



**Garden
Spot of
Colorado**

**MEETING OF THE TOWN BOARD
Town Board Room
807 Mountain Avenue
Town of Berthoud, Colorado
Tuesday, February 24, 2026, 6:30 p.m.**

This is an IN-PERSON meeting at the location and time noted above.

This meeting will be streamed live on YouTube. The live stream is accessible by visiting www.berthoud.org/stream

The Town Board may take action on any of the following agenda items as presented or modified prior to or during the meeting and items necessary or convenient to effectuate the agenda items.

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL
4. CITIZEN PARTICIPATION
5. SCHEDULED ITEMS AND ESTIMATED TIME FOR DISCUSSION

5.I. Consent Agenda

Consent Agenda items are considered to be routine by the Town Board and will be enacted with a single vote. There will be no separate discussion of these items. If discussion is deemed necessary, an item may be removed from the Consent Agenda and considered separately.

Documents:

- A. FEBRUARY 24, 2026, MEETING AGENDA.PDF
- B. FEBRUARY 10, 2026, MEETING MINUTES.PDF
- C. FEBRUARY 2026 BOARD REPORT.PDF
- D. RESOLUTION 2026-06 - LEWIS VALLEY ANNEXATION PETITION SUBSTANTIAL COMPLIANCE.PDF
- E. 2026 MOSQUITO CONTROL PROGRAM SERVICES CONTRACT.PDF

5.II. Larimer County Sheriff's Star Citizen Award

Documents:

[MEMO RE STAR AWARD PRESENTATION.PDF](#)

5.III. Hometown Heroes Banner Program Concept

Documents:

[MEMO RE HOMETOWN HEROES - 022426.PDF](#)
[PRESENTATION BERTHOUD HOMETOWN HEROES.PDF](#)

5.IV. America In Bloom Presentation

Documents:

[MEMO RE AMERICA IN BLOOM PRESENTATION.PDF](#)
[PRESENTATION AMERICA IN BLOOM.PDF](#)

5.V. Caring Pathways - Change Of Condition Request

Documents:

[MEMO RE CARING PATHWAYS.PDF](#)
[02 LETTER OF REQUEST FROM CARING PATHWAYS.PDF](#)
[03 RESOLUTION 2023 14 CARING PATHWAYS.PDF](#)

5.VI. RAFT And BATS Merger Proposal

Documents:

[MEMO RE RAFT BATS MERGER.PDF](#)
[II. DRAFT 2026 SERVICE AGREEMENT BETWEEN TOWN AND RAFT W EXHIBITS.PDF](#)
[III. BERTHOUD TRANSIT ASSESSMENT 01192023.PDF](#)

5.VII. Richardson Park Proposal Process Update

Documents:

[MEMO RE RICHARDSON PARK.PDF](#)
[2026-0219_RICHARDSON PARK_AQUATICS CENTER SITE PLAN_20 SC.PDF](#)

5.VIII. Onboarding Plan For Board Of Trustees

Documents:

[MEMO RE BOARD ONBOARDING - 022426.PDF](#)
[II. DRAFT TB ONBOARDING PLAN.PDF](#)

5.IX. PUBLIC HEARING: Board Member Compensation

Documents:

[MEMO RE BOARD COMPENSATION - 022426.PDF](#)
[ORDINANCE 1377 BOARD COMP-0021926.PDF](#)

6. ELECTED OFFICIAL REPORTS

1. Town Board - Tim Hardy, May Albrecht, Sean Murphy, Karl Ayers, Brett Wing, and Mark Brodie
2. Mayor - William Karspeck
3. Staff - Town Administrator, Attorney

7. ADJOURN

The order of agenda items listed above is approximate and intended as a guideline for the

Town Board. Individuals needing special accommodation may request assistance by contacting the Town Clerk 807 Mountain Avenue, Berthoud, Colorado 80513, 970-532-2643 at least 24 hours in advance.



BOARD OF TRUSTEES REGULAR MEETING
807 Mountain Avenue
Town Board Meeting Room
Berthoud, Colorado 80513
Tuesday, February 24, 2026, at 6:30 PM

This meeting will be streamed live on YouTube. The live stream is accessible by visiting www.berthoud.org/stream

The Town Board may act on any of the following agenda items as presented or modified prior to or during the meeting and items necessary or convenient to effectuate the agenda items.

- I. CALL TO ORDER (10 Min)**
- II. PLEDGE OF ALLEGIANCE**
- III. ROLL CALL**
- IV. CITIZEN PARTICIPATION**
- V. SCHEDULED ITEMS and ESTIMATED TIMES FOR DISCUSSION**
 - 1. Consent Agenda (5 Min)**

Consent Agenda items are considered to be routine by the Town Board and will be enacted with a single vote. There will be no separate discussion of these items. If discussion is deemed necessary, an item may be removed from the Consent Agenda and considered separately.

 - a) February 24, 2026, Meeting Agenda
 - b) February 10, 2026, Meeting Minutes
 - c) February 2026 Board Report
 - d) **Resolution 2026-06**: A Resolution of the Town of Berthoud Accepting a Petition for Annexation Filed by HT Land Partners 400, LLC and Setting a Public Hearing on the Annexation- Lewis Valley Annexation Petition Substantial Compliance
 - e) 2026 Mosquito Control Program Services Contract
 - 2. Larimer County Sheriff's Star Citizen Award (10 Min)**
 - 3. Hometown Heroes Banner Program Concept (15 Min)**
 - 4. America in Bloom Presentation (20 Min)**
 - 5. Caring Pathways - Change of Condition Request (15 Min)**
 - 6. RAFT and BATS Merger Proposal (15 Min)**
 - 7. Richardson Park Proposal Process Update (20 Min)**
 - 8. Onboarding Plan for Board of Trustees (15 Min)**
 - 9. PUBLIC HEARING: Board Member Compensation (10 Min)**
- VI. ELECTED OFFICIAL REPORTS (20 Min)**
 - 1. Town Board – Tim Hardy, May Albrecht, Sean Murphy, Karl Ayers, Brett Wing, and Mark Brodie**

February 24, 2026, Meeting Agenda

The order of agenda items listed above is approximate and intended as a guideline for the Town Board. Individuals needing special accommodation may request assistance by contacting the Town Clerk 807 Mountain Avenue, Berthoud, Colorado 80513, 970-532-2643 at least 24 hours in advance.

2. Mayor – William Karspeck
3. Staff – Town Administrator, Attorney

VII. ADJOURN

Town Clerk or Deputy Town Clerk

William Karspeck, Mayor

February 24, 2026, Meeting Agenda

The order of agenda items listed above is approximate and intended as a guideline for the Town Board. Individuals needing special accommodation may request assistance by contacting the Town Clerk 807 Mountain Avenue, Berthoud, Colorado 80513, 970-532-2643 at least 24 hours in advance.



MEETING MINUTES OF THE TOWN BOARD

**Town Board Room
807 Mountain Avenue
Town of Berthoud, Colorado
Tuesday, February 10, 2026, 6:30 p.m.**

2/10/2026 - Minutes

1. CALL TO ORDER

Mayor Karspeck called the meeting to order at 6:30 pm.

2. PLEDGE OF ALLEGIANCE

Mayor Karspeck led the Pledge of Allegiance.

3. ROLL CALL

The following Board members were present:

May Albrecht, Trustee
Karl Ayers, Trustee
Mark Brodie, Trustee
Tim Hardy, Trustee
Brett Wing, Trustee
Sean Murphy, Mayor Pro-Tem
Will Karspeck, Mayor

The following staff members were present:

Kathryn Sellars, Town Attorney
Chris Kirk, Town Administrator
Christian Samora, Town Clerk
Lexi Dovel, Deputy Town Clerk
Sergeant Justin Williamson, Larimer County Sheriff
Ken Matthews, Director of Water Utilities
Alex Tennant, Water Resources Administrator
Luke Seeber, Engineering Supervisor
Bella Manzo, Town Planner
Audry Bothun, Building Permit Technician
Tawn Hillenbrand, Planning Manager

4. CITIZEN PARTICIPATION

Dave Melanson spoke regarding development and viewshed along the Mountain Ave corridor.

5. SCHEDULED ITEMS AND ESTIMATED TIME FOR DISCUSSION

5.I. Consent Agenda

Items:

- a) February 10, 2026, Meeting Agenda
- b) January 27, 2026, Meeting Minutes
- c) Waste Water Lift Station Professional Services Agreement
- d) Fireworks Contract

Trustee Wing requested item c be removed from the Consent Agenda for individual consideration.

Administrator Kirk requested item d be removed from the Consent Agenda for individual consideration.

Trustee Wing moved to combine and approve items a and b on the Consent Agenda. Trustee Hardy seconded the motion. In a 6-0 roll call vote, THE MOTION CARRIED, with Mayor Pro-Tem Murphy abstaining.

There was further discussion on item c) Waste Water Lift Station Professional Services Agreement. Director of Water Utilities, Ken Matthews, provided additional information.

There was further discussion on item d) Fireworks Contract.

Trustee Wing moved to approve item c) Waste Water Lift Station Professional Services Agreement. Trustee Hardy seconded the motion. In a 7-0 roll call vote, THE MOTION CARRIED.

Trustee Ayers moved to approve item d) Fireworks Contract subject to the removal of the indemnity clause and with the approval of the Town Attorney. Trustee Wing seconded the motion. In a 7-0 roll call vote, THE MOTION CARRIED.

5.II. Water Snapshot Presentation

Director of Water Utilities, Ken Matthews, and Water Resources Administrator, Alex Tennant, gave a presentation on the Town's water supply and demand.

Attorney Bradley Kershaw provided additional information.

5.III. Master Plan For Intersection Management

Engineering Supervisor, Luke Seeber, gave an introduction on the development of a Town-wide Intersection Management Plan.

Nick VanderKwaak with Fehr & Peers gave a presentation.

5.IV. Tree Strips

Town Planner, Bella Manzo, gave a presentation on tree strips and landscape design in rights of way.

5.V. PUBLIC HEARING: Reenactment Of Certain Portions Of Chapter 14 Regarding Licensing

Building Permit Technician, Audry Bothun, gave a presentation on Ordinance 1376.

Mayor Karspeck opened the Public Hearing.
No one spoke during the Public Hearing.
Mayor Karspeck closed the Public Hearing.

Trustee Brodie moved to approve Ordinance 1376, an Ordinance of the Town of Berthoud, Colorado, amending Chapter 14 of the Berthoud Municipal Code with respect to contractor's licensing requirements, specifically Sections 14.9-9, 14.9-8 & Appendix A. Trustee Wing seconded the motion. In a 7-0 roll call vote, THE MOTION CARRIED.

5.VI. PUBLIC HEARING: Fickel Farm 5th Filing Preliminary Plat

Trustee Ayers indicated that he resides immediately adjacent to the proposed development and recused himself from the discussion and for the remainder of the meeting.

Planning Manager, Tawn Hillenbrand, provided an introduction on the Fickel Farm 5th Filing Preliminary Plat.

Additional public comments that were provided to staff after the posting of the Meeting Agenda were distributed to Board members.

The applicant, Kristin Turner with TB Group gave a presentation.

Mayor Karspeck opened the Public Hearing.
John VanderZee, Jennifer VanderZee, Wade Cooper and Pam Worster spoke during the Public Hearing.
Mayor Karspeck closed the Public Hearing.

The applicant addressed some of the citizen concerns.

Trustee Wing moved to approve Resolution 2026-05, a Resolution of the Town of Berthoud, Colorado, approving a preliminary plat for a development known as the "Fickel Farm 5th Filing Development" in the Town of Berthoud. Trustee Brodie seconded the motion. In a 5-1 roll call vote, THE MOTION CARRIED, with Trustee Albrecht having the dissenting vote.

5.VII. Board Member Compensation

Administrator Kirk provided information on Town Board Member compensation along the front range.

The Board directed staff to prepare an ordinance, modifying pay for officials elected to office in the future, to be considered at the February 24, 2026, Regular Town Board meeting.

6. ELECTED OFFICIAL REPORTS

Trustee Hardy:

Hardy reported on recent meetings of Berthoud Main Street.

Trustee Wing:

Wing reported on a recent Berthoud Main Street meeting and on the Chocolate Walk event in downtown this past weekend. Wing thanked staff for adding presentations to the meeting packets and requested to hear an update on the Sonoco building at a future meeting.

Mayor Pro-Tem Murphy:

Mayor Pro-Tem Murphy reported on the Chocolate Walk event and a Thompson School District Bond meeting.

Mayor Karspeck:

Karspeck reported on a meeting with a Boulder County Commissioner regarding CDOT plans for Highway 287, an upcoming meeting with a representative from Xcel, the upcoming CML Legislative Workshop, and a recent MPO meeting. Karspeck complimented the Vantage community on their pet waste receptacles and requested an update on the trees in the Hammond community. Karspeck introduced the new Town Attorney, Kathryn Sellars.

Administrator Kirk:

Kirk reported on the upcoming Berthoud Area Chamber of Commerce Annual Gala on Friday, February 20th.

Sergeant Williamson:

Williamson introduced Lieutenant Vanhook who manages the Berthoud deputies.

7. ADJOURN

The meeting was adjourned at 9:26 pm.

Town Clerk or Deputy Town Clerk

William Karspeck, Mayor

Berthoud Board Update

February 2026



MARCH EVENTS

Light Pollution vs. Bird Migrations, and Colorado Dark Sky Communities

Presented by Brian Dubois and Richard O'Brien.

March 5th, 6:00 PM-8:00 PM

Berthoud Community Library

Brian Dubois is the Town's Economic Sustainability Manager and leads the effort in making Berthoud the first Dark Sky Community on the Front Range. In this talk, he will discuss how light pollution impacts bird migration, along with someone who works for Dark Sky Colorado. Free and open to the public.

St. Paddy's Day Run

March 14th, 12:00 PM

Berthoud Recreation Center

ShamROCK your best green attire and join this festive run through the streets of Berthoud, ending downtown just in time for the St. Patrick's Day celebration.

[Register Here.](#)

Open Survey

Little Thompson River Corridor

We are looking for community input on the future of the Little Thompson River Corridor. Share what is most important to you.

[Take the survey.](#)

PROJECTS

Submitted By Daniel Buendia, Project Engineer and
Keith Knoll, Public Works Manager

The Heron Pointe and Waggener Farm Park drainage improvement projects were completed to the Town's satisfaction. Multiple new parks projects are in various states of design. The Arboretum team has provided the first renderings for what users can expect from this immersive park experience. The outdoor pool at Richardson is in final design stages thanks to invaluable input from Board and PORT members as well as Recreation staff. The Public Works team is preparing numerous projects to bid in the coming months including the 2026 Roadway and Sidewalk Improvements Project, Stormwater Master Plan, and Arboretum, among others.



Earthworks were completed at Pioneer Park, making it ready for the new pickleball court.



Progress photos of Heron Pointe drainage project.



The Town is working on connecting sidewalks that abruptly end or are interrupted as part of the 2026 Sidewalk Improvement project.

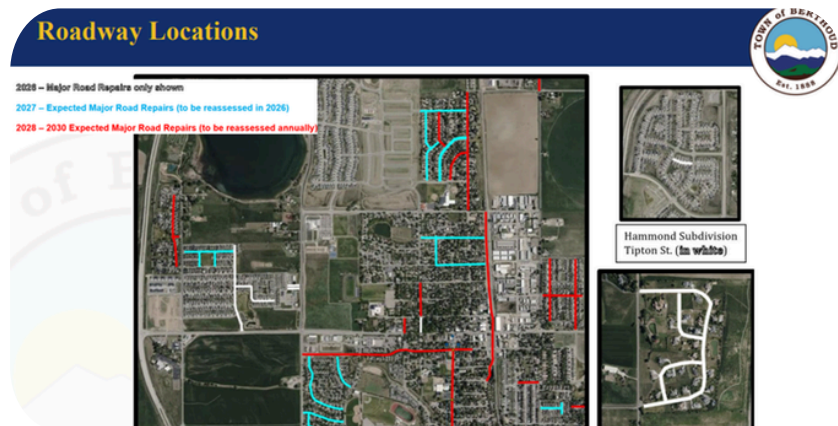




Renderings for the Berthoud Arboretum were completed. Bid tabulations are expected to be ready in February and posted in late February or early March.



The PORT Committee met in January to discuss Newell Farm Park, Mountain Vista Park, and the Berthoud Arboretum.



Current plans for the Sidewalk Improvements Plan were presented. Projects will be posted for bids in February.



FORESTRY / OPEN SPACE

Submitted By Paul Furnas, Town Forester

Forestry and Open Space staff helped with snow removal, holiday decoration take down, chipping Christmas trees, and moving spring bulb pots in January. All of the Open Space staff studied throughout January to add new pesticide categories to their applicator certifications. Forestry staff added a new workspace in the shared shop where they can sharpen and keep track of chainsaw chains. They also ran more watering routes as dry winter weather continued into the new year.



Because of the warm weather, the original storage space for the spring bulbs has not been cool enough to keep them dormant. The bulbs were moved back to the Parks shop, where they can experience deeper nightly lows, hopefully keeping them dormant for a little longer.



A total of 156 Conifer trees were dropped off to be turned into mulch for the Christmas Tree Recycling program.

Forestry and Open Space staff helped take down holiday decorations starting in early January.



Forestry added a new workspace for their chainsaw maintenance and chain sharpening in the Parks shop.





Watering trees, shrubs, and plants around town has continued throughout the month to keep them healthy through the winter.



Staff helped in snow removal efforts around town.

Open Space staff repaired a broken board on the roof of the “Shred Shed” at Berthoud Bike Park and reinforced the landing area with extra supports to hopefully eliminate future breaks.



STREETS DEPARTMENT

Submitted By Brandon Keegan, Streets Supervisor

January experienced above average temperatures until late in the month, when temperatures dropped below zero with several inches of snowfall. These conditions resulted in icy roadways throughout town. In addition to winter operations, crews completed routine maintenance tasks throughout the month, including painting curbs, repairing and replacing damaged signage, and filling potholes in alleys.

Crews plowed roads after snow to keep them clear and safe.



The Streets department received many complaints about cars parking in front of stop signs in Prairie Star. Crews painted the curbs red so the Larimer County Sheriff's Office can enforce "no parking".

Streets crew replaced multiple signs along Berthoud Parkway that had fallen due to high wind.



Crews removed snow piles at the Berthoud Recreation Center.

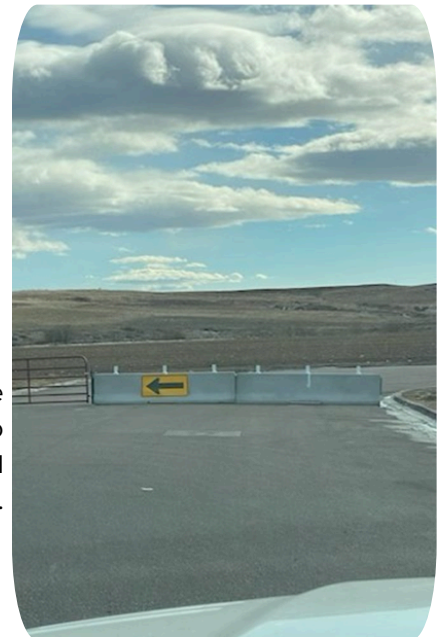


Potholes around town were filled.



The Streets team helped load polymer totes at the Water department building.

A Jersey barrier was added at the end of Travel Center Drive to prevent semi-truck parking and improve traffic safety.



RECREATION

Submitted By Amanda Gustafson, Director of Recreation | Cultural Services

Operations, Memberships & Marketing

During January, the Operations team focused on stabilizing post-holiday workflows, maintaining customer service standards, and preparing for upcoming high-registration periods. The team also supported workforce development efforts by hosting the school district's special needs department, meeting with students to explain available jobs at the Recreation Center, and the skills required to be successful in those roles. Staff also attended Berthoud High School's job fair to share employment opportunities. Staff completed the Spring/Summer [Activity Guide](#) which was published February 1st.



