- A. Procedures for identifying, reporting, reviewing, and investigating all allegations of abuse, mistreatment, neglect and exploitation.
  - B. Procedures for timely communicating all investigation results to the client and County in which the secure transportation service is licensed.
  - C. Procedures for timely and appropriate disciplinary action up to and including termination of staff and appropriate legal recourse against any staff member who has engaged in abuse, mistreatment, neglect or exploitation of a client.
  - D. Procedures that direct client support staff members must follow, to document their decision to withhold any basic comfort items and/or the client's personal mobile phone or prohibit a client from wearing their own clothes.

## **XVI. Assignment**

Assignment, sale or transfer of a secure transportation service license or vehicle permit is strictly prohibited.

## **XVII. Fees**

Alamosa County charges a non-refundable flat fee of \$100.00 for the review, processing and renewal of Secure Transportation Services Licenses. Alamosa County also charges a non-refundable flat fee of \$25.00 per vehicle for the inspection, processing and renewals of Secure Transportation Services vehicle permits. Alamosa County reserves the right to amend the fees as needed.

Payment of the total fee is required at the time of submitting the application(s)

**XVIII. Reciprocity**

Alamosa County will accept licenses and permits from the following Colorado Counties: Conejos, Costilla, Rio Grande, Mineral, and Saguache Counties IF AND ONLY IF THOSE COUNTIES HAVE ADOPTED POLICIES AND PROCEDURES SUBSTANTIALLY SIMILAR TO THOSE OF ALAMOSA COUNTY. ALAMOSA COUNTY RESERVES THE SOLE RIGHT TO DETERMINE IF SAID POLICIES ARE ACCEPTABLE. If a company is licensed and permitted in one of these counties, they will be required to provide Alamosa County with a copy of their license and permits from the issuing county(s). Upon payment of the fee, Alamosa County will issue a license and permits to provide Secure Transportation in Alamosa County.

If a business is licensed in any Colorado County other than the counties referenced in the preceding paragraph, they must follow Alamosa County licensing and permitting process.

I have read and understand the Alamosa County Policy and Procedures Regarding Secure Transportation Services.

Name of Secure Transportation Service: \_\_\_\_\_

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_

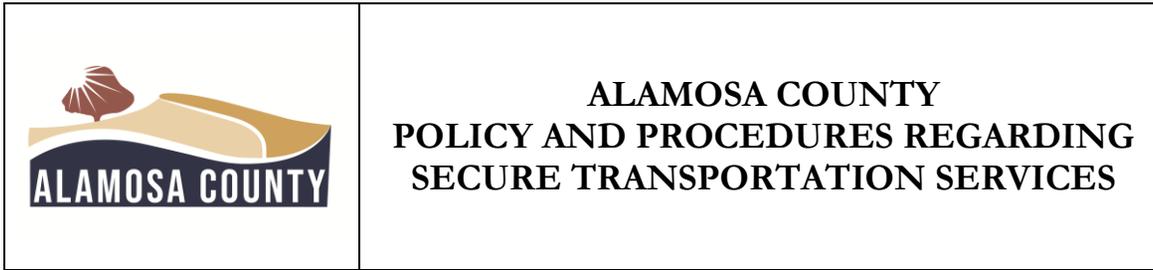
---

**Policy Changes:**

4/10/24 Commissioners Meeting, R. Wisdom:

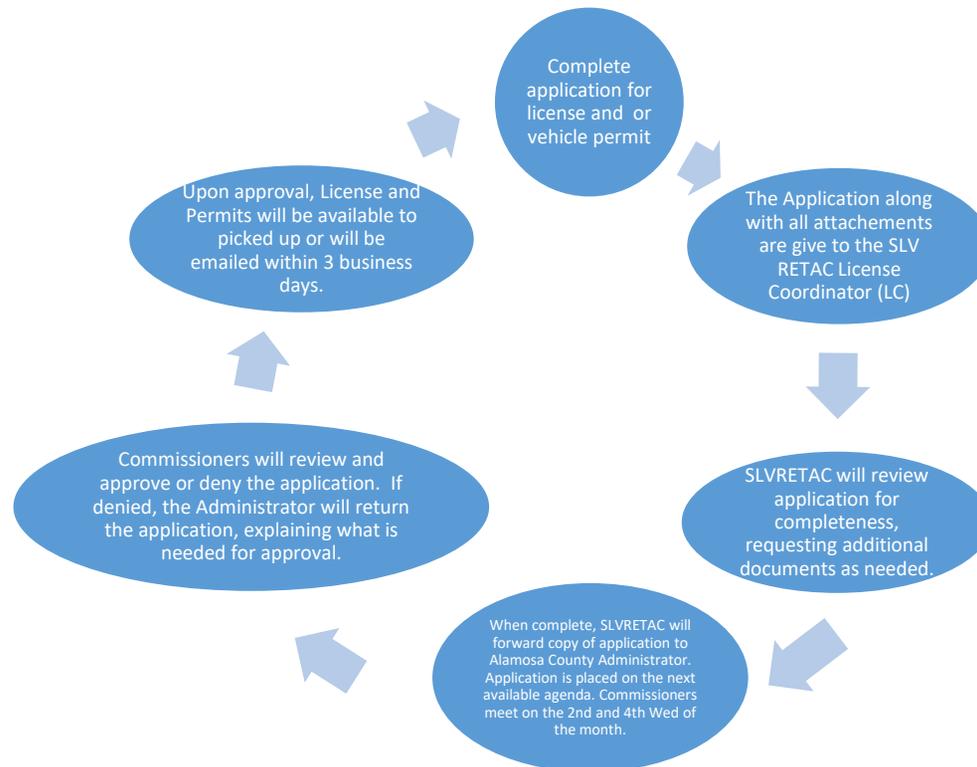
XVII. Fees: changed to reflect Alamosa County will charge for licenses and permits

XVIII. Reciprocity: Added reciprocity statement



Steps for Secure Transportation License and/or Vehicle Permit approval

---





**CHAD & MICHELLE HELFER  
MINOR SUBDIVISION  
MS 26-002**

---

**February 11, 2026 - PLANNING COMMISSION 6:00 PM  
March 11, 2026 - BOCC 8:30 AM**

**LIST OF EXHIBITS**

1. STAFF REPORT
2. APPLICATION
3. RECEIPT OF PAYMENT
4. DEED
5. OWNERSHIP & ENCUMBRANCE REPORT
6. WELL PERMIT 280736
7. PROPOSED PLAT
8. ASSESSOR RECORD
9. GIS NOTIFICATION AERIAL MAP
10. LIST OF ADJOINING PROPERTY OWNERS
11. EXAMPLE LETTER TO NEIGHBORS
12. ACFPD COMMENTS
13. DWR COMMENTS
14. ROAD & BRIDGE COMMENTS
15. PUBLIC NOTICE
16. NOTICE TO APPLICANT
17. PARTIAL RELEASE OF DEED OF TRUST
18. LIENHOLDER AUTHORIZATION

**Alamosa County  
Land Use & Building Department  
Case Memorandum**



**County Commission Meeting**

**Date:** March 11, 2026  
**Case Number:** MS 26-002  
**Applicant:** Chad & Michelle Helfer  
**Prepared By:** Darcy Barraclough, Planner & Richard Hubler, Director

---

**Subject:**

Chad & Michelle Helfer, Applicants, are requesting approval of a Minor Subdivision on property currently addressed as 4094 N County Rd 113 (Parcel 513908300316). They are proposing to subdivide the existing ~40 acre tract into two lots: Tract 1 of 35 acres, and Tract 2 of 3.65 acres. This property is in the Rural (RU) zone district.

The legal description of the property is: The Southwest 1/4 of the Southwest 1/4 of Section 8, Township 39 North, Range 11 East, of the New Mexico Principal Meridian, County of Alamosa, State of Colorado.

**Public Notice Process:**

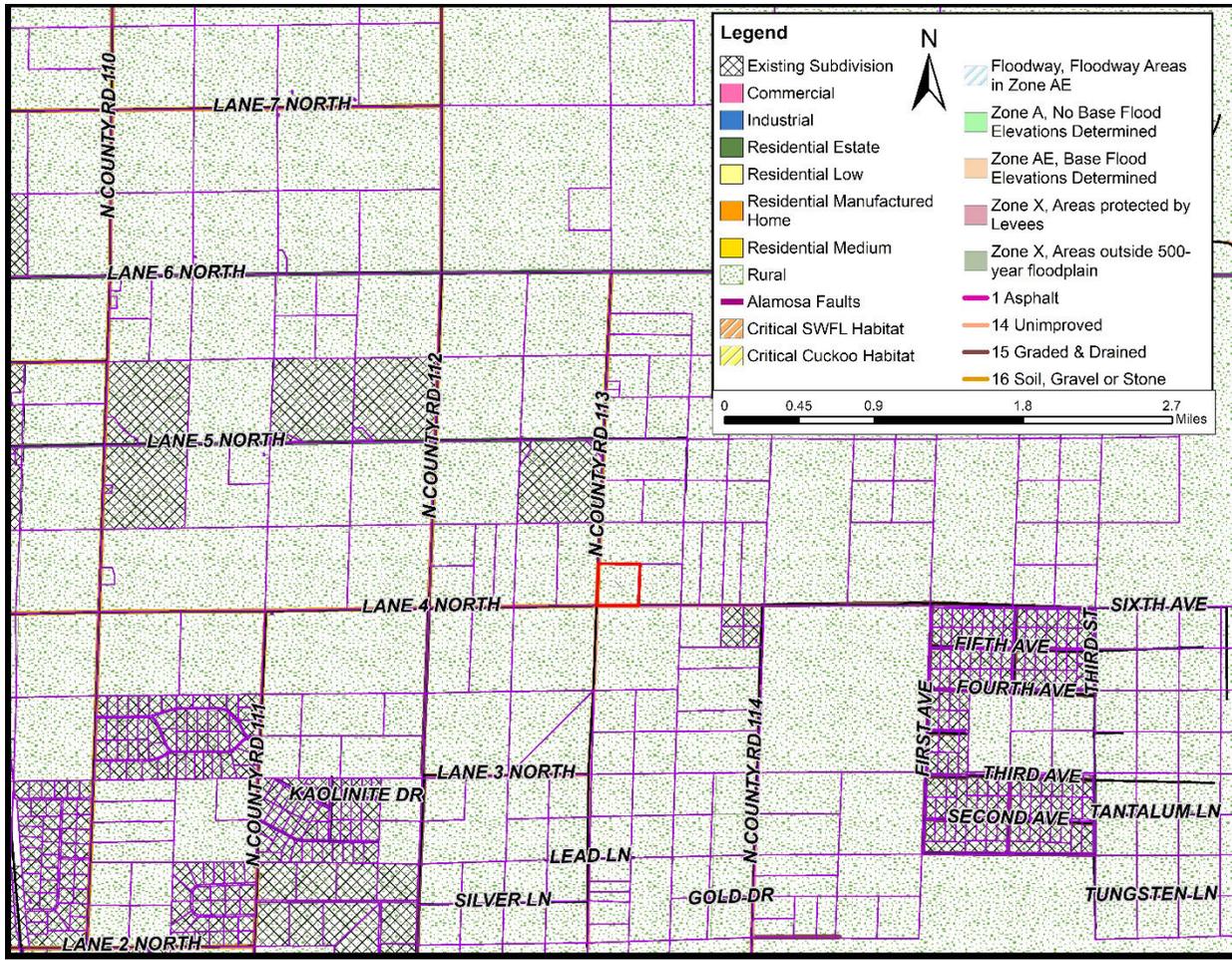
Public Notice was published in the Valley Courier on January 3, 2026. Neighbor notification letters for 9 property owners were mailed on January 5, 2026.

**Background**

The Applicants own an existing ~ 40 acre quarter quarter section which they propose to divide into two tracts. The property currently has a single residence on proposed Tract 1 and the existing home is served by a well, permit #280736. Proposed Tract 2 is intended for future residential development. The Applicants have started the process of re-permitting domestic well #280736 to the proposed 35 acre Tract 1. Tract 2 will then be eligible for an in-house use only well permit, and augmentation is also available. The subject property currently has an existing access onto N County Rd 113.

**Neighboring Zoning and Development:**

The subject property is located within the Rural (RU) zone district ~ 4 miles southeast of Mosca. It is typical of the surrounding area which consists of mainly large undeveloped lots with some scattered single-family residences. Immediately west and north of the subject property lie two ~80 acre parcels with current and historic residential development. Adjacent to the east is a 39.5 acre with a home and directly south lies a 316 acre investor owned undeveloped parcel. The subject property is within the Agriculture and Rural Preservation (ARP) future land use, which is described as being parcels typically 35 acres or larger with small to large-scale agricultural uses including rangeland and both irrigated and non-irrigated agricultural activity. This proposal does create a small lot of 3.65 acres, which is inconsistent with the ARP designation.



**Analysis of Relevant Regulations:**

The proposed tracts exceed the lot area minimum and dimensional requirements for the Rural zone district. Tract 1 is served by an existing domestic well and proposed tract 2, intended for residential development, is eligible to be served by an in-house use only well. Tract 1 has an existing driveway access onto N County Rd 113 and proposed tract 2 has direct frontage onto Lane 4 N for a new driveway access.

Regarding the Minor Subdivision approval criteria, Staff proposes the below findings:

1. The proposed parcel to be subdivided is a tract/parcel of land that has not been subdivided in at least fifteen years; *The proposed parcel to be subdivided has only ever been transferred by aliquot description and has never been subdivided by the county's regulations. This requirement has been met.*
2. The division of land will not create more than three (3) additional building parcels, sites, tracts, or lots; *The application proposes creation of a single new tract, for a total of two tracts. This requirement has been met.*
3. The subdivision is in conformance with the goals, objectives, and policies of the Alamosa County Master Plan, Land Use Code, and/or other County guidelines; *The proposal for a minor subdivision is consistent with the dimensional*

*requirements of the land use code and access and legal water are available for the proposal. However, the subject property is in an area designated as Agriculture and Rural Preservation in the Imagine Alamosa County Comprehensive Plan, which prefers large lots for single family development and agricultural character. While proposed Tract 1 is 35 acres, the proposed tract 2 of 3.65 acres is inconsistent with this future land use. This requirement has not been met.*

4. All sites, tracts, lots, or parcels shall have access to a public maintained road; *Tract 1 has existing access onto N County Rd 113 while Proposed Tract 2 has direct access onto Lane 4 N, both unpaved roads maintained by the County. Staff recommended a related condition requiring a driveway permit at time of development.*
5. All sites, tracts, lots, or parcels shall have adequate potable water; if well-sharing is approved by the Colorado Division of Water Resources, a shared well agreement shall be recorded in the office of the County Clerk and Recorder; *Proposed Tract 1 will be served by domestic re-permitted well #280736 and proposed Tract 2 is eligible to apply for an in-house use only well permit. Augmentation is also currently available. This requirement has been met.*
6. The proposed area is not in any of the following:
  - a. Geologic Hazard Area
  - b. Floodplain Area
  - c. Critical Wildlife Habitat Area:*The subject property is not located in any of the above areas. This requirement has been met.*

#### **Comments from Review Agencies:**

Agency review requests were sent to the Alamosa County Road & Bridge and Sheriff's departments, Mosca Hooper Conservation District, Alamosa County Fire Protection District, Mosca-Hooper Volunteer Fire Department, San Luis Valley Water Conservancy District, and the Colorado Division of Water Resources.

Both ACFPD and R&B Road stated they had no concerns with this application. DWR noted the options of re-permitting the existing well and correlating options for Tract 2.

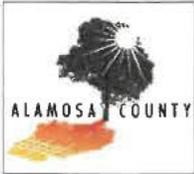
We did not receive any other agency responses.

#### **Planning Commission Hearing and Recommendation:**

The Planning Commission heard this case on February 11, 2026. There was extensive discussion about the need for the proposal and the compliance with the future land use maps in the Comprehensive Plan. The Applicants described their need to sell their house and move closer to family, combined with their desire to keep some property in case they are able to return in the future. Commissioners described the small lot as inconsistent with the immediate area, noting the excess of undeveloped small lots from prior major subdivisions in this portion of the county. One Commissioner stated that the lack of development plans and speculative nature of the proposal was cause for denial. The Planning Commission voted 3-2 to **Recommend Denial** of the application.

Staff had noted that the small lot proposal was inconsistent with the Comprehensive Plan and future land use mapping, but had recommended approval with the following conditions.

1. Prior to a hearing before the BOCC, the Applicant must provide a lender authorization letter.
2. Prior to recording the final plat, the Applicant shall submit a current certificate of taxes due showing a zero balance.
3. At the time of development of tract 2, the property owner shall obtain an access permit from Alamosa County Road and Bridge and comply with any stipulated conditions.



**LAND USE OFFICE**  
**8999 INDEPENDENCE WAY ALAMOSA, CO 81101**  
**PHONE: (719) 589-3812. FAX: (719) 589-5888**

This application must be completed in its entirety, failure to do so will mean an incomplete application and will be given back to the applicant. *Unless specifically waived by the Alamosa County Land Use Office, all items in this application must be completed. Your application will not be scheduled for a Planning Commission meeting if this application, including the Site Plan is incomplete. Additional information may be requested by the Alamosa County Land Use and Planning Staff and/or Planning Commission during review of this application.*

**FOR ADMINISTRATIVE USE ONLY:**

APPLICATION DATE: 12/29/2025 CASE NUMBER: \_\_\_\_\_ PARCEL # 51390800316  
 APPLICATION REC'D BY: BB TREASURER'S RECEIPT # 255610  
 PC DATE: 2/11/2026 BOCC DATE: 3/11/2026

**ACTIVITY: PLEASE CHECK ONE**

<input type="checkbox"/> REPLAT/VACATION (\$300)	<input checked="" type="checkbox"/> MINOR SUBDIVISION (\$500)	<input type="checkbox"/> SPECIAL USE (\$500)
<input type="checkbox"/> MAJOR SITE PLAN (\$500)	<input type="checkbox"/> BOA-VARIANCE/APPEALS (\$500)	<input type="checkbox"/> SPECIAL USE / MED MARIJUANA (\$1000)
<input type="checkbox"/> MINOR SITE PLAN (\$300)	<input type="checkbox"/> AMENDMENT TO ZONING (\$500)	<input type="checkbox"/> SPECIAL USE AMENDMENT (\$300)
<input type="checkbox"/> MAJOR SUBDIVISION (\$3000 + \$50/lot)	<input type="checkbox"/> TEXT AMENDMENTS (\$500)	<input type="checkbox"/> PLANNED UNIT DEVELOPMENT (\$3000 + \$50/lot)

**ZONING: PLEASE CHECK ONE**

<input type="checkbox"/> RESIDENTIAL LOW	<input checked="" type="checkbox"/> RURAL	<input type="checkbox"/> COMMERCIAL
<input type="checkbox"/> RESIDENTIAL MEDIUM	<input type="checkbox"/> RESIDENTIAL ESTATE	<input type="checkbox"/> INDUSTRIAL
<input type="checkbox"/> RESIDENTIAL HIGH	<input type="checkbox"/> RESIDENTIAL MANUFACTURED HOME	

**APPLICANT OR AUTHORIZED REPRESENTATIVE (A notarized letter authorizing representation by the applicant or owner must be submitted.)**

NAME: Chad Helfer & Michelle Helfer  
 ADDRESS: 4094 County Rd 113 Mosca CO 81146  
 TELEPHONE: [REDACTED] EMAIL: [REDACTED]

**PROPERTY OWNER (If different than applicant, a copy of a contract for sale or lease between applicant and owner, or a notarized letter from the owner consenting to this application, must be submitted):**

NAME: \_\_\_\_\_  
 ADDRESS: \_\_\_\_\_  
 TELEPHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

**LEGAL DESCRIPTION OF PROPERTY:** also include mileage from highway or county road and directions from the city. (please attach description if necessary) *See Quit claim Deed & Survey*

**ADDRESS OF THE PROPERTY:** *4094 County Rd 113  
Mosca, CO 81146*

**GIVE A SHORT NARRATIVE OF YOUR PROPOSED USE:** (may be attached)

*Parcel off 3.65 acres from the current 40.46 Acres so that in the future if we decide to sell the home on larger # of acres we will still own the 3.65 Acres for us to use in the future.*

**DESCRIBE HOW THE PROPOSED USE WILL BE COMPATIBLE WITH SURROUNDING LAND USES:**  
*rural land*

**WHAT IS THE DISTANCE TO THE NEAREST RESIDENCE:** *our current house on ~~4094~~ 4094 County Rd 113 Mosca*

- SOURCE OF WATER:**
- Public Water/ District Name: \_\_\_\_\_
  - Private Well (Attach Well Permit)
  - Water Shares (Attach Letter)

- SEWAGE DISPOSAL:**
- Public Sewage System
  - New OWTS System
  - Existing OWTS System

**TRAFFIC EXPECTED TO BE GENERATED BY THIS CHANGE**

Trips per day/week	Vehicle type
<i>No Change to traffic</i>	

- FIRE DISTRICT**
- ALAMOSA
  - CENTER
  - NW CONEJOS
  - MOSCA

- PLEASE SELECT ONE OF THE FOLLOWING:**
- Colorado Department of Transportation Highway Access Permit: CDOT telephone: (970) 385-8362
  - Alamosa County Driveway Access Permit: Department telephone: (719) 589-6262
  - Existing Alamosa County Driveway.

**GIVE DETAILS ON THE ACCESS FOR THE PROPOSED SUBDIVISION.**

\_\_\_\_\_

\_\_\_\_\_

**ALL REQUIRED ITEMS MUST BE SUBMITTED FOR APPLICATIONS TO BE PROCESSED OR ADDED TO SCHEDULE: [R] = REQUIRED [NR] = NOT REQUIRED**

**[R] [NR] PLEASE SELECT ANY OF THE FOLLOWING THAT APPLY TO YOUR PROPERTY:**

- The property is subject to restrictive covenants or deed restrictions: attach a copy
- The property is subject to homeowners or property owner's regulations: attach a copy
- The property is subject to a deed of trust(s) or mortgage(s): Attach notarized letter of approval from lender
- Attach a copy of the current deed (s) filed in the Alamosa County Clerk and recorder's office

**[R] [NR] ATTACH ONE OF THE FOLLOWING: INFORMATION MUST BE DATED WITHIN 180 DAYS OF APPLICATION DATE**

- Title insurance commitment showing the applicant as owner; OR
- Ownership & Encumbrance report issued by a licensed and bonded title insurer - *from Alpine Title*

**[R] [NR] CERTIFICATE OF TAXES DUE (This is not the same as a tax bill or receipt) *from mortgage co.***

- Attach a copy of the Certificate of taxes paid from the Alamosa County Treasurer's Office

**[R] [NR] WATER DOCUMENTATION *well permit***

- Attach documentation of the water source listed on page 2 of this application: i.e. well permit, letter from the water & sanitation district or water certificates.