Sports & Programs

In January, the Sports team focused heavily on planning and preparation for upcoming Spring and Summer programs. Active programming remained strong with adult sports operating four nights a week and 3rd-6th grade basketball continuing throughout the month. New offerings included Youth Pickleball Learn & Play and weekly bouldering sessions. The Sports team hosted the CARA basketball skills challenge on January 10th with 32 kids ages 6-14 in attendance. The first-place winners in each category will advance to a sectional competition.



Active Adults (50+)

The new year started off with Fitness Frenzy, a special event that allowed members to try out group fitness classes for free. Fitness expanded our fitness offerings in January with the addition of Yoga+ and BUTI Yoga, continuing Recreation's commitment to providing diverse programs that meets the needs of all ages, abilities, and interests. To further our community's wellness growth goals, Recreation welcomed two new personal trainers: Jesse Pleiman and Heidi Van Patten.



Tug-of-War at Youth Power Hour.



Aquatics

January was a high-activity month for the Aquatics Department, beginning with increased patron use during the extended school break. A major highlight was the Glow Swim event on January 3rd, which drew 374 participants and required significant coordination and staff support. Staff training remained a priority throughout the month, with focused in-service sessions on airway management, seizure response scenarios, and continued development of head guard-led monthly trainings. Program participation remained strong, with the CRA swim team and swim lessons maintaining high enrollment, growing waitlists, and increased demand for private lessons, and newly added class offerings.



Active Adults (50+)

The new year began with new Women's and Coed Active Adult Pickleball Leagues, each with seven teams. In addition, Wellness Wednesday partnered with Berthoud Community Library for a special presentation focused on the health benefits of reading.



COMMUNITY DEVELOPMENT

Submitted By Anne Johnson, Planning Director

Building Division data for January 2026



New Residential

January 2026: 9
2025 Total: 148



New Commercial

January 2026: 2
2025 Total: 22



Total Number of Permits

January 2026: 53



Total Valuation

\$12,568,322.20-January



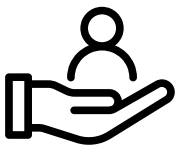
Engineering

Construction Site Inspections: 43

MS4 Inspections: 29

ROW Permits Processed: 0

Planning



Public Assistance

Emails: 5,397

Phone calls: 51

Site Visits: 1



Pre-Application meetings: 4

Public Hearings/Applications presented: 5

Codes/Comp Plan Action Items in-process: 0

Applications in Process: 37

The Town of Berthoud is kicking off a Public Art Master Plan program and Tawn Hillenbrand is leading the charge. An open house was held in late January, and the consulting team of NINE dot ARTS has been retained to assist the Town in the development of this Master Plan. Existing community organizations in the public art realm will be asked for their expertise and history as a plan is set for the future of public art in Berthoud.



PARKS / CEMETERY

Submitted By Sami Kouns, Parks Supervisor

In early January, the Parks/Cemetery department completed a variety of maintenance, training, and improvement projects across multiple sites. Staff completed CPR certification training and began repurposing reclaimed lumber for a protective border at Railroad Park. Taking advantage of the warm winter weather, crews completed building repairs and painting at Greenlawn Cemetery, addressed restroom wall damage at Bein Park, and performed vegetation cutback to improve drainage and trail access at several locations. Additional work included removing outdated baseball field poles and netting at Town North, supporting two burial services, and deep-cleaning the east storage shed ahead of its demolition.



The lumber that was removed from Pioneer Park after taking down the horseshoe and bocce ball court are being repurposed. It will be used to create a barrier between the railroad tracks and the park's turf. This will prevent pesticides that are used on the railroad tracks running into the grass.



Crews made repairs to and painted the interior and exterior of the cemetery bathroom.

Cutbacks were performed on various ornamental plants and bushes. These cutbacks will allow for better backflow, clear trail access, and proper drainage from snow/precipitation.





To prepare for the Town's new Town North barrier netting system, the poles and netting for the old netting system were removed. Members of both Parks and Cemetery worked together to use a battery-powered bandsaw to cut down each of the four, 2.5 in diameter, 22-foot-tall steel support poles.

The east storage shed at Greenlawn Cemetery was deep cleaned in preparation for its removal in a couple of months.



The Parks/Cemetery department also worked on:

- Holiday light takedown
- Snow and ice removal
- Updating snow plowing routes and map
- Start preparation and discussion for Northern Water Grant
- Graffiti removal
- Playground Repairs



WATER/WASTEWATER

Submitted By Marie Mitchell, Administrative Tech Water

Water Operations

In January, Water Operations staff continued working to provide safe, reliable, service to the community. Sewer lines behind Cocina & Cantina off Mountain Ave. were cleaned to prevent backups. Three sewer lines were televised for mapping and research. Lift station wells at Heron Lakes and Bomar were cleaned to maintain proper operation.

11 new meter installations

2 meter repairs

52 water shut offs

427 utility locates

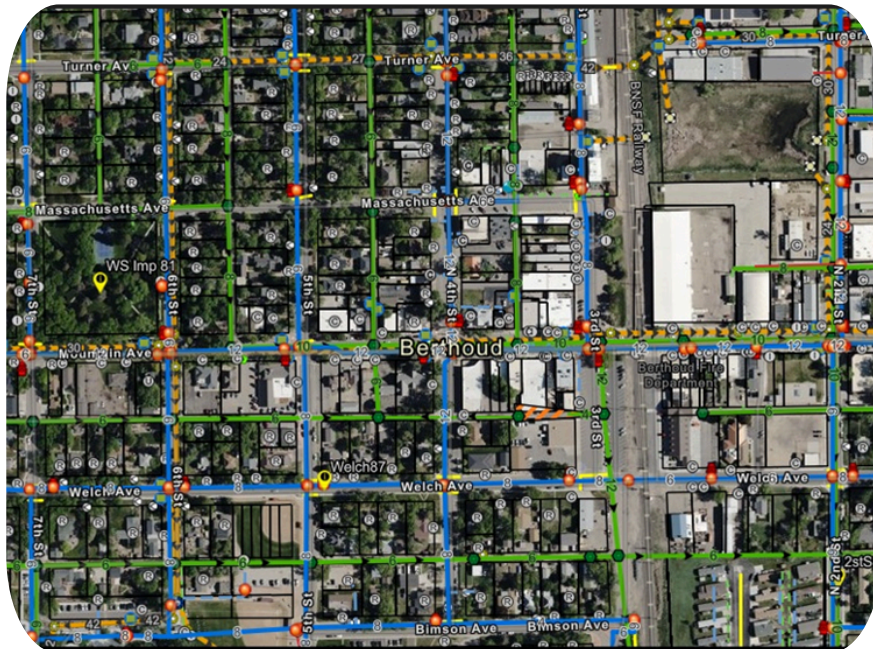
3 Report a Concern issues/Service calls

Wastewater Operations

Wastewater crews began replacing lighting at the Berthoud Water Reclamation Facility and supported a state inspection of the Loveland Reservoir outlet structure and pipeline.

Engineering

The Engineering department continued to prepare for future system improvements by strengthening the Town's infrastructure records. Staff completed updates to the Town of Berthoud Utilities system map, which will support the transition to a future asset management software system and improve long-term infrastructure planning and maintenance tracking.



Updated Utilities system map.



ADMINISTRATION

Submitted By Chris Kirk, Town Administrator

Town staff continues to offer support to the growing Main Street initiative. In January, Town staff attended Main Street meetings and met several times with Main Street representatives to offer education and support.

Town staff continues to prospect potential retail anchor tenants for the west-end of Town at Hwy 287, in support of the developer's real estate team. While multiple leads have been generated by staff, no current prospects are in the pipeline. The retail environment continues to be a challenging one where large anchor retailers are concentrating investment dollars on high population or higher traffic centers. Convenience retail, and service retail, businesses continue to show interest and at least one application is currently pending with others going through due diligence.

In January, Staff began soliciting proposals from interested contractors for the possible construction of Mountain Vista Park (formerly Richardson Park). Proposals are due February 17. These proposals will demonstrate the contractors' abilities to complete this kind of project and will include an opinion of probable cost based on the current construction drawings which will guide cost and budgeting decisions as the drawings are completed in the coming months.

Staff continued planning efforts for the Open Space Workshop planned for March 30, 2026, at Town Hall. The current plan includes presentations from the Town, Colorado Open Lands, Larimer County Natural Resources, and other open space partners. It will also include time for Q&A and one-on-one conversations. The workshop is expected to be open to the public, with special invites to landowners in priority conservation areas like the Little Thompson River Corridor. The goal is to educate the public and landowners about the current efforts being made by the Town and our partners, and to explain how conservation works, what its benefits are, and how to engage in the process for those interested. Marketing will take place in late February and early March.

After years of water court processes, the Town was able to settle with all opposers and avoid water court trial for the 1st step in the Town's South Platte water project. Information was provided to the Board during the water snapshot presentation on February 10, 2026, but it's important to recognize the hard work put in by the Town's utilities and administration teams to get this important first step completed for this project. The Board's support and direction to continue expanding our water portfolio in this way will yield dividends for future Berthoud generations.

Staff participated in meetings and tours in January regarding the possible creation of a Teen Center in Berthoud. There has been excellent support and partnership with entities like Larimer County, Thompson Schools, the Berthoud Community Library, and others, to keep the momentum on this project. Town administration will present potential opportunities to the Town Board for consideration after the April election.



Worth Noting

Social Media Video Series

As part of an effort to familiarize our community with the quality work our staff does to make Berthoud a great place to live, and to provide helpful, timely information, a series of short videos has been created and shared across the Town's social media channels.

Permanently housed on the Town's YouTube channel, this informative video series will continue to cover a variety of topics as the year progresses.

Comprehensive Plan with Planning Manager Tawn Hillenbrand, AICP

In this video, the Town's Planning Manager Tawn Hillenbrand breaks down what a Comprehensive Plan is, how it is made, and how it guides planning decisions made by the Town.

[Watch here.](#)

Snowplows with Public Works Operational Manager Keith Knoll

In this video, Keith Knoll talks about the Town's snow removal plan. He goes into detail about which roads get priority for plowing and what properties receive snow removal from the Parks, Open Space, and Forestry departments.

[Watch here.](#)

Winter Watering with Town Forester Paul Furnas

Because of a very dry winter, the Forestry and Community Engagement team get the word out about the importance of water trees and shrubs throughout the winter. Town Forester Paul Furnas talks through the best method to water trees and shrubs.

[Watch here.](#)

Waggener Drainage Basin with Public Works Project Engineer Daniel Buendia, PE

With the drainage projects wrapping up, Daniel Buendia helped create a video highlighting the work done in Waggener Farm Park. In it, he talks through why the newly installed drainage channels were needed and how it will improve the east side of the park.

[Watch here.](#)

Branding Berthoud Update

Locality Studio has summarized its findings from the brand assessment conducted in spring 2025, the open house held on January 21st, and the initial meeting of the creative working group, which includes input from Trustees May Albrecht and Brett Wing. The webpage Berthoud.org/Branding is kept up to date with new information as it becomes available.

[Read The Summary Here.](#)



Congratulations

Larimer County Sheriff's Office Annual Awards Ceremony

Sheriff's Unit Commendation - Presented to the 2025 Berthoud Squad for the outstanding work during 2025.

Meritorious Service Award - Presented to Deputy Knop and Deputy Lapham for their work on a drug investigation that ended with the seizure of 6 pounds of drugs.

Distinguished Service Award - Presented to Deputy Mosley for his work as a School Resource Officer at Berthoud High School. He served for 7 years as the SRO. He was heavily invested in the school, including head coaching the Unified Basketball team, which he continues to coach.

Life Saving Award - Deputy Mosely was presented the Life Saving Award for saving a high school student from a suicide attempt. Two local residents also received Sheriff's Stars for their assistance in saving the student's life.

Sheriff's Unit Commendation - Awarded to the Investigations Unit for their work on the Berthoud homicide from April 2025. The Investigations Unit closed a random homicide case with an arrest in 72 hours. The suspect also was also found to be associated with another random shooting at a house in the metro area. The Lead Investigator, Bryce Hinrichs, also received a Meritorious Service Award for his work on this case.

Purple Heart - Awarded to Deputy Anderson who attempted to contact a suspect driving a stolen vehicle in Berthoud. The suspect left the stolen vehicle in the roadway and ran to the Maverick gas station, where the suspect tried to steal a vehicle from a woman fueling the vehicle. Deputy Anderson engaged the suspect in the vehicle. The suspect choked Deputy Anderson, injuring him during the altercation. He has since made a full recovery and continues to be an active member of the LCSO squad.



BOARD OF TRUSTEES INFORMATION



COMMUNITY DEVELOPMENT DEPARTMENT

Meeting Date:	February 24, 2026
Agenda Title/Subject:	Consideration of Adoption of a Resolution of Substantial Compliance regarding a petition for Annexation filed by HT Land Partners 400, LLC and setting the matter for a public hearing, Resolution Number 06 (Series 2026)
Type of Item:	Regular Item
Purpose:	Consider acceptance of an Annexation Petition and setting a public hearing date for April 14, 2026
Presented by:	Anne Johnson, Community Development Director

ATTACHMENTS:

- Resolution 06 (Series 2026)
- Staff Presentation
- Annexation Map
- Annexation Petition and Legal Descriptions

BACKGROUND:

The applicant, HT Land Partners 400, LLC (Alex Hoime) has submitted a petition to annex 104 +/- acres of land generally located east of South Berthoud Parkway, west of South 1st Street/Larimer County Road 15, and north of the Little Thompson River. This proposed annexation is south of Heritage Ridge and north and east of Trails at Creekview developments which are residential neighborhoods in the Town of Berthoud.

This particular agenda item is to establish that the Petition was filed correctly and that there is an interest to hear the Annexation request by establishing a public hearing in accordance with Colorado Revised Statutes (C.R.S.) and the Municipal Code Section 30-8-104.B.3. This particular agenda item does not consider the merits of the Annexation, zoning request or the neighborhood master plan. These items will be discussed at the future public hearing. This particular agenda item only sets the record that the Annexation Petition has been filed correctly, that there exists an interest in the act of annexation, and to establish a public hearing date to hear the details of the proposed project.

Findings of compliance with the adequacy of filing the petition and establishing an interest in hearing the request are found below:

1. Staff has reviewed the application materials submitted and find they are in substantial compliance with Section 30-8-103 of the Municipal Code. Staff further finds the Petition submitted substantially complies with the criteria established in C.R.S. § 31-12-104 for annexation eligibility as follows:

- a. That not less than 1/6 of the perimeter of the area proposed for annexation is contiguous with the Town of Berthoud.
 - i. The property will be annexed as one annexation. The Town's Surveyor has confirmed that the property meets the 1/6 perimeter contiguity requirement. The property is 72.7% contiguous.
- b. That a community of interest exists between the area proposed to be annexed and the annexing municipality; that the area is urban or will be urbanized in the near future; and that area is integrated with or is capable of being integrated with the Town of Berthoud. The fact that the area proposed for annexation has the contiguity with the Town of Berthoud shall be a basis for finding of compliance with these requirements.
 - i. The Town of Berthoud has envisioned the property to be annexed as se properties on the Future Land Use Map as being appropriate for Suburban Residential and Open Space with Environmentally Sensitive Areas. While the Comprehensive Plan and the Future Land Use Map adopted by the Town in 2021 are not legislative and rather a vision document only, the intent illustrated on the map has been adhered to with the Petition presented. Should the Town Trustees proceed to establish a date for a public hearing to consider the annexation, change of zone and the Neighborhood Master Plan, the Trustees, Planning Commission and public will have the opportunity to hear the details of the envisioned land uses.

Municipal Code Section 30-8-104.B.3 outlines the steps that the Town Board of Trustees must take to determine if the submitted Annexation Petition is in substantial compliance with the Colorado Annexation Act, as follows:

- a. If the petition is found to be in substantial compliance with C.R.S. § 31-12-107, as amended, the Town Board may, by the adoption of a Resolution of Substantial Compliance, set the annexation (and zoning if requested) for public hearing on a specified date, time, and place, not less than 30 days nor more than 60 days from the effective date of the Resolution, subject to compliance with C.R.S. § 31-12-108, as amended.
 1. Staff has found that the Annexation Petition filed is in substantial compliance with the requirements for annexation petition application materials found in C.R.S. § 31-12-107. April 14, 2026 is not less than 30 days nor more than 60 days from February 24, 2026.
- b. If the petition is found to not be in compliance with the Act, no further action shall be taken, except that the determination shall be made by resolution of the Town Board.
 1. This provision is not applicable as the Annexation Petition was found to be in compliance with Colorado Revised Statutes.
- c. If the Town Board, in its sole discretion, finds that the annexation is not in the best interest of the Town, it may deny the petition by resolution.
 1. The Town Board may, in its sole discretion, find that the annexation is not in the best interest of the Town and deny the petition by resolution.

UPDATE/NEXT STEPS:

Should the Town Board of Trustees find the annexation petition has been filed correctly and that there is an interest to hear the Annexation request, the Trustees shall establish a public hearing date of April 14, 2026. It is at this public hearing where the merits of the application

request including the annexation, change of zone and neighborhood master plan will be reviewed and public testimony is taken.

FISCAL IMPACT AND FUND SOURCE:

An Annexation Impact Report shall be prepared and presented at the April 14, 2026 public hearing along with an Annexation Agreement. Both documents will indicate how public services may be impacted and the applicant's agreement to fund impacts.

COMMUNITY TOUCHSTONES:

The 2021 Comprehensive Plan Future Land Use Map identifies this property as being compatible with future suburban residential development and contains areas suitable for Open Space/Environmentally Sensitive Area. Adherence to the intent of the 2021 Plan ensures the vision of the community established through the master planning process is upheld inclusive of the objective to establish a clear new vision for the future of Berthoud reflecting community values. The Comprehensive Plan and the Future Land Use Map are not legislative. Flexibility is required when reviewing land use activities with the Future Land Use Map. In this situation, the applicant's request is closely tied to the vision found in the Future Land Use Map. In addition, the applicant shall be held accountable in achieving the goals and action items outlined in the Comprehensive Plan and master plans affecting the properties.

Should the Board of Trustees set a public hearing date, staff will evaluate the submitted application materials for an annexation, change of zone and neighborhood master plan to ensure substantial compliance with Colorado Revised States and the Municipal Code processing standards, the intent of the vision established in the 2021 Comprehensive Plan, and the Design Standards found in the Municipal Code. By doing so, the applications will also be evaluated to meet the community touchstones of maintaining community identity, resiliency and sustainability.

RECOMMENDED ACTION(S):

Staff recommends the Town Board of Trustees find the annexation petition substantially compliant with C.R.S. 31-12-107 and 31-12-108 as well as Sections 30-8-103 and 30-8-104 of the Municipal Code and set April 14, 2026 as a public hearing date to evaluate the Annexation, Change of Zone and the Neighborhood Master Plan.

The following motion is provided for consideration:

I move to accept the annexation petition filed by HT Land Partners 400, LLC as being substantially compliant with C.R.S. 31-12-107 and 31-12-108 as well as Sections 30-8-103 and 30-8-104 of the Municipal Code and set April 14, 2026 as a public hearing date to evaluate the Annexation, Change of Zone and the Neighborhood Master Plan.

**Resolution No. 06
Series 2026**

A Resolution of the Town of Berthoud Accepting a Petition for Annexation Filed by HT Land Partners 400, LLC and Setting a Public Hearing on the Annexation

Whereas, HT Land Partners 400, LLC ("Petitioner") is the owner of the real property located in unincorporated Larimer County and more particularly described in **Exhibit A**, attached hereto and incorporated herein by this reference (the "Property");

Whereas, on January 28, 2026, Petitioner filed with the Town Clerk a petition for annexation of the Property to the Town (the "Petition"); and

Whereas, on February 24, 2026, the Board of Trustees reviewed the Petition and various documents in support of the Petition.