**[R] [NR] LAND SURVEY PLAT: (Subdivisions, Replat/Plat Vacation, Major Site Plans, and Variances).**

- Include all proposed for immediate or future development. The land survey plat must be prepared by a surveyor licensed in the State of Colorado. The land survey plat must meet the criteria outlined in §C.R. S. 38-51-106. For preliminary review, please provide one (11"x17" copy). Final recording requires a (24"x36") mylar plat

**[R] [NR] SITE PLAN: (Amendment to Zoning, Site Plan Review, Special Use, and Board of Adjustments).**

- Include all land proposed for immediate or future development. The site plan may be a simple hand-drawn sketch. It must be legible, clearly marked, does not need to be to scale, and include all of the items listed below. It must be signed and dated by the person who drew it. Please provide one copy of at least 11"x17". Digital copies are preferred. All items on this checklist must be provided on plot plan:
- Total acreage
- Roads, streets, highways, and access easements which will serve this proposed development. The name of the proposed private road
- Location of all existing utilities on the property (septic systems, wells, lines) or electric, gas, phone lines which may provide service
- Stock drive easements and fence lines
- Irrigation and drainage ditches, and patterns
- Driveways/parking areas, both existing and proposed
- Locations and sizes of existing structures
- Setbacks from property lines (BOA, Replat, & Plat Vacation application only)
- Location and sizes of proposed structures
- Proposed lot changes
- North arrow

**[R] [NR] MASTER PLAN: (Planned Unit Development only)**

- Prepared by a professionally certified landscape architect, engineer, or architect.

FEES: **PAYMENT IS REQUIRED BEFORE APPROVAL.** Payment of application fees must be made at the time of filing this application. The Alamosa County Land Use Office will determine the amount to be paid when you submit this application.

Application Fee: \$500

Date Paid: \_\_\_\_\_

Check dropped off in person  
#305  
12/29/25

**Additional final fees: Due upon conclusion of the application process and before recording of the resolution and Mylar are - publication fees, mapping fees, postage and recording fees. If denied, recording, postage and publication fees will still be due on all applications.**

I/we declare under penalty of perjury in the second degree, and any other applicable state or federal laws that the statements made on this application are true and complete to the best of my knowledge. I understand that this application may be denied or revoked if:

- I provide misleading information on this application, or
- I violate the rules and regulations of Alamosa County
- I violate the provisions of the Colorado Subdivision Regulations (§C.R.S. 30-1-133)

Michelle Helber

Signature of Applicant

Chad H

Signature of Applicant

Signature of Applicant

Signature of Owner

Michelle Helber

Signature of Owner

Chad H

Signature of Owner

Signature of Owner



EXHIBIT 3  
**ALAMOSA COUNTY TREASURER**

8999 Independence Way, Ste 104

Alamosa, CO 81101

(719)589-3626

**MISCELLANEOUS GENERAL LEDGER RECEIPT**

Receipt Date: 12/30/2025

Transaction #: 255610

Print Date: 12/30/2025

Comments: Land Use/Minor Subdivision/Chad or Michelle Helfer

Reference:

#	Information	Tender	Check #	Routing #	Amount Paid
1	Chad or Michelle Helfer 4094 CNTY RD 113 Mosca, CO 81146	CHECK	305		\$500.00
TOTAL RECEIVED					\$500.00

TEMPLATE ID	GL TEMPLATE DESCRIPTION	Amount
10-2400	COUNTY GENERAL - SUBDIVISION EXEMPTION Land Use/Minor Subdivision/Chad or Michelle Helfer	\$500.00

**QUITCLAIM DEED**

THIS DEED, made this 29 day of September 2025, between

**Michelle Y. Smith n/k/a Michelle Y. Helfer and Chad L. Helfer**

of the County of Alamosa, Colorado, Grantor, and

**Michelle Y. Helfer and Chad L. Helfer as Joint Tenants**

Whose legal address is 4094 County Road 113, Mosca, CO 81146; grantee:

**WITNESSETH**, That the grantor for and in consideration of the sum of **TEN AND 00/100 DOLLARS (\$10.00)** and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, remised, released, sold and **QUITCLAIMED**, and by these presents does remise, release, sell and **QUITCLAIM**, unto the Grantee, their heirs and assigns forever, not in tenancy in common but in **joint tenancy**, all the right, title, interest, claim and demand which the grantor has in and to the real property, together with improvements, if any, situate, lying and being in the County of **Alamosa**, and the State of **COLORADO**, described as follows:

**The Southwest 1/4 of the Southwest 1/4 of Section 8, Township 39 North, Range 11 East of the N.M.P.M., County of Alamosa, State of Colorado**

**Together with all water and water rights, ditches and ditch rights, and rights of way appurtenant to and used in connection with the above described property, and all wells, pumps, motors and related equipment located thereon. Including but not limited to Permit No(s). 280736.**

Also known as street and number: **4094 County Road 113, Mosca, CO 81146**  
Assessor's schedule or parcel number: **513908300316**

**TO HAVE AND TO HOLD** the same, together with all and singular the appurtenances and privileges thereunto belonging, or in anywise thereunto appertaining, and all the estate, right, title, interest and claim whatsoever of the Grantor, either in law or equity, to the only proper use, benefit and behoof of the Grantee, their heirs, successors and assigns forever.

The singular number shall include the plural, the plural the singular, and the use of any gender shall be applicable to all genders.

IN WITNESS WHEREOF, the Grantor has executed this deed on the date first written above.

*Michelle Y. Smith n/k/a Michelle Y. Helfer*  
Michelle Y. Smith n/k/a Michelle Y. Helfer

*Chad L. Helfer*  
Chad L. Helfer

STATE OF COLORADO  
COUNTY OF ALAMOSA

The foregoing instrument was acknowledged before me this 29 day of September, 2025, by Michelle Y. Smith n/k/a Michelle Y. Helfer and Chad L. Helfer.

*[Handwritten Signature]*  
\_\_\_\_\_  
Notary's Official Signature

WARREN GRAHAM HOSTETTER  
NOTARY PUBLIC  
STATE OF COLORADO  
NOTARY ID# 20054017978  
MY COMMISSION EXPIRES 05-04-2029

My Commission Expires:

\*\*\*NOTE: that this Deed is being prepared at Grantor's request without the benefit of a title search or title examination. No title opinion, title insurance, or title assurances have been requested or given in connection with the preparation of this Deed.

# OWNERSHIP AND ENCUMBRANCE REPORT



Parcel No.: **513908300316**

Property Address: 4094 County Road 113, Mosca, CO 81146

Legal Description: **The Southwest 1/4 of the Southwest 1/4 of Section 8, Township 39 North, Range 11 East of the N.M.P.M., County of Alamosa, State of Colorado.**

Owner: **Chad L. Helfer and Michelle Y. Helfer**

Ownership Documents: **Quitclaim Deed** recorded on **September 30, 2025** at **Reception No. 396146**.

Open Liens:

**A Deed of Trust from Chad L. Helfer and Michelle Y. Smith to the Public Trustee of Alamosa County in favor of Guaranteed Rate, Inc. as beneficiary dated October 16, 2024 in the original principal amount of \$300,000.00 and recorded on October 16, 2024 at 01:33pm as Instrument #393175 in the official records of the Alamosa County Recording Office.**

Matters of interest to the subject property:

**NONE**

The foregoing information was compiled as of **September 30, 2025 at 8:06 AM** up to and including **December 25, 2025 at 8:00 AM**, solely for the benefit of

**Michelle Helfer**

This information is deemed reliable but not guaranteed. No insurance product is associated with this information and Allpine Title, Inc. does not certify the information contained in this report and assumes no liability as to loss, consequence, or damage resulting from the use of this information.

The instruments referred to have not been examined to determine their legal sufficiency and no search has been made as to any reservations, covenants, easements or rights of way, if any.

**Glenna Clayton**



**PERMIT HISTORY**

09-29-2025	CHANGE IN OWNER NAME/MAILING ADDRESS. CHANGED TO MICHELLE Y. HELFER
12-05-2024	CHANGE IN OWNER NAME/MAILING ADDRESS. CHANGED TO CHAD L. HELFER
10-21-2024	CHANGE IN OWNER NAME/MAILING ADDRESS. CHANGED TO CHAT L. HELFER
10-21-2024	CHANGE IN OWNER NAME/MAILING ADDRESS. CHANGED TO MICHELLE Y. SMITH
07-06-2021	CHANGE IN OWNER NAME/MAILING ADDRESS. CHANGED TO SUZANNE SANTORO
07-06-2021	CHANGE IN OWNER NAME/MAILING ADDRESS. CHANGED TO EDGAR SANTORO
11-05-2014	CHANGE IN OWNER NAME/MAILING ADDRESS

Quarter Section Corner Recovered No. 6 Rebar w/3/4" Alum. Cap, PE-LS 2281

7

8

# EXHIBIT 7

N



**BEARING BASIS**  
Courses are referred to South line SW1/4SW1/4 Section 8 between monuments shown hereon.  
Observed Bearing was S89°28'37" W.



Scale 1" = 100'



LOCATION MAP

Center West Sixteenth Corner

## HELPER MINOR SUBDIVISION

THE SW1/4SW1/4 SECTION 8,  
TOWNSHIP 39 NORTH, RANGE 11 EAST,  
NEW MEXICO PRINCIPAL MERIDIAN,  
ALAMOSA COUNTY,  
COLORADO.

Center Quarter Section Corner Recovered No. 6 Rebar w/3/4" Alum. Cap, PLS 23891

N 02°38'27" E

- LEGEND**
- Aliquot Section Corner Set (or as described)
  - Property Boundary
  - Aliquot Section Line
  - County Road Limits
  - Fence Line
  - Overhead Electrical Power Line
  - Calculated Position (Northing Found or Set)
  - Set Pin & Red Plastic Cap, PLS 23891

**AREA SUMMARY**

Tract 1	35.00 Acres ±
Tract 2	3.65 Acres ±
County Road	1.81 Acres ±
Total SW1/4SW1/4 Sec. 8	40.46 Acres ±

ROAD 113 NORTH

South Sixteenth Corner Recovered No. 6 Rebar w/2 1/2" Alum. Cap, PLS 23891

7

Section Corner Recovered No. 6 Rebar w/3/4" Alum. Cap, PLS 23891

7

8

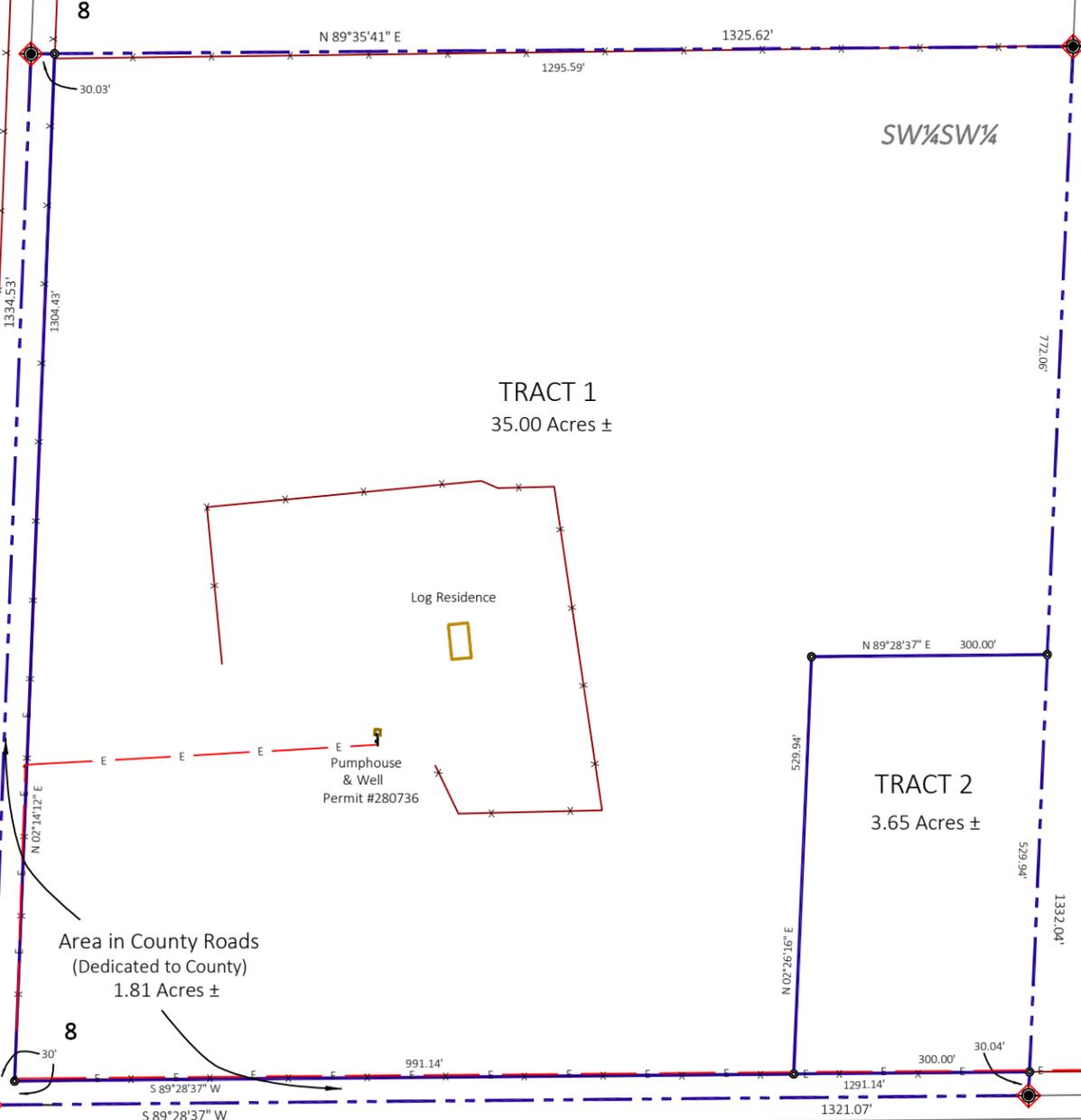
17

LANE 4 NORTH

West Sixteenth Corner Recovered No. 6 Rebar w/2 1/2" Alum. Cap, PLS 23891

18

NOTE: According to Colorado law you must commence any legal action based upon any defect in this survey within (3) three years after you discover such defect. In no event may any action based upon any defect in this survey be commenced more than ten years from the date of certification shown hereon.



### DEDICATION

KNOW ALL MEN BY THESE PRESENTS that Chad L. Helfer and Michelle Y. Helfer are the owners of that real property situated in Alamosa County, Colorado, being the SW1/4SW1/4 Section 8, Township 39 North, Range 11 East, New Mexico Principal Meridian.

FURTHER THAT they have caused said real property to be laid out and surveyed as the "Helper Minor Subdivision", as provided by Article V, Paragraph 5.8 of the Alamosa County Land Use Development Code and do hereby dedicate and set apart all of the streets, alleys, and other public ways, places, and easements shown on the a accompanying plat as easements.

IN WITNESS WHEREOF the undersigned have caused their names to be hereunto subscribed  
this \_\_\_\_\_ day of \_\_\_\_\_ A.D. 20\_\_.

Signed: \_\_\_\_\_ Signed: \_\_\_\_\_  
Chad L. Helfer Michelle Y. Helfer

State of Colorado) SS  
County of Alamosa)

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, A.D. 20\_\_  
by Chad L. Helfer and Michelle Y. Helfer.

My Commission expires \_\_\_\_\_

Notary Public

### SURVEYOR'S CERTIFICATE

I, Wm. D. Kitterman, a duly registered land surveyor in the State of Colorado, do hereby certify that this plat truly and correctly represents the results of a survey made by me and under my direct supervision to the best of my knowledge and belief.

### PLANNING COMMISSION CERTIFICATE

APPROVED this \_\_\_\_\_ day of \_\_\_\_\_, A.D. 20\_\_, County Planning Commission, Alamosa County,  
Colorado.

Chairman

### COMMISSIONER'S CERTIFICATE

APPROVED, this \_\_\_\_\_ day of \_\_\_\_\_, A.D. 20\_\_, Board of Commissioners, Alamosa County, Colorado. This approval does not guarantee that the size or soil conditions on any lot hereon are such that a building permit may be issued. This approval is with the understanding that all expenses involving necessary improvements for all utility services, paving, grading, landscaping, curbs, gutters, street lights, street signs, and sidewalks shall be financed by others and not the County of Alamosa, AND FURTHER that this approval does not in any way guarantee or indicate that either water or well permits or subsurface sewage disposal permits are available for any of the tracts shown hereon. The roads as shown on the Plat, dedicated to the public use, are accepted by the County of Alamosa on this \_\_\_\_\_ day of \_\_\_\_\_, A.D. 20\_\_.

Attest: \_\_\_\_\_ Signed: \_\_\_\_\_  
Clerk of the Board Chairman

### CLERK AND RECORDER'S CERTIFICATE

State of Colorado) SS  
County of Alamosa)

I hereby certify that this instrument was filed in my office at \_\_\_\_\_ O'clock \_\_\_\_\_ M., the \_\_\_\_\_ day of \_\_\_\_\_, A.D. 20\_\_, and is duly recorded under Reception No. \_\_\_\_\_

and is filed in Plat Cabinet \_\_\_\_\_, Map No. \_\_\_\_\_.

Signed: \_\_\_\_\_  
Clerk & Recorder

Quarter Section Corner Recovered No. 6 Rebar w/3/4" Alum. Cap, PE-LS 2281

8

**Rincon Associates, Inc.**  
P.O. Box 1025 Alamosa, CO 81101 (719) 589-1644

HELPER MINOR SUBDIVISION  
THE SW1/4SW1/4 SECTION 8,  
TOWNSHIP 39 NORTH, RANGE 11 EAST,  
NEW MEXICO PRINCIPAL MERIDIAN,  
ALAMOSA COUNTY,  
COLORADO.

Drawn by: WDK August 2025  
Job No. 3900 Sheet 1 of 1

# Alamosa County, CO

## Summary

**Parcel Number** 513908300316  
**Property Address** ROAD 113 NORTH 04094  
**Legal Description** SW4SW4 8 39 11 40.00 AC EXC 3/4 INT M/RTS DC REC #393171 02-28-2024 JWD REC #393173 10-15-2024 JQCD REC #396146 09 29 2025  
 (Note: Not to be used on legal documents)  
**Acres** 40  
**Neighborhood** 1000 NBHD 10 (1000)  
**Tax District** 221  
**Section** 8  
**Township** 39  
**Range** 11



## Owners

**Disclaimer:** Mailing address is used for Alamosa County ad valorem taxation purposes.  
 HELFER MICHELLE Y &  
 HELFER CHAD L  
 4094 COUNTY ROAD 113  
 MOSCA, CO 81146

## Land

Land Use	Units	Unit Type	Frontage	Depth
Q1 35-79 AC W/P&A	40	AC	0	0

## Valuation

Assessed Year	2025	2024	2023	2022	2021
Building Value	\$215,366.00	\$209,948.00	\$209,948.00	\$131,560.00	\$131,560.00
Land Value	\$26,000.00	\$26,000.00	\$26,000.00	\$22,000.00	\$22,000.00
Extra Features Value	\$6,287.00	\$6,344.00	\$6,344.00	\$400.00	\$400.00
<b>Total Value</b>	<b>\$247,653.00</b>	<b>\$242,292.00</b>	<b>\$242,292.00</b>	<b>\$153,960.00</b>	<b>\$153,960.00</b>

## Sales

Sale Date	Document Number	Instrument	Qualification	Sale Price
9/29/2025	396146	JQ	U	\$0
10/15/2024	393173	WD	Q	\$375,000
2/28/2024	393171	DC	U	\$0
6/25/2021	381473	JW	Q	\$210,000
10/22/2014	357909	JW	Q	\$120,000
6/21/2010	342547	WD	U	\$0
11/26/2008	337010	JQ	U	\$0
11/21/2008	337011	WD	U	\$22,000
11/21/2008	337012	WD	Q	\$22,000
11/17/2008	336851	QC	U	\$0

## Buildings

<b>Year Built</b>	2009	<b>Heating</b>	RAD ELEC
<b>Air Conditioning</b>	NONE	<b>Improvement Code</b>	110500
<b>Bedrooms</b>	3	<b>Improvement Description</b>	RANCH OTR
<b>Building Sq Ft</b>	1515	<b>Living Sq Ft</b>	1290
<b>Building Value</b>	215366	<b>Stories</b>	1
<b>Count</b>		<b>Patio Deck Area</b>	200
<b>Extended Description</b>	BASE AREA (1215); WOOD DECK (200); BALCONY (100)	<b>Patio Deck Type</b>	WOOD DECK (200)
<b>Exterior Walls</b>	LOG	<b>Porch Area</b>	
<b>Foundation</b>	N/A	<b>Porch Type</b>	
<b>Frame</b>	WOOD FRAME	<b>Roof Cover</b>	METAL
		<b>Roof Type</b>	GABLE/HIP
		<b>Total Baths</b>	1

### Yard Extras

Year Built	Dimensions	Yard Extra Count	Description	Unit Type
2022	0x0x0	1	RES BLDG	UT
2009	0x0x0	2	RES BLDG	UT
2009	0x0x0	3	RES BLDG	UT
2009	0x0x0	4	RES BLDG	UT

### Tax Statements

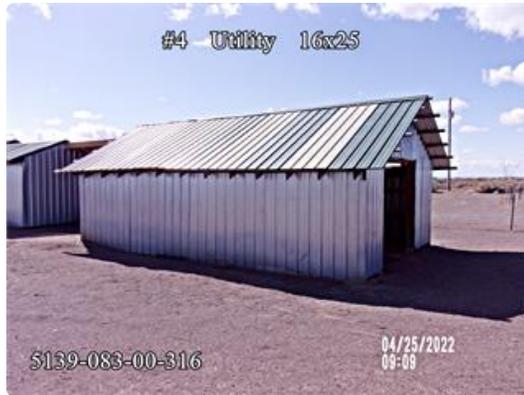
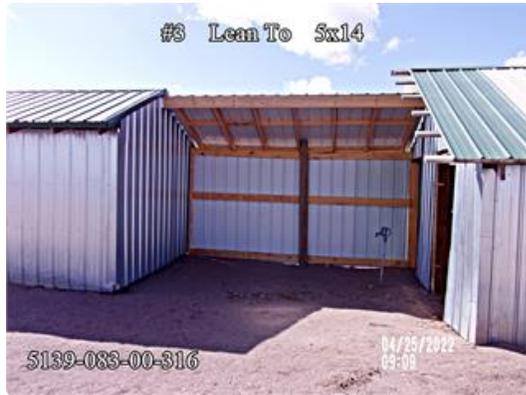
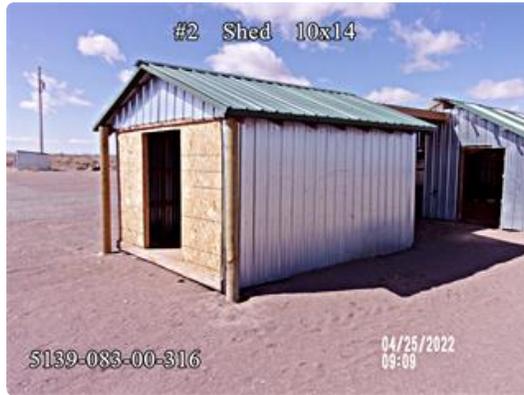
- 2024 Tax Notice (PDF)
- 2023 Tax Notice (PDF)
- 2022 Tax Notice (PDF)
- 2021 Tax Notice (PDF)
- 2020 Tax Notice (PDF)
- 2019 Tax Notice (PDF)
- 2018 Tax Notice (PDF)
- 2017 Tax Notice (PDF)
- 2016 Tax Notice (PDF)

### Sketches

- 513908300316 (PDF)

### Photos View





No data available for the following modules: Photos.

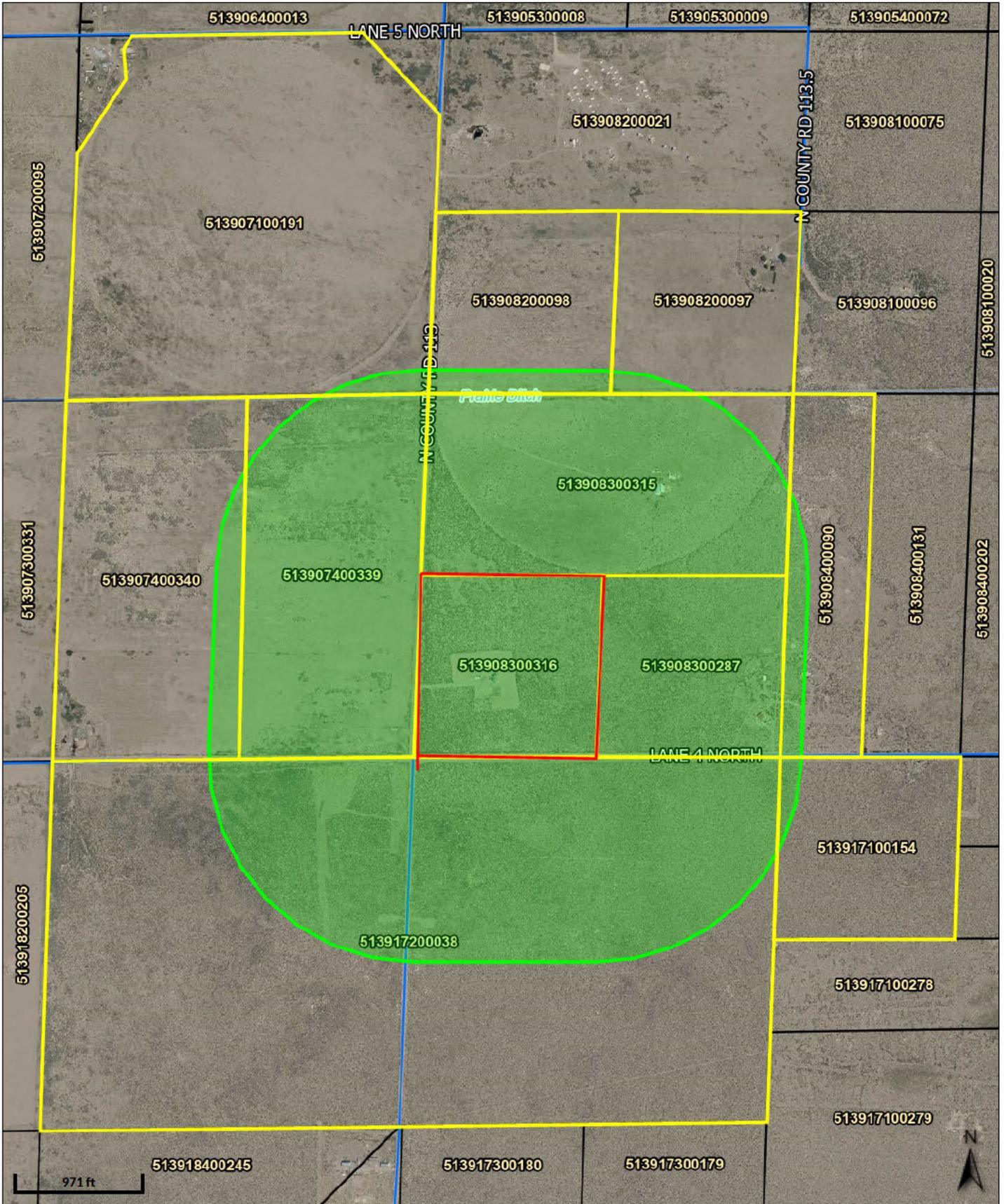
The Alamosa County Assessor's Office makes every effort to produce the most accurate information possible. No warranties, expressed or implied are provided for the data herein, its use or interpretation. Data is subject to constant change and its accuracy and completeness cannot be guaranteed.  
 | [User Privacy Policy](#) | [GDPR Privacy Notice](#)  
 Last Data Upload: 12/30/2025, 8:28:38 PM

Contact Us

Developed by  
 **SCHNEIDER**  
 GEOSPATIAL

EXHIBIT 9

Helper Minor Subdivision



## EXHIBIT 10

## Helper 1500 ft neighbor list

<b>ParcelId</b>	<b>OwnerName</b>	<b>OwnerAddress1</b>	<b>OwnerCityStZip</b>
513917200038	AFC LIMITED LLC, SUITE B #493	11010 HARBOR HILL DR	GIG HARBOR WA 98332
513908300287 & 513908400090	REES JEAN K	13775 LANE 4 NORTH	MOSCA CO 81146
513908200098	TIDMORE DAUGHTER'S TRUST	16042 NORTH 10TH STREET	PHOENIX AZ 85022
513908300316	HELPER MICHELLE Y & HELPER CHAD L	4094 COUNTY ROAD 113	MOSCA CO 81146
513907400339 & 513907400340	BUTCHER SHANNON & MCCOLM LORIE	417 MADISON STREET	MONTE VISTA CO 81144
513907100191	BOWMAN RONALD R & BOWMAN GAIL J	704 COTTONWOOD CIR	ALAMOSA CO 81101
513908300315	TIDMORE DAUGHTERS TRUST	7113 EAST INGRAM ST	MESA AZ 85207
513917100154	SHONROCK CLINTON O & MARTHA V	801 7TH APT 11	LOS ALAMOS NM 87544
513908200097	BROWN HARRY R & MARY ANN	9851 COUNTY ROAD 4 S	ALAMOSA CO 81101



PUBLIC NOTICE

Land Use Office • 8999 Independence Way #100 • Alamosa, CO 81101  
Email: [landuse@alamosacounty.org](mailto:landuse@alamosacounty.org) • Phone: 719-589-3812

January 5, 2026

AFC LIMITED LLC, SUITE B #493  
11010 HARBOR HILL DR  
GIG HARBOR WA 98332

Dear Property Owner(s) of Parcel# 513917200038

Pursuant to Article 8 of the Alamosa County Land Use and Development Code, I am writing to inform you that Chad & Michelle Helfer have submitted an application for a **Minor Subdivision** on property currently addressed as **4094 N County Rd 113 (Parcel 513908300316)**. The applicant is requesting approval to subdivide the existing 40.46 acre tract into two lots: Tract 1 of 35 acres, and Tract 2 of 3.65 acres pursuant to Section 5.8 of the LUDC. This property is in the **Rural (RU)** zone district.

**The legal description of the property is: The Southwest 1/4 of the Southwest 1/4 of Section 8, Township 39 North, Range 11 East, of the New Mexico Principal Meridian, County of Alamosa, State of Colorado.**

This application will be heard before the Alamosa Planning Commission on **Wednesday, February 11, 2026** at 6:00 PM and again before the Alamosa Board of County Commissioners on **Wednesday, March 11, 2026** at 8:30 AM. Both meetings will be held in the Alamosa County Services Center, 8900 Independence Way, Alamosa, Colorado.

As a neighboring property owner, you are encouraged to participate in the public hearing. You are welcome to join the meeting in person or via [Zoom Meeting ID #270-314-6874](#) or call in 719-359-4580 or 253-215-8782 and use Meeting ID# 270-314-6874.

Details regarding this application are available for public inspection in the Alamosa County Land Use Office 8999 Independence Way, Suite 100, during regular office hours. If you have any questions regarding this application, you may contact me at the above telephone number.

Sincerely,

Richard Hubler  
Land Use Administrator

**Darcy Barraclough**

---

**From:** Frank Wirth <fwirth@ci.alamosa.co.us> on behalf of Frank Wirth  
**Sent:** Monday, January 5, 2026 11:06 AM  
**To:** Darcy Barraclough  
**Cc:** ronnie.medina@alamosacounty.org; rjackson@alamosacounty.org; kanderson@alamosacounty.org; mswoods@alamosacounty.org; fwirth@alamosa.gov; moscahoopercd1@gmail.com; Richard Hubler; mhvfd@gojade.org  
**Subject:** Re: agency review request

Darcy,

I have reviewed the application and find no concerns with the subdivision moving forward.

Thanks,

Frank

On Mon, Jan 5, 2026 at 8:41 AM Darcy Barraclough <[dbarraclough@alamosacounty.org](mailto:dbarraclough@alamosacounty.org)> wrote:

Good Day,

Your agency has been selected by Alamosa County to provide input on the below land use application before Alamosa County.

1. Chad & Michelle Helfer have submitted an application for a Minor Subdivision on property currently addressed as **4094 N County Rd 113, Parcel 513908300316**. The applicant is requesting approval to **subdivide the existing 40.46 acre tract into two lots: Tract 1 of 35 acres, and Tract 2 of 3.65 acres**. This property is in the **Rural (RU)** zone district.

Please review the attached information and provide any comments relevant to:

- How these proposals may affect the services you provide.
- Concerns you may have about impacts.
- Suggestions for modifications to the proposal.

These applications are scheduled for a Public Hearing before the Alamosa County Planning Commission on **Wednesday, February 11, 2026** at 6:00 P.M. and before the Board of County Commissioners on **Wednesday, March 11, 2026** at 8:30 A.M. Both meetings will be held in the Alamosa County Services Center, 8900 Independence Way, Alamosa, Colorado.

If you wish to comment on these applications, please submit your response in writing or by email to the Alamosa County Land Use Office by **Tuesday, January 27**. You are also welcome to participate during the public hearings noted above in person or via Zoom Meeting <https://zoom.us/j/2703146874>

Further details regarding this application are available upon request. If you have any questions, please contact me at 719-589-3812 or [dbarraclough@alamosacounty.org](mailto:dbarraclough@alamosacounty.org)

Thank You,

**Darcy Barraclough**

*Planner*

*Alamosa County Land Use and Building Dept.*

[8999 Independence Way, Suite 100](#)

[Alamosa, CO 81101](#)

719-589-3812

[dbarraclough@alamosacounty.org](mailto:dbarraclough@alamosacounty.org)

---

This email has been scanned for spam and viruses by Proofpoint Essentials. Click [here](#) to report this email as spam.

=

**Richard Hubler**

---

**From:** Boyle - DNR, Kevin <kevin.boyle@state.co.us> on behalf of Boyle - DNR, Kevin  
**Sent:** Monday, January 5, 2026 4:06 PM  
**To:** Darcy Barraclough  
**Cc:** Heather@slvwcd.org; matt@slvwcd.org; kyle.mcmillan@state.co.us; Richard Hubler  
**Subject:** Re: updated agency request

Ms. Barraclough,

Our review showed that well permit no. 280736 is currently serving the subject parcel and encumbers the SW of the SW 1/4 of Section 8, Twp. 39N, Rng. 11E, NMPM so that no other exempt well permit can be issued. In order for Tract 2 to qualify for an exempt permit well permit no. 280736 would need to be re-permitted so that it only encumbers the 35 acres on Tract 1. Alternatively, under C.R.S. 37-92-602(IV) this well permit can remain as is and retain the presumption of non-injury only as long as the conditions outlined in the statute are met. As such, in order to retain permit no. 280736 as a full domestic well, the SW of the SW 1/4 of Section 8, Twp. 39N, Rng. 11E, NMPM will not qualify for any other exempt well permit in the future and well permit no. 280736 can only serve Tract 1. If the applicant wishes to retain the domestic status of this permit by keeping permit no. 280736 in place and encumbering 40 acres it is recommended that the County not approve this request until the recorded plat for this request is updated to explicitly state that the SW of the SW 1/4 of Section 8, Twp. 39N, Rng. 11E, NMPM is encumbered by well permit no. 280736 and that the SW of the SW 1/4 of Section 8, Twp. 39N, Rng. 11E, NMPM will not qualify for any other exempt well permit.

Thank You,  
**Kevin Boyle, P.E.**  
Assistant Division Engineer  
Division 3  
(719) 589-6683 ext. 3119



[kevin.boyle@state.co.us](mailto:kevin.boyle@state.co.us) | [www.dwr.colorado.gov](http://www.dwr.colorado.gov)

---

On Mon, Jan 5, 2026 at 11:50 AM Darcy Barraclough <[dbarraclough@alamosacounty.org](mailto:dbarraclough@alamosacounty.org)> wrote:

Good Day,

Your agency has been selected by Alamosa County to provide input on the below land use application before Alamosa County.

1. Chad & Michelle Helfer have submitted an application for a Minor Subdivision on property currently addressed as **4094 N County Rd 113, Parcel 513908300316**. The applicant is requesting approval to **subdivide the existing 40.46 acre tract into two lots: Tract 1 of 35 acres, and Tract 2 of 3.65 acres**. This property is in the **Rural (RU)** zone district.

Please review the attached information and provide any comments relevant to:

- How these proposals may affect the services you provide.
- Concerns you may have about impacts.
- Suggestions for modifications to the proposal.

These applications are scheduled for a Public Hearing before the Alamosa County Planning Commission on **Wednesday, February 11, 2026** at 6:00 P.M. and before the Board of County

Commissioners on **Wednesday, March 11, 2026** at 8:30 A.M. Both meetings will be held in the Alamosa County Services Center, 8900 Independence Way, Alamosa, Colorado.

If you wish to comment on these applications, please submit your response in writing or by email to the Alamosa County Land Use Office by **Tuesday, January 27**. You are also welcome to participate during the public hearings noted above in person or via Zoom Meeting <https://zoom.us/j/2703146874>

Further details regarding this application are available upon request. If you have any questions, please contact me at 719-589-3812 or [dbarraclough@alamosacounty.org](mailto:dbarraclough@alamosacounty.org)

Thank You,

**Darcy Barraclough**

*Planner*

*Alamosa County Land Use and Building Dept.*

[8999 Independence Way, Suite 100](#)

[Alamosa, CO 81101](#)

719-589-3812

[dbarraclough@alamosacounty.org](mailto:dbarraclough@alamosacounty.org)

**Richard Hubler**

---

**From:** Ronnie Medina <ronnie.medina@alamosacounty.org> on behalf of Ronnie Medina  
**Sent:** Tuesday, January 6, 2026 3:05 PM  
**To:** Darcy Barraclough  
**Cc:** Richard Hubler  
**Subject:** Re: updated agency request

Good afternoon,

From the Road & Bridge perspective, this proposal should not affect or impact any service my department provides.

Thanks,

Ronnie Medina  
Alamosa County Road and Bridge Director  
8663 S CR 109  
Alamosa CO. 81101  
Phone 719.589.6262  
Cell 719.850.2993

---

On Mon, Jan 5, 2026 at 1:05 PM Darcy Barraclough <[dbarraclough@alamosacounty.org](mailto:dbarraclough@alamosacounty.org)> wrote:

Good Day,

Your agency has been selected by Alamosa County to provide input on the below land use application before Alamosa County.

1. Chad & Michelle Helfer have submitted an application for a Minor Subdivision on property currently addressed as **4094 N County Rd 113, Parcel 513908300316**. The applicant is requesting approval to **subdivide the existing 40.46 acre tract into two lots: Tract 1 of 35 acres, and Tract 2 of 3.65 acres**. This property is in the **Rural (RU)** zone district.

Please review the attached information and provide any comments relevant to:

- How these proposals may affect the services you provide.
- Concerns you may have about impacts.
- Suggestions for modifications to the proposal.

These applications are scheduled for a Public Hearing before the Alamosa County Planning Commission on **Wednesday, February 11, 2026** at 6:00 P.M. and before the Board of County Commissioners on **Wednesday, March 11, 2026** at 8:30 A.M. Both meetings will be held in the Alamosa County Services Center, 8900 Independence Way, Alamosa, Colorado.

If you wish to comment on these applications, please submit your response in writing or by email to the Alamosa County Land Use Office by **Tuesday, January 27**. You are also welcome to participate during the public hearings noted above in person or via Zoom Meeting <https://zoom.us/j/2703146874>

Further details regarding this application are available upon request. If you have any questions, please contact me at 719-589-3812 or [dbarraclough@alamosacounty.org](mailto:dbarraclough@alamosacounty.org)

Thank You,

**Darcy Barraclough**

*Planner*

*Alamosa County Land Use and Building Dept.*

[8999 Independence Way, Suite 100](#)

[Alamosa, CO 81101](#)

719-589-3812

[dbarraclough@alamosacounty.org](mailto:dbarraclough@alamosacounty.org)

**ALAMOSA COUNTY  
NOTICE OF PUBLIC HEARING**

**NOTICE IS HEREBY GIVEN** that a Public Hearing will be held before the Alamosa Planning Commission on **Wednesday, February 11, 2026** at 6:00 PM and again before the Alamosa Board of County Commissioners on **Wednesday, March 11, 2026** at 8:30 AM, in the Alamosa County Services Center, 8900 Independence Way, Alamosa, Colorado for the purpose of considering an application for a **Minor Subdivision** submitted by Chad & Michelle Helfer on property currently addressed as **4094 N County Rd 113 (Parcel 513908300316)**.

The applicant is proposing to subdivide the existing 40.46 acre tract into two lots: Tract 1 of 35 acres, and Tract 2 of 3.65 acres. This property is in the **Rural (RU)** zone district.

**The legal description of the property is: The Southwest 1/4 of the Southwest 1/4 of Section 8, Township 39 North, Range 11 East, of the New Mexico Principal Meridian, County of Alamosa, State of Colorado.**

Details regarding this application are available for public inspection in the Alamosa County Land Use Office at 8999 Independence Way Suite 100 during regular office hours or at (719) 589-3812.

Darcy Barraclough  
Alamosa County Planner

Published in the Valley Courier 1/3/2026



Land Use Office • 8999 Independence Way #100 • Alamosa, CO 81101  
Email: [landuse@alamosacounty.org](mailto:landuse@alamosacounty.org) • Phone: 719-589-3812

---

January 30, 2026

Chad & Michelle Helfer  
4094 N County Rd 113  
Mosca, CO 81146



Dear Applicant(s):

Your application for a Minor Subdivision Permit has been scheduled before the Alamosa County Planning Commission for Wednesday **February 11, 2026 at 6:00 p.m.** in the Alamosa County Services Center, 8900 Independence Way, Alamosa, CO 81101.

It is also tentatively scheduled before the Board of County Commissioners for Wednesday **March 11, 2026 at 8:30 a.m.** at the same location, provided that you can obtain authorization from your lender by that date. The BOCC hearing may be delayed until that lender authorization documentation is provided.

It is imperative that you or someone acting as your representative be present at this meeting to answer questions the Board may have. Should you decide to appoint a representative, please submit a notarized letter of your appointee to the Land Use Office prior to the scheduled Board meeting.

You are welcome to join the meeting in person or via [Zoom Meeting ID #270-314-6874](#) or call in 719-359-4580 or 253-215-8782 and use Meeting ID# 270-314-6874.

If you have questions or concerns, please call at (719) 589-3812 or email me at [rhubler@alamosacounty.org](mailto:rhubler@alamosacounty.org).

Thank you,

Richard Hubler,  
Land Use Administrator

When recorded return to: Allpine Title, Inc., 225 6<sup>th</sup> Street, Suite D, Alamosa, CO 81101

**REQUEST FOR FULL / PARTIAL X  
RELEASE OF DEED OF TRUST AND RELEASE BY HOLDER OF THE EVIDENCE OF DEBT WITHOUT  
PRODUCTION OF EVIDENCE OF DEBT PURSUANT TO § 38-39-102 (1) (a) and (3), COLORADO REVISED STATUTES**

January 9, 2026	Date
Michelle Y Smith and Chad L Helfer	Original Grantor (Borrower)
4094 County Road 113, Mosca, CO 81146	Current Address of Original Grantor, Assuming Party, or Current Owner
<input type="checkbox"/> Check here if current address is unknown	Original Beneficiary (Lender)
MORTGAGE ELECTRONIC REGISTRATION SYSTEMS, INC., AS NOMINEE FOR GUARANTEED RATE, INC., ITS SUCCESSORS AND ASSIGNS MIN #100196399045641519	
October 16, 2024	Date of Deed of Trust
October 16, 2024	Date of Recording and/or Re-Recording of Deed of Trust
393175	Recording Information

County Rpt. No. and/or Film No. and/or Book/Page No. and/or Torrens Reg. No.