Now Therefore be it Resolved by the Board of Trustees of the Town of Berthoud as follows:

Section 1. *Findings.* The Board of Trustees hereby finds that the Petition substantially complies with C.R.S. § 31-12-107(1), and that a public hearing should be held to determine whether the Property is eligible for annexation, whether the annexation complies with C.R.S. §§ 31-12-104 and 31-12-105, and whether the Property should be annexed to the Town.

Section 2. *Public Hearing.* The public hearing on the annexation shall be set for April 14, 2026 beginning at 6:30 P.M., or as soon thereafter as the matter may be heard, at the Board of Trustees Chambers, 807 Mountain Avenue, Berthoud, Colorado. The purpose of such hearing shall be to consider the Petition to determine whether the Property is eligible for annexation, whether the annexation complies with C.R.S. §§ 31-12-104 and 31-12-105, and whether the Property should be annexed to the Town. Any person living within the area proposed to be annexed, any landowner of lands thereof, any resident of the Town, any municipality located within one mile of the proposed annexation, or the Board of County Commissioners of Larimer County may appear at such hearing and present evidence upon any matter to be determined by the Board of Trustees.

Introduced, approved and adopted this 24th day of February, 2026.

Town of Berthoud

William Karspeck, Mayor

Attest

Christian Samora, Town Clerk

Exhibit A
Legal Description

Parcel 9426105701 (Lewis Valley Central, Lewis Valley East, and East Greenway)

A portion of the Southwest Quarter of Section 23, and the Northwest Quarter of Section 26, Township 4 North, Range 69 West of the 6th Principal Meridian, Larimer County, Colorado being more particularly described as follows:

Lot 1, Old Berthoud Homestead M.L.D., being a Replat of Lot 1, JURS M.R.D. 94 EX0580, located in the Northeast One Quarter of Section 26, Township 4 North, Range 69 West of the 6th Principal Meridian, Larimer County, Colorado, recorded October 4, 2006 at Reception No. 2006-0075409; County of Larimer, State of Colorado.

Containing 3,662,989 square feet or 84.09 acres more or less.

Parcel 9423300005 (Lewis Valley West and West Greenway)

A portion of the Southwest Quarter of Section 23, and the Northwest Quarter of Section 26, Township 4 North, Range 69 West of the 6th Principal Meridian, Larimer County, Colorado being more particularly described as follows:

Beginning at the Southwest corner of said Section 23; thence along the West line of the Southwest Quarter of said Section 23 North 00°10'13" East 28.88 feet to the true point of beginning;; thence continuing along said West line North 00°10'13" East 641.62 feet; thence departing said West line South 88°15'59" East 594.00 feet; thence North 00°03'03" West 42.00 feet; thence South 88°39'42" East 495.00 feet; thence South 36°38'01" East 66.00 feet; thence South 41°27'38" East 148.00 feet; thence South 73°21'34" East 100.98 feet to a point on the East line of the West half of said Section 23; thence along said East line South 00°07'45" West 489.00 feet to a point on the South line of the Southwest Quarter of said Section 23; thence along said South line North 89°56'57" East 1323.57 feet to the South one Quarter Corner of said Section 23; thence along the North-South centerline of said Section 26 South 00°01'45" East 184.30 feet; thence departing said North-South centerline North 60°00'08" West 293.89 feet; thence North 89°43'45" West 1045.83 feet; thence North 61°25'22" West 122.71 feet; thence South 89°58'40" West 460.00 feet; thence North 89°58'05" West 779.00 feet to the true point of beginning.

Containing 893,472 square feet or 20.51 acres more or less.



Town Board of Trustees Public Hearing February 24, 2026



Land Use Planning Process: Overview Annexation Petition



1. PRE-APPLICATION

Discussions with staff
Pre-Application meetings
Staff input and direction
Application preparation



2. APPLICATION SUBMITTAL

Application materials received
Completeness review performed
Referral notification and comments
Staff review and comments
Schedule and notice public meetings/hearings



3. MEETING

Staff presentation
Discussion and vote



4. POST-APPROVAL ACTIONS

Record documents
Next steps

Land Use Planning Process



1. Annexation

Neighborhood Master Plan

Change of Zone

2. Preliminary Plat

80% Construction Drawings

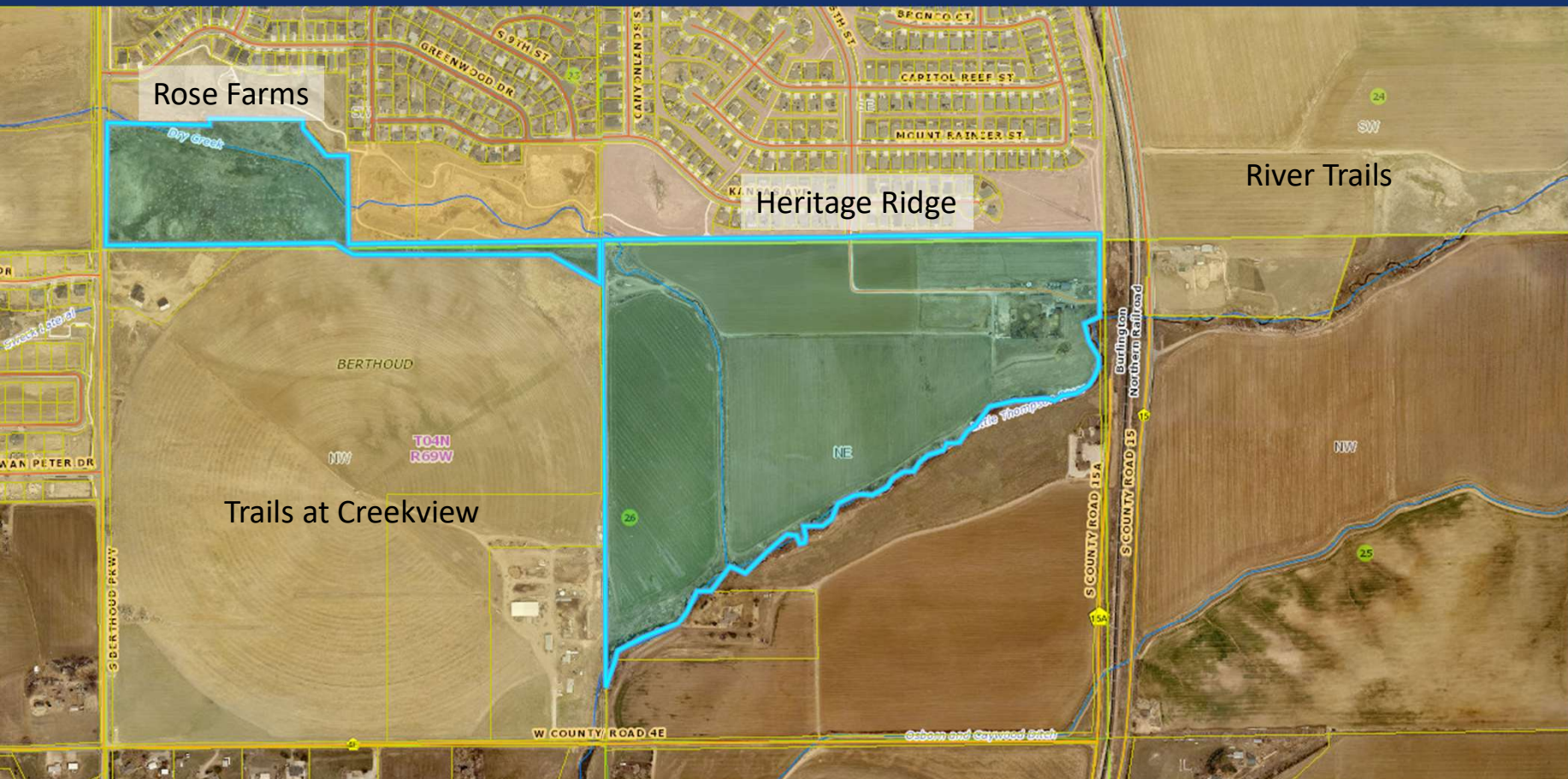
3. Final Plat

100% Construction Drawings

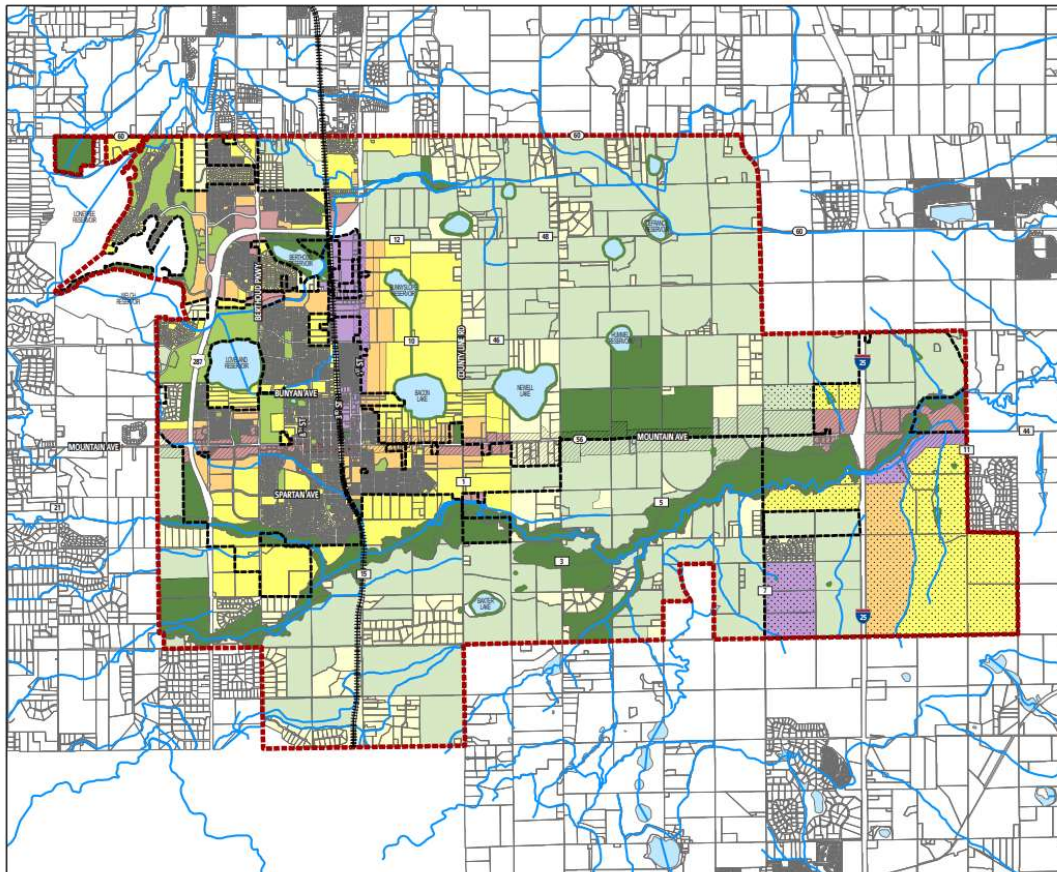
Development Agreement

4. Site Plan/USR

Annexation Petition – Adequacy Review



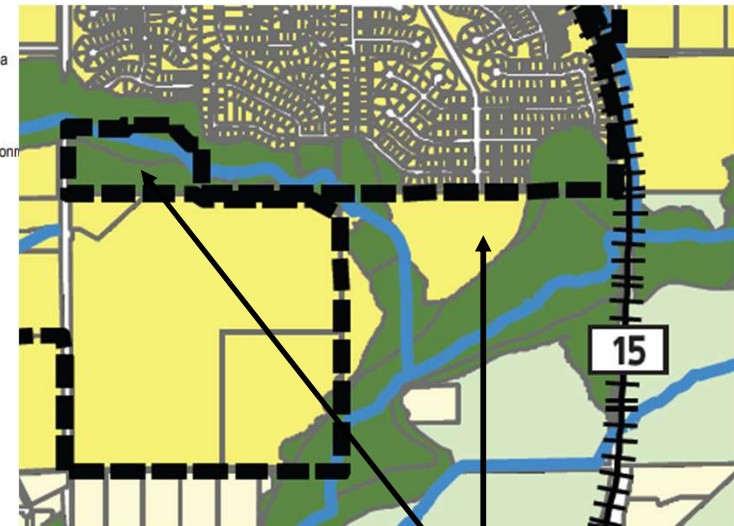
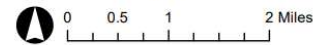
Future Land Use Map



FUTURE LAND USE PLAN MAP BERTHOUD COMPREHENSIVE PLAN

Last Revised: September 9, 2021

- Growth Management Area
- Place Type: Natural Areas**
 - Environmentally Sensitive Area
 - Open Space
 - Parks, Recreation & Trails
 - Ditch/Canal - Potential Trail Corridor
- Place Type: Rural Areas**
 - Agricultural
 - Rural Residential
- Place Type: Suburban Areas**
 - Suburban Residential
 - Suburban Business
- Place Type: General Urban Areas**
 - Urban Residential
 - Innovation District
- Place Type: Urban Center**
 - Old Town Residential
 - Downtown
- Place Type: Special Districts**
 - New Berthoud
 - 1st Street Corridor
 - Mountain Avenue Corridor



Property Location

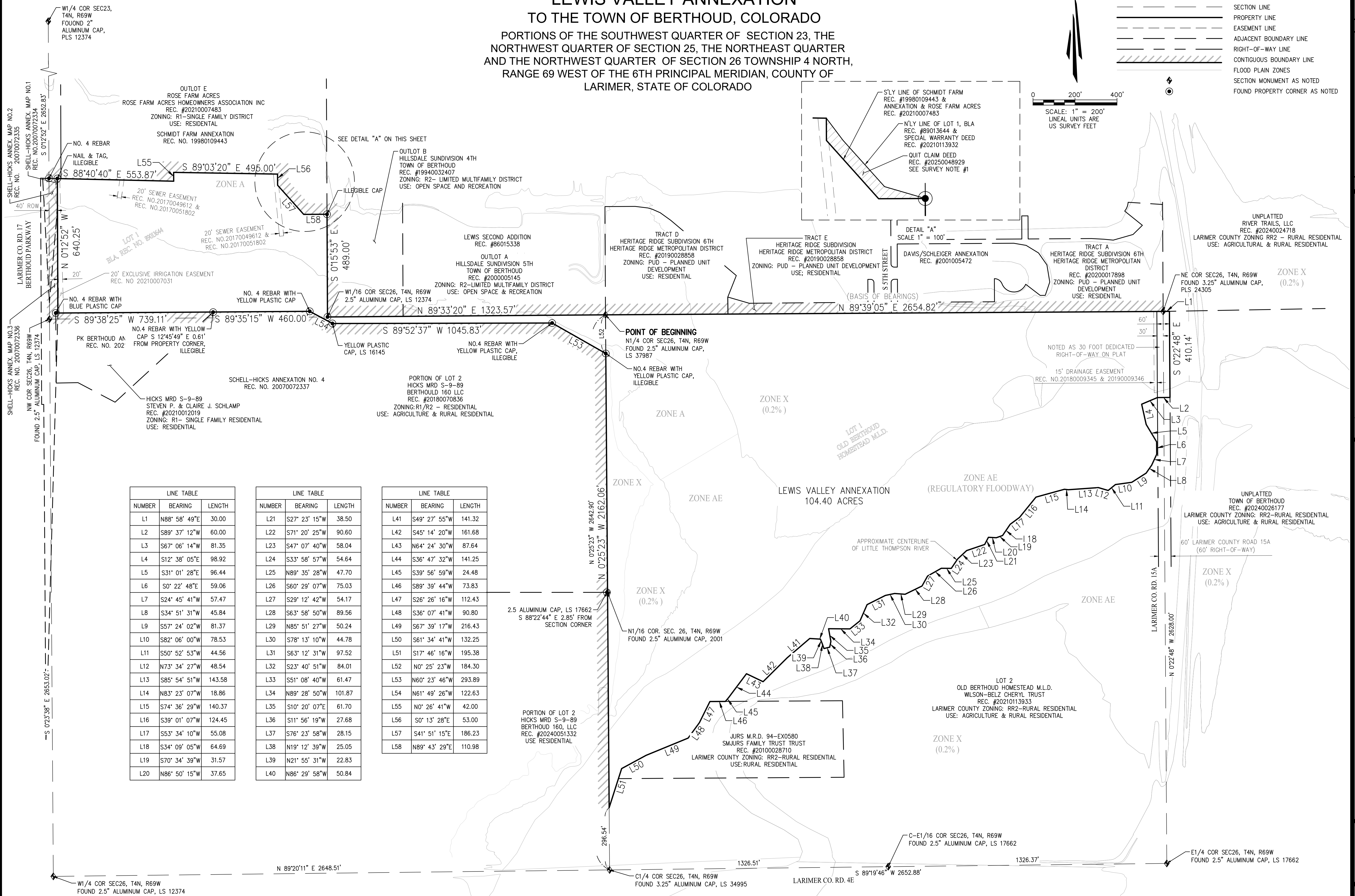
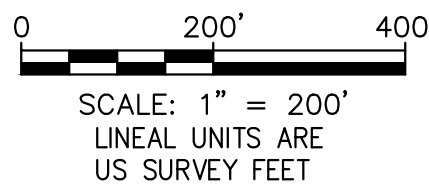


LEWIS VALLEY ANNEXATION
TO THE TOWN OF BERTHOUD, COLORADO
PORTIONS OF THE SOUTHWEST QUARTER OF SECTION 23, THE
NORTHWEST QUARTER OF SECTION 25, THE NORTHEAST QUARTER
AND THE NORTHWEST QUARTER OF SECTION 26 TOWNSHIP 4 NORTH,
RANGE 69 WEST OF THE 6TH PRINCIPAL MERIDIAN, COUNTY OF
LARIMER, STATE OF COLORADO



LEGEND:

- SECTION LINE
- PROPERTY LINE
- EASEMENT LINE
- ADJACENT BOUNDARY LINE
- RIGHT-OF-WAY LINE
- CONTIGUOUS BOUNDARY LINE
- FLOOD PLAIN ZONES
- SECTION MONUMENT AS NOTED
- FOUND PROPERTY CORNER AS NOTED



LINE TABLE		
NUMBER	BEARING	LENGTH
L1	N88° 58' 49"E	30.00
L2	S89° 37' 12"W	60.00
L3	S67° 06' 14"W	81.35
L4	S12° 38' 05"E	98.92
L5	S31° 01' 28"E	96.44
L6	S0° 22' 48"E	59.06
L7	S24° 45' 41"W	57.47
L8	S34° 51' 31"W	45.84
L9	S57° 24' 02"W	81.37
L10	S82° 06' 00"W	78.53
L11	S50° 52' 53"W	44.56
L12	N73° 34' 27"W	48.54
L13	S85° 54' 51"W	143.58
L14	N83° 23' 07"W	18.86
L15	S74° 36' 29"W	140.37
L16	S39° 01' 07"W	124.45
L17	S53° 34' 10"W	55.08
L18	S34° 09' 05"W	64.69
L19	S70° 34' 39"W	31.57
L20	N86° 50' 15"W	37.65

LINE TABLE		
NUMBER	BEARING	LENGTH
L21	S27° 23' 15"W	38.50
L22	S71° 20' 25"W	90.60
L23	S47° 07' 40"W	58.04
L24	S33° 58' 57"W	54.64
L25	N89° 35' 28"W	47.70
L26	S60° 29' 07"W	75.03
L27	S29° 12' 42"W	54.17
L28	S63° 58' 50"W	89.56
L29	N85° 51' 27"W	50.24
L30	S78° 13' 10"W	44.78
L31	S63° 12' 31"W	97.52
L32	S23° 40' 51"W	84.01
L33	S51° 08' 40"W	61.47
L34	N89° 28' 50"W	101.87
L35	S10° 20' 07"E	61.70
L36	S11° 56' 19"W	27.68
L37	S76° 23' 58"W	28.15
L38	N19° 12' 39"W	25.05
L39	N21° 55' 31"W	22.83
L40	N86° 29' 58"W	50.84

LINE TABLE		
NUMBER	BEARING	LENGTH
L41	S49° 27' 55"W	141.32
L42	S45° 14' 20"W	161.68
L43	N64° 24' 30"W	87.64
L44	S36° 47' 32"W	141.25
L45	S39° 56' 59"W	24.48
L46	S89° 39' 44"W	73.83
L47	S26° 26' 16"W	112.43
L48	S36° 07' 41"W	90.80
L49	S67° 39' 17"W	216.43
L50	S61° 34' 41"W	132.25
L51	S17° 46' 16"W	195.38
L52	N0° 25' 23"W	184.30
L53	N60° 23' 46"W	293.89
L54	N61° 49' 26"W	122.63
L55	N0° 26' 41"W	42.00
L56	S0° 13' 28"E	53.00
L57	S41° 51' 15"E	186.23
L58	N89° 43' 29"E	110.98

TAIT & ASSOCIATES
ENGINEERING ENVIRONMENTAL BUILDING LAND
3001 La Graba Boulevard
Denver, Colorado 80202
p: 970.613.1447
www.tait.com

320 North Lincoln Avenue
Loveland, CO 80537

LOCATED IN THE SOUTHWEST QUARTER OF SECTION 23, THE NORTHWEST QUARTER OF SECTION 25, THE NORTHEAST QUARTER AND THE NORTHWEST QUARTER OF SECTION 26, TOWNSHIP 4 NORTH, RANGE 69 WEST MERIDIAN, COUNTY OF LARIMER, STATE OF COLORADO

DRAWN: KR
DATE: 06/24/2025
CHECKED: SV
DATE: _____
REVISION #: _____
JOB NO. CO14780

ANNEXATION MAP

REVISIONS
NO. DESCRIPTION BY DATE

2 OF 2

Lewis Valley
PETITION FOR ANNEXATION

We represent that we are the landowners of 100% of the land described in this Petition, excluding public streets, alleys, roads, and easements, which is legally described on **Exhibit "A"** and depicted on **Exhibit "B"**, and affirm the following to be true and correct as of January 28, 2026 our petition for annexation is filed with the Town of Berthoud.