**TO THE PUBLIC TRUSTEE OF Alamosa COUNTY**

(The County of the Public Trustee who is the appropriate grantee to whom the above Deed of Trust should grant an interest in the property described in the Deed of Trust)

**PLEASE EXECUTE AND RECORD A RELEASE OF THE DEED OF TRUST DESCRIBED ABOVE.** The indebtedness secured by the Deed of Trust has been fully or partially paid and/or the purpose of the Deed of Trust has been fully or partially satisfied in regard to the property encumbered by the Deed of Trust as described in the Deed of Trust as to a full release or, in the event of a partial release, only that portion of the real property described as:

**See Attached Exhibit "A" Legal Description**

Pursuant to § 38-39-102 (3), Colorado Revised Statutes, in support of this Request for Release of Deed of Trust, the undersigned, as the holder of the evidence of debt secured by the Deed of Trust described above, or as a Title Insurance Company authorized to request the release of a Deed of Trust pursuant to § 38-39-102(3)(c), Colorado Revised Statutes, in lieu of the production or exhibition of the original evidence of debt with this Request for Release, certifies as follows:

1. The purpose of the Deed of Trust has been fully or partially satisfied.
2. The original evidence of debt is not being exhibited or produced with this request for release of Deed of Trust.
3. It is one of the following entities (check applicable box):
  - a.  The holder of the original evidence of debt that is a qualified holder, as specified in § 38-39-102(3)(a), Colorado Revised Statutes, that agrees that it is obligated to indemnify the Public Trustee for any and all damages, costs, liabilities, and reasonable attorney fees incurred as a result of the action of the Public Trustee taken in accordance with this request for release;
  - b.  The holder of the evidence of debt requesting the release of a Deed of Trust without producing or exhibiting the original evidence of debt that delivers to the Public Trustee a corporate surety bond as specified in § 38-39-102(3)(b), Colorado Revised Statutes;
  - c.  A title insurance company licensed in Colorado, as specified in § 38-39-102(3)(c), Colorado Revised Statutes, that agrees that it is obligated to indemnify the Public Trustee pursuant to statute as a result of the action of the Public Trustee taken in accordance with this request for release and that has caused the indebtedness secured by the deed of trust to be satisfied in full, or in the case of a partial release, to the extent required by the holder of the indebtedness; or
  - d.  A holder, as specified in § 38-39-102 (3)(d)(I), Colorado Revised Statutes, that agrees that it is obligated to indemnify the Public Trustee pursuant to statute as a result of the action of the Public Trustee in accordance with this Request for Release and that has caused the indebtedness secured by the Deed of Trust to be satisfied in full, or in the case of a partial release, to the extent required by the holder of the indebtedness. **E-FILE ONLY**

Name and address of the holder of the evidence of debt secured by Deed of Trust (lender) or name and address of the Title Insurance Company authorized to request the release or a Deed of Trust

*Mortgage Electronic Registration Systems, Inc. & PHH Mortgage - 200 Midatlantic Dr., Suite 410, Mt Laurel, NJ 08054*

Name, title, and address of officer, agent, or attorney of the holder of the evidence of debt secured by Deed of Trust (lender)

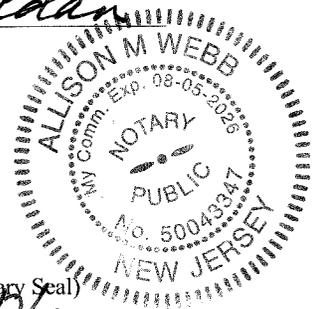
*Christine D'Amico and Rose M. Roldan as representatives - 200 Midatlantic Dr., Suite 410, Mt Laurel, NJ 08054*

MORTGAGE ELECTRONIC REGISTRATION SYSTEMS, INC., PHH MORTGAGE CORPORATION  
AS NOMINEE FOR GUARANTEED RATE, INC.,  
ITS SUCCESSORS AND ASSIGNS

*Christine D'Amico*  
Signature

*Rose M. Roldan*  
Signature

Allison M. Webb  
Notary Public  
New Jersey  
My Comm. Exp. 08-05-2026



State of New Jersey, County of Burlington

The foregoing Request for Release was acknowledged before me on 1/27/26 (Date)

by: *Christine D'Amico and Rose M. Roldan*  
*for Mortgage Electronic Registration Systems Inc.*

Witness my hand and official seal

*Allison M. Webb*  
Notary Public

*8/5/26*  
Date Commission Expires

"MERS" is a Mortgage Electronic Registration Systems, Inc. MERS is a separate corporation that is acting solely as a nominee for Lender and Lender's assigns. MERS is the beneficiary under this Security Instrument. MERS is organized and existing under the laws of Delaware, and has an address and tele 1901 E Voorhees Street, Suite C, Danville, IL 61834, P.O. Box 2026, Flint, Michigan 48501-2026 tel. (888) 679-MERS.

**RELEASE OF DEED OF TRUST**

WHEREAS, the Grantor(s) named above, by Deed of Trust, granted certain real property described in the Deed of Trust to the Public Trustee of the County referenced above, in the State of Colorado, to be held in trust to secure the payment of the indebtedness referred to in the Deed of Trust; and

WHEREAS, the indebtedness secured by the Deed of Trust has been fully or partially paid and/or the purpose of the Deed of Trust has been fully or partially satisfied according to the written request of the holder of the evidence of debt or Title Insurance Company authorized to request the release of the Deed of Trust;

NOW THEREFORE, in consideration of the premises and the payment of the statutory sum, receipt of which is hereby acknowledged, I, as the Public Trustee in the County named above, do hereby fully and absolutely release, cancel and forever discharge the Deed of Trust or that portion of the real property described above in the Deed of Trust, together with all privileges and appurtenances belonging to the real property.

(Public Trustee use only; use appropriate label)

(Public Trustee Seal)



(If applicable: Notary Seal)

*Amy McKinley*  
Public Trustee  
**Amy McKinley February 05, 2026**  
Deputy Public Trustee

(If applicable, name and address of person creating new legal description as required by § 38-35-106.5, Colorado Revised Statutes.)

### Exhibit "A" Legal Description

A tract of land located in the SW $\frac{1}{4}$ SW $\frac{1}{4}$  Section 8, T.39N., R.11E., N.M.P.M., Alamosa County, Colorado, which tract is more particularly described by metes and bounds as follows: Beginning at the SE corner of the tract herein described, whence the W1/16<sup>th</sup> corner for Section 8 and Section 17, bears S02°26'16"W a distance of 30.04 feet; thence S89°28'37"W, along the North limit of Lane 4 North, a distance of 300.00 feet to the SW corner of the tract herein described; thence N02°26'16"E a distance of 529.94 feet to the NW corner of the tract herein described; thence N89°28'37"E a distance of 300.00 feet to the NE corner of the tract herein described; thence S02°26'16"W, along the East line of the said SW $\frac{1}{4}$ SW $\frac{1}{4}$  Section 8, a distance of 529.94 feet to the place of beginning, which tract contains 3.65 acres, more or less.

Also Known as Tract 2 of the Helfer Division of Land.

LIEN HOLDER APPROVAL

THE UNDERSIGNED, being the holder of an evidence of debt which is secured by a deed of trust, mortgage deed, or other lien recorded in the Alamosa County records against the following legally described property: The Southwest 1/4 of the Southwest 1/4 of Section 8, Township 39 North, Range 11 East, of the New Mexico Principal Meridian, County of Alamosa, State of Colorado, hereby consents and agrees to the submittal of a Land Use Application to Alamosa County by Chad L Helfer and Michelle Y. Helfer (property owners) for a Subdivision to create two lots of 35.00 acres and 3.65 acres from the original legal lot.

Dated this 18 day of February, 2026.

Lien holder/Bank: PHH Mortgage

By: Rose M. Koldan  
Title: Assistant Secretary

COUNTY OF Burlington,  
STATE OF New Jersey, SS.

The foregoing instrument was acknowledged before me this 18 day of February, 2026, by Rose M Koldan.

Witness my hand and official seal.

Allison M Webb  
NOTARY PUBLIC  
My commission expires 8/15/26

Allison M. Webb  
Notary Public  
New Jersey  
My Comm. Exp. 08-05-2026





**ALAMOSA COUNTY  
TEXT AMENDMENTS TO THE LAND USE  
DEVELOPMENT CODE  
TA 26-001**

---

**February 11, 2026 - PLANNING COMMISSION 6:00 PM**

**March 11, 2026 - BOCC 8:30 AM**

**LIST OF EXHIBITS**

1. STAFF REPORT
2. PROPOSED TEXT AMENDMENTS
3. PUBLIC NOTICES

**Alamosa County  
Land Use & Building Department  
Memorandum**



**County Commission Meeting**

**Date:** March 11, 2026  
**Case Number:** TA 26-001  
**Prepared By:** Richard Hubler, Land Use Administrator

---

**Subject:**

This legislative change to the existing Land Use & Development Code (LUDC) updates existing regulations for subdivisions to add a process for agricultural subdivisions and fix the section for replats.

**Public Notice Process:**

Public Notice was published in the Valley Courier on December 13, 2025. Updated notice was published in the Valley Courier on February 7, 2026.

**Background**

As the Planning Commission has discussed subdivision processes related to the adoption of the Imagine Alamosa County Comprehensive Plan, we have considered the creation of a new “exempt” subdivision type related to agricultural lands. Initially, this approach was directed at the common minor subdivision applications we see to separate a corner from irrigated farm circles for residential or other development. These applications have all been approved with rather standard conditions related to access and water supply. Based on conversations during the Planning Commission’s meetings in November and December, 2025, this approach was expanded to allow for such new lot creation on other agricultural parcels that didn’t have “corners”, including surface irrigated farms and ranch lands. This process is intended to add another option for active ag land, and so is limited to those circumstances. A property owner is still able to pursue the standard minor subdivision process if they don’t qualify for this new agricultural subdivision process.

We are also adding language to clarify the process for Replats and Plat Vacations, and updating Articles 7 and 8 that describe the process and authority for the new agricultural subdivisions and replats.

**Section 5.9 Agricultural Subdivision Standards**

This is all new language that defines when this process applies, the requirements of an application, and how an agricultural subdivision application is processed.

**Under Section 5.9.1 General Agricultural Subdivision Criteria**

To be eligible for this process, the subject property must be active agricultural land of at least 80 acres (half-circle) and have active agricultural water, and front on a maintained county or state road. The applicant must self-certify that they intend to continue the agricultural use of the main property, provide documentation of water and access, and submit a plat the same as other subdivision processes. Proposed small lots (corners) are limited to two per 80 acres (half-circle), can be no larger than 10 acres, and must have existing exempt domestic permits and maintain direct frontage to the county or state road.

### **Under Section 5.9.2 Action by Administrator**

If a proposal meets the requirements, it is processed through an administrative approval similar to Replats and Plat Vacations. This includes a public notice and an administrative hearing. Specific approval conditions are listed, similar to other subdivisions. The Land Use Administrator is tasked with updating the Planning Commission on all agricultural subdivisions during regular meetings.

### **Under Section 5.9.3**

This language clarifies the appeal process and specifies a 30 day appeal period.

### **Article 6 Replats and Plat Vacations**

Prior updates to Article 6 that created an administrative process for review and approval inadvertently removed the specific process and approval criteria language. This amendment adds back the previous approval criteria and matches the long-standing process for replats and vacations. It also specifies the process for administrative approval and appeals.

### **Under Section 6.1 General**

This section specifies that the process applies to a legally created lot, differentiates the replat and vacation process, and clarifies the general requirements for the process. It details what is required with an application and describes how applications near Alamosa and Hooper are handled.

### **Under Section 6.2 Action by Administrator**

This section includes approval criteria consistent with other subdivisions, clarifies when replats or plat vacations are handled by the Planning Commission and BOCC, and clarifies the appeal process, specifying a 30 day appeal period.

### **Article 7 Review & Decision-Making Bodies**

This article generally defines the roles of the BOCC, Planning Commission, Board of Adjustment, Administrator and species which entity has authority for review and decision making of land use applications. Proposed changes reflect updating language to include the new Agricultural Subdivision process, and to be consistent across the sub-sections.

### **Article 8 Development Review**

This article generally describes how land use applications are processed. Proposed changes include the addition of the new Agricultural Subdivisions, clarification of notice requirements and the addition of Administrative Hearings.

### **Planning Commission Hearings and Recommendation:**

The Planning Commission discussed these regulations during regular meetings in November and December, 2025. A public hearing was held on January 14, 2026 that was tabled until February 11, 2026. At the February 11, 2026 meeting, the **Planning Commission Recommended Approval** of the language currently proposed in Exhibit 2.

## **Relevant Regulations:**

### **8.3.8 Approval Criteria**

- A.** In evaluating any proposed amendment of the text of this LUDC, the planning commission and the board of county commissioners shall consider the following:
  - 1.** The extent to which the proposed text amendment is consistent with the remainder of the LUDC.
  - 2.** The amendment must not adversely affect the public health, safety, or general welfare; and
  - 3.** The amendment is necessary because of changed or changing social values, new planning concepts, or other social or economic conditions in the areas affected; and
  - 4.** Whether or not the proposed text amendment revises the LUDC to comply with state or federal statutes or case law.
- B.** In deciding whether to adopt a proposed text amendment to this LUDC, the central issue before the board of county commissioners is whether the proposed amendment advances the public health, safety or welfare and is consistent with the adopted plans and policies of the county and the specific intent of this LUDC.

## TA 26-001: Proposed Text Amendment to the LUDC regarding Subdivisions

**[Bold Bracketed]** text indicates new language

~~Strikethrough~~ text indicates deleted language

**Highlighting** added for attention

## Article 5 | Subdivision Standards

### Section 5.9 [Agricultural Subdivision Design Standards]

#### 5.9.1 [General Agricultural Subdivision Criteria

This section applies only to the creation of new lots or tracts on agricultural land and is intended to support the continuation of active agriculture uses on the land being divided. Such land may be divided into tracts, lots, or parcels of less than 35 acres as described in this section, and such action is considered exempt from the definition of a “subdivision” contained in C.R.S. 30-28-101 *et seq.*

- A. To be eligible for an agricultural subdivision, the land to be divided must:
  1. Be in the Rural (RU) zone district and be in those areas identified in the future land use maps of the comprehensive plan as Agriculture and Rural Preservation, Prime Agriculture, or Natural Resource Open Space; and
  2. Be at least 80 acres prior to division; and
  3. Have an adjudicated irrigation well or surface water right for irrigation that is in active use and not subject to abandonment or pending transfer from the land to be divided; and
  4. Have direct frontage to a maintained county road or state highway.
- B. All applications shall meet the application requirements in Article 8 and shall also include the following:
  1. An affidavit of intended agricultural future land use,
  2. An exempt domestic well permit filed with the Division of Water Resources for any proposed lot less than 35 acres,
  3. Documentation of application to Alamosa County Road & Bridge or Colorado Department of Transportation, if applicable, for all proposed access points.
  4. A survey plat prepared by a professional land surveyor licensed in the State of Colorado.
- C. Design Criteria
  1. For each full eighty acres of land to be divided, the application shall include no more than two “small tracts” of less than 35 acres.
  2. Each small tract shall be no larger than 10 acres and shall otherwise meet the dimensional standards of this code.
  3. Each small tract shall have an exempt domestic well or well permit that encumbers the entirety of the small tract and whatever other

acreage is required to meet statutory requirements.

4. All proposed tracts shall have direct frontage and access to a maintained county road or state highway as specified in Section 3.1.

#### **5.9.2 Action by Administrator**

This section grants authority to the Administrator for the creation of new lots pursuant to C.R.S 30-28-133.5(1.5).

- A. Public notice and required hearings shall be as specified in Article 8.
- B. An Agricultural Subdivision shall be approved only when the Administrator finds that all of the following conditions exist:
  1. The application is in conformance with the goals, objectives, and policies of the Alamosa County Comprehensive Plan and the Alamosa County Land Use and Development Code.
  2. The application is compatible with surrounding land uses and the area of its location.
  3. All sites, tracts, or lots have direct access to a maintained public road.
  4. The division of land will not create more than two additional building tracts or lots for every eighty acres being divided.
- C. The administrator shall provide an update to the Planning Commission at each regular meeting that includes the details and status of all applications for Agricultural Subdivisions.]

#### **5.9.3 An appeal from any final decision by the administrator shall be made within 30 working days of the final decision in accordance with Section 8.15 Administrative Appeals.]**

# Article 6 | Replats and Plat Vacations

## Section 6.1 ~~Replats or Plat Vacation Applicability~~ General

### 6.1.1 [Scope and purpose]

Replats and plat vacations, shall be considered under this article. [Any lot or tract that existed in the records of the Alamosa County Clerk and Recorder prior to September 29, 1971 or that was created pursuant to the Alamosa County Subdivision Regulations adopted September 29, 1971, as amended, or was created pursuant to the Alamosa County Land Development Code adopted July 15, 2009, as amended, is eligible for a replat or plat vacation.]

### 6.1.2 [General Criteria]

- A. A replat is an action to revise the boundary lines or lot lines of an existing recorded plat that does not increase the number of lots or tracts previously approved or recorded.
- B. A plat vacation is an action to combine contiguous lots or tracts by eliminating lot lines or to modify or eliminate easements or roads dedicated on an existing plat or other document in the records of the Alamosa County Clerk and Recorder.
- C. An application may be for any combination of actions described above as a replat or plat vacation and the survey plat shall be titled accordingly.
- D. Lots or tracts that are described by metes and bounds or aliquot descriptions can be included in a replat or plat vacation only if they were created prior to September 29, 1971 OR if they share a common lot line with the lot or tract included in the previously recorded subdivision plat that is being amended.
- E. No action shall be taken to review or approve a replat or plat vacation until a survey plat is prepared by a professional land surveyor licensed in the State of Colorado.
- F. No action shall be taken on a replat or plat vacation where any portion of the existing or proposed lots or tracts or the existing recorded plat lies within the boundaries of the city limits of Alamosa or the town limits of Hooper.
- G. Any application on land adjacent to the city limits of Alamosa or the town limits of Hooper or within the area of an adopted 3-mile plan requires the Administrator to request comments from the city or town and refer the application to the Planning Commission for review and the Board of County Commissioners for approval.
- H. Application requirements, public notice, and required hearings shall be as specified in Article 8.]

## **Section 6.2 Administrative Adjustment [Action by the Administrator]**

**6.2.1** The administrator may authorize adjustment by up to 10 percent of the applicable standard, not including allowable density.

**6.2.1** [Replats or Plat vacations shall be approved only when the Administrator finds that all of the following conditions exist:

- A.** The application is in conformance with the goals, objectives, and policies of the Alamosa County Comprehensive Plan and the Alamosa County Land Use and Development Code; and
- B.** The application is compatible with surrounding land uses and the area of its location; and
- C.** All sites, tracts, or lots have direct access to a maintained public road, which access is built to the county's construction standards as published by the Alamosa County Road & Bridge Department; and
- D.** The application will conform to existing zoning; and
- E.** The application does not propose to vacate a platted road or any county right-of-way.

**6.2.2** The administrator may refer any application for a replat or plat vacation to the Planning Commission for recommendation and the Board of County Commissioners for approval when the application includes concurrent actions that require such approval, for example zoning map amendments, subdivisions, major site plans or special use permits

**6.2.3** An appeal from any final decision by the administrator shall be made within 30 working days of the final decision in accordance with Section 8.15 Administrative Appeals.]

# Article 7 | Review & Decision-Making Bodies

## Section 7.1 Board of County Commissioners

### 7.1.1 Defined

The Alamosa County Board of Commissioners (board of county commissioners).

### 7.1.2 Powers and duties

In execution of the provisions of this LUDC, the board of county commissioners shall have the following power and duties.

#### A. General authority

The board of county commissioners may exercise powers as may be described elsewhere in this LUDC, and as permitted by Colorado Revised Statutes.

#### B. Powers and duties

In execution of the provisions of this LUDC, the board of county commissioners shall be responsible for final action regarding the following:

1. Text amendments;
2. Rezoning;
3. Planned Unit Development Review;
4. [Major and Minor] Subdivision Review
5. Preliminary Plat Review;
6. Final Plat Review;
7. Major Site Plan Review
8. Special Use [Review]; and
9. Floodplain Development Permit Variances.

## Section 7.2 Planning and Zoning Commission

### 7.2.1 Established

The Alamosa County Planning and Zoning Commission (planning commission) is hereby established by the board of county commissioners in accordance with Colorado Revised Statutes.

### 7.2.2 Powers and duties

In execution of the provisions of this LUDC, the planning commission shall have the following power and duties.

#### A. General authority

The planning commission may exercise powers as may be described elsewhere in this LUDC, as permitted by Colorado Revised Statutes, and as directed by the board of county commissioners.

## **B. Review authority**

The planning commission shall make recommendations regarding the following:

1. Text amendments;
2. Rezoning;
3. Planned Unit Development Review
4. **[Major and Minor] Subdivision [Review];**
5. Preliminary Plat Review;
6. **[Final Plat Review];**
7. **[Major Site Plan Review]; and**
8. Special Use Review.

## **Section 7.3 Board of Adjustment**

### **7.3.1 Established**

The Alamosa County Board of Adjustment (board of adjustment) is hereby established by the board of county commissioners in accordance with Colorado Revised Statutes.

### **7.3.2 Composition**

- A.** The board of adjustment shall consist of the current three members of the Board of County Commissioners and the acting chair and vice-chair of the Planning Commission.
- B.** In addition to the regular members of the board of adjustment, the board of county commissioners may appoint two associate members. In the event that any regular member shall be temporarily unable to act owing to absence from the county, illness, interest in a case before the board, or any other cause, his place may be taken during such temporary disability by an associate member who shall enjoy full voting privileges.
- C.** Vacancies which may occur from time to time on said Board shall be filled by appointment of the board of county commissioners.

### **7.3.3 Proceedings**

- A.** The board of adjustment shall adopt rules necessary to the conduct of its affairs and in keeping with the provisions of this article. The meetings shall be held at the call of the chairman and at such other times as the board may determine. The chairman, or in his absence, the acting chairman, may administer oaths and compel the attendance of witnesses by application to the district court. All meetings shall be open to the public.
- B.** The board of adjustment shall keep minutes of its proceedings showing the vote of each member upon each decision, or if absent, or failing to vote, indicating such fact. It shall keep records of its examinations and other official actions, all of which shall be a public record and immediately filed in the office of the county clerk.

### **7.3.4 Powers and duties**

In execution of the provisions of this LUDC, the board of adjustment shall have the following powers and duties.

#### **A. General authority**

The board of adjustment may exercise powers as may be described elsewhere in this LUDC and as permitted by Colorado Revised Statutes.

## **B. Final authority**

The board of adjustment shall be responsible for final action regarding the following:

1. Variance (Section 8.13); and
2. Administrative Appeal (Section 8.15).

### **7.3.5 Removal**

Any member of the board of adjustment may be removed for cause by the board of county commissioners upon written charges and after public hearing.

## **Section 7.4 Administrator**

### **7.4.1 Designated**

The administrator identified in the text of this LUDC as having authority to enforce certain provisions of this LUDC shall be the Alamosa County **[Land Use]** Administrator (administrator). The administrator shall administer certain provisions of this LUDC as may be required below.

### **7.4.2 Delegation of authority**

The administrator may designate any staff member to represent the administrator in any function assigned by this LUDC but shall remain responsible for any final action.

### **7.4.3 Powers and duties**

In execution of the provisions of this LUDC, the administrator shall have the following powers and duties.

#### **A. General authority**

The administrator shall

1. Enforce this LUDC;
2. Maintain an up-to-date Zoning Map, including all amendments directly adopted by the board of county commissioners; and
3. Exercise additional powers as may be described elsewhere in this LUDC.

#### **B. Review authority**

The administrator shall make recommendations regarding the following:

1. Text amendments;
2. Rezoning;
3. Planned Unit Development Review ;
4. **[Major and Minor] Subdivision [Review];**
5. Preliminary Plat Review;
6. **[Final Plat Review];**
7. Major Site Plan Review;
8. Special Use **[Review];**
9. ~~Written interpretation;~~
10. Floodplain Development Permit Variances; and

**11. Variance [(Section 8.13)];**

**C. Final authority**

**1. The administrator shall be responsible for final action regarding the following:**

- a. Replats and Plat Vacations
- b. **[Agricultural Subdivisions (Section 5.9)]**
- c. Minor Site Plan Review;
- d. Temporary Use Permits;
- e. Sign Permits;
- f. Master Signage Plans;
- g. Written Interpretation;
- h. Floodplain Development Permits; and
- i. Administrative Adjustments;

**2. At the option of the administrator, additional review may be required by the planning commission and/or board of county commissioners prior to taking final action on any of the above procedures.**

**D. Floodplain development permits and administration**

Additional duties of the administrator related to floodplain administration shall include, but not be limited to:

**1. Permit review**

- a. Review all development permits to determine that the permit requirements of this article have been satisfied;
- b. Review all development permits to determine that all necessary permits have been obtained from federal, state, or local governmental agencies from which prior approval is required;
- c. Review all development permits to determine if the proposed development is located in the floodway. If located in the floodway, assure that the encroachment complies with the provisions of Section 4.6.

**2. Use of other base flood data**

When base flood elevation data has not been provided in accordance with Section 4.6.2F, the administrator shall obtain, review and reasonably utilize any base flood elevation and floodway data available from any federal, state, or other source, as criteria for requiring that new construction, substantial improvements, or other development in Zone A, are administered in accordance with the specific standards of Section 4.6.5.

# Article 8 | Development Review

## Section 8.1 Summary of review authority

The following table summarizes review and approval authority under this LUDC. Required public hearings shall be as shown below.

	Administrator	Board of Adjustment	Planning Commission	Board of County Commissioners	
Text amendment	Review		Review	Decision	
Replat <b>[or Plat Vacation]</b>	Decision				
<del>Plat Vacation</del>	<del>Decision</del>				
Rezoning	Review		Review	Decision	
Planned Unit Development Review	Review		Review	Decision	
<b>[Agricultural Subdivision]</b>	<b>Decision</b>				
Minor subdivision review	Review		Review	Decision	
Preliminary plat review	Review		Review	Decision	
Final plat review	Review		Review	Decision	
Minor site plan review	Decision				
Major site plan review	Review		Review	Decision	
Special use permit	Review		Review	Decision	
Temporary use review	Decision				
Sign permit	Decision				
Master signage plan	Decision				
Written interpretation	Decision				
Floodplain development permit	Decision				
Floodplain development permit variances	Review			Decision	
Variance	Review	Decision			
Administrative adjustment	Decision				
Administrative appeal		Decision			

## Section 8.2 Common review procedures

### 8.2.5 Notice and public hearing

#### 1. Summary of notice required

Notice shall be required for all applications requiring a public **[or administrative]** hearing

	PUBLISHED	MAILED
Text amendment	X	
Replat <b>[or Plat Vacation]</b>	X	
<del>Plat Vacation</del>	<del>X</del>	
Rezoning	X	X
Planned Unit Development Review	X	X
<b>[Agricultural Subdivision]</b>	<b>X</b>	<b>X</b>
Minor subdivision review	X	X
Preliminary plat review	X	X
Final plat review	X	X
Minor site plan review		
Major site plan review	X	X
Special use permit	X	X
	<b>PUBLISHED</b>	<b>MAILED</b>
Temporary use review		
Sign permit		

Master signage plan		
Written interpretation		
<del>Floodplain development permit</del>	<b>X</b>	<b>X</b>
Floodplain development permit variances	<b>X</b>	<b>X</b>
Variance	<b>X</b>	<b>X</b>
Administrative adjustment		
Administrative appeal	<b>X</b>	<b>X</b>

## 2. Public notice requirements

### a. Published notice

The administrator shall publish notice of a public **[or administrative]** hearing in a newspaper of general circulation in the county. The notice shall be published no less than 30 days in advance of the public hearing.

### b. Mailed notice

- (1) **[As indicated in the table a]**Above, the administrator shall mail notice to all owners of property within a 1,500 foot radius of the exterior boundary of the subject property at least 30 days before the scheduled public hearing, using available county records to compile a mailing list.
- (2) Mailed notice shall be sent by first class mail to the parties involved.

## 3. Content of notice

The **[published or mailed]** notice listed above shall contain the following specific information.

### a. ~~Published notice~~

~~A published or mailed notice shall provide at least the following:~~

- (1) Date, time and place of the public hearing;
- (2) Who will conduct the public hearing;
- (3) Address of the subject property (if available) **[and the legal description of the subject property]**
- (4) Type of action;
- (5) Where a rezoning is proposed, the current and proposed districts;
- (6) Phone number to contact the county; and
- (7) Statement that interested parties may appear at the public hearing.

### b. ~~Mailed notice~~

~~Required mailed notices shall indicate the following:~~

- (1) ~~Information listed in a above; and~~
- (2) ~~The legal description of the property and street address, or approximate location in the county;~~

## 4. Constructive notice

Minor defects in notice shall not impair the notice or invalidate proceedings pursuant to the notice if a bona fide attempt has been made to comply with applicable notice requirements.

### 8.2.6 Required hearings

- A. A public hearing shall be required for development review as shown in the table below.
- B. Attendance by applicant(s) or duly authorized representative(s) is required for all hearings except those for replats and plat vacations.
  - 1. Applicants must submit a notarized letter of authorization of applicant(s) unable to attend.
  - 2. Failure to attend or have an authorized representative attend is grounds to table or deny the application.
- C. No more than five land use applications per hearing.

	Public Hearing	[Administrative Hearing]
Text amendment	X	
[Replat or Plat Vacation]		X
Rezoning	X	
Planned Unit Development Review	X	
[Agricultural Subdivision]		X
Minor/Major subdivision review	X	
Preliminary plat review	X	
Final plat review	X	
Major site plan review	X	
Special use permit	X	
Floodplain development permit	X	
Floodplain development permit variances	X	
Variance	X	
Administrative appeal	X	

**ALAMOSA COUNTY  
NOTICE OF PUBLIC HEARING**

**NOTICE IS HEREBY GIVEN** that a Public Hearing will be held before the Alamosa Planning Commission on **Wednesday, January 14, 2026** at 6:00 PM and again before the Alamosa Board of County Commissioners on **Wednesday, February 11, 2026** at 8:30 AM, in the Alamosa County Services Center, 8900 Independence Way, Alamosa, Colorado for the purpose of considering a **Text Amendment** to the Alamosa County Land Use & Development Code

The proposed amendment adds or modifies language relating to landscaping, single-family occupancy, and subdivisions, and amends Article 2 Zoning Districts, Article 3 Specific Use Standards, Article 4 General Development Standards, Article 5 Subdivision Standards, Article 6 Replats and Plat Vacations, Article 8 Development Review, and Section 11.3 Defined Terms.

Details regarding the proposed amendment are available for public inspection in the Alamosa County Land Use Office at 8999 Independence Way Suite 100 during regular office hours or at (719) 589-3812.

Richard Hubler  
Land Use Administrator  
Alamosa County

Published in the Valley Courier December 13, 2025

**ALAMOSA COUNTY  
NOTICE OF PUBLIC HEARING**

**NOTICE IS HEREBY GIVEN** that a Public Hearing will be held before the Alamosa Board of County Commissioners on **Wednesday, March 11, 2026** at 8:30 AM, in the Alamosa County Services Center, 8900 Independence Way, Alamosa, Colorado for the purpose of considering a **Text Amendment** to the Alamosa County Land Use & Development Code

The proposed amendment adds or modifies language relating to subdivisions and amends Article 5 Subdivision Standards, Article 6 Replats and Plat Vacations, Article 7 Review & Decision Making Bodies, and Article 8 Development Review.

Details regarding the proposed amendment are available for public inspection in the Alamosa County Land Use Office at 8999 Independence Way Suite 100 during regular office hours or at (719) 589-3812.

Richard Hubler  
Land Use Administrator  
Alamosa County

Published in the Valley Courier February 7, 2026



# AIRPORT ADVISORY SERVICES

# ALAMOSA COUNTY

---



Real People. Real Solutions.

## CONTACT

Paul Anslow  
720-230-2639  
Paul.Anslow@bolton-menk.com

## LOCATION

5670 Greenwood Plaza Blvd, Suite W505  
Greenwood Village, CO 80111  
303-531-8848 | Bolton-Menk.com

## DATE

February  
20, 2026





**BOLTON  
& MENK**

Real People. Real Solutions.

5670 Greenwood Plaza Blvd, Suite W505  
Greenwood Village, CO 80111  
303-531-8848 | Bolton-Menk.com

February 20, 2026

Roni Wisdom  
Administrator  
Alamosa County  
8900-A Independence Way  
Alamosa, CO 81101

RE: Letter of Interest – Airport  
Advisory Services

Dear Roni:

It was great meeting with you, Commissioner Heersink and Sirah, on October 1<sup>st</sup> this past year and learning about the San Luis Valley Regional Airport (ALS). Please accept this Letter of Interest and Qualifications from Bolton & Menk, Inc. Our team is committed to supporting the county's objectives of an infrastructure expansion program while also operating and maintaining aging infrastructure. We believe Bolton & Menk is best suited to complete a Market Study, Lease Rate Analysis, and Development Analysis based on the following reasons:

**EXPERIENCED CONSULTANTS**—Having served as the airport director at Rocky Mountain Metropolitan Airport in Colorado, and with experience at many other similarly situated airports, I bring industry knowledge that will be highly valuable to identify and provide analysis of the challenges and opportunities that come with managing ALS. Leveraging this background, I am confident that the Bolton & Menk team can help dissect your airport's development potential, market interest and revenue situation, and provide alternative recommendations for the future of your airport. With a clear understanding of the aviation industry, this experience can provide insight into how other airports have approached their similar challenges.

**BIG PICTURE THINKING**—The Bolton & Menk team takes a comprehensive approach to every project and we will assess the local needs and research options that have been applied elsewhere to see if they are a good fit for ALS. The goal is to ensure that every aspect of the airport's revenue and development potential are maximized, and cost-effective solutions are recommended and carried out.

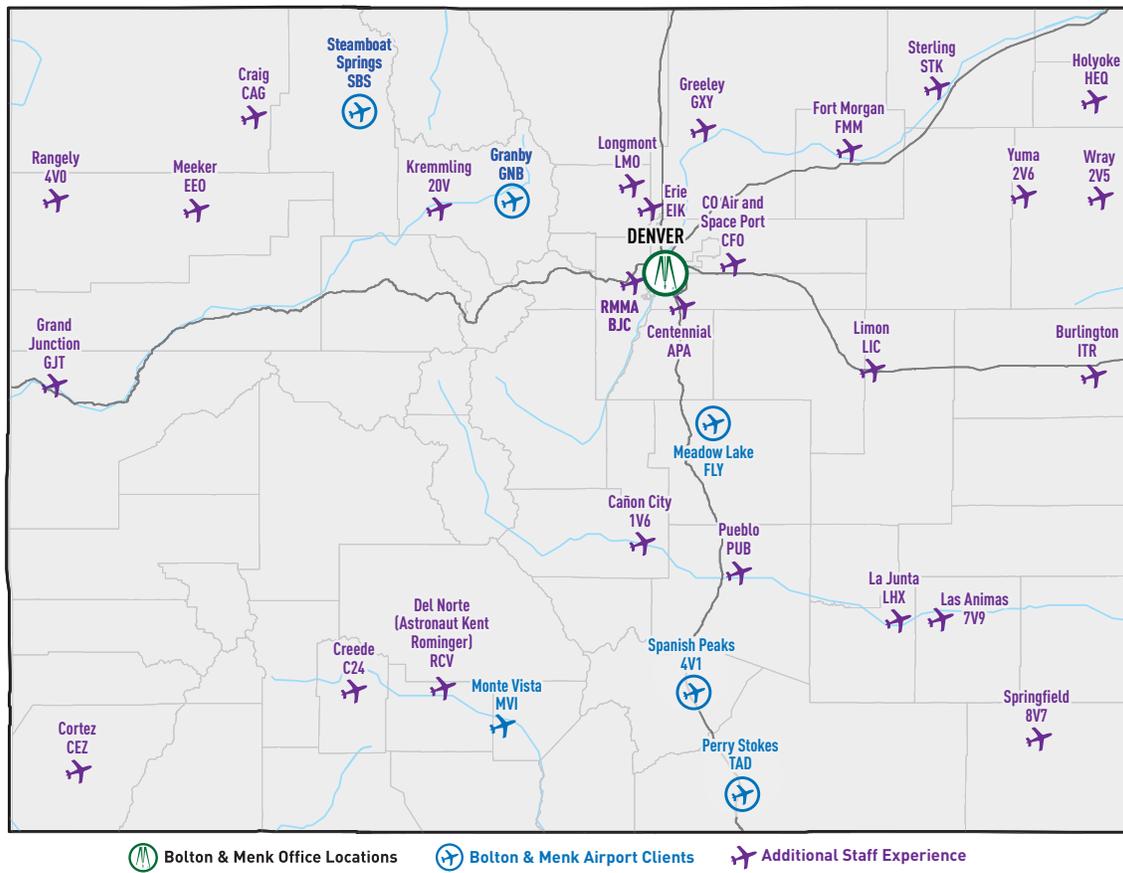
**WE WILL CREATE A PLAN**—We will conduct an analysis of your airport's developmental potential as well as revenue generating opportunities based on our Market Study and a Lease Rate Analysis and will create tailored solutions designed to potentially increase your annual revenue and reduce operational costs. This strategic approach will ensure that all options will be investigated, and airport management will be able to determine what options will enhance the operational and financial performance for the airport.

Thank you for the opportunity. We are enthusiastic about partnering with Alamosa County and the San Luis Valley Regional Airport. I will serve as your lead client contact. Please contact me at [Paul.Anslow@bolton-menk.com](mailto:Paul.Anslow@bolton-menk.com) or 720-793-3717 if you have any questions regarding our proposal.

Respectfully Submitted,

**Bolton & Menk, Inc.**

Paul Anslow  
Project Manager | Aviation Strategic Development Director



# FIRM PROFILE

**We believe all people should live in safe, sustainable, and beautiful communities and we take pride in our ability to make that happen. It's why we get out of bed every morning.**



Our commitment to communities began in 1949, serving the needs of municipal clients in small towns. As we continue to grow in both numbers and experience, our dedication to building trust and ensuring a true partnership with our clients remains the same. Our goal is to help communities make progress by listening to what people want, finding the best solutions for their needs, and treating them right. Simply put, we're people helping people. Today, Bolton & Menk, Inc. has nearly 1,200 multiregional employees including a professional staff of more than 400 engineers, planners, landscape architects, and surveyors.

For more than 40 years, we have helped communities maintain and develop their airports. From funding assistance and planning to survey, design, and construction administration of airport-related facilities, no project is too big or too small. Our history of success with the FAA demonstrates we take care to ensure plans and projects meet all regulation and funding requirements. Clients appreciate how our forward thinking and proactive approach helps them realize their short- and long-term airport goals.

## BOLTON & MENK CAN ASSIST YOU WITH:

- Market Survey
- Lease Rate Analysis
- Development Analysis
- Creation of Future Development Layouts
- Market Development Opportunities to Developers, Builders, and Tenants
- Lease Negotiations
- Assist in Funding Procurement
- Infrastructure Planning
- Construction Administration

# QUALIFICATIONS

We believe Bolton & Menk is the best choice to support this project. We are experts in airport development and have completed Development Analyses, Market Studies, Lease Rate Analyses, or provided hangar development assistance for multiple airports, including Marine Corps Air Station Kaneohe Bay (HI), Falls International Airport (MN), Spanish Peaks Airport, Greeley–Weld County Airport, Perry Stokes Airport, Monte Vista Municipal Airport, and Cortez Municipal Airport.

Airports are unique compared to other types of commercial development. Most counties, cities, and Economic Development Corporations (EDCs) do not have the background needed to successfully navigate Federal Aviation Administration (FAA) rules and the associated federal grant assurances.

Understanding FAA rules is fundamental to airport construction and the foundation of successful airport development, and this is only the starting point. Equally important is having a strong network of airport developers, builders, and partners who are actively interested in building at your airport. Negotiating successful contracts and lease agreements that both encourage development and ensure growing annual recurring revenue for the airport is essential to long-term success.

The Bolton & Menk strategic development team, led by **Paul Anslow**, is one of the most effective in the country at delivering results for airports. Paul brings 37 years of aviation experience, beginning with 21 years flying for the United States Marine Corps, where he was selected to serve as a Presidential Pilot for Presidents Clinton and G. W. Bush. He has consistently increased annual recurring revenue across multiple profit centers at every airport he has worked at.



As Deputy Airfield Manager at Marine Corps Air Station Kaneohe Bay, Paul was instrumental in convincing the Department of Defense to relocate two MV-22 Osprey squadrons from California to Hawaii. This relocation resulted in a major development project consisting of two 70,000-square-foot hangars totaling more than \$58 million. After transitioning to the private sector, Paul continued driving airport growth in Colorado, facilitating more than 110 acres of new ground leases and more than 470,000 square feet of aviation facilities in eight years. He has also demonstrated a comprehensive understanding of the aviation market across Colorado, Minnesota, and, beginning this February, Oklahoma through multiple Development Analyses, Market Studies, and Lease Rate Analyses.

With the full support of Bolton & Menk's aviation team, Paul has helped transform the lease rate, market, and airport development process. Our first step will be to analyze your market strengths and weaknesses, evaluating the leases and understanding the competing airport markets. We will analyze your lease rates and build a case for raising long term recurring revenue. Based off of our findings, we will then begin the development analysis for future hangar constructions. Our approach to hangar construction is to first determine the airport's and tenants' needs regarding development and growth. We then build momentum with tenants, developers, builders, and businesses that are looking to expand their aviation footprint. We can also assist with lease coordination and negotiations to protect the airport's financial interests. Our team has the capability to manage the entire process from start to finish, ensuring successful project delivery while maintaining market-based rates and annual rent escalation.



# PROJECT EXPERIENCE

We have highlighted several projects as examples of recent and related team experience. Client satisfaction remains a top priority for us as evidenced by quality deliverables and timely project delivery.



## HANGAR DEVELOPMENT—CITY OF GREELEY

Bolton & Menk was hired by the City of Greeley to recover and realign a major hangar development project that had fallen significantly behind schedule and become misaligned with the expectations of the county’s largest employer. At the time of engagement, the 31,000-square-foot corporate hangar project was more than six months behind. Our team immediately coordinated a multi-disciplinary response: while lease negotiations progressed, separate team members simultaneously organized utilities, roadway access, and coordinated the design and construction of a new supporting taxiway. This unified effort brought the entire project back on schedule. It is now on track for on-time completion in 2026.

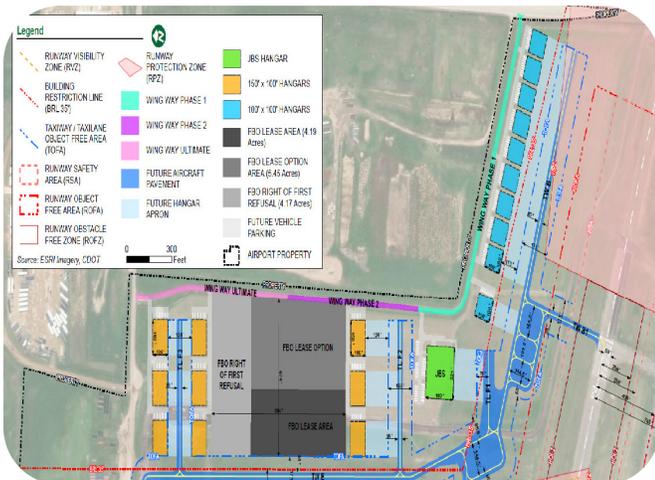
## DEVELOPMENT ASSISTANCE—PERRY STOKES AIRPORT

Bolton & Menk is currently assisting Perry Stokes Airport with establishing a streamlined and effective process to evaluate and support new development opportunities. The airport has recently experienced increased interest from developers and builders seeking to construct medium-box hangars, and we are providing coordinated support to manage these opportunities efficiently. Additionally, the Bolton & Menk team is working closely with an interested tenant pursuing the construction of a large box hangar under a fast-moving timeline. Our staff is helping manage logistics, coordination, and development expectations to keep the project moving smoothly.