CONTIGUITY:

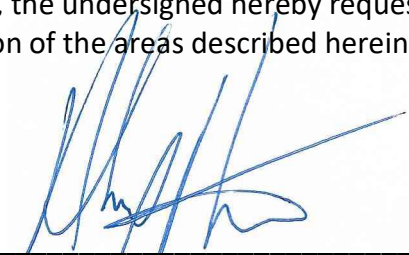
1. The perimeter of the total proposed annexations has a distance of 15,722.53 feet of which 11,372 feet are contiguous to the existing Town Limits of Berthoud.
2. The annexation is 72.7% contiguous.
3. The proposed annexations contain approximately 104.40 acres.
4. The requirements of Colorado Revised Statutes §31-12-104 and §31-12-105, exist or have been met.
5. We further allege:
 - a. It is desirable and necessary that the territory be annexed to the Town of Berthoud. Per the Town's Future Land Use Map, this parcel is within the Town's Growth Management Area.
 - b. A community of interest exists between the territory and the Town of Berthoud. The parcels have been envisioned for Suburban Residential and Open Space/ Environmentally Sensitive areas/uses on the Town's Comprehensive Plan Future Land Use Map. This map, while not regulatory, envisions the land use and correlating zoning designations proposed - Suburban Residential and Agricultural Zoning which reflect that of the proposed zoning classifications.
 - c. The territory is integrated or capable of being integrated with the Town of Berthoud. Due to this site being located adjacent to past developments, Town utilities are available to serve the parcel. Right of way from adjacent projects extend to the property from the North and West.
 - d. The property is located within the Town's Future Land Use Map and envisioned, in part, for Suburban Residential Land Use. This vision was followed when collaborating with Town Departments and referral agencies regarding infrastructure provision.

- e. No land held in identical ownership is divided into separate parcels unless the owner of said tract has consented in writing or joins in this Petition.
 - f. No proceedings for annexation of the land described in this Petition have been commenced for annexation to another municipality.
6. The requested zoning classifications are Suburban Residential (SR) and Agricultural (AG) and are consistent with the Town of Berthoud Comprehensive Plan and the vision of the 2021 Future Land Use Map.
 7. The Petitioners understand that there may be a significant period of time before municipal utilities will be available but anticipate that urbanization will be able to take place at a pace acceptable to them without immediate access to these utilities. Until urbanization takes place the petitioners intend to maintain their properties in their current uses, which uses are acceptable to the Town of Berthoud.
 8. The Petitioners have submitted the petition with the intention that the property will be developed in accordance with Berthoud's Development Code, Comprehensive Plan, Municipal Code, resolutions, and ordinances.
 9. The Petitioners are aware that Berthoud has enacted fees and policies with the intention that growth should pay its own way and that growth should improve the health, safety, and welfare of its citizens. Examples of Berthoud's fees which are acceptable to the petitioners include fees for: building, electric, construction meter, plan review, building permit administration, parks, trails and open space, public facilities infrastructure, streets, drainage, police facility infrastructure, general administration facility infrastructure, water administration, water meter, water tap, sewer tap, raw water, and other supplemental fees as appropriate.
 10. The Petitioners understand that Berthoud is required by Colorado Revised Statutes to prepare and file an annexation impact report. The Petitioners will prepare a proposed annexation impact report and provide it to Berthoud for review and consideration six (6) weeks prior to the hearing.
 11. The Petitioners agree to dedicate free and clear of all liens and encumbrances of any kind, and at no charge to the Town, all easements and rights-of-way for streets and other public ways and for other public purposes, within the Property as outlined in a Subdivision Improvements Agreement (approved at the time of final subdivision plat).
 12. The Petitioners agree to dedicate, with the subdivision of the Property and at no cost to the Town, all required easements and right-of-way for installation and maintenance of infrastructure.

13. The Petitioners agree to design and install transportation infrastructure, utility infrastructure, and stormwater improvements to serve the Property prior to the issuance of any building permits for all or any portion of the property in accordance with Town standards. The Petitioners shall make such other improvements as required by Town ordinances and resolutions, to guarantee construction of all required improvements, and, if requested by Berthoud, to dedicate to Berthoud any or all other required improvements. The Petitioners agree to enter into a subdivision improvement agreement pertaining to such improvements and other matters at time of final plat.
14. The Petitioners agree that oversizing agreements may exist that the Petitioners may be responsible for his/her fair share for oversizing of infrastructure. Likewise, Petitioners acknowledge that the Town may require the Petitioners to oversize infrastructure, which would be reimbursed by subsequent developers. The Petitioners acknowledge that the Town shall facilitate reimbursement of any financial participation by the Petitioners, over and above the proportionate impact of the development. Such reimbursement shall come from new developments directly connected to the improvements.
15. The Petitioners agree to satisfy the public land dedication and landscaping requirements specified in the Town's Development Code.
16. The Petitioners agree that future development of the site will comply with any adopted infrastructure plans including but not limited to transportation, drainage, water, sewer, land use, parks, trails, open space and comprehensive plans.
17. The Petitioners agree that the design, improvement, construction, development, and use of the property shall be in conformance with, and that Petitioners shall comply with all municipal, county, state and federal statutes, ordinances, rules and regulations.
18. The Petitioners agree that all land use approvals and building permits for the development of the Property shall be subject to requirements including, but not limited to, the payment of impact fees and development charges and other land use and development requirements in effect at the time that such proposed development applies for a building permit.
19. The Petitioners agree to convey to the Town, all water rights necessary for development and all irrigation water rights and associated carrying rights and groundwater rights associated with the property, and any related stock certificates evidencing ownership of the water rights, free and clear of all encumbrances and with all taxes and assessments related hereto paid in full, unless the Town in writing rejects any or all such water rights. Water rights may be conveyed on a pro-rata basis as building permits are issued.

20. Berthoud has various enterprise funds through which the utilities provided by Berthoud are financed. Examples of Berthoud's services are its water, wastewater, and drainage utilities. Berthoud's Board of Trustees believe that the provision of utilities by Berthoud assists in complying with the *Berthoud Comprehensive Plan* and *Berthoud Development Code* and the petitioners request that Berthoud provide all utility services which are available now or in the future through Berthoud at a cost comparable to that which can be provided by any third party.
21. The Petitioners understand that the Thompson R2-J School District forms an integral part of the Berthoud community. Berthoud has enacted fees to support the acquisition of land by the Thompson R2-J School District. The Petitioners are aware of these fees and agree to financially support the District's land acquisition programs.

The terms of this Petition are binding on the heirs, devisers, successors and assigns of the parties. Therefore, the undersigned hereby request that the Town of Berthoud approve the annexation of the areas described herein.



Alex Hoime as Manager of
HT Land Partners 400, LLC

01/28/2026
Date

EXHIBIT A

Lewis Valley – Central and East - Annexation

LEGAL DESCRIPTION

A portion of the Southwest Quarter of Section 23, and the Northwest Quarter of Section 26, Township 4 North, Range 69 West of the 6th Principal Meridian, Larimer County, Colorado being more particularly described as follows:

Beginning at the Southwest corner of said Section 23; thence along the West line of the Southwest Quarter of said Section 23 North 00°10'13" East 28.88 feet to the TRUE POINT OF BEGINNING; thence continuing along said West line North 00°10'13" East 641.62 feet; thence departing said West line South 88°15'59" East 594.00 feet; thence North 00°03'03" West 42.00 feet; thence South 88°39'42" East 495.00 feet; thence South 36°38'01" East 66.00 feet; thence South 41°27'38" East 148.00 feet; thence South 73°21'34" East 100.98 feet to a point on the East line of the West half of said Section 23; thence along said East line South 00°07'45" West 489.00 feet to a point on the South line of the Southwest Quarter of said Section 23; thence along said South line North 89°56'57" East 1323.57 feet to the South one Quarter Corner of said Section 23; thence along the North-South centerline of said Section 26 South 00°01'45" East 184.30 feet; thence departing said North-South centerline North 60°00'08" West 293.89 feet; thence North 89°43'45" West 1045.83 feet; thence North 61°25'22" West 122.71 feet; thence South 89°58'40" West 460.00 feet; thence North 89°58'05" West 779.00 feet to the TRUE POINT OF BEGINNING.

Lewis Valley - West - Annexation

LEGAL DESCRIPTION

A portion of the southwest quarter of section 23, and the northwest quarter of section 26, township 4 north, range 69 west of the 6th principal meridian, Larimer County, Colorado, being more particularly described as follows:

Beginning at the southwest corner of said section 23; thence along the west line of the southwest quarter of said section 23 north 00° 12' 52" west 28.87 feet to the **true point of beginning**; Thence continuing along said west line south 88° 40' 40" east 593.89 feet; Thence departing said west line south 88° 15' 59" east 594.00 feet; Thence north 00° 26' 41" west 42.00 feet; Thence south 89° 03' 20" east 495.00 feet; Thence south 37° 01' 39" east 66.00 feet; thence south 41° 51' 16" east 148.00 feet; Thence south 73° 45' 12" east 100.98 feet to a point on the east line of the west half of said section 23; Thence along said east line south 00° 15' 53" east 489.00 feet to a point on the south line of the southwest quarter of said section 23; Thence along said south line north 89° 33' 20" east 1323.57 feet to the south one quarter corner of said section 23; Thence along the north-south centerline of said section 26 south 00° 25' 23" east 184.30 feet; Thence departing said north-south centerline north 60° 23' 46" west 293.89 feet; Thence south 89° 52' 37" west 1045.83 feet; Thence north 61° 49' 26" west 122.63 feet; Thence south 89°35'15" west 460.00 feet; Thence north 89°38'21" west 779.11 feet to the **true point of beginning**.

EXHIBIT B

Lewis Valley Central, East and West
ANNEXATION MAP

BOARD OF TRUSTEES INFORMATION



PUBLIC WORKS DEPARTMENT

Meeting Date:	February 24, 2026
Agenda Title/Subject:	2026 Mosquito Control Program Services Contract
Type of Item:	Consent Agenda
Purpose:	Board Approval of VDCI Contract
Presented by:	Keith Knoll – Public Works Operations Manager

ATTACHMENTS:

- 2026-2028 VDCI Contract

BACKGROUND:

Vector Disease Control International (VDCI) has partnered with the Town of Berthoud for the past 15 years to provide Integrated Mosquito Management services.

The program focuses on two primary components:

1. Larval Surveillance and Control – During the mosquito season, VDCI conducts weekly inspections of standing water and other aquatic habitats to detect mosquito larvae. When larvae are identified, a biological (bacterial) larvicide is applied to prevent mosquitoes from reaching adulthood.
2. Adult Mosquito Monitoring and West Nile Virus Surveillance – VDCI monitors adult mosquito populations to track abundance levels and assess the presence of West Nile virus (WNV). Over a 13-week period from June through September, adult mosquitoes are collected weekly, sorted, and submitted to Colorado State University for WNV testing.

*Application of adulticide is a Board-approved measure that may be implemented by VDCI in accordance with current Town policy and Board direction.

The attached agreement provides for Vector Disease Control International (VDCI) services for the 2026–2028 term. Continuation of services in 2027 and 2028 is contingent upon annual appropriation of funds by the Town Board. Should the Board choose not to provide appropriate funding in either year, Town staff will terminate the agreement with no penalty to the Town. VDCI utilizes multi-year agreements to streamline administrative processes and reduce the need for annual contract renewals.

FISCAL IMPACT AND FUND SOURCE:

2026 Budget Item - 11-07-5059.02 – Insect Control - \$60,000.00

2026 Mosquito Control Cost Breakdown

\$7,132.50 - CSU WNV Testing for 2025 season. Testing invoices lag a year.

\$47,958.73 – VDCI Contract for larvicide application and adult monitoring

Total = \$55,091.23 (Potential remaining funds balance available for emergency spraying if necessary)

COMMUNITY TOUCHSTONES:

Proactive monitoring and management of mosquito populations strengthens the Town's **resiliency** by reducing public health risks associated with West Nile Virus and allowing for adaptive response to changing environmental conditions. **Sustainable** practices, such as targeted larval control, help protect ecological health while maintaining mosquito population management.

RECOMMENDED ACTION(S):

Board to approve the 2026 Integrated Mosquito Management Services Agreement with VDCI.

AN INTEGRATED MOSQUITO MANAGEMENT SERVICES RENEWAL PROPOSAL FOR:

TOWN OF BERTHOUD 2026-2028

FEBRUARY 4, 2026



VECTOR DISEASE CONTROL INTERNATIONAL, LLC



7230 W 118th Pl, Unit C
Broomfield, Colorado 80020
Contact: Will Schlatmann
Phone: (970) 278-9977
Email: wschlatmann@vdcil.net

**2026-2028 PROPOSAL FOR
INTEGRATED MOSQUITO MANAGEMENT SERVICES
TOWN OF BERTHOUD**

VECTOR DISEASE CONTROL INTERNATIONAL, LLC.

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Town of Berthoud

Integrated Mosquito Management Services Summary

Vector Disease Control International, LLC (VDCI) will execute a comprehensive Integrated Mosquito Management (IMM) Program for the Town of Berthoud (as defined below), beginning in May 2026.

VDCI will employ established IMM principles and practices to reduce the numbers of larval mosquitoes at the Town of Berthoud. These principles and practices will consist of an environmentally sensitive program that utilizes a combination of cultural, biological and least-toxic chemical measures to target and control both potential disease-vector populations and nuisance mosquito species, and which is economically feasible, all with an emphasis on minimizing chemical pesticide applications.

Section A. General Services Description

All General Services are quoted for the 2026 season at no additional charge and are included as part of the total service package.

1. GENERAL LIABILITY/AUTO/WORKERS COMP INSURANCE COVERAGE

A comprehensive \$2,000,000 (\$2 Million) per occurrence General Liability/Auto/Workers Compensation policy is currently held and will be maintained, which includes chemical and pollution coverage. Town of Berthoud will be named as additionally insured upon request.

2. MOSQUITOLINE® CUSTOMER RESPONSE SYSTEM

VDCI's twenty-four-hour toll-free customer access telephone number for reception of mosquito annoyance complaints, service and information requests, and reports of potential breeding habitat will be available to all residents: **(970) 278-9977**.

3. IMMEDIATE RESPONSE® SYSTEM

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

4. GEOGRAPHIC INFORMATION SYSTEM

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

5. PROPRIETARY ONLINE DATABASE

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

6. ANNUAL REPORT

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

7. PUBLIC RELATIONS AND COMMUNITY OUTREACH

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

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

C. VDCI maintains a comprehensive informational website at www.vdci.net/colorado

8. QUALITY CONTROL

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

Section B. Larval Mosquito Control Services Description

The following larval mosquito control service items are quoted on a complete seasonal basis.

9. LARVAL SITE INSPECTIONS AND LARVICIDE APPLICATIONS

- I. VDCI will devote the majority of staff time to larval mosquito surveillance and control. VDCI has identified larval habitats within the Town of Berthoud Service Area that are inspected throughout the season on a biweekly, weekly or monthly basis. VDCI will perform larval mosquito control operations from early June through mid-September (as needed, dependent on environmental conditions and presence of larvae). VDCI will

continue to maintain a larval site history database that includes a site catalog number, date and time of inspections, treatment (if any), product type and amount, estimated acreage treated, documentation of any adverse incidents associated with treatments (NPDES/CDPS requirement), larval instars present and number of larvae present per dip.

- II. VDCI has continually updated our database system and associated GIS data layers with additional new-found breeding sites and changes in parcel ownership. VDCI will continue to improve the program effectiveness by surveying, mapping and methodically inspecting new sites to build a site history and identify problems areas as they are located.
- III. VDCI will utilize our advanced database to accurately maintain inspection sites, dates, treatments, methods, product amounts, products used for control, and population dynamics of the mosquito larvae collected.
- IV. Using our previous years of data collecting in the Town of Berthoud as a base, VDCI will continuously fine-tune our proprietary database to efficiently target larval mosquito control operational efforts. Our operations will include:
 - A. Targeted larval site inspections, as needed, at all previously identified and newfound potential larval development sites. Site inspections will target larval sites based on past comprehensive site history data as recorded in our database. These data incorporate historic records of larval presence, larval densities, habitat size and type, water source, and weather data.
 - B. As sites are found that contain mosquito larvae, VDCI will first look to cultural or physical controls to reduce or eliminate standing water and larval development. Water management and source reduction including clearing clogged ditches, hand digging of channels, and working with property owners to mitigate these sites will be implemented when applicable.
 - C. VDCI will then, as appropriate, treat sites where mosquito larvae are detected with a “Prescription-oriented” least-toxic, biological control appropriate to the site. Larval control products will include; Vectobac (Bti), Vectolex (Bs), Altosid (methoprene), BVA 2 (highly refined mineral oil) and other registered larval control products as needed. All applications will be within label-specified rates and recorded in our database.



VDCI's LARVAL MOSQUITO CONTROL RESOURCES



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



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



Infrastructure: Because much of VDCI's operations are targeted toward larval mosquito control, many of our resources are used on infrastructure to facilitate these operations. VDCI's warehouses, material handling equipment, supply chain, data input, vehicle fleet, and application equipment are all designed to support our larval control operations.



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

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



SECTION C. ADULT MOSQUITO SURVEILLANCE SERVICES DESCRIPTION

10. Adult Mosquito Trapping and Identification

VDCI will conduct extensive adult mosquito surveillance trapping during the mosquito season (approximately the beginning of June through the end of August, weather permitting) to monitor mosquito-borne disease risk and nuisance mosquito population levels. Trapping of adult mosquitoes at minimum will include:

- I. Weekly trapping at ten (10) pre-determined permanent surveillance locations within the Town of Berthoud Service Area. Samples may be tested for West Nile Virus in cooperation with the Colorado Department of Public Health and Environment.
- II. CDC light traps, baited with dry ice (CO₂), will be used for surveillance trapping operations.
- III. Identification to genus and species, and total counts of adult mosquitoes will be completed within 24 hours of delivery of the specimens to VDCI's lab if possible. Counts using statistically valid sampling methods will be used in large trap sample sizes (over 300 mosquitoes/trap).
- IV. VDCI will maintain trap data via our proprietary database and make it available to Town of Berthoud in routine reports.
- V. All mosquito trapping activities including the submission of mosquito pool specimens will be conducted in accordance with the protocols established in the current CDPHE Mosquito Surveillance Plan.