## DESIGN AND CONSTRUCTION STANDARDS—GREELEY-WELD COUNTY AIRPORT

Following Bolton & Menk’s successful leadership in negotiating the lease for a large corporate hangar, the Greeley–Weld County Airport asked our team to prepare a comprehensive Design and Construction Standards document for the new North East Development Area. This document established the policy framework, design requirements, and development parameters for all future hangars in the 100-acre district. Standards included minimum hangar size, architectural color palette, ramp dimensions, lighting requirements, landscaping, materials, and other high-end specifications. Paul and the Bolton & Menk team completed this extensive standards package in just 45 days.





### STRATEGIC BUSINESS ANALYSIS—FALLS INTERNATIONAL AIRPORT

Falls International Airport, operated by International Falls and Koochiching County, engaged Bolton & Menk to complete a full Strategic Business Analysis. The project involved a comprehensive review of all financial and operational agreements, including hangar leases, terminal leases, rental car contracts, and airline agreements. Following an in-depth evaluation of the airport’s budget, Capital Improvement Plan (CIP), leases, and supporting agreements, Bolton & Menk developed a foundational strategy to enhance long-term financial sustainability. Our recommendations addressed revenue increases, targeted cost reductions, governance considerations, budgeting improvements, and updated lease rate structures.

### PILATUS COMPLETION FACILITY—ROCKY MOUNTAIN METROPOLITAN AIRPORT\*

*\*Project Manager’s previous experience*

Paul played a key role in negotiating and securing Pilatus Aircraft’s decision to construct its 118,000-square-foot aircraft completion facility at Rocky Mountain Metropolitan Airport (RMMA). Through persistent coordination and relationship building, Paul also secured an additional lease for a 28,000-square-foot dedicated paint facility, which was completed in 2022. These developments significantly expanded the airport’s economic footprint and operational capabilities.



### SHELTAIR FBO—ROCKY MOUNTAIN METROPOLITAN AIRPORT\*

*\*Project Manager’s previous experience*

Recognizing the need for increased competition at RMMA, Paul proactively sought out and negotiated a long-term lease with Sheltair, a nationally recognized FBO provider. Sheltair broke ground in 2018 and went on to construct a 15,000-square-foot terminal and more than 120,000 square feet of modern hangar space. The facility was later honored with the **AIN Top Flight Award for Best New FBO Facility (2020)**, marking a major achievement for both RMMA and the region’s aviation community.





### SPANISH PEAKS AIRFIELD, COLORADO

Bolton & Menk completed a detailed market study and lease rate analysis for Spanish Peaks Airfield. Tasks included researching comparable airport leasing rates across local and statewide markets, analyzing the airfield’s existing lease structures, and making data-driven recommendations for updated lease policies. Following the success of our Market Study, Bolton & Menk was again selected by Huerfano County to create a Marketing Plan and to take over the responsibility of Capital Improvement Plan (CIP) planning for the airport. Both tasks are focused on growing the airport with hangar development and related infrastructure to support that growth.

#### Reference:

Carl Young, Huerfano County Administrator  
 CYoung@Huerfano.us | 719-738-3000

### DEVELOPMENT ASSISTANCE—MONTE VISTA MUNICIPAL AIRPORT

Bolton & Menk was recently selected as the On-Call Consultant for Monte Vista Municipal Airport. During interviews, the city noted a large box hangar on the airfield had been vacant for an extended period after the owner relocated to Texas.

Paul identified a potential aviation business that could be interested in purchasing the hangar. Within approximately 10 days, he had contacted the owner, reached out to several aviation business operators, and secured an interested party. Bolton & Menk then prepared a marketing brochure and is coordinating between the hangar owner and several possible buyers. We are also working with several developers to understand the feasibility of building hangars at the airport.

### DEVELOPMENT ASSISTANCE—CORTEZ MUNICIPAL AIRPORT

The airport director at Cortez Municipal Airport approached Paul and the Bolton & Menk team regarding a local business seeking to construct a 10-unit box hangar development. Paul and Jake arranged an initial developer meeting for early February and are currently organizing all requirements necessary for the project to proceed.

Bolton & Menk is prepared to manage the entire development process, including lease negotiations, concept and development plans, FAA 7460-1 submittals, site planning, landscaping layouts, parking coordination, and engineering.



*"While I was the Mayor of the City of Greeley and on the Greeley-Weld County Airport Authority, we hired Paul and Jake from Bolton & Menk to facilitate development on the airport. They were able to rescue a large corporate hangar that was off track and get it back on schedule. Their leadership and customer service are exceptional. I highly recommend working with the Bolton & Menk aviation team."*

— Former Mayor John Gates, City of Greeley

# YOUR TEAM

*Below is an introduction to your team. Staff résumés for project manager and two key staff can be found in the following section.*



## **Paul Anslow | Project Manager/Aviation Strategic Development Director**

Paul Anslow is the Aviation Strategic Development Director at Bolton & Menk and has worked in the aviation industry since 1988, beginning his career as a helicopter pilot in the Marine Corps. He later served as an airport director, overseeing more than 1,700 acres and successfully delivering improvement plans year after year. During his tenure at Rocky Mountain Metropolitan Airport (RMMA), Paul secured multiple long-term leases—including Pilatus Aircraft, Sheltair FBO, and several large hangar developments. Under his leadership, RMMA became the fastest-growing airport in Colorado for four consecutive years across operations, fuel sales, and land leases. Paul’s expertise spans airport management, development, financial operations, and identifying recurring revenue opportunities. He brings an extensive network of developers, builders, contractors, and investors, enabling him to guide complex airport projects from concept to completion. His passion lies in delivering large, revenue-generating developments and managing the process to ensure each project runs smoothly.



## **Ron Roetzel, PE | QA/QC Advisor**

Ron’s favorite part of his job is the people he works with and the opportunity to solve their problems. He takes pride in making his clients’ jobs easier. Ron joined Bolton & Menk in 1984 and leads the firm’s aviation work group. He has extensive experience working with general aviation airports across Colorado, Minnesota, and Iowa, and is skilled at setting up large projects for successful funding. Ron manages the expectations of agencies and the general public, leading sponsors through challenges to deliver projects on time and within budget.



## **Jake Hoban, PE | Engineer and CIP Specialist**

Jake brings more than 25 years of engineering experience and has worked at 52 airports nationwide, including 45 general aviation (GA) and seven commercial service (CS) facilities. His passion for supporting rural airports grew as he recognized the essential role these facilities play in agricultural operations, medical transport, business aviation, military activity, tourism, and recreation. Jake also understands the unique constraints rural municipalities face—especially when limited staff must manage multiple responsibilities. It’s not uncommon for a county administrator or public works director to simultaneously oversee the airport. This is where Jake excels. Acting as an extension of your staff, he manages every facet of airport development, maintenance, and improvement. From grant administration to the coordination of design, bidding, and construction observation, Jake prioritizes a seamless process and exceptional client service.



### **Elliott Lindgren | Aviation Team Leader and Planner**

Elliott is a dynamic aviation division leader who began his career in the aviation industry in 1999. He has made significant contributions to some of the nation's largest airports and led multiple introductory FAA programs. Elliott excels in leading and providing technical oversight of aviation projects, bringing expertise in aviation planning, safety, design, and operations of general aviation, commercial service, and military airports. Passionate about addressing clients' needs, he is known for his ability to facilitate consensus-building efforts, ensuring balanced and effective solutions. His dedication and expertise make him a trusted leader in the aviation industry.



### **Ashley Hudson, AICP | Funding Specialist**

Since beginning her career in 2011, Ashley has developed a range of skills as a principal transportation planner. Her transportation planning experience is founded in work on multimodal corridor studies and designs, regional system planning, MPO transportation policy guiding and investment studies, public engagement, and persuasive project funding initiatives. As the leader of our firm's transportation funding team and transportation funding practice leader, she has excellent capabilities in aligning projects with funding sources, developing comprehensive implementation and funding plans, and grant writing and research. Ashley uses her creativity to guide the creation of visual-heavy materials to communicate project needs, processes, anticipated impacts and benefits, recommendations, and implementation plans.

When it comes to our clients' projects...

... the sky's the limit!



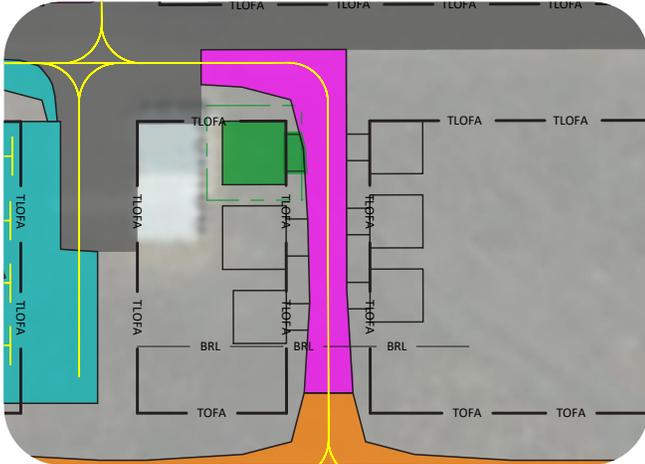
**BOLTON  
& MENK**

Real People. Real Solutions.



# REFERENCES

Past performance serves as a great indicator of future performance. Our clients tell us we are doing a great job, and they will tell you, too! Although some of our references are not from Colorado, we feel these contacts can speak to our level of service and expertise and feel it is what will be the most impactful based on our team's résumés.



## Evan Otto

Airport Manager, Perry Stokes Airport

Pinnacle Jet Centers

719-680-7831

evan@flywithpinnacle.com

### Project Referenced:

CIP Exhibit of the Hangar Development Area

## JOHN GATES

Former Mayor

City of Greeley, CO

970-350-9772

John.Gates@greeleygov.com

### Project Referenced:

Airport General Services, City of Greeley, CO



## ADAM COE

Administrative Director

Koochiching County, MN

218-283-1152

adam.coe@co.koochiching.mn.us

### Project Referenced:

Strategic Business Plan at Falls International Airport



# PAUL ANSLOW



**BOLTON & MENK**  
Real People. Real Solutions.

PROJECT MANAGER/AVIATION STRATEGIC DEVELOPMENT DIRECTOR

## AWARDS

2010-2014 Received 5 straight Chief of Naval (CNO) Aviation Safety Awards

2016 Balchen Post Award - Airport Snow and Ice Control

## NOTABLE ACCOMPLISHMENTS

Presidential Helicopter Pilot for Presidents Clinton and Bush

## SUMMARY

Paul Anslow brings decades of experience in airport growth and development. His aviation career began in 1988 as a Marine Corps helicopter pilot, where he accumulated more than 4,000 mishap-free flight hours, completed several combat tours, and was selected as a Presidential Pilot for Presidents Clinton and George W. Bush.

Paul has consistently driven successful aviation development and increased annual recurring revenue across multiple profit centers at every airport he has served. As Deputy Airfield Manager at Marine Corps Air Station Kaneohe Bay, Hawaii, he played a pivotal role in convincing the Department of Defense to relocate two MV-22 Osprey squadrons from California to Hawaii. This initiative resulted in a major development project—two hangars, each more than 70,000 square feet and costing more than \$58 million.

Transitioning to the private sector, Paul facilitated significant airport growth in Colorado, securing more than 110 acres of new ground leases and more than 470,000 square feet of aviation facilities within six years. As Airport Director at Rocky Mountain Metropolitan Airport (RMMA), he managed more than 1,700 acres and implemented successful improvement plans year after year. Under his leadership, RMMA became Colorado’s fastest-growing airport for four consecutive years in operations, fuel sales, and land leases. Paul negotiated long-term leases with major tenants, including Pilatus Aircraft and Sheltair FBO, and oversaw several large hangar projects.

Paul’s passion lies in airport management, development, and financial operations. He leverages a vast network of developers, builders, contractors, and investors to deliver large-scale, revenue-generating projects that run smoothly from start to finish.

With the support of the Bolton & Menk aviation team, Paul has helped revolutionize airport development. Our approach focuses on understanding airport and tenant needs, creating momentum with developers and businesses, and coordinating leases and negotiations to protect the airport’s financial interests. From concept to completion, we manage every step of the process—ensuring market rates, annual rent escalations, and successful outcomes for all stakeholders.



# RON ROETZEL, PE

QA/QC ADVISOR



Real People. Real Solutions.

## EDUCATION

Bachelor of Science - Transportation Engineering  
University of Minnesota

Bachelor of Science - Civil Engineering  
University of Minnesota

## REGISTRATION

- Professional Engineer, MN
- Professional Engineer, NC
- Professional Engineer, ND

## SUMMARY

Ron's favorite part of his job is the people he works with and the ability to solve their problems. He enjoys making his client's job easier. Ron joined Bolton & Menk in 1984 and serves as an aviation senior project manager. He has extensive experience working with general aviation airports across the Midwest and setting up large projects for successful funding. He manages expectations of agencies as well as the general public. Ron leads sponsors through challenges to complete projects on time and within budget.

## EXPERIENCE

### Runway Extension and Reconstruction, Apron and Taxiway

- Aitkin Municipal Airport, MN
- Blue Earth Municipal Airport, MN
- Buffalo Municipal Airport, MN
- Fairmont Municipal Airport, MN
- Faribault Municipal Airport, MN
- Granite Falls Municipal Airport, MN
- Jackson Municipal Airport, MN
- Le Sueur Municipal Airport, MN
- Litchfield Municipal Airport, MN
- Mankato Regional Airport, MN
- Redwood Falls Municipal Airport, MN
- Springfield Municipal Airport, MN
- Long Prairie Municipal Airport, MN

### Signage and Lighting

- Blue Earth Municipal Airport, MN
- Buffalo Municipal Airport, MN
- Faribault Municipal Airport, MN
- Granite Falls Municipal Airport, MN
- Le Sueur Municipal Airport, MN
- Litchfield Municipal Airport, MN
- Long Prairie Municipal Airport, MN
- Paynesville Municipal Airport, MN
- Mankato Regional Airport, MN
- Springfield Municipal Airport, MN

### Terminal, Hangar, and Site Improvements

- Aitkin Municipal Airport, MN
- Blue Earth Municipal Airport, MN
- Buffalo Municipal Airport, MN
- Dodge Center Airport, MN
- Fairmont Municipal Airport, MN
- Granite Falls Municipal Airport, MN

- Hector Municipal Airport, MN
- Jackson Municipal Airport, MN
- Le Sueur Municipal Airport, MN
- Litchfield Municipal Airport, MN
- Long Prairie Municipal Airport, MN
- Luverne Municipal Airport, MN
- Mankato Regional Airport, MN
- Paynesville Municipal Airport, MN
- Redwood Falls Municipal Airport, MN

### Funding/CIP Planning

- Aitkin Municipal Airport, MN
- Blue Earth Municipal Airport, MN
- Buffalo Municipal Airport, MN
- Dodge Center Airport, MN
- Fairmont Municipal Airport, MN
- Granite Falls Municipal Airport, MN
- Hector Municipal Airport, MN
- Jackson Municipal Airport, MN
- Le Sueur Municipal Airport, MN
- Litchfield Municipal Airport, MN
- Long Prairie Municipal Airport, MN
- Luverne Municipal Airport, MN
- Mankato Regional Airport, MN
- Olivia Regional Airport, MN
- Paynesville Municipal Airport, MN
- Redwood Falls Municipal Airport, MN
- Springfield Municipal Airport, MN



# JAKE HOBAN, PE

ENGINEER AND CIP SPECIALIST



Real People. Real Solutions.

## EDUCATION

Bachelor of Science - Engineering  
Colorado School of Mines

## REGISTRATION

- Professional Engineer, CO
- Professional Engineer, KS
- Professional Engineer, AZ
- Professional Engineer, NM
- Professional Engineer, WY
- Professional Engineer, SD

## SUMMARY

Jake is an aviation senior project manager who began his career in 2000. Having worked at 31 airports throughout the State of Colorado, he has earned the trust of his clients by demonstrating exceptional responsiveness, in-depth knowledge of their airport, an understanding of project challenges, and implementing practical, cost-effective solutions. His passion for serving rural airports and their communities evolved as he began to understand the majority of airports in rural locations exist to serve vital general aviation operations, such as agricultural, medivac, business, tourism, and recreation. Jake also understands that rural municipalities must maximize their resources, including staff. It is not uncommon for a city manager or public works director to be tasked with simultaneously managing the airport in their community—this is where Jake thrives. From grant administration to the coordination of design, bidding, and construction observation, client satisfaction is his top priority.

## EXPERIENCE

### Taxiways and Taxilanes

- Taxiway A Phase II Rehabilitation, Grand Junction Regional Airport, CO
- Taxiway A, A7A, A8A and R2 Rehabilitation, Colorado Air & Space Port, CO
- Taxiway A Partial Parallel and Connectors Construction, Holyoke Municipal Airport, CO
- Taxiway A Rehabilitation and Overlay, La Junta Municipal Airport, CO
- Taxiway A Reconstruction (Design), Sterling Municipal Airport, CO
- Taxilane S and S2 Construction, Centennial Airport, CO
- Taxilane R3 and A8B Extension, Colorado Air & Space Port, CO

### Aprons and Ramps

- West Terminal Apron Reconstruction & Run Up Pad, Grand Junction Regional Airport, CO
- Apron Expansion, Cortez Municipal Airport, CO
- Main Ramp Reconstruction, Greeley-Weld County Airport, CO
- Aircraft Parking Apron Construction, Las Animas-Bent County Municipal Airport, CO
- Apron Expansion, Monte Vista Municipal Airport, CO
- Terminal Apron Rehabilitation, Fremont County Airport, CO
- Apron Rehabilitation, Erie Municipal Airport, CO
- Apron Rehabilitation, Burlington-Kit Carson County Airport, CO

- Apron Rehabilitation, Craig-Moffat County Airport, CO
- Apron Expansion, Springfield Municipal Airport, CO
- Apron Reconstruction, Sterling Municipal Airport, CO
- Apron Rehabilitation, Yuma Municipal Airport, CO

### Landside and Parking

- Terminal Parking and Access Road Rehabilitation, Cortez Municipal Airport, CO
- Terminal Parking Expansion, Grand Junction Regional Airport, CO

### Buildings and Facilities

- Northeast Hangar Development Infrastructure, Greeley-Weld County Airport, CO
- Terminal Area Improvements, Steamboat Springs Airport, CO
- SRE Storage Building (Design), Erie Municipal Airport, CO
- SRE Storage Building, Limon Municipal Airport, CO
- SunBorne FBO Office Hangar, Centennial Airport, CO
- J&L Office Hangar, Centennial Airport, CO

### Drainage, Stormwater, and Site Civil

- Regional Water Quality/Detention Facility (Pond L 1 East), Centennial Airport, CO
- Air Tanker Base Drainage and Water System Upgrades, Roswell International Air Center, NM
- Stormwater and Drainage Improvements, Greeley-Weld County Airport, CO

# PRELIMINARY PRICING PROPOSAL

The estimated fee includes labor, general business, and other normal and customary expenses associated with operating a professional business. Unless otherwise noted, the fees include vehicle and personal expenses, mileage, telephone, survey stakes, and routine expendable supplies; no separate charges will be made for these activities and materials. Expenses beyond the agreed scope of services and non-routine expenses, such as large quantities of prints, extra report copies, out-sourced graphics and photographic reproductions, document recording fees, outside professional and technical assistance, and other items of this general nature will be invoiced separately.

We propose to complete this project on a lump sum basis as detailed below.

Task 1. Market Study and Lease Rate Analysis	\$29,000.00 (Lump Sum)
Task 2. Development Analysis	\$20,000.00 (Lump Sum)





Letter of Interest &  
Qualifications for Airport  
Advisory Services



February 20, 2026

San Luis Valley  
Regional Airport (ALS)



# TABLE OF CONTENTS

- ▶ Letter of Interest..... 1
- ▶ Qualifications Statement..... 3
  - The Team..... 4
  - Project Approach..... 5
  - Understanding..... 6
  - Applicable Project Summaries..... 7
  - Client References..... 9
  - Why Hire LJA?..... 10
- ▶ Staff Resumes..... 11
- ▶ Pricing Proposal..... 16



# ▶ LETTER OF INTEREST

## Point of Contact

 Justin Heid, A.A.E.  
 Project Manager  
 970.212.3393  
 [jheid@lja.com](mailto:jheid@lja.com)  
 Sheridan, WY

February 20, 2026

San Luis Valley Regional Airport  
Attn: Roni Wisdom, Administrator  
8900 Independence Way  
Alamosa, CO 81101

**Re: Letter of Interest and Qualifications for Airport Advisory Services**

Dear Roni Wisdom, Sirah Master, and Advisory Board Members,

At LJA Engineering, Inc. (LJA), we are Employee-Owned and Client Focused. Boasting over 3,000 employee-owners, we offer full-service airport consulting that will meet your needs. Throughout this Letter of Interest (LOI), we will present our extensive capabilities and demonstrate how our expertise aligns with your goals.

San Luis Valley Regional Airport (ALS) deserves a partner who not only understands the technical requirements of a market analysis and rate study, but who also brings firsthand airport management experience, practical insight, and a commitment to fast, actionable results. Our dedicated aviation team includes former airport managers and aviation planners who have lived the operational, financial, and stakeholder realities ALS navigates every day.

We are prepared to support ALS with a focused, results-oriented approach that aligns with your goals for financial sustainability, operational clarity, and immediate revenue impact. Our aviation team is equipped to deliver analysis, clear recommendations, and hands-on implementation support, ensuring that improvements are not only identified but put to work quickly.

**The Right Team** | The LJA Aviation Team is a carefully chosen group of aviation professionals with solid experience in engineering, planning, and aviation management – including the development and implementation of guiding documents such as market study, lease rate analysis, and development analysis. This work is grounded in the real-world experience of former airport managers who understand the challenges you face.

**Rigorous Analysis Plus Implementation** | Our goal is simple: drive measurable revenue gains for ALS starting in FY2026. As we complete each element of our analysis, we translate findings into actionable steps your team can implement right away. With this agile mindset and approach, LJA will deliver insights and recommendations as each component of the study is completed, enabling ALS to begin implementing improvements immediately.

**Hands-On Leadership and Support** | LJA Aviation is ready to provide hands-on leadership and support throughout this project and into the implementation portion of these proposed solutions. Unlike firms that rely on limited aviation staffing or remote support, LJA maintains a dedicated aviation team, including former airport managers, engineers, planners, Autodesk Civil 3D design specialists, compliance specialists, and marketers, delivering a full-service team to ALS. Our Colorado presence ensures responsiveness, accessibility, and direct engagement with airport leadership. When issues arise, we show up.