VDCI's MOSQUITO SURVEILLANCE & LABORATORY RESOURCES



In-House Adult Mosquito Identification is critical to accurate surveillance and timely response to spikes in vector and nuisance mosquito populations. VDCI ensures that highly trained lab ID specialists, who have access to high quality stereo zoom microscopes and scientific keys, perform the identification of all adult mosquito species.



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



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



Equipment: The VDCI Surveillance Laboratories are fully equipped with 8 stereo zoom binocular microscopes, including one video/photographic microscope capable of projecting microscopic images onto computer screens or to projection equipment for wall sized viewing. VDCI owns and maintains more than 200 CDC dry-ice baited Light Traps and 20 Reiter Gravid Traps and all associated equipment and hardware.



Infrastructure: VDCI has over 1000 sq. ft. of devoted Surveillance Laboratory facilities and an additional 200 sq. ft. of trap maintenance and dry ice storage space. In addition to the above-mentioned equipment, VDCI's lab facilities include other important equipment such as deep freezers, multiple computer workstations, mobile dry ice holding containers, and a fleet of fuel-efficient vehicles specifically designated for surveillance operations.



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



Section D. Adult Mosquito Control Services Description (Upon Request and at Additional Cost Only)

The following adult mosquito control service items are available only upon request by qualified Town of Berthoud officials and are quoted at additional costs:

11. RESIDUAL BARRIER ADULTICIDE APPLICATIONS

The application of residual adulticide products, such as Talstar Pro (Bifenthrin 7.9), by power backpack or ATV-mounted mistblowers may be performed to control adult mosquitoes in heavily vegetated harborage sites or as perimeter barrier treatments. This service is normally used for important outdoor events such as weddings, parties and sports tournaments. Barrier applications are most often used as a perimeter treatment to control adult mosquitoes within a relatively small area. Residents may request barrier applications on their private property at an additional cost to them. The price of each application is determined by the size and complexity of the treatment area. *Payment of these private treatments is the sole responsibility of the property owner.*

12. ULV ADULTICIDE APPLICATIONS

Ultra-Low Volume (ULV) mosquito adulticiding is the most effective means of reducing adult mosquito populations to an acceptable level while still minimizing effects on non-target species. Adult mosquito control applications are normally recommended when mosquito thresholds are surpassed in surveillance traps or at the request of Town of Berthoud. In the event of inclement weather on the evening of a requested spray date, the application will be rescheduled for the following evening until the application is executed, unless otherwise directed by Town of Berthoud.

Should adult mosquito control ULV spraying be requested, VDCI will apply the product Aqua Perm-X 30-30 (or other permethrin-based products with similar/less toxicity) using calibrated truck-mounted ULV equipment at EPA registered application rates. Operations are performed after



dusk in order to minimize the exposure to non-target species while maximizing the effect on mosquito populations. This type of equipment allows for a minimal amount of pesticide to be dispersed into the environment and the overall goal of minimal environmental impact and effective adult mosquito control is achieved in the targeted area.

Cost per linear spray route mile: \$100.00/mile. Cost includes all equipment, vehicles, pesticide products, labor, and liability insurance.

VDCI STAFFING & QUALIFICATIONS

Vector Disease Control International, LLC. is a professional organization dedicated to providing scientifically based and environmentally responsible mosquito control services to municipalities and other organizations since 1992. VDCI's Integrated Mosquito Management (IMM) programs are designed, implemented, and supervised by experienced, trained, and licensed personnel with over 80 years of combined mosquito control experience, including Board Certified Entomologists.

Will Schlatmann, Northern Colorado Contract Manager

12 years of experience with Mosquito Management Operations.

B.S. in Zoology, Colorado State University (2013)

Licensed: Qualified Supervisor, CO Dept. of Agriculture: Public Health 110

Michael J. "Doc" Weissmann, Ph.D., Chief Entomologist

Over 30 years extensive experience with insect identification, behavior, and public education.

Faculty Affiliate in the Department of Bioagricultural Sciences and Pest Management at Colorado State University, Ft. Collins, Colorado

B.A. (1982) and M.A. (1986) in Biology, University of Colorado at Boulder

Ph.D. (1995) in Entomology, Colorado State University in Ft. Collins

Member: American Mosquito Control Association

West Central Mosquito & Vector Control Association

Licensed: Qualified Supervisor - Colorado Department of Agriculture: Public Health 110

Jason W. Williams, Regional Director

Mr. Williams has over 25 years of experience in mosquito control including nine years as Biologist at the City of Chesapeake Mosquito Control Commission in Chesapeake, VA, three years as an Entomologist performing malaria control internationally, and 12 years overseeing Regional Operations with VDCI.

B.S. in Biology (1998), Old Dominion University.

M.S. in Biological Oceanography (2000), Old Dominion University.

Member: Virginia Mosquito Control Association (2000-2010) - President (2006-2007)

Texas Mosquito Control Association (2009-Present)

American Mosquito Control Association (2001-Present)

Licensed: Qualified Supervisor - Colorado Dept. of Agriculture: Public Health 110

Certified Professional Applicator – Idaho Dept. of Agriculture: Public Health

Certified Commercial Applicator – Texas Dept. of Agriculture: Pest

Certified Commercial Applicator – Wyoming Dept. of Agriculture: Mosquito Control

Primary Principal Applicator – Nevada Dept. of Agriculture: Aquatics

Seasonal Field Staff

VDCI employs over 100 seasonal workers statewide. All VDCI seasonal employees are fully trained in all aspects of modern mosquito control operations, including; mosquito biology, field inspection and surveillance techniques, safe handling and application of pesticides, record keeping and regulations, and public relations. VDCI will hire additional employees as required to fulfill our contractual obligations.

VECTOR DISEASE CONTROL INTERNATIONAL, LLC.

ATTACHMENT "A" 2026-2028 CONTRACTUAL SERVICE COST SUMMARY February 4, 2026

Town of Berthoud Integrated Mosquito Management Program

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

A. General Services

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

B. Larval Mosquito Control Services

9. Larval Site Inspections and Larvicide Applications

C. Adult Mosquito Surveillance Services

10. Adult Mosquito Trapping and Identification

D. Adult Mosquito Control Services (*Upon request only at additional cost*)

11. Residual Barrier Adulticide Applications
12. ULV Adulticide Applications

TOWN OF BERTHOUD INTEGRATED MOSQUITO MANAGEMENT PROGRAM PROPOSED SERVICE COST FOR 2026.... \$47,958.73
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VECTOR DISEASE CONTROL INTERNATIONAL, LLC.

ATTACHMENT "B"

Hold Harmless, Warranty, Disclaimer for the Town of Berthoud

February 4, 2026

1. Hold Harmless Indemnity Clause:

Vector Disease Control International, LLC. ("VDCI") shall indemnify and hold harmless the Town of Berthoud and its agents and employees from and against all claims damages, losses and expenses, including but not limited to attorney's fees, arising out of or resulting from the performance of the services, provided that any such claim, damage, loss or expense (1) is attributable to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property including the loss of use resulting therefrom, and (2) is caused in whole or in part by any negligent act or omission of VDCI, any sub-contractor, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable, regardless of whether or not it is caused in part by a party indemnified hereunder. Such obligation shall not be construed to negate, abridge, or otherwise reduce any other right or obligation of indemnity which would otherwise exist as to any party or person described in this paragraph.

Responsibility: liability. VDCI warrants that it will exercise in its performance of these services the standard of care normally exercised by nationally recognized organizations engaged in performing comparable services. VDCI shall be liable to the Town of Berthoud for any loss, damages or costs incurred by the Town of Berthoud because of VDCI's duties under this warranty.

2. Warranty & Disclaimer

Vector Disease Control International, LLC. ("VDCI") is engaged in the business of mosquito control and abatement, and has not been retained to eradicate the mosquito population in any particular area. There are severe, and sometimes fatal, consequences of some mosquito bites which may include transmission of certain serious diseases such as malaria, dengue fever, West Nile virus and several other forms of encephalitis. Not only can mosquitoes carry diseases which afflict humans, but they also can transmit several diseases and parasites that birds, dogs and horses and other animals are very susceptible to. These include dog heart worms, Western Equine Encephalitis and West Nile Virus. Because VDCI has not been retained to eradicate the mosquito population, VDCI can make no warranty, representation or guarantee, of any type, about the existence of mosquito borne diseases in the geographic area of the proposed area of contracting, or the potential for human or animal infection before, during or after the completion of the VDCI mosquito control services.

VDCI warrants that the services described in this proposal will be provided in a professional and business-like manner. Other than this warranty, VDCI makes no express or implied warranties, including without limitation, any express or implied warranties of merchantability or fitness for a particular purpose. Client understands and agrees that any liability of VDCI regarding the Project shall be limited to negligence of VDCI in the carrying out of its professional services under the

contract, and shall not include any special, incidental, consequential or punitive damages, or any damages based on any lost sales or profits.

VDCI will not be liable for any general, special, incidental or consequential damages for loss, damage or expense including but not limited to sickness, injury or death, loss of livestock or animals, or lost profits from any farm or ranching operations of any type from the mosquito control services provided by Vector Disease Control International, LLC.

3. No private vehicles will be operated in the Town of Berthoud in connection with the Mosquito Control Program.

4. Workman's Compensation, Automotive and General Liability Insurance are in place.
(Certificates available upon request)

5. Ownership of Work Product

The parties recognize and agree that Vector Disease Control International, LLC. (VDCI) in the course of mosquito control program design, development and implementation prepares and utilizes many documents, maps, data sets and files including GIS (geographic Information system) data and files. Such information is proprietary, a trade secret and the confidential work product of Vector Disease Control International, LLC. VDCI retains all, rights, copyrights and ownership to all work prepared, developed or created pursuant to this contract. The Town of Berthoud may, with written permission, utilize the data and documents internally, but will not distribute or display to the public copies of such data, files, and documents or prepare derivative work or products.

6. Independent Contractor.

The parties recognize and agree that the Contractor is an independent contractor for all purposes, both legal and practical, in performing services under this Agreement, and that the Contractor and its agent and employees are not agents or employees of the Town of Berthoud for any purpose. As an independent contractor, the Contractor shall be responsible for employing and directing such personnel and agents as it requires to perform the services purchased hereunder, shall exercise complete authority over its personnel and agents, and shall be fully responsible for their actions.

Contractor acknowledges that it is not entitled to unemployment insurance benefits nor worker's compensation benefits from the Town of Berthoud, its elected officials, agents, or any program administered or funded by the Town of Berthoud. Contractor shall be entitled to unemployment insurance or worker's compensations insurance only if unemployment compensation coverage or worker's compensation coverage is provided by the Contractor, or some other entity that is not a party to this contract. Contractor is obligated to pay Federal and State income tax on any monies earned pursuant to the contract relationship.

VECTOR DISEASE CONTROL INTERNATIONAL, LLC.

ATTACHMENT "C" 2026-2028 CONTRACTUAL SERVICE COST AGREEMENT February 4, 2026

For the Town of Berthoud for the 2026-2028 seasons only:

Service costs include all labor, insecticides, vehicles and equipment, administrative support and overhead expenses. **Service Cost for 2026: \$47,958.73**

THREE YEAR CONTRACT: This Integrated Mosquito Management Services Proposal is offered for a three-year period, 2026-2028, with a negotiable annual price increase of 3% or annual regional CPI for all items, whichever is greater. *The yearly continuation of this project is subject to the appropriation of funds by the Town of Berthoud on an annual basis for this purpose. If funds are not appropriated by the Town of Berthoud Board of Trustees for any budget year, the contract shall be cancelled without penalty to the Town.* Signing and returning the attached copy of the contractual agreement will authorize VECTOR DISEASE CONTROL INTERNATIONAL, LLC. to perform the service items contained in the Proposal, within the stipulated limits, for a period of three years, 2026 through 2028 seasons. The Town of Berthoud also agrees to the terms set forth in Attachment "B". These prices are complete and fully earned. Billing will be in 6 equal monthly installments (April - September). If new areas are to be covered, they will be added at the current unit rate.

For acceptance of this Integrated Mosquito Management Services Proposal for a period of THREE YEARS (2026-2028), Sign Here:

Name (X) _____ Title _____ Date _____.

For Vector Disease Control International, LLC.

Name


Jason W. Williams

Title

Regional Director

Date

02/04/2026

Invoices should be sent to:

Name _____ Title _____

Address _____ Phone _____

City, State, Zip _____ Email _____

BOARD OF TRUSTEES INFORMATION



ADMINISTRATION DEPARTMENT

Meeting Date:	February 24, 2026
Agenda Title/Subject:	Larimer County Sheriff's Star Citizen Award
Type of Item:	Presentation
Purpose:	Informational Presentation
Presented by:	Larimer County Sheriff's Office

BACKGROUND:

This item is an informational presentation by the Larimer County Sheriff's Office.

TOWN TRUSTEES INFORMATION



ADMINISTRATION DEPARTMENT

Meeting Date:	February 24, 2026
Agenda Title/Subject:	Hometown Heroes
Type of Item:	Regular Item
Purpose:	Consider possible creation of an expanded military recognition program in Berthoud
Presented by:	Chris Kirk, Town Administrator

BACKGROUND:

Staff and the Mayor recently met with representatives from the American Legion, American Legion Auxiliary, and the Veterans of Foreign Wars (VFW) to hear their ideas for an expanded recognition program for local active-duty service members and veterans of the United States military. At the February 24, 2026 Board meeting, representatives from these groups will present their ideas for the expanded program with the goal of gaining Town support for this program.

RECOMMENDED ACTION(S):

RECEIVE PRESENTATION AND PROVIDE DIRECTION TO TOWN STAFF

Berthoud Hometown Heroes Program



The Berthoud Hometown Heroes Program is a light pole banner program to recognize Berthoud's past and present members of the U.S. Armed Forces.

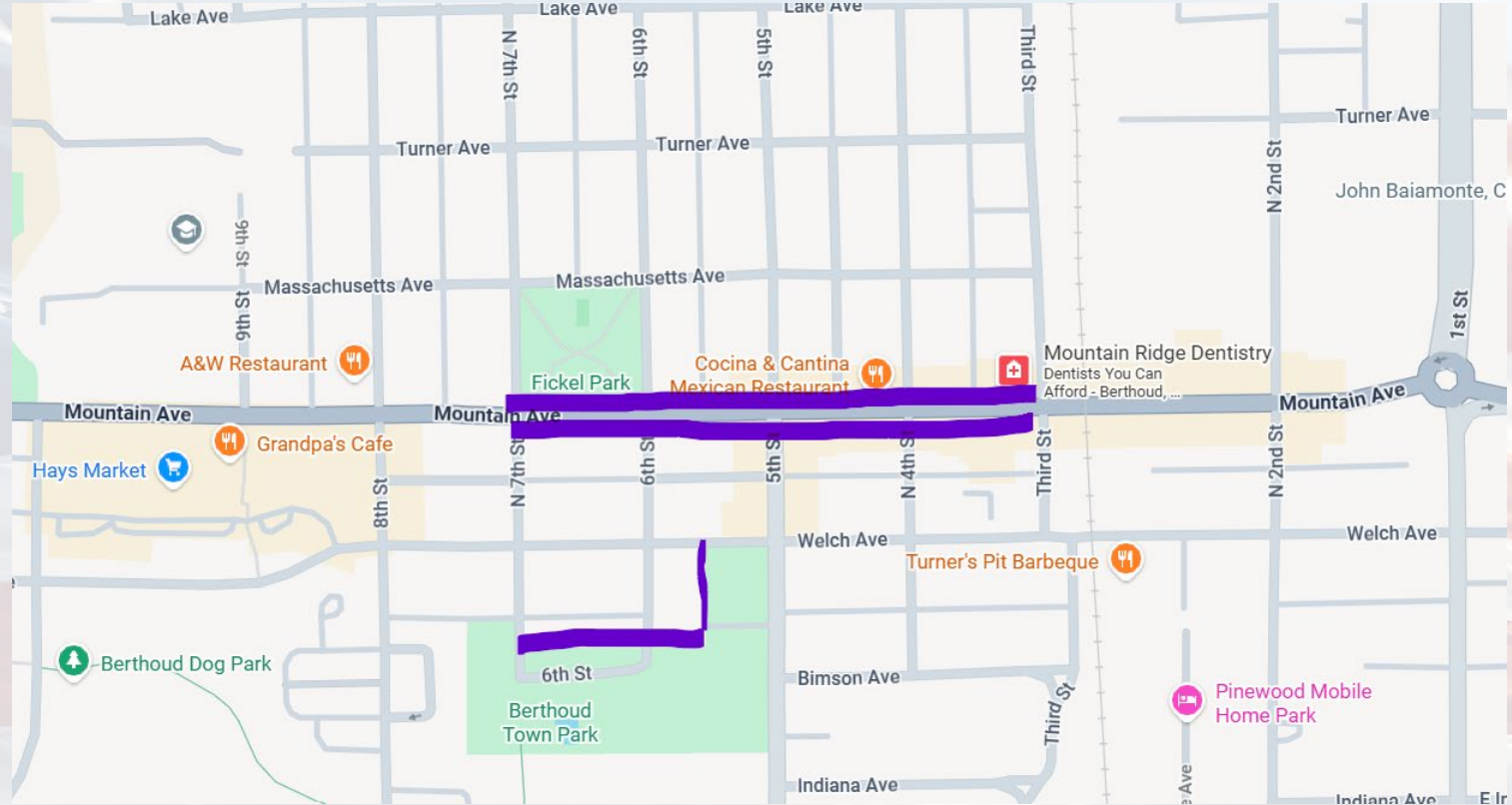


Applicants (servicemembers or the servicemember's family) can apply for a banner honoring their servicemember.

The program will be annual starting in April.



Banners will be
hung and
displayed on 29
light posts
owned by the
Town of
Berthoud



Details

- Banners will be hung from the 29 Berthoud-owned light poles on Mountain Avenue and adjacent to Town Park
- Banners will be displayed from Memorial Day through Veteran's Day
- The Applicant will pay the Town of Berthoud, who will manage ordering and hanging the banners
- This program will be annual. Applicants will need to re-apply every year. The first thirty (30) days of the application window will be open only for those renewing from the previous year. After that, anyone may apply until all positions are taken.
- At the Town's discretion, a banner that has been weathered may be retired, with the retired banner then given to the family of the service member

Applications

- Applicants can be servicemembers or the family or friends of a service member
- Servicemembers and applicants do not need to live in Berthoud to apply
- An Applicant will apply for a banner of their service member to the Town and must provide the following:
 - High-quality picture of the service member in uniform
 - Name, rank/title, and branch of the armed forces of the service member
- Banners will be placed in an available location, no specific location requests will be accepted

Berthoud Hometown Heroes program

- The Town of Berthoud extends our deepest gratitude to the veterans, active-duty service members, and the families who support them. Thank you for allowing us to honor your loved ones through the Berthoud Hometown Heroes program. Your willingness to share their stories and photos makes it possible for our community to celebrate their courage, commitment, and sacrifice.
- Each banner displayed throughout town stands as a proud tribute to the individuals who have served and continue to serve our country.
- We are truly honored to recognize them, and we thank you for giving us the opportunity to share their legacy with our entire community.

Frequently Asked Questions

Who is a Service Member?

A Service Member is a person who has served or is currently serving in the US Armed forces: Air Force, Army, Coast Guard, Marine Corps, Navy, Space Force

Where can I see the banners in person?