## BRIEF FIRM HISTORY

53

YEARS IN BUSINESS

3,000+

EMPLOYEE-OWNERS

90+

OFFICES

LJA was established to be the premier engineering firm across the US. From the beginning, the firm stood out by recognizing the importance of quality engineering solutions amid a culture of visionary leadership and collaborative delivery. The firm began in 1972 when John "Dutch" Lichliter founded The Lichliter Company. In 1976, Bill Jameson came on board as president, and the firm became Lichliter/Jameson & Associates. The firm evolved into LJA Engineering, Inc. in 2011, as it is known today. Our reputation is built upon a 53-year legacy of mutual trust – among our staff and our clients – driving our commitment to deliver the best solutions for our clients. We provide the following services:

- » Transportation/Aviation
- » Construction Management
- » Public Works
- » Land Development
- » Energy
- » Environmental
- » Surveying
- » Rail Services
- » Telecom

## LJA AVIATION TEAM HISTORY

LJA Aviation, a newly established division within LJA's transportation sector, provides engineering, planning, and airport management advisory services to airport clients. Our team has grown organically by attracting and hiring seasoned aviation professionals who share a passion for establishing an aviation division that provides airport clients with exceptional service and high-quality projects.

The LJA Aviation Team consists of twelve full-time aviation professionals, all of whom have over ten years of industry experience, and who have a proven history of successful engineering, planning, and airport management projects. The LJA Aviation hub office is located in Grand Junction, Colorado, and is supported by regional professionals in Reno, Nevada; Casper and Sheridan, Wyoming; and Albuquerque, New Mexico.

Specific to the ALS Airport Advisory Services project, the LJA Aviation Team includes Justin Heid, A.A.E. (Project Manager | Airport Management Advisor), Ken Moen, A.A.E. (Sr. Aviation Director | Airport Management Advisor), and Jessica Callow (Airport Business & Rates Analysis Specialist).

Justin and Ken are former airport managers and Accredited Airport Executives (A.A.E.) through the American Association of Airport Executives (AAAE),

and Jessica is a former owner-operator of an on-airport helicopter flight school. Their direct experience managing airport operations, aviation businesses, finances, and stakeholder relationships ensures that LJA Aviation approaches every assignment with a clear understanding of how recommended actions affect airport users, governance, and long-term sustainability.

Their expertise includes airport revenue strategy, rates and charges development, and the use of pricing as a tool to support both financial performance and market competitiveness. They understand the importance of achieving fair market value across all revenue streams—including aeronautical and non-aeronautical leases, hangars, fuel flowage fees, landing fees, and other airport charges—and of maintaining rates that are defensible, equitable, and aligned with industry standards.

LJA Aviation will support ALS as an extension of its staff, leveraging the team's airport management background and experience conducting internal rates and charges studies. Justin, Ken, and Jessica will evaluate peer airports and comparable facilities to ensure ALS's rates and lease structures are consistent with industry practices, support self-sustainability, and position the airport for future growth.

We look forward to the opportunity to discuss how we can support your airport's continued success

Sincerely,



**Kenneth G. Moen, A.A.E.**  
Senior Aviation Director

# ▶ QUALIFICATIONS STATEMENT

LJA Aviation is pleased to submit this Letter of Interest and Qualifications (LOI), highlighting the depth of our Airport Advisory Services. LJA's Aviation Team is ready to provide the services needed for ALS. The team dedicated to ALS will be led by Project Manager Justin Heid, A.A.E., alongside Ken Moen, A.A.E., and Jessica Callow. This core group is supported by the full LJA Aviation Team, including engineers, planners, Civil 3D CAD specialists, and marketing professionals.

We have the staff and resources in place to match your schedule and priorities, giving each task the attention it requires. With the support of LJA's full range of experience, we can deliver responsive, efficient, and high-quality Airport Advisory Services from start to finish. Our team brings practical experience in airport management and experience as aircraft owners and private pilots, as well as a former airport business owner/operator. That expertise is strengthened by LJA's in-house capabilities in airport administration, airport marketing, and airport management support services allowing us to manage every aspect of a project without the delays and coordination challenges that often accompany external consultants.

We take a straightforward, proactive approach to scheduling. Potential challenges are identified early, and practical solutions are applied to keep the project moving. Project Manager Justin Heid, A.A.E., will provide hands-on oversight to make sure resources are aligned with project needs and adjusted quickly if circumstances change. With this approach, we are confident in our ability to deliver projects on time, on budget, and to the high standards expected by ALS.

Collectively, we bring decades of personal experience delivering successful work for airports across the central and western United States, including the FAA's Northwest Mountain Region. Project examples in this LOI highlight projects our team members completed while at a previous firm, demonstrating the depth of our aviation expertise and the relevance of our past performance to your airport's needs. We have extensive experience completing projects and serving airports similar to ALS. These projects reflect our proven ability to maintain FAA compliance, coordinate with state and local government entities, and deliver cost-effective solutions at airports of similar size and complexity. Just as importantly, they show the hands-on involvement of the very professionals who will serve your airport today and tomorrow.

## Our Team Proudly Offers:

### **Airport Advisory Services**

- » Provide On-Call Services, Airport Business/Strategy Planning, Industry and Market Assessments, Capital Programming, Program Optimization, Airport Management Compliance Program Development, Cost Estimating, Rates and Charges Studies, Rent Studies, Policies, Airport Rules and Regulations, Minimum Standards, DBE Program Management

### **Engineering Design**

- » Runways, Taxiways, Aprons, Utility Infrastructure, Access Roads, Airport Lighting and Navigation Systems, Pavement Management Programs, Traffic Control Systems, Parking Facilities, Terminal Design

### **Master Planning**

- » Airport Master Plans, Airport Layout Plans, Airport System Planning, Airport Improvement Plans, Airport Planning Studies, Advanced Air Mobility Integration Studies, Aerospace Planning Studies

### **Environmental**

- » Environmental Studies and Analysis, Noise and Air Quality Studies, NEPA Documentation, Site Selection and Feasibility Studies, GIS

### **Site Development**

- » Terminals, Hangars, Maintenance Facilities, Storage Buildings, Consolidated De-Icing Facilities, Fuel Farms

### **Land Development**

- » Adjacent Land Acquisition and Development, Land-Use Studies

### **Survey**

- » Airport/Airspace Survey, Obstruction Analysis, Photogrammetry

### **Construction Management**

- » Provide Project-Level Administration, Inspection, and Management

## THE TEAM

---

LJA is proud to introduce the team of aviation professionals who will deliver all upcoming analysis projects at ALS. Our three key staff members assigned to serve ALS have been carefully selected for their expertise, proven experience, and commitment to providing outstanding aviation services. Together, they represent the depth of knowledge and resources necessary to support every aspect of your projects, from initial project kickoff through completion. Our team was intentionally assembled to balance technical proficiency with practical, hands-on experience in airport management.



*Ken Moen, A.A.E. | Jessica Callow | Justin Heid, A.A.E.*

As Project Manager, **Justin Heid, A.A.E.**, brings perspective as an airport planner, former airport manager, and active pilot to help ALS achieve its goals. As a former airport manager, Justin regularly conducted rate studies and updates to the rules and regulations/minimum standards at his airports. Upon entering the consulting world, Justin has leveraged his experience to support airports nationwide, serving as an extension of his clients' staff.

As Sr. Aviation Director and Airport Management Advisor, **Ken Moen, A.A.E.** has more than 48 years of experience in air traffic control, airport management, airport consulting, and aviation infrastructure development. His hands-on, collaborative approach, working with airport leadership, delivers actionable solutions tailored to the local community.

Aviation has played a defining role throughout Justin and Ken's careers and professional passions. Both served in the military as young adults: Justin as a crew member on a C-5 Galaxy and Ken in the airport air traffic control tower. Both left the military and

continued their education, with their eyes set on the civilian aviation sector. Justin transitioned into airport management and continued his passion for aviation and airports as a general aviation pilot and airport manager. Ken spent 27 years as an FAA Air Traffic Controller and, upon retirement, began a second career in airport management. Their aviation careers have now intersected at LJA, bringing ALS decades of experience and knowledge.

The third member of our ALS team is **Jessica Callow**, who has a strong background in interpreting and applying 49 CFR Parts 26, 23, and 21, as well as Executive Orders and state-specific regulations, to safeguard funding eligibility and ensure program compliance. This relevant experience informs Jessica's understanding of how airport sponsors must balance regulatory compliance with efficient airport operations. With extensive knowledge of contract administration, procurement, and reporting procedures, Jessica provides strategic counsel to support airports in achieving their goals, managing contracts, tenant relationships, and best practices. As LJA's in-house expert, Jessica has more than a dozen years of experience administering programs for over 100 airports across the western U.S.

Jessica and her husband owned and operated a successful aviation business in Florida, where she negotiated airport leases and managed the procurement of fuel, equipment, and supplies. This hands-on experience gives Jessica a unique perspective on Airport Advisory Services, grounded in a clear understanding of the needs of airport tenants and aviation business operators. She regularly coordinates with FAA staff and state aviation offices, leveraging her strong working relationships with government officials to provide prompt problem-solving, proactive compliance oversight, and effective implementation of airport projects. Jessica's ability to navigate complex federal regulations and requirements makes her an invaluable resource for airport sponsors.

LJA Aviation has made ALS a top priority for our firm, and our Business Development Lead, Jesse Fabula, has visited ALS on several occasions and established a strong familiarity with the airport. This familiarity and mutual understanding will be a strong foundation for us to provide exceptional Airport Advisory Services to ALS. **LJA Aviation has exactly what ALS needs in a consulting partner, including the right team.**

## PROJECT APPROACH

---

Regional commercial service and general aviation airports face unique funding challenges, and our team brings firsthand experience addressing them as both airport management staff and trusted consultants. Funding an airport is not just an obligation of stewardship but is essential for continued federal funding and support. Federal Aviation Administration (FAA) Grant Assurance 24 requires airports to strive to be as self-sustaining as possible to remain eligible for federal grants. This grant assurance requires airport sponsors to ensure that their rates and charges are market-based and adjusted on a regular basis.

We are committed to guiding ALS through a strategic analysis of airport rates and charges, ensuring they are benchmarked against similarly situated airports and aligned with market conditions. Our approach begins with a thorough understanding of airport revenue streams and expenses. Our capability and methodology for delivering high-quality reporting are outlined below.

As former airport managers, Justin and Ken have extensive experience positioning airports within their regional and statewide markets to remain competitive and financially sustainable. For ALS, a clear understanding of the airport's market context will serve as the foundation for all decision-making and rate analysis.

The market and development studies will include a structured evaluation of ALS's strengths, weaknesses, opportunities, and threats (SWOT) as they relate to airport operations, business practices, and revenue performance. Regional characteristics, aviation and economic trends, and development forecasts will be analyzed to establish relevant performance metrics and to identify opportunities to strengthen the airport's market position.

This analysis will also identify appropriate peer and comparable airports—both within the region and

statewide—to support a defensible lease rate and charges analysis. Rates will be evaluated against industry benchmarks while accounting for ALS's unique role as the primary commercial service airport in the San Luis Valley. This approach ensures that recommended rates are competitive, aligned with industry norms, and reflective of the value the airport provides to the region, enabling ALS to capitalize on its scale, activity levels, and regional importance.

The market study and rates and charges analysis will lay the foundation for understanding the airport's current revenue footprint compared with similar airports in the region and state. This is an important first step in establishing the airport's market potential and development feasibility. The development analysis will establish a business case for future development based on assessments of the market, developer interest, and overall feasibility.

This phase begins with a focused review of the airport's objectives aligned with the project's defining vision. Establishing clear development goals will form the foundation for future decision-making, define the project scope, and set the metrics used to evaluate the success of future development.

Our team will examine historical development plans that have been prepared through past planning projects, as well as identify potential alternative development options that may be more economical based on today's markets and desires. The types of hangar development considered will incorporate the latest industry trends as well as new and emerging practices in the industry that could aid in the marketing of future developments to future users. Each alternative will consider the overall project and operating costs, as well as calculate the return on investment for the airport. Ultimately, the highest and best uses of each hangar development area should be decided through the process to market appropriately to specific developers.



## UNDERSTANDING

Currently, the airport is served by Denver Air Connection, offering twice-daily flights to Denver, with one flight on Sundays. Understanding the level of commercial service activity, along with general aviation activity, will be foundational to identifying similarly situated airports. Colorado airports for comparison that also utilize Denver Air Connection include Pueblo (83 nautical miles northeast), Telluride (102 nautical miles northwest), and Cortez (132 nautical miles west). Clovis, New Mexico—located 225 nautical miles southwest of Alamosa—may also be evaluated, as it is served by Denver Air Connection.

Based aircraft counts from *basedaircraft.com* indicate that there are 21 validated based aircraft as of November 2025. Similar airports within the state are identified in the table below.

A rates and charges study will identify the price per sq/ft for leases and rental rates, rental rates for specific hangar types, fuel flowage fees, current fuel prices, landing fees, service fees, and any additional rate/fee structures the airport desires to be investigated.

The LJA Aviation Team understands that the airport currently maintains fee structures for landing fees (airline and cargo), fuel flowage, ramp and tie-downs, aeronautical and non-aeronautical uses, commercial non-aeronautical

hangar and land leases, and T-hangar rentals. Rates and fees investigated in the study will be based on the current offerings at ALS, with additional consideration of future service potential. A future focus will allow the airport to have a baseline and projected outlook for additional services when they become available.

While LJA Aviation is a recently established division within LJA Engineering, the professionals proposed for this project bring extensive experience in airport planning and airport management, gained while working at prior firms and airports. This LOI clearly demonstrates that the same individuals who have successfully delivered FAA- and state-funded studies, as well as managed their individual airports, will be directly responsible for serving ALS.

LJA Aviation views ALS as a strategic client and this contract as the foundation of a long-term partnership where LJA's engineering and planning services can be provided under future selections. We are committed to supporting the County in implementing its vision for the airport and advancing capital improvement projects to meet your needs. With LJA Aviation, Alamosa County and ALS gain a trusted partner who understands both the regulatory framework and the airport's community context. We are dedicated to helping the County and ALS understand the airport's economic viability and achieve its potential through this study.

Airport Name	Associated City	Identifier	Validated Based Aircraft
San Luis Valley Regional Airport ( <i>Commercial Airport</i> )	Alamosa	ALS	21
Central Colorado Regional	Buena Vista	AEJ	32
Kit Carson County Airport	Burlington	ITR	16
Cortez Municipal Airport ( <i>Commercial Airport</i> )	Cortez	CEZ	49
Craig-Moffat County Airport	Craig	CAG	16
Blake Field	Delta	AJZ	62
Fort Morgan Municipal Airport	Fort Morgan	FMM	24
Granby-Grand County Airport	Granby	GNB	17
McElroy Field	Kremmling	20V	26
La Junta Municipal Airport	La Junta	LHX	16
Southeast Colorado Regional Airport	Lamar	LAA	25
Limon Municipal Airport	Limon	LIC	31
Monte Vista Municipal Airport	Monte Vista	MVI	19
Stevens Field	Pagosa Springs	PSO	35
Pueblo Memorial Airport ( <i>Commercial Airport</i> )	Pueblo	PUB	35
Rangely Airport	Rangely	4V0	16
Harriet Alexander Field	Salida	ANK	36
Sterling Municipal Airport	Sterling	STK	31
Telluride Regional Airport ( <i>Commercial Airport</i> )	Telluride	TEX	37
Wray Municipal Airport	Wray	2V5	22

## APPLICABLE PROJECT SUMMARIES

---

The LJA Aviation Team has wide experience of conducting market analysis studies and rates and charges studies for airports throughout the nation as former airport managers as well at our previous firms. Below are representative projects completed by our team members that align with the services requested for ALS.



### RATES AND CHARGES STUDIES

#### 📍 Reno-Tahoe International Airport | Reno, NV

As Manager of General Aviation Properties for the Reno-Tahoe Airport Authority, **Ken Moen, A.A.E.**, led system-wide rates and charges studies for both Authority airports to support long-term policy objectives, financial sustainability, and equitable treatment of users. This effort encompassed ground leases, hangar and non-aeronautical lease rates, fuel flowage fees, landing fees, tie-down fees, gate card fees, and other airport charges. The resulting rate structures were developed in close coordination with airport leadership, aligned with applicable policy and regulatory considerations (FAA Grant Assurances), and ultimately reviewed, approved, and adopted by the Airport Authority Board of Trustees.



### GENERAL AVIATION COMMERCIAL MINIMUM STANDARDS

#### 📍 Reno-Stead Airport | Reno, NV

As Manager of General Aviation Properties for the Reno-Tahoe Airport Authority, **Ken Moen, A.A.E.**, led a comprehensive policy review and rewrite of the Authority's General Aviation Commercial Minimum Standards to ensure consistency with federal requirements, local policy objectives, and long-term airport planning goals. This effort included structuring and facilitating a stakeholder working group composed of airport leadership, on-airport business and hangar tenants, and Authority staff to balance regulatory compliance, business viability, and operational needs. The resulting policy framework was vetted through this collaborative process, endorsed by the working group, advanced to the Airport Director, and ultimately approved and adopted by the Airport Authority Board.



### MINIMUM STANDARDS, RATES & CHARGES, AND MARKET STUDY

#### 📍 Steamboat Springs Airport | Steamboat Springs, CO

While at a previous firm, **Justin Heid, A.A.E.**, completed a rates and charges and market study for the airport while updating the airport's Rules and Regulations, Minimum Standards, and lease documents. The airport's primary governing documents were in need of an update to reflect the current market and types of operations at the airport. As an additional project to the master plan, the airport elected to review and update the documents, including a rates and charges study and market analysis for the airport. This study ensured that the airport was in line with industry and regional standards.



## AIRPORT RATES AND CHARGES STUDIES

📍 Carson City Airport Authority | Carson City, NV

As the newly appointed Airport Manager, **Ken Moen, A.A.E.**, led a policy-driven reset of the airport's rates and charges to modernize legacy fee structures and align them with the Authority's financial, operational, and governance objectives. This effort included a comprehensive review of ground leases, non-aeronautical lease rates, fuel flowage fees, landing fees, tie-down fees, gate card fees, and other airport charges. The proposed changes were developed in close coordination with airport leadership and tenant base to support transparency and stakeholder acceptance, and were ultimately reviewed, approved, and adopted by the Airport Authority Board of Trustees.



## ULTIMATE AIRSIDE AND LANDSIDE DEVELOPMENT

📍 Gainesville Airport | Gainesville, TX

As Senior Director of Aviation for LJA Engineering, **Ken Moen, A.A.E.**, was invited to participate in an economic development and land use planning charrette for Gainesville Airport focused on identifying compatible development opportunities both on the airport and on adjacent properties within the designated Tax Increment Reinvestment Zone (TIRZ). The charrette was structured to encourage broad, policy-driven discussion of redevelopment concepts while maintaining sensitivity to aviation safety, operational integrity, and long-term airport viability. As part of a multidisciplinary team, Ken provided aviation-specific expertise to evaluate land use compatibility, safeguard airport operations, and align development concepts with applicable airport planning and economic development policies. The process resulted in a set of recommended development strategies submitted to the charrette organizers for further evaluation and implementation.



## BUSINESS PLAN, MINIMUM STANDARDS, RATES AND CHARGES STUDY

📍 McGregor Executive Airport | McGregor, TX

**Justin Heid, A.A.E.**, was responsible for the creation of a business plan, Rules and Regulations update, Minimum Standards update, and a rates and charges study for the McGregor Executive Airport, while at a previous firm. As part of the study, Justin conducted a market analysis that included a SWOT analysis to better determine the market viability pertinent to the airport and how best to strategically position itself for future types of business and private development. A rates and charges study was completed to better understand how the airport compared with peer and regional airports, identifying areas where current rates were sufficient at meeting fair market value, as well as determining which rates fell below the value at which the airport should be charging for its specific services. The study provided industry-based evidence that allowed the airport to adjust their rates accordingly with confidence.



## MINIMUM STANDARDS RATES AND CHARGES STUDY

📍 Shelbyville Municipal Airport | Shelbyville, TN

As the airport director for the Shelbyville Municipal Airport, **Justin Heid, A.A.E.** was actively involved in the day-to-day management of the airport, annual budgeting, lease negotiations, and rate setting. To set the standard for an even playing field, Justin updated the Minimum Standards and Rules and Regulations, as well as annually conducted a rates and charges study to aid in determining the annual rates for the airport. Leases were also updated to include CPI adjustments regularly. The rate study allowed for justification and confidence in setting lease rates, rental rates, and fees.



## MINIMUM STANDARDS, RULES AND REGULATIONS, MARKET STUDY, AND RATES AND CHARGES STUDY

📍 Guthrie-Edmond Regional Airport, Guthrie, O

While the director of the Guthrie-Edmond Regional Airport, **Justin Heid, A.A.E.** completed a Rules and Regulations update, Minimum Standards update, market study with SWOT analysis, lease updates, and regular rates and charges studies. Setting the foundation with the governing document updates allowed the airport to ensure that it was providing an even operating field for all users and businesses, and the market study provided direction for the areas of growth and development for the airport. Conducting regular rates and charges study ensured that the airport was able to achieve its potential while remaining competitive within the region and with similar airports. The studies were imperative, as they provide sound justification for maintaining or increasing rates and fees.

## CLIENT REFERENCES

LJA Aviation brings extensive experience conducting market analysis and rates and charges studies for airports nationwide, drawing on backgrounds as former airport managers and consultants. We believe the strongest measure of our success is client satisfaction, built through a culture of dedication, trust, and results-driven service. The following references reflect our long-standing relationships and our commitment to delivering high-quality work and responsive support. We welcome you to contact them to learn more about our team's performance and service.