These banners are hanging along Mountain Avenue and adjacent to Town Park.

When will the banners be displayed?

Banners will be displayed from approximately Memorial Day through approximately Veteran's Day.

Does the Service Member or Applicant need to be a Berthoud resident?

Anyone can apply. The Service Member and/or Applicant do not need to be a resident of Berthoud or affiliated with any of the Berthoud Veteran's organizations.

Berthoud Veterans Organizations



BOARD OF TRUSTEES INFORMATION



ADMINISTRATION DEPARTMENT

Meeting Date:	February 24, 2026
Agenda Title/Subject:	America in Bloom Presentation
Type of Item:	Presentation
Purpose:	Informational Presentation
Presented by:	Chris Freeman

BACKGROUND:

This item is an informational presentation by America in Bloom.

Introduction

Chris Freeman is on a mission to make the world a more beautiful place, starting right here in Berthoud.

Chris and his family have been residents for over 10 years. He is Chief Financial Officer for Hopelight Medical and Hopelight Behavioral Health clinics in Longmont, safety net clinics for uninsured patients.

As a horticulturist, Chris spent decades working all over the globe to help color our world.

Today he is here to present America in Bloom, a program to help bring our community together and best showcase everything that makes us shine!

America in Bloom: Transforming Our Town into a Vibrant, Thriving Community

What is America in Bloom?

America in Bloom (AIB) is an independent, 501(c)(3) nonprofit organization dedicated to empowering communities across the nation to become more beautiful, sustainable, and vibrant. Through education, community involvement, and the use of plants, flowers, trees, and environmental enhancements, AIB provides a proven roadmap for towns and cities to enhance their public spaces, foster pride, and build lasting improvements. Since its inception, AIB has helped hundreds of communities celebrate their unique character while promoting healthier, more prosperous environments.

AIB goes beyond simple landscaping—it's about creating inviting parks, streets, and gardens that welcome residents and visitors alike. By focusing on collaboration among residents, businesses, and local organizations, AIB inspires volunteerism and long-term community vitality.

Key Benefits of Participating in America in Bloom

Joining AIB brings a wide range of economic, environmental, social, and health advantages that can elevate our town:

- **Economic Boost:** Well-maintained landscapes and green spaces attract tourists, shoppers, and new businesses, increasing property values by up to 30% and reducing store vacancies. Shade trees and plantings can lower energy costs for heating and cooling, while beautified areas promote job growth and higher productivity.
- **Environmental Improvements:** Plants sequester carbon, produce oxygen, reduce air pollution, control stormwater runoff, and create habitats for pollinators. AIB encourages sustainable practices like using native plants and eco-friendly methods to build a healthier ecosystem for future generations.
- **Social and Community Enhancement:** AIB fosters greater civic pride, neighborly connections, and volunteer engagement. Beautified spaces deter crime, calm traffic, and create safer, more inviting neighborhoods. Communities report renewed vitality through shared projects like clean-ups, plantings, and events.

- Health and Well-Being: Green spaces promote physical activities like walking, gardening, and sports, reducing stress, boosting mood, and improving mental health. Indoor plants can cut employee sick time by 14%, while outdoor areas enhance concentration, creativity, and overall quality of life for all ages.

Participating towns like Ocala, FL; Loveland, OH; and New Bedford, MA have seen these benefits firsthand, making their communities exemplary places to live, work, and play.

How Our Town Can Participate

Getting involved is straightforward and tailored to communities of all sizes:

1. Enroll: Register online with a fee based on population (e.g., \$1,700 for towns under 10,000 residents). This includes access to expert guidance.
2. Evaluation and Coaching: Two trained AIB Advisors visit our town for an in-person tour, meeting with leaders and volunteers. They evaluate eight key areas: community vitality, flowers, landscaped areas, urban forestry, environmental efforts, celebrating heritage, overall impression, and community involvement.
3. Receive an Action Plan: Advisors provide a detailed Community Improvement Report with recommendations to guide our projects and long-term goals.
4. Implement and Celebrate: Use free resources like templates, newsletters, and a "Six Easy Steps to Success" guide to mobilize volunteers for plantings, gardens, and events.

Residents can start small by planting flowers, organizing clean-ups, or creating community gardens—turning vacant lots into vibrant spaces that build friendships and skills.

Awards and Recognition

AIB honors outstanding efforts through a national awards program, motivating communities to excel:

- Population-Based Awards: One winner per size category for overall excellence.
- Outstanding Achievement Awards: Top honors in seven impact areas, plus community involvement.

- Special Awards: Include the Community Champion for leadership, YouTube Video Award (with up to \$1,500 prize), and Spirit Award for collaborative organizations.

Winning brings national recognition, boosting our town's profile and inspiring continued growth.

Success Stories and Testimonials

Past participants praise AIB for its transformative impact. Communities report "outstanding value" from consultations and reports, describing them as "detailed and inspiring." Videos from towns showcase real changes, from revitalized parks to engaged volunteers. AIB's advisors donate over 6,000 hours annually, highlighting the program's commitment to success.

Available Resources

- Free Community Action Kit and "Ten Years of Best Ideas" publication with proven practices.
- Monthly newsletters, customizable signs, banners, and participation certificates.
- Access to scientific research on plant benefits and expert advice from local nurseries and landscapers.
- Online tools and a YouTube channel for inspiration.

Why Our Town Board Should Support America in Bloom

By enrolling in AIB, we invest in a brighter, more sustainable future for our community. This program not only beautifies our spaces but also strengthens bonds, boosts our economy, and enhances well-being; all at a low cost with high returns! Let's join the ranks of thriving towns and make our community a place we're all proud to call home. Contact AIB at aib@ofa.org or visit www.americainbloom.org to get started today!



Garden
Spot of
Colorado

Creating Beautiful and Vibrant Communities

AmericaInBloom.org





America in Bloom

Vision: America in Bloom envisions communities across the country as welcoming and vibrant places to live, work, and play - benefitting from colorful plants and trees; enjoying clean environments; celebrating heritage; and planting pride through volunteerism.

Mission: America in Bloom promotes nationwide beautification through education and community involvement by encouraging the use of flowers, plants, trees, and other environmental and lifestyle enhancements.



Celebrate Our Community!

350+ communities in 43 states

Continuing community enhancement programs that encourage volunteer community leadership in coordination with municipal efforts in an ongoing commitment to community vitality, beautification, environmental stewardship, and the celebration of heritage

Brings together volunteers, city government, and the business community

Fosters better cooperation because everyone is working toward common goals



Celebrate Our Community!

Two-person team of Advisors provides a two-day in-person evaluation of a community.

Advisors provide a written report/consultation with metrics

Advisors are landscape designers, arborists, botanical garden professionals, educators, heritage preservationists, environmentalists, former mayors, and other horticulture professionals

Eligible for national awards (x24)



Areas of Impact

Floral Impact

Landscaped Areas

Urban Forestry

Environmental Initiatives

Community Vitality

Celebrating Heritage

Overall Impression

Floral Impact





Landscaped Areas





Urban Forestry





Environmental Initiatives



Keep the Bluegrass clean.
Our rain garden is not an ashtray.



LEXINGTON
Live Green

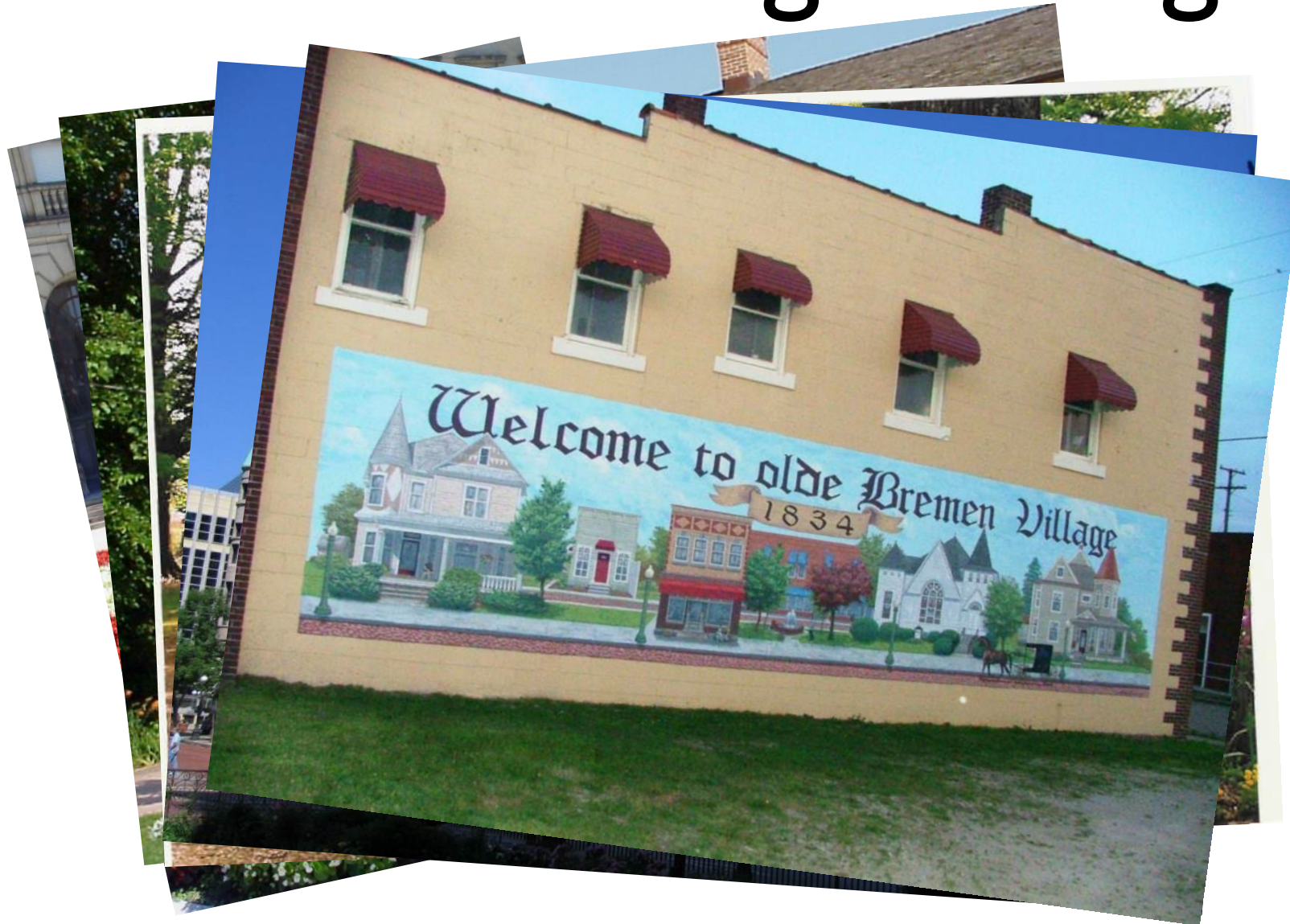


Community Vitality





Celebrating Heritage





Overall Impression



WHEN I DREAM ABOUT MY COMMUNITY...

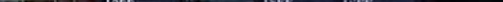
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USEE	USEE	USEE	USEE	USEE

FILE	FILE	FILE	FILE	FILE
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_____	_____	_____	_____	_____



GOTTY HARVEY

THIS IS A SPECIAL PLACE FOR
ALL OF US TO SHARE OUR OBSERVATIONS
AND IDEAS ABOUT THE PLACE
WE CALL HOME! IT IS DEDICATED TO THE
MEMORY OF **JOHN HENRY** A FEARLESS
SOLDIER WHO NEVER GAVE UP ON OUR
COMMUNITY AND WHO FIRST COMING
TO PLACE IT INTO THE HANDS OF THOSE IT
COULD BE. THANK YOU FOR
HELP CARRY ON
RECEIVED: 04/10



Symposium & Awards Celebration

3 days of education,
learning tours, and
awards





Castle Rock, Washington – Before & After



Castle Rock Year 1







Ottawa, Illinois - Before & After





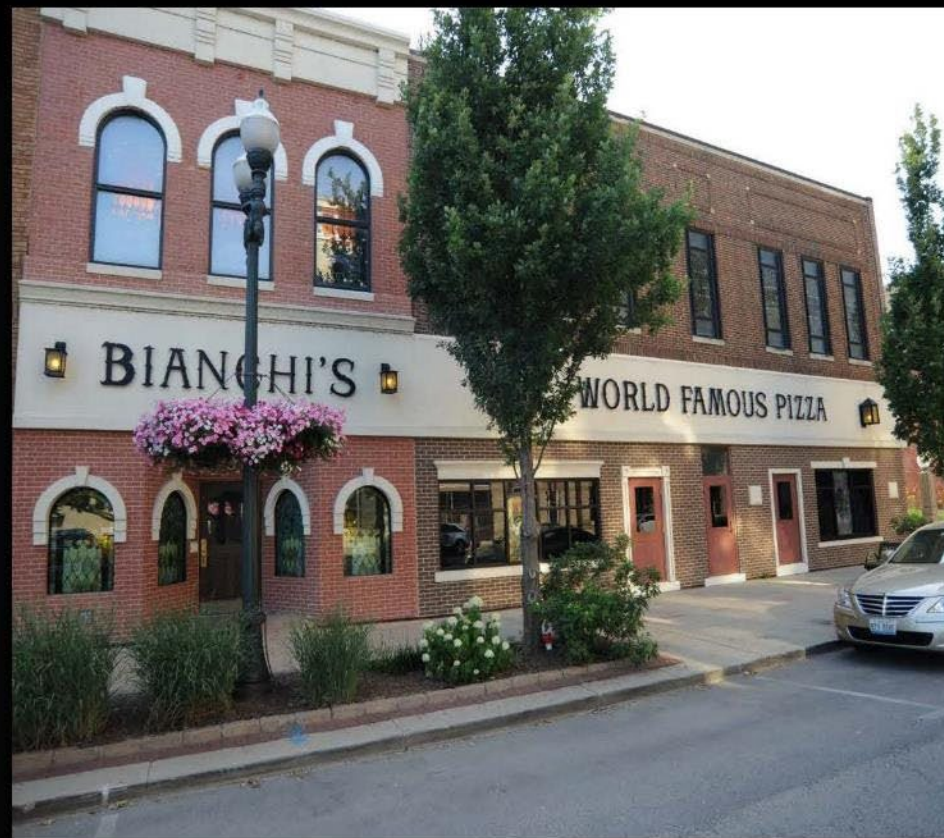
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AFTER



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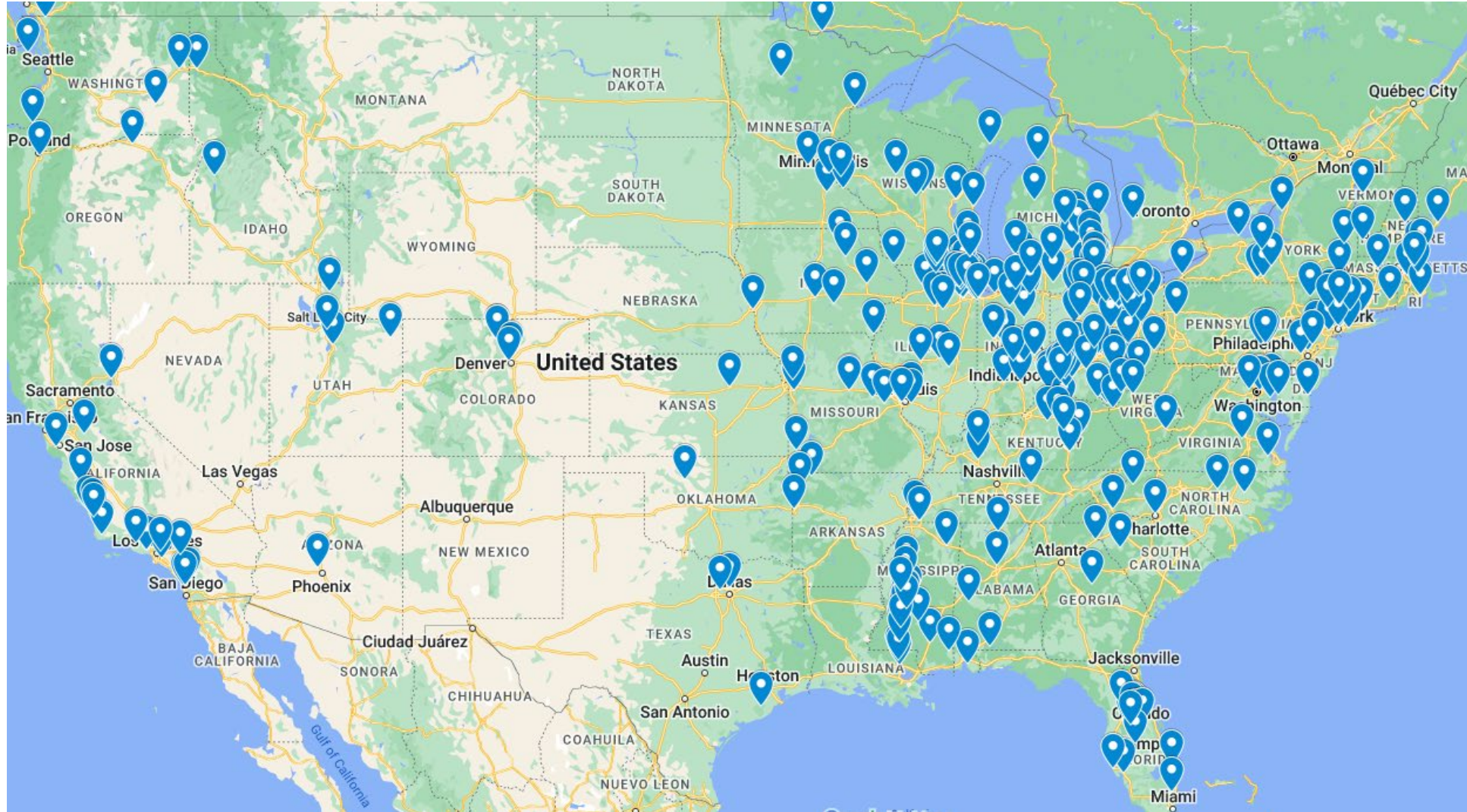
AFTER



Berthoud Has All of This and More!



A Picture is Worth a Thousand Words: AIB Communities Across the Country





What Communities Say

“Thank you, America in Bloom, for helping us be the best we can be.”

“AIB brings our community together.”

“The best decision our community ever made was joining America in Bloom.”

“The symposium is my favorite conference to attend each year. I learn so much, I meet nice people, and I have a great time. Thank you, America in Bloom!”





AmericaInBloom.org

BOARD OF TRUSTEES INFORMATION



COMMUNITY DEVELOPMENT DEPARTMENT

Meeting Date:	February 24, 2026
Agenda Title/Subject:	Consideration of a modification to Section 1.c as outlined in Resolution 14 (Series 2023) for Caring Pathways located at 502 North 2nd Street
Type of Item:	Regular Item
Purpose:	Request for approval to change hours of operation as outlined in Resolution 14 (Series 2023) for Caring Pathways located at 502 North 2nd Street
Presented by:	Anne Johnson, Community Development Director

ATTACHMENTS:

- Letter of request from Caring Pathways
- Resolution 14 (Series 2023)

BACKGROUND:

On June 13, 2023, the Town Board approved Resolution 14 (Series 2023) to allow a Special Use Permit for Caring Pathways to operate a pet crematorium at 502 North 2nd Street. Since this time, the facility has operated without complaint, they have improved the property and have assisted families in Northern Colorado. A letter describing their service and their presence in Berthoud for nearly three years is attached. A Condition of Approval placed on the Special Use Permit found in Section 1.c. of the attached Resolution 14 (Series 2023) is that, "Operations are limited to Monday through Friday, unless otherwise approved by the Town Board."

UPDATE/NEXT STEPS:

Staff believes the Town Board has the authority to hear the applicant's request outside of a public hearing process as the Condition clearly states the Town Board has the authority to change the operation days.