**1** **B-29 FAMILY HOLDINGS, LLC**  
**Kelly Bub Smith**  
 📞 Vice President - Real Estate  
 📞 214.499.1825  
 ✉️ ksmith@b29familyholdings.com

**2** **RENO-TAHOE INTERNATIONAL AIRPORT**  
**Aurora Ritter**  
 📞 Director of Commercial Business  
 📞 775.250.5174  
 ✉️ aritter@renoairport.com

**3** **EVECTIO CONSULTING PARTNERS**  
**Chris Nocks, PE**  
 📞 Principal  
 📞 970.773.3549  
 ✉️ cnocks@evectio.com

**4** **HUBPOINT**  
**Doug Banez**  
 📞 Founder & Managing Partner  
 📞 704.408.7136  
 ✉️ dbanez@hubpointadvisors.com

## WHY HIRE LJA?

For ALS, success is not just about completing tasks, it is about having an airport advisor who is present, engaged, and personally invested in the airport's future. LJA Aviation approaches this role as a long-term partnership built on trust, consistency, and proactive advocacy.

**Our Airport Advisory Services team—led by Justin Heid, A.A.E., Ken Moen, A.A.E., and Jessica Callow—brings extensive, directly applicable experience as former airport managers, aviation business owners, and trusted airport consultants.** We understand the operational, financial, and regulatory realities facing regional commercial service and general aviation airports because we have worked within them. That perspective allows us to provide practical, informed guidance on rates and charges, tenant relations, funding strategies, FAA coordination, and long-term airport positioning.

What differentiates LJA is our commitment to serving as your airport champion. Effective advisory services

require more than analysis—they require persistence, responsiveness, and a consultant willing to advocate for funding, maintain momentum, and help leadership make informed, strategic decisions. We take that responsibility seriously and are prepared to stand alongside the County as a trusted advisor.

Although this proposal focuses on Airport Advisory Services, ALS will also benefit from the strength of the entire LJA Aviation Team. Our advisory specialists are supported by in-house engineers, planners, and technical professionals, providing continuity and expanded capability should future engineering or planning services be needed. This structure allows ALS to receive focused advisory expertise today, with scalable support for tomorrow.

LJA is not simply offering advisory services; we are offering commitment: to showing up, to advocating with purpose, and to partnering with the County to ensure the San Luis Valley Regional Airport remains a safe, financially sound, and valued asset for the region.



### Members of LJA Aviation | From left to right:

**Justin Heid, A.A.E.** (Planning & Advisory Services) | **Danny Reed** (CAD/Design) | **Jessica Callow** (Administrative & Advisory Services) | **Mike Beckhoff, PE** (Engineering) | **Ken Moen, A.A.E.** (Senior Director & Advisory Services) | **Heather Thom, PE** (Engineering) | **Amanda Stephens, CPSM** (Marketing) | **Jesse Fabula, CM** (Client Management)

# STAFF RESUMES

The following resumes highlight the experience and qualifications of Justin Heid, A.A.E., Ken Moen, A.A.E., and Jessica Callow—the core LJA Aviation Team dedicated to providing Airport Advisory Services to ALS. Together, they bring practical insight, regulatory expertise, and a strong commitment to your long-term success.

## JUSTIN HEID, A.A.E.

Project Manager  
Airport Management  
Advisor



**15** YEARS OF  
EXPERIENCE

### EDUCATION

MS, Aerospace Administration & Logistics, Southeast Oklahoma State University  
BS, Aviation Management & Business Minor, University of Oklahoma

### CERTIFICATIONS

Accredited Airport Executive (A.A.E.) - American Association of Airport Executives (AAAE)  
Private Pilot

### AFFILIATIONS

American Association of Airport Executives

### CONTACT

931.212.7174  
jheid@lja.com  
Sheridan, WY

### SUMMARY OF QUALIFICATIONS

As an Airport Planning Project Manager with LJA's Aviation Team, Justin will bring the perspective of an airport manager, Air Force veteran, and active pilot to help airports achieve their goals. With over 15 years of experience, his career includes managing general aviation airports and guiding efforts in marketing, rates and charges, minimum standards, master planning, forecasting, land use planning, public outreach, grant preparation, and FAA coordination. With extensive knowledge of FAA regulations, policies, and procedures, he helps airports move through the complexities of planning and analysis with clarity and confidence.

Justin is known for balancing technical requirements with the needs of communities and stakeholders, ensuring planning projects are both practical and forward-looking. He values collaboration and works closely with airport teams to provide strategic guidance, identify challenges early, and deliver solutions that support growth and long-term success.

*All projects outlined below were completed at previous employers.*

### PROJECT EXPERIENCE

**Airport Master Plan & Business Plan | Rifle Garfield County Airport, Rifle, CO** – Project Manager and Airport Planner for the airport's Airport Master Plan and Business Plan. Justin worked closely with the airport and a subconsultant to develop the business plan for the airport. Justin was responsible for writing chapters of the master plan and developing the alternative recommendations to ensure the desires of the airport would be planned for within the planning period. Justin worked closely with the airport and the technical advisory committee to ensure the foundation was set to achieve the goals of the planning project.

**Minimum Standards, Rates and Charges, & Market Study | Steamboat Springs Airport, Steamboat Springs, CO** - While at a previous firm, Justin completed a rates and charges and market study for the airport while updating the airport's Rules and Regulations, Minimum Standards, and lease documents. The airport's primary governing documents were out of date and in need of an update across the board to reflect the current market and types of operations at the airport. As an additional project to the master plan, the airport elected to review and update the documents, including a rates and charges study and market analysis for the airport. This study ensured that the airport was in line with industry and regional standards.

**Business Plan, Minimum Standards, Rates and Charges Study | McGregor Executive Airport, McGregor, TX** - Justin was responsible for the creation of a business plan, Rules and Regulations update, Minimum Standards update, and a rates and charges study for the McGregor Executive Airport while at a previous firm. As part of the study, Justin conducted a market analysis that included a SWOT analysis to better determine the market viability pertinent to the airport and how best to strategically position itself for future types of business and private development. A rates and charges study was completed to better understand how the airport compared with peer and regional airports, identifying areas where current rates were sufficient at meeting fair market value as well as determining which rates fell below the value at which the airport should be charging for its specific services. The study provided industry based evidence that allowed the airport to adjust their rates accordingly with confidence.

**Minimum Standards & Rates and Charges Study | Shelbyville Municipal Airport, Shelbyville, TN** - As the airport director for the Shelbyville Municipal Airport, Justin was actively involved in the day to day management of the airport, annual budgeting, lease negotiations, and rate setting. In order to set the standard for an even playing field Justin updated the minimum standards and rules and regulations, as well as annually conducted a rates and charges study to aid in determining the annual rates for the airport. Leases were also updated to include PCI adjustments regularly. The rate study allowed for justification and confidence in setting lease rates, rental rates, and fees.

**Minimum Standards, Rules and Regulations, Market Study, & Rates and Charges Study | Guthrie-Edmond Regional Airport, Guthrie, OK** - While the director of the Guthrie-Edmond Regional Airport, Justin completed a rules and regulations update, minimum standards update, market study with SWOT analysis, lease updates, and regular rates and charges studies. Setting the foundation with the governing document updates allowed the airport to ensure that it was providing an even operating field for all users and businesses, and the market study provided direction for the areas of growth and development for the airport. Conducting a regular rates and charges study ensured that the airport was able to achieve its potential while remaining competitive within the region and with similar airports. The studies were imperative, as they provide sound justification for maintaining or increasing rates and fees.

# KENNETH (KEN) MOEN, A.A.E.

Senior Aviation Director  
Airport Management  
Advisor



**48** YEARS OF  
EXPERIENCE

## EDUCATION

BS, Professional  
Aeronautics, Embry-Riddle  
Aeronautical University

## CERTIFICATIONS

Accredited Airport Executive  
(A.A.E.) - American Association of  
Airport Executives (AAAE),  
Certified Airport Executive (CAE)  
– Southwest Chapter of the  
American Association of Airport  
Executives (SWAAAE),  
AAAE: Airport Certified Employee  
(ACE) Airport Operations,  
Airport Security/Trusted Agent,  
Airport Communications

## AFFILIATIONS

Nevada Aviation Association  
Arizona Airports Association  
Association of California Airports

## CONTACT

775.240.0533  
kmoen@lja.com  
Reno, NV

## SUMMARY OF QUALIFICATIONS

---

Ken is the Senior Director of Aviation at LJA Engineering, bringing more than 48 years of experience in air traffic control, airport management, consulting, and aviation infrastructure. His career began as an air traffic controller in the U.S. Army and Federal Aviation Administration, followed by international work training Iraqi controllers at Baghdad International Airport.

He later advanced through leadership roles at Reno-Tahoe International Airport (RNO) and served as Airport Manager at Carson City Airport (CXP), earning his Accredited Airport Executive (A.A.E.) certification in 2016. Ken has extensive experience guiding airports through capital improvement programs, FAA compliance, property management, and non-aeronautical revenue generation.

In 2025, Ken launched LJA's Aviation Division to build a team of experts focused on delivering innovative, cost-effective solutions for airports nationwide. He continues to serve the industry as a Commissioner on the Nevada Governor's Air Service Development Commission, Vice Chair of its Legislative Committee, and President of the Nevada Aviation Association.

*All projects outlined below were completed at previous employers.*

## PROJECT EXPERIENCE

---

**Rates and Charges Studies | Reno-Tahoe International Airport, Reno, NV** – As Manager of General Aviation Properties for the Reno-Tahoe Airport Authority, Ken led system-wide rates and charges studies for both Authority airports to support long-term policy objectives, financial sustainability, and equitable treatment of users. This effort encompassed ground leases, hangar and non-aeronautical lease rates, fuel flowage fees, landing fees, tie-down fees, gate card fees, and other airport charges. The resulting rate structures were developed in close coordination with airport leadership, aligned with applicable policy and regulatory considerations (FAA Grant Assurances), and ultimately reviewed, approved, and adopted by the Airport Authority Board of Trustees.

**General Aviation Commercial Minimum Standards | Reno-Stead Airport, Reno, NV** - As Manager of General Aviation Properties for the Reno-Tahoe Airport Authority, Ken led a comprehensive policy review and rewrite of the Authority's General Aviation Commercial Minimum Standards to ensure consistency with federal requirements, local policy objectives, and long-term airport planning goals. This effort included structuring and facilitating a stakeholder working group composed of airport leadership, on-airport business and hangar tenants, and Authority staff to balance regulatory compliance, business viability, and operational needs. The resulting policy framework was vetted through this collaborative process, endorsed by the working group, advanced to the Airport Director, and ultimately approved and adopted by the Airport Authority Board.

**Airport Rates and Charges Studies Carson City Airport Authority, I Carson City Airport Authority, Carson City, NV** – As the newly appointed Airport Manager, Ken led a policy-driven reset of the airport's rates and charges to modernize legacy fee structures and align them with the Authority's financial, operational, and governance objectives. This effort included a comprehensive review of ground leases, non-aeronautical lease rates, fuel flowage fees, landing fees, tie-down fees, gate card fees, and other airport charges. The proposed changes were developed in close coordination with airport leadership and tenant base to support transparency and stakeholder acceptance, and were ultimately reviewed, approved, and adopted by the Airport Authority Board of Trustees.

**Ultimate Airside Land Development Plan | Rifle-Garfield County Airport, Rifle, CO** – Serving as an airport management consultant to Garfield County, Ken evaluated vacant aeronautical land in close coordination with airport management and in alignment with the airport master plan to identify appropriate and compatible development opportunities. This effort included assessing infrastructure and development costs, establishing proposed ground lease rates, and developing land use and development guidelines to support orderly and financially sustainable growth. The work culminated in the preparation of an Airport Vacant Land Development Guide to guide future decision-making.

**Ultimate Airside and Landside Development | Gainesville Airport, Gainesville, TX** – As Senior Director of Aviation for LJA Engineering, Ken was invited to participate in an economic development and land use planning charrette for Gainesville Airport focused on identifying compatible development opportunities both on the airport and on adjacent properties within the designated Tax Increment Reinvestment Zone (TIRZ). The charrette was structured to encourage broad, policy-driven discussion of redevelopment concepts while maintaining sensitivity to aviation safety, operational integrity, and long-term airport viability. As part of a multidisciplinary team, Ken provided aviation-specific expertise to evaluate land use compatibility, safeguard airport operations, and align development concepts with applicable airport planning and economic development policies. The process resulted in a set of recommended development strategies submitted to the charrette organizers for further evaluation and implementation.

# JESSICA CALLOW

Airport Business & Rates  
Analysis Specialist



**20** YEARS OF  
EXPERIENCE

## PROJECT ROLE

Jessica will support Ken Moen, A.A.E., and Justin Heid, A.A.E. with data compilation, documentation development, and analytical support, ensuring rates and charges recommendations are defensible and implementable.

## CONTACT

970.212.3350  
jcallow@lja.com  
Grand Junction, CO

## SUMMARY OF QUALIFICATIONS

Jessica brings a unique combination of airport business ownership, aviation operations, and aviation consulting experience to LJA Aviation's rates, charges, and rent studies. As a former owner-operator of an on-airport helicopter flight school, she understands firsthand how lease structures, rental rates, fuel flowage fees, and airport policies affect aeronautical tenants. Her background also includes eight years supporting rent and market feasibility analyses for development projects, strengthening her ability to support FAA-compliant, defensible, and practical rate and rent recommendations.

*\*Projects completed at previous employers*

## PROJECT EXPERIENCE

**Airport Business and Rates Study Support | LJA Engineering, Inc.** - In this role, Jessica supports airport rates, charges, and rent studies under the direction of the Project Manager. She facilitates data collection, organization, and documentation of lease rates, fee schedules, and airport financial information, and assists with the preparation of clear, defensible exhibits and supporting materials for airport leadership and governing boards. Her tenant-side perspective helps ensure that recommendations are practical, market-aware, and sustainable.

**\*Hangar Evaluation | California Redwood Coast–Humboldt County Airport (ACV), Arcata, CA** - While at a previous firm, Jessica worked with the Airport Engineer in completing a hangar evaluation and revenue analysis to assess rent potential relative to proposed improvements. The effort examined the cost-benefit implications of utility upgrades, structural improvements, and telecommunications enhancements to inform practical, market-supported investment decisions.

**\*Owner & Operator | Tropical Helicopter | Leesburg International Airport (LEE), Leesburg, Florida** - Jessica owned and operated a Part 141 on-airport helicopter flight school at a public-use airport, managing all business, facility, and operational aspects of the enterprise. Her role included managing a 6,000-square-foot hangar and classroom facility, coordinating staffing and scheduling, and supporting aviation training operations affiliated with an accredited University of Florida partnership. She evaluated the business impacts of lease terms, rental rates, fuel flowage fees, and operating costs on business viability, supporting informed decision-making in an airport tenant environment.

## RELEVANCE TO RATES & RENT STUDIES

Jessica brings firsthand understanding of aeronautical tenant cost sensitivity and lease feasibility, informed by direct experience as an on-airport business owner. She offers practical insight into how rate structures influence tenant retention, growth, and long-term viability. Her background supporting rent and market feasibility analyses further strengthens her ability to help bridge airport sponsor objectives with tenant operational realities, resulting in recommendations that are both defensible and workable.

# PRICING PROPOSAL

It is LJA Aviation’s intent and desire to establish a long-lasting relationship and client-first approach with Alamosa County and ALS. Through this approach, we will work to achieve the desired outcome on behalf of the County and the ALS.

The required scope for each project element can be examined in greater detail if certain tasks are to receive more or less attention, based on the needs of the airport. We have included our price proposal with hour estimates based on the scope provided in the “Request for Letters of Interest and Qualifications for Professional Services,” but are willing to examine each project element with an “a la carte” pricing structure.

Please find our initial hourly assumptions and fees for the proposed project for your review. We look forward to discussing the scope and fees in further detail. Our top priority is to help the airport achieve its goals and deliver a successful project that meets both performance objectives and budget parameters.

## SCOPE OF SERVICES

---

### PROJECT MANAGEMENT

Task No.	Task (Scope of Services)	Project Mgr. / Aviation Planner \$175.00	Sr. Aviation Advisor \$240.00	Market Specialist \$165.00	CAD \$170.00	Total Hours	Labor Cost
	<b>Project Management</b>						<b>\$ 2,190</b>
	Project Management	6	2	4		12	\$ 2,190

### 101. MARKET STUDY AND A LEASE RATE ANALYSIS

Consisting of:

- Research comparable airport lease rates in the local and state markets,
- Support decision-making with technical expertise in business analysis, backed by industry-specific research, experience and relevant performance metrics.
- Complete a comprehensive lease rate analysis of current rates at San Luis Valley Regional Airport, and
- Provide recommendations for:
  - ground lease,
  - hangar lease, and
  - fuel flowage rates.
- Position the Airport for future development in both the corporate and general aviation hangar and business markets.

Task No.	Task (Scope of Services)	Project Mgr. / Aviation Planner \$175.00	Sr. Aviation Advisor \$240.00	Market Specialist \$165.00	CAD \$170.00	Total Hours	Labor Cost
<b>101</b>	<b>Market Study &amp; Lease Rate Analysis</b>						<b>\$ 10,545</b>
	Research/Survey Comparable Lease Rates (Local/State Markets)	12	2	8		22	\$ 3,900
	Lease Rates and Charges - Analysis	6	2	3		11	\$ 2,025
	Lease Rates and Charges - Recommendation (Ground/Hangar/Fuel Flow)	4	1	2		7	\$ 1,270
	Narrative Report	8	4	6		18	\$ 3,350

## 102. DEVELOPMENT ANALYSIS

- Conduct market assessment and feasibility study to support business case development.
- Identify the hangar development types best suited for each area of the airport, including areas with the highest and best use for hangar development.
- Focused marketing efforts on specific developers to increase successful project completion, and
- Knowledge of the development possibilities based on project costs, operating costs, and Return on Investment.
- Help define project vision, objectives, scope, and measurable success metrics.
- Research industry trends, emerging practices, and conduct benchmarking studies to inform strategy.

Task No.	Task (Scope of Services)	Project Mgr. / Aviation Planner \$175.00	Sr. Aviation Advisor \$240.00	Market Specialist \$165.00	CAD \$170.00	Total Hours	Labor Cost
<b>102</b>	<b>Development Analysis</b>						<b>\$ 23,530</b>
	Market Assessment & Feasibility Study - Business Case Development	8	2	6		16	\$ 2,870
	Hangar Development Recommendations	8	2	6	8	24	\$ 4,230
	Marketing Efforts to Hangar Developers	6	2	4		12	\$ 2,190
	Pro Forma Preparation & Analysis - Project/ Operating Costs and ROI	6	2	6		14	\$ 2,520
	Defining Vision, Objectives, Scope, Metrics	6	4	6		16	\$ 3,000
	Research Industry Trends, Emerging Practices, and Conduct Benchmark Studies	8	4	12		24	\$ 4,340
	Narrative Report	12	4	8		24	\$ 4,380

### 103. PRE/POST-STAKEHOLDER PROJECT KICK-OFF MEETING:

Attend up to one (1) Pre-Stakeholder Project Kick-Off meeting to review project objectives and materials. Additionally, an in-depth airport site tour will be performed, allowing site-specific pictures to be taken. All feedback received during this meeting will be documented and incorporated into the project narrative and schedule.

Attend one (1) Post Stakeholder Project Wrap-Up meeting to review all findings and draft the Development Report. All feedback received during this meeting will be documented.

Task No.	Task (Scope of Services)	Project Mgr. / Aviation Planner \$175.00	Sr. Aviation Advisor \$240.00	Market Specialist \$165.00	CAD \$170.00	Total Hours	Labor Cost
103	<b>Pre /Post-Stakeholder Project Kickoff Meeting</b>						<b>\$ 6,960</b>
	Kickoff Meeting - In Person	6	6	6		18	\$ 3,480
	Post Stakeholder Meeting - In Person	6	6	6		18	\$ 3,480

### EXPENSES

Expenses anticipated for in-person meetings are shown below.

Mileage (Meetings, Site Visits)	2	Trips @	1,775 Miles	\$2,574.00
Airfare	2	Trips @	\$750.00	\$ 1,500.00
Hotel	6	Nights @	\$150.00	\$ 900.00
Per Diem	12	Days @	\$ 59.00	\$ 708.00
Car Rental	0	Days @	\$100.00	\$ -
Printing (Reports, etc.)			\$ -	\$ 100.00
				<b>\$5,782.00</b>

### LUMP SUM FEE BREAKDOWN

- Project Management – \$2,190
- 101 - Market Study and Lease Rate Analysis – \$10,545
- 102 - Development Analysis – \$23,530
- 103 - Pre/Post Stakeholder Meetings – \$6,960
- Expenses – \$5,782

**TOTAL – \$49,007**

## GENERAL CONDITIONS

This Scope is based on the following General Conditions:

- Any additional work not specifically included in the Proposed Scope of Work will be accomplished as Additional Services.
- Scope does not include any additional exhibits, presentations, etc., after the Project Wrap-Up meeting.
- The Client shall, in a timely manner, provide full information regarding the requirements of the project, including objectives, constraints and criteria, and any other relevant information; shall designate a representative to act on Client's behalf to examine the documents or the work as necessary and to render decisions related thereto in a timely manner so as to avoid unreasonable delays; and shall furnish all services required for the expeditious completion of the project which are not part of LJA services to be provided under this agreement.

## ADDITIONAL SERVICES

Compensation for Additional Services not listed herein or services required due to changes will be billed on a time and materials basis in accordance with LJA Standard Rate Schedule below or on a lump sum basis agreed upon at the time the work is authorized.

- Revisions to the plans requested by the Client after the plans are approved, unless necessitated by discrepancy in the plans.
- Additional work requested outside of work as defined Scope of Services.
- Public meetings or hearings.
- Additional graphic products needed for marketing or public meetings.
- Additional meetings or workshops not identified in the project scope of services.

## BILLING RATES

Labor Category	Lowest	Highest
Department Head (VP, Division Manager)	\$245.00	\$295.00
Senior Consultant	\$230.00	\$295.00
Director	\$215.00	\$295.00
Group/Design Manager	\$200.00	\$295.00
Senior Project Manager	\$200.00	\$295.00
Project Manager	\$150.00	\$290.00
Senior Project Engineer	\$150.00	\$290.00
Professional Engineer (Project Engineer, APM)	\$120.00	\$220.00
Graduate/Design Engineer	\$100.00	\$175.00
Senior Civil Designer	\$120.00	\$200.00
Civil Designer	\$85.00	\$170.00
Senior Planner	\$130.00	\$240.00
Planner	\$85.00	\$175.00
Clerical (Admin. Assistant)	\$60.00	\$130.00
Intern	\$50.00	\$95.00



**EMPLOYEE-OWNED. CLIENT FOCUSED.**