FISCAL IMPACT AND FUND SOURCE:

There is no negative fiscal impact to the Town in consideration of this request.

COMMUNITY TOUCHSTONES:

Consideration of this request does not negatively impact community touchstones and in fact is supportive of local businesses.

RECOMMENDED ACTION(S):

Staff recommends the Board approve the expansion of operations as requested by Caring Pathways in accordance with Section 1.c. of Resolution 14 (Series 2023).



February 3, 2026

Anne Johnson, Community Development Director
William Karspeck, Mayor
Town of Berthoud Board of Trustees

Dear Ms. Johnson, Mayor Karspeck, and Trustees,

In June of 2023, the Board of Trustees approved the conditional use of a pet crematory for 502 N 2nd Street, Berthoud, CO 80513. After making significant investments to the building, including improvements to the public-facing elements, we began operations in April of 2024. Since then, we've had the honor of serving nearly 20,000 families in need of our compassionate and trustworthy pet cremation services. Many of these families, from the Denver Metro and NoCo areas, visited Berthoud to pick up their pets' ashes and memorial packages.

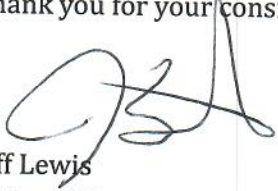
When our conditional use permit was approved, it included the statement: ***Operations are limited to Monday through Friday, unless otherwise approved by the Town Board.*** I write today to request the Town Board's approval for an expansion of cremation hours.

Since April 2024, we have been unable to cremate on several weekdays due to employee illness, weather, or equipment maintenance. I am requesting approval for the Board to remove the operating restriction limiting operations to Monday through Friday. We do not plan to operate regular cremation services on Saturday and Sunday, but we request the option to resume production after a disruption.

One of our guiding values is to return ashes to families as quickly as possible, which brings much comfort after the loss of a beloved pet. Expanding hours into Saturday and Sunday, as needed, will enable us to return ashes sooner.

If removing the condition entirely is not feasible, the following modification would also be helpful. ***Operations are limited to Monday through Friday, and Saturday and Sunday between the hours of 8pm to 8am. (meaning Saturday and Sunday from 12am-8am and 8pm-12am).*** I believe either version captures the original intent to limit impact to weekend activity along Mountain Ave.

Thank you for your consideration.



Jeff Lewis
CEO and Owner
Caring Pathways and Amare Pet Cremation
970.988.6231 Jeff@CaringPathways.com

RESOLUTION NUMBER 14

(SERIES 2023)

A RESOLUTION APPROVING THE SPECIAL USE PERMIT FOR CARING PATHWAYS LOCATED AT 502 NORTH 2ND STREET IN THE TOWN OF BERTHOUD, LARIMER AND WELD COUNTIES, COLORADO.

WHEREAS, the Town of Berthoud, Colorado is a statutory municipality duly organized and existing as a body corporate and politic on the laws of the State of Colorado; and

WHEREAS, the Town of Berthoud, Colorado has established procedures and criteria to approve requests for Special Use Permits as found in Section 30-3-106, of the Municipal Code; and

WHEREAS, the applicant has submitted an application for consideration and paid the applicable land use fees; and

WHEREAS, the Berthoud Planning Commission, at their May 25, 2023 public hearing found the request to be consistent with the criteria for approval found in the land use code, and voted unanimously to forward their recommendation to the Town Board of Trustees; and

WHEREAS, the Town Board of Trustees considered the applicant's request at their June 13, 2023 public hearing.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE TOWN OF BERTHOUD, COLORADO:

Section 1. Plan Approval. The Special Use Permit for a veterinarian and pet crematorium facility on property located at 502 2nd Street is hereby approved with the following conditions:

- a. The exterior lighting shall be replaced with dark-sky-compliant lighting fixtures.
- b. The cedar shake awnings shall be replaced with new canvas awnings on the building exterior.
- c. Operations are limited to Monday through Friday, unless otherwise approved by the Town Board.
- d. The facility shall have discrete signage.

Section 2. Interpretation: This Resolution shall be so interpreted and construed to effectuate its general purpose.

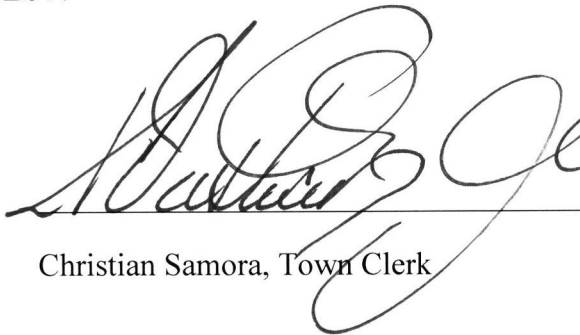
Section 3. Effective Date: The provisions of this Resolution shall take effect when the Special Use Permit map has been recorded.

INTRODUCED, READ, ADOPTED, AND APPROVED on this 13th day of June, 2023.

TOWN OF BERTHOUD

By 
William Karspeck, Mayor

ATTEST:

By: 
Christian Samora, Town Clerk



BOARD OF TRUSTEES INFORMATION



ADMINISTRATION DEPARTMENT

Meeting Date:	February 24, 2026
Agenda Title/Subject:	BATS/RAFT MERGER PROPOSAL
Type of Item:	Regular Item
Purpose:	The Rural Alternatives for Transportation (RAFT) will make a presentation to the Board proposing a merger between the Berthoud Area Transportation Service (BATS) and RAFT
Presented by:	RAFT

ATTACHMENTS:

- DRAFT Service Agreement from RAFT
- Town of Berthoud Transit Feasibility Study

BACKGROUND:

On October 14, 2025, RAFT made a presentation to the Town Board regarding their desire to merge RAFT and BATS, with RAFT being the public transportation provider for the Town. At the October meeting, the Board directed staff to continue meeting with representatives from RAFT to formalize their proposal to the Town. The attached Draft Service Agreement has been provided by RAFT to outline the proposed services they would provide to the Town, including service times, destinations, and costs.

At the February 24, 2026, Town Board meeting, RAFT will present this proposal to the Town Board. While staff has participated in these discussions over the past several months, it is critical to get the Board's feedback on the intended direction and to confirm that this proposal represents the appropriate direction for the community's, and the Board's, goals for public transportation.

For additional background and information, the Town's previously adopted Transit Feasibility Study is attached.

RECOMMENDED ACTION(S):

Receive Presentation from RAFT and Direct Staff as Appropriate

TRANSPORTATION SERVICES AGREEMENT

This Transportation Services Agreement ("Agreement") is made and entered into as of _____, 2026 (the "Effective Date"), by and between the **Town of Berthoud, Colorado** (the "Town"), a Colorado municipality located within Larimer and Weld Counties and **Rural Alternative for Transportation, ("RAFT")** a nonprofit organization duly formed and in good standing under the laws of the State of Colorado and registered with the Colorado Secretary of State;

WHERE AS:

- A. The Town operates the Berthoud Area Transportation Service ("BATS") to provide safe, courteous, and reliable transportation to riders to help maintain their independence.
- B. The Town desires to partner with RAFT to manage all transportation services and functions currently provided under BATS, including rider policies, scheduling, dispatch, fare administration, accessibility, and grievance procedures.
- C. RAFT has the expertise, personnel, and resources to manage the BATS program to meet applicable laws and standards.

NOW, THEREFORE, in consideration of the mutual covenants set forth below, the Parties agree as follows:

1. PURPOSE

The purpose of this Agreement is to designate RAFT as the sole administrator and operator of the Town's public transportation program known as BATS. RAFT shall assume full responsibility for administration, operations, staffing, scheduling, rider services, fare administration, accessibility, and policy enforcement, consistent with applicable law and the standards set forth in this Agreement and its Exhibits.

2. TERM

The initial term shall be three (3) years, commencing on the Effective Date and ending on December 31, 2029, unless earlier terminated in accordance with this Agreement. The Agreement may be renewed upon mutual written consent.

3. SCOPE OF SERVICES

RAFT shall administer, manage, and deliver all transportation services and functions formerly provided by BATS. Without limiting the foregoing, RAFT's duties include the items described in Exhibit A (Scope of Services), Exhibit B (Deliverables), Exhibit C (Fares & Donations), Exhibit D (Grievance Procedures) and Exhibit E (Transition and Implementation Timeline).

4. PERFORMANCE STANDARDS; COMPLIANCE

RAFT shall perform all Services in a safe, professional, and efficient manner consistent with industry standards and all applicable federal, state, and local laws and regulations, including the Americans with Disabilities Act (ADA) and Title VI of the Civil Rights Act. RAFT shall implement reasonable policies and procedures to ensure compliance and shall promptly correct any deficiencies identified by the Town.

5. STAFFING AND TRAINING

RAFT shall recruit, employ, supervise, and compensate all personnel necessary to perform the Services, including volunteers, drivers, dispatchers, and administrative staff. RAFT shall ensure personnel are properly licensed, vetted, and competent in safe vehicle operation, customer service, ADA requirements, emergency procedures, and incident reporting.

6. VEHICLES; EQUIPMENT; MAINTENANCE

The Town will make available to RAFT the existing BATS and RAFT vehicles and related equipment as identified by the Parties. RAFT shall be responsible for day-to-day operations, cleanliness, preventative maintenance, and minor upkeep; RAFT shall coordinate major repairs and maintain insurance.

7. DISPATCH; RESERVATIONS; CUSTOMER SERVICE

RAFT shall establish and maintain a transportation routing, planning, reporting and dispatch software system to schedule and confirm trips; enforce advance reservation and rider readiness requirements; and provide responsive customer service. RAFT shall manage multiple-stop trip requests based on time and capacity constraints.

8. COMPENSATION; INVOICING; REVENUES

8.1 Compensation. Subject to annual appropriation, the Town shall compensate RAFT an amount not to exceed \$183,000 per Contract Year for performance of the Services (the "Contract Sum").

8.2 Invoicing. Initial bi-annual payment to RAFT will be submitted within 30 days of contract ratification. RAFT shall submit bi-annually invoices regularly thereafter for the duration of contract. The Town shall pay undisputed amounts within thirty (30) days of receipt.

9. RECORDS; REPORTING; AUDIT; CORA

RAFT shall maintain complete and accurate records of operations, trips, fares, and finances for at least seven (7) years. RAFT shall provide monthly performance reports and any special reports reasonably requested by the Town. RAFT acknowledges the Town is subject to the Colorado Open Records Act (CORA); records held by the Town may be subject to disclosure, and RAFT shall cooperate with reasonable requests related thereto. Without limiting the foregoing, RAFT's duties include the items described in Exhibit F.

10. INSURANCE; INDEMNIFICATION

RAFT shall maintain insurance coverages and shall name the Town, its officers, and employees as additional insureds for required liability policies on a primary and non-contributory basis with waivers of subrogation where applicable. RAFT shall indemnify, defend, and hold harmless the Town from and against third-party claims arising out of RAFT's negligent acts or omissions in the performance of the Services, subject to the limitations of applicable law. RAFT's duties include the items described in Exhibit F.

11. EQUAL OPPORTUNITY; IMMIGRATION; NON-DISCRIMINATION

RAFT shall not discriminate on the basis of race, color, national origin, sex, gender, age, disability, veteran status, or any other status protected by law. RAFT shall comply with Title VI, ADA, and applicable Colorado immigration compliance laws.

12. INDEPENDENT CONTRACTOR

RAFT is an independent contractor and not an employee or agent of the Town. No employment, agency, partnership, or joint venture is created by this Agreement.

13. ASSIGNMENT; SUBCONTRACTING

RAFT shall not assign this Agreement or subcontract the Services in whole without the Town's prior written consent, which shall not be unreasonably withheld. RAFT may sub-contract or partner with other transportation agencies to provide unique rides, riders, or trips transportation when RAFT's resources are exhausted or not adequate for service.

14. TERMINATION

14.1 For Cause. Either Party may terminate for material breach after written notice and a thirty (30) day opportunity to cure.

14.2 For Convenience. Either Party may terminate for convenience upon ninety (90) days' prior written notice.

14.3 Effect of Termination. Upon termination, RAFT shall cooperate in an orderly transition of services and promptly deliver Town property and records.

15. ANNUAL APPROPRIATION; GOVERNMENTAL IMMUNITY

The Town's obligations are subject to annual appropriation by the Town's governing body. Nothing herein shall be construed as a waiver of the protections or limitations of the Colorado Governmental Immunity Act, C.R.S. § 24-10-101, et seq.

16. NOTICES

All notices shall be in writing and deemed given when delivered personally, by certified mail, or by nationally recognized overnight courier to the addresses designated by the Parties from time to time.

17. MISCELLANEOUS

This Agreement constitutes the entire agreement between the Parties and supersedes prior discussions. Amendments must be in writing and signed by both Parties. If any provision is held invalid, the remainder shall remain in effect. This Agreement shall be governed by Colorado law with venue in Larimer County, Colorado. Counterparts and electronic signatures are permitted.

TOWN OF BERTHOUD, COLORADO

By: _____

Name: _____

Title: _____

Date: _____

RURAL ALTERNATIVE FOR TRANSPORTATION (RAFT)

By: _____

Name: _____

Title: _____

Date: _____

EXHIBIT A – SCOPE OF SERVICES

The following services shall be administered and provided by RAFT:

1. Service Operations:

- Provide door-to-door transportation within Berthoud and the greater Berthoud Fire Protection District. Service windows include In-town trips Monday–Friday, 8:00 a.m. to 5:00 p.m.; Out-of-town trips to Berthoud, Loveland, Longmont, and adjacent communities Monday–Friday, 8:00 to 5:00 pm.

RAFT may provide services outside the established service hours on a case-by-case basis at the approval of the RAFT board.

2. Trip Requests & Dispatch:

- Accept trip requests by phone at 970-532-0808. Requests should be made before 4:00 p.m., the business day before the ride is needed. Longer rides out of town-limits require a 3-business day prior request.
- Riders must be ready five (5) minutes before pick-up. Multiple stops requested by passengers may be accommodated as time allows. RAFT will establish consistent ridership policies for all riders and the public.

3. Service Area & Eligibility:

- All citizens residing in the greater Berthoud Fire Protection district will continue to be eligible. All Berthoud Town designated residents will be eligible for all services including trips to Berthoud Loveland, Longmont, and adjacent communities.

4. Ride Priority:

- RAFT will prioritize trips in the following order: Medical; Employment; Education; All Others.

5. Vehicles & Accessibility:

- RAFT will operate wheelchair-accessible vehicles, secure wheelchairs and walkers and maintain ADA requirements.

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EXHIBIT B – DELIVERABLES

This Exhibit B (“Deliverables”) is incorporated into and made part of the Transportation Services Agreement (“Agreement”) by and between the Town of Berthoud (“Town”) and Rural Alternative for Transportation (“Contractor” or “RAFT”). The deliverables set forth below define the specific outputs and results required under the Agreement. All deliverables shall be provided at no additional cost to the Town unless expressly stated otherwise in the Agreement.

1. Core Transportation Services

1.1 Provision of Transportation Services

The Contractor shall provide door-to-door transportation services within the Town of Berthoud and the greater Berthoud Fire Protection District for eligible residents, in accordance with the service area, hours of operation, and service standards established in the Agreement.

1.2 Trip Completion

The Contractor shall complete authorized in-town and approved out-of-town trips, including trips between Berthoud and Loveland, Longmont, and other adjacent communities, during regular service hours.

2. Vehicles, Staffing, and Operations

2.1 Vehicles in Service

The Contractor shall place into service enough vehicles, including Town-provided or donated vehicles as applicable, to meet anticipated service demand.

2.2 Staffing

The Contractor shall employ, train, and schedule qualified drivers and operational staff sufficient to deliver the required transportation services in a safe and reliable manner.

3. Reporting and Documentation

3.1 Monthly Service Reports

The Contractor shall create monthly reports and make them available to the Town, when requested in writing, summarizing transportation services provided during the reporting period. Reports shall include, at a minimum:

- Number of trips provided.
- Service hours.
- General trip origin and destination categories; and
- Ridership totals.

3.2 Annual Summary Report

The Contractor shall submit an annual summary report evaluating overall service performance, utilization trends, and operational outcomes.

4. Compliance and Administrative Deliverables

4.1 Insurance and Certifications

The Contractor shall provide proof of insurance, licenses, permits, and certifications required under the Agreement and applicable law, and shall maintain such documentation throughout the term of the Agreement.

4.2 Regulatory Compliance

The Contractor shall comply with all applicable federal, state, and local laws and regulations governing transportation services and shall provide documentation of such compliance upon request.

5. Acceptance of Deliverables

All deliverables by RAFT shall be provided in a form and manner acceptable to the Town. The Town shall have the right to review and reject any deliverable that does not conform to the requirements of this Agreement. Failure to timely provide required deliverables may constitute a material breach of the Agreement.

6. Modification of Deliverables

Deliverables may be modified only by written amendment to the Agreement or by written approval of the Town, as authorized under the Agreement.

End of Exhibit B

EXHIBIT C – FARES & DONATIONS

- Riders age 60 and over: No fare required; donations appreciated.
- Rider's age 59 and younger: No fare required; donations appreciated.

RAFT reserves the right to add fares for specialized trips or service in the future, as established through the RAFT Board.

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EXHIBIT D – FEEDBACK & GRIEVANCE PROCEDURES

- The transportation program is committed to ensuring no person is excluded from or denied benefits of services based on race, color, national origin, or other characteristics protected by law, including Title VI of the Civil Rights Act of 1964, as amended, and the ADA.
- Complaints by clients are reviewed by the RAFT Executive Director on a case-by-case basis.
- Seniors 60+ may appeal BATS decisions to the Larimer County Office on Aging (1501 Blue Spruce Drive, Fort Collins, CO 80524; Phone: 970-498-7750) or the Colorado State Unit on Aging (1575 Sherman Street, 10th Floor, Denver, CO 80203; Phone: 888-866-4243).
- Rider feedback and suggestions are encouraged and may be submitted to RAFT via the website, Telephone @ 970-532-0808 or manager@berthoudraft.org; periodic rider surveys may be conducted and senior rider surveys will be conducted annually.

EXHIBIT E – TRANSITION & IMPLEMENTATION TIMELINE

RAFT shall assume administration and operations on the Effective Date. Within thirty (30) days, RAFT shall finalize staffing, dispatch protocols, and vehicle assignments; within sixty (60) days, RAFT shall complete training and policy alignment; within ninety (90) days, RAFT shall present initial performance metrics and service improvements to the Town.

EXHIBIT F – REPORTING & PERFORMANCE METRICS

Monthly reporting shall include at minimum: total trips (in-town/out-of-town); destinations; mileage driven; denials; no-shows; vehicle availability; safety incidents; ADA accommodations provided; rider feedback summary.



Berthoud Transit Assessment

Draft Executive Summary | January 2023

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Introduction to the Berthoud Transit Assessment

The Town of Berthoud is a rapidly-growing community in Northern Colorado and as of 2020, home to approximately 10,000 residents, with an additional 3,000 residents in the Town's greater Growth Management Area (GMA). By 2040, the Town's population is forecasted to grow to over 27,000 residents, with commercial and retail development expected to continue in areas along US 287, near the I-25 interchange, and the 1st Street Innovation District. In preparation for this anticipated growth, and as a follow up to the adoption of the Comprehensive Plan in July 2021, the Town initiated a transit to evaluate how to provide improved transit service to current and future residents, employees, commuters, and visitors. Improving transit provides more efficient and accessible service to connect to daily, essential, and recreational destinations in and around the Town and across the northern Front Range.

This Transit Assessment summarizes the Town's demographic characteristics and travel trends, evaluates the operations of the Berthoud Area Transportation System (BATS) and the Rural Alternative for Transportation (RAFT), articulates the Town's overall vision for transit, and evaluates potential service scenarios for improving transit services. The assessment results in the identification of a recommended transit service model to best meet the needs of the growing Berthoud community. The Transit Assessment was completed in consultation with a group of key local and regional stakeholders as well as with the community through community engagement.

The recommendations in this Assessment provide a framework for advancing next steps and informed decision-making by elected officials, staff, and community members.

Summary of Previous Plans

Understanding the previous work and wide-ranging planning efforts in the Town and region provided a foundation for the development of this Transit Assessment. This work was meaningfully integrated into the planning process and ensured this assessment is aligned with and reflects community values.

2021 Berthoud Comprehensive Plan

In 2021, the Town of Berthoud updated their Comprehensive Plan to establish an overall vision and accompanying goals and strategies for different elements of the Town, including transportation. Transit specific goals, strategies, and actions outlined in the Plan included continuing local and regional transit planning efforts, such as implementing the Berthoud Mobility Hub and coordinating with regional agencies on Front Range Passenger Rail.

2045 North Front Range Metropolitan Planning Organization (NFRMPO) Regional Transit Element

This 2045 Plan establishes a long-range vision for transit within the NFRMPO. A series of recommendations were developed to ensure continued work on connecting North Front Range communities with accessible and reliable mobility options. Transit specific recommendations identified in the plan include further study and possible build-out of proposed transit connections along SH 1, US 287, US 85, US 34, coordination on planning efforts, equitable transit investment, implementation of projects identified in the Colorado Department of Transportation’s (CDOT) 10-Year Plan, and adapting to technological advancements.

North I-25 Environmental Impact Statement (EIS)

In cooperation with the Federal Highway Administration (FHWA), CDOT prepared the North I-25 EIS to evaluate potential multimodal improvements along the I-25 corridor. The study area spans from the Fort Collins/Wellington area to Denver. Three multimodal build packages and a No-Action Alternative were evaluated. The preferred alternative will be split into three phases. Several recommendations from the North I-25 EIS were advanced in Berthoud’s Comprehensive Plan including support for the Berthoud mobility hub and Front Range Passenger Rail. Additionally, a connector shuttle along SH 56 between downtown and the newly constructed mobility hub was also recommended as a part of the preferred alternative.



Existing Transit Service

Local Service Overview & Operating Assessment

Berthoud Area Transportation Service (BATS) is open to the public and provides service in the Town of Berthoud and limited service to Longmont and Loveland. The agency provides door-to-door and on-demand service, Monday through Friday from 8:00 AM to 4:00 PM. To schedule a ride, passengers must call ahead before 4:00 PM the business day prior to the requested ride date. On-demand trips are prioritized according to need and purpose. Medical trips are prioritized, followed by employment and educational trips. The two BATS transit vehicles are ADA accessible and can hold up to 12 passengers. More detailed information about BATS is provided below.

BERTHOUD AREA TRANSPORTATION SYSTEM (BATS)

Service Area	Type of Service	Span of Service	Fares	2018-2019 Ridership
Within Berthoud Town limits, limited service to Longmont and Loveland	Door-to-Door On-Demand	Town of Berthoud M-F: 8:00 AM - 4:00 PM	One-way, in-town: \$1.00	5,545
		Outside of Town of Berthoud Longmont: M: 8:00 AM - 11:30 AM (back in town by noon)	One-way, out of town: \$4.00	
		Loveland: Tu-F: 8:00 AM - 11:30 AM (back in town by noon) Th: 11:30 AM - 3:00 PM	Older adults (60+) ride free	

Source: Berthoud Area Transportation System (BATS)

The Rural Alternative for Transportation (RAFT) service provides on-demand, door-to-door, and door-through-door transportation services for older adults (60+) and adults with disabilities. Eligibility for adults with disabilities must be verified through documentation from a doctor or clinic during the transportation registration process. Volunteer drivers provide service for people residing in the Berthoud Fire District and takes riders to nearby towns/cities including Berthoud, Loveland, and Longmont and adjacent areas, as needed, for non-emergency medical purposes.. ADA accessible vehicles are available for passengers, however riders are responsible for managing their own mobility device or must ride with someone that can help manage the mobility device. More detailed information about RAFT services is provided below.

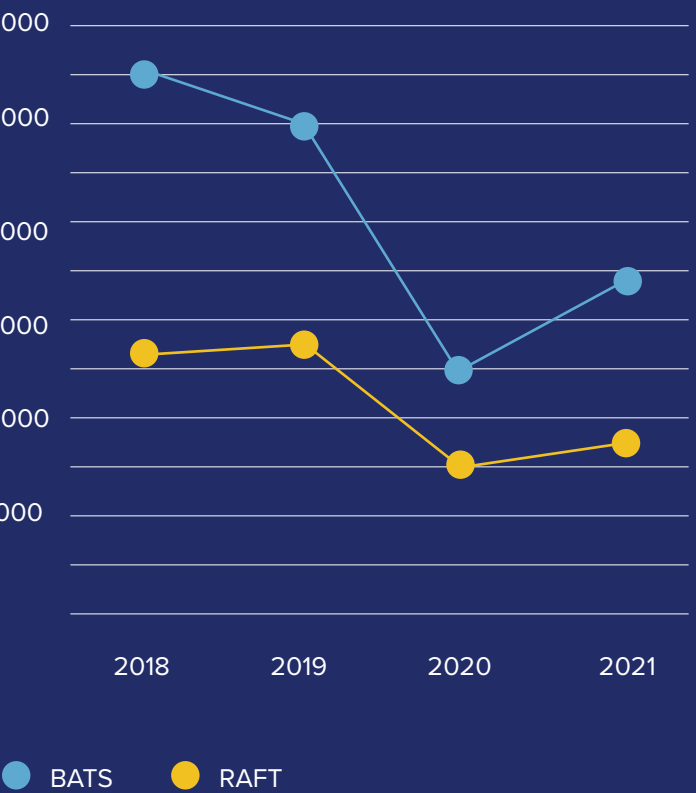
BERTHOUD RURAL ALTERNATIVE FOR TRANSPORTATION (RAFT)

Service Area	Type of Service	Span of Service	Fares	2018-2019 Ridership
Berthoud Fire Protection District, Longmont, Loveland, and some adjacent areas	On-Demand, Door-to-Door, Door-through-Door	Weekdays, except holidays	Free, donations are encouraged	2,602

Source: Larimer County Office on Aging

Ridership

In 2018, BATS provided 5,545 rides and RAFT provided 2,602 rides. The COVID-19 pandemic reduced transit ridership not only for both BATS and RAFT, but for all transit agencies across the country. Because of the pandemic, BATS and RAFT ridership dropped about 45 to 50 percent in 2020. Ridership has gradually increased from 2020 levels but remains significantly lower than pre-pandemic levels. BATS ridership increased more than RAFT’s ridership in 2021. This could be a result of the vulnerability of RAFT riders (older adults and adults with disabilities) not using transit during the latter half of the pandemic. Ridership data by year for BATS and RAFT is presented below.



● BATS ● RAFT

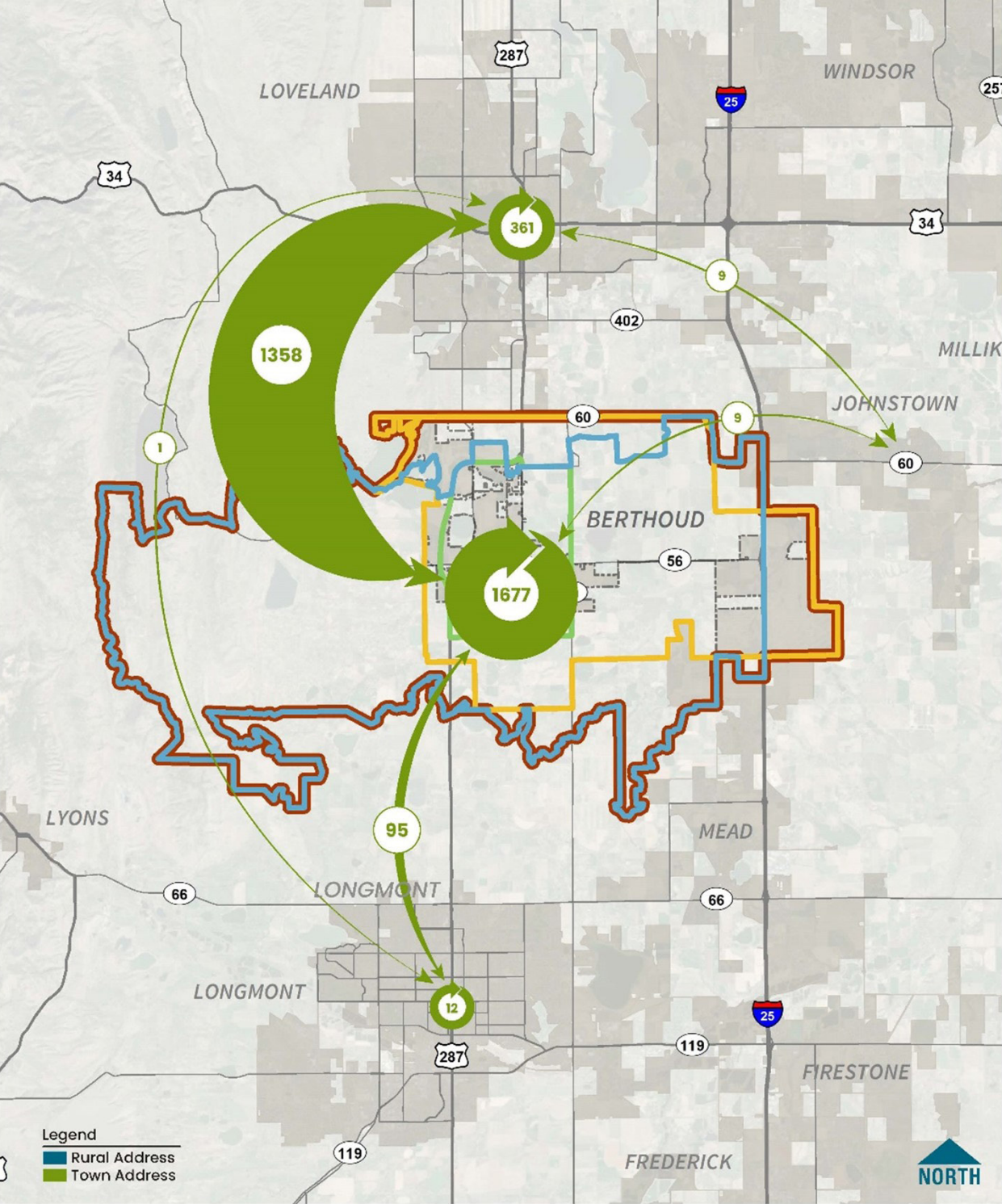
Trips

Both BATS and RAFT keep a well-maintained trip log documenting trip origins and destinations. The following maps show the trip patterns for each agency, indicating how many trips are going to and from the Berthoud area to other destinations within Berthoud or to destinations in adjacent communities.

The highest number of BATS trips start and end within the Town of Berthoud (e.g., going from a home address in Berthoud to Hays Market). The second highest trip pattern was between Berthoud to destinations in Loveland. The top three origin-destination trips for BATS between October 2020 and October 2021 were: (1) Berthoud–Berthoud, 1,677 trips; (2) Berthoud–Loveland, 1,358 trips; and (3) Loveland–Loveland, 361 trips.

Over the years, RAFT has experienced an increase in trips to destinations in Longmont. This comes from the closure of services and programs in the Loveland area. In Loveland, a day facility for adults closed, an ARC thrift store shifted operations to Longmont, dialysis trips were moved to Longmont, and other programs for aging adults have closed or were restructured in Larimer County. The top three origin-destination trips for RAFT between January 2021 and September 2021 were: (1) Berthoud Rural Area–Longmont, 760 trips; (2) Town of Berthoud–Loveland, 386 trips; and (3) Berthoud Rural Area–Loveland, 246 trips.

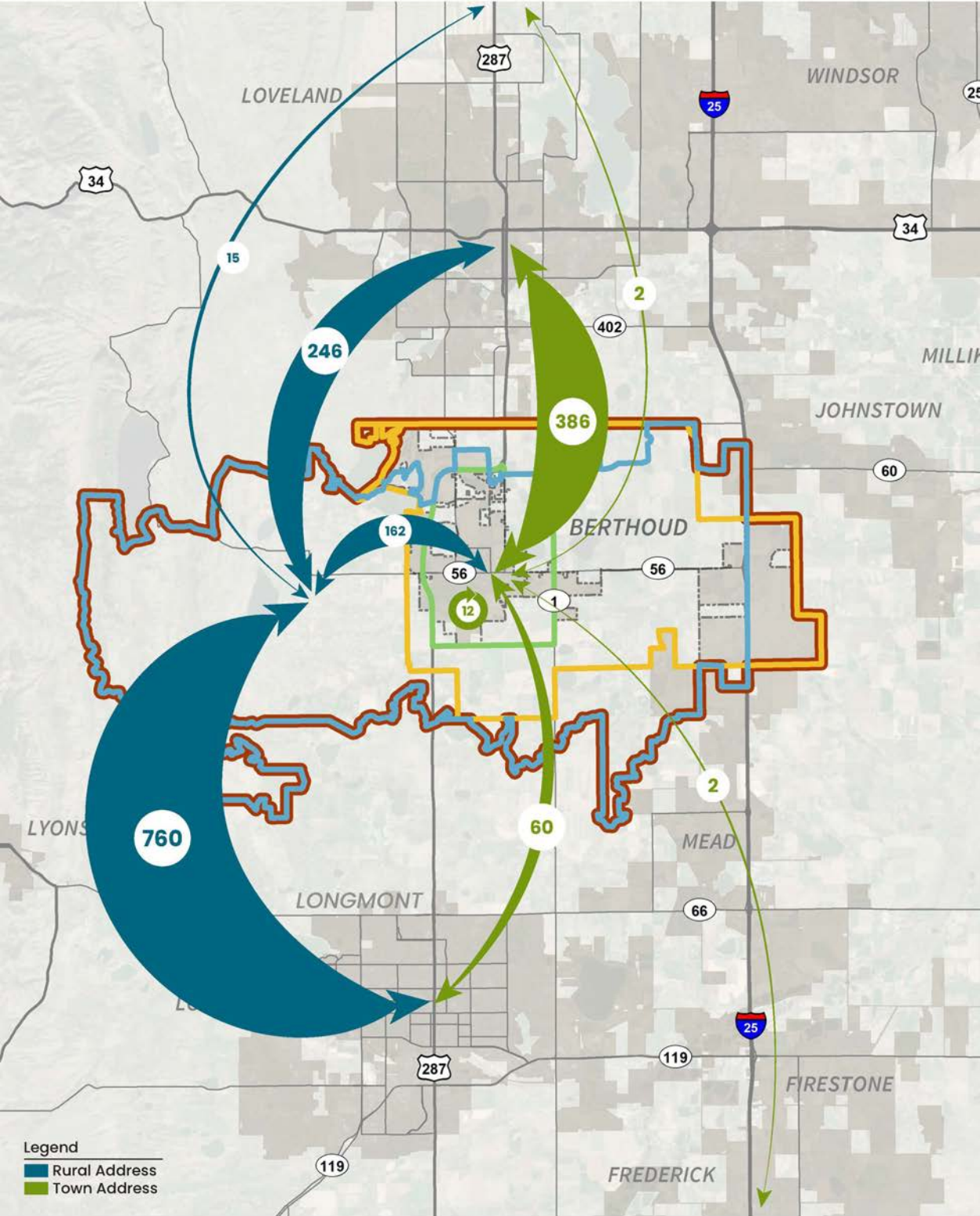
BATS TRIPS AND ORIGIN-DESTINATION PATTERNS



Reflects BATS completed trips between October 2020 and October 2021.



RAFT TRIPS AND ORIGIN-DESTINATION PATTERNS



Reflects RAFT completed trips between January 2021 and September 2021.

Key Performance Indicators

Key performance indicators (KPIs) are metrics that indicate how a transit agency is performing. These performance indicators are common benchmarks across transit service agencies. KPIs consider ridership data, expenses, miles traveled, hours of service, fares (or relative fare form).

For comparison, KPIs from other transit agencies in the region were referenced. The Regional Transportation District (transit service provider in the Denver-Boulder metro area) offers a dial-a-ride service, and their cost per boarding (or trip) was \$22.60 in 2019. RTD also provides a paratransit service (called Access-a-Ride) that has a cost per boarding of \$54 in 2019. Another transit service provider offering paratransit service in the Boulder and Longmont area is Via Mobility Services (Via). The cost per paratransit trip for Via was \$69.74 in 2020 (COVID pandemic year).

BATS Key Performance Indicator	2018	2019	2020	2021
Miles Traveled	29,072	28,233	13,932	17,774
Cost/Trip	\$20.73	\$23.18	\$40.22	\$27.71
Cost/Hour	\$51.28	\$50.73	\$66.76	\$51.58
Cost/Mile	\$7.02	\$7.26	\$9.65	\$6.86
Fares	\$5,493.58	\$5,474.91	\$2,123.60	\$2,650.90
Avg Fare/Trip	\$1.42	\$1.60	\$1.16	\$1.93
Avg Trip/Hour	2.5	2.2	1.6	1.8
RAFT Key Performance Indicator	2018	2019	2020	2021
Miles Traveled	–	41,226	27,337	27,621
Cost/Trip	–	\$26.47	\$31.92	\$27.65
Cost/Hour	–	\$21.33	\$19.08	\$23.86
Cost/Mile	–	\$3.05	\$3.77	\$2.88
Rider Donations	\$3,225	\$7,286	\$7,653	\$2,335
Avg Donation/Trip (of donations)	\$1.24	\$2.59	\$4.90	\$1.42
Avg Trip/Hour (of donations)	1.29	1.39	0.78	0.82

Existing Service Assessment Key Takeaways

- BATS primarily provides trips in-Town and to Loveland while RAFT primarily provides rides out of Town.
- RAFT service tends to focus more on transportation to reach resources/services in nearby towns/cities and as a result require longer distance travel than BATS.

Regional Service

Transfort (FLEX Longmont Regional Service)

Transfort’s FLEX Longmont Regional Service provides fixed-route bus service between Fort Collins and Longmont and has one stop in the Town of Berthoud (Stop 1457, Mountain and 2nd). Service operates Monday through Friday from 6:39 AM to 8:01 PM (northbound) and from 5:41 AM to 6:55 PM (southbound). Saturday service runs from 10:30 AM to 8:19 PM (northbound) and from 9:24 AM to 7:22 PM (southbound). [Appendix X](#) provides a detailed overview of regional service in and around the Town of Berthoud.

CDOT Bustang (North Line)

CDOT’s Bustang North Line provides fixed-route bus service between Fort Collins and Denver. The North Line operates service Monday through Friday from 7:35 AM to 7:55 PM (northbound) and 5:40 AM to 5:00 PM (southbound). Saturday/Sunday and Holiday service operates from 9:45 AM to 8:55 PM (northbound) and 7:00 AM to 1:15 PM (southbound).

Potential Front Range Passenger Rail

The Front Range Passenger Rail District, along with CDOT, is in the planning stages of developing a Front Range Passenger Rail service. The 173-mile service would connect Pueblo, Colorado Springs, Denver, and Fort Collins and is being planned as the “transportation spine” along the Front Range. Mobility hub projects, which would provide enhanced amenities and seamless connections along the I-25 corridor, are also in development. The mobility hub in Berthoud is one of two mobility hub projects in Northern Colorado currently under construction.

Human Services Transportation Providers

Ten human services agencies operate transportation service in or around the Town of Berthoud. Service areas vary from local service within a defined proximity to a city, as seen with the Berthoud Rural Alternative for Transportation (RAFT) service, to more regional service provided by agencies like Foothills Gateway, Inc, Heart & Soul Paratransit, and Via Mobility Services. Other agencies offer transportation services in one county, such as Senior Resource Services (60+ Rides), Disabled American Veterans, A Little Help, and the Weld County Area Agency on Aging.

Most human service transportation providers in the area offer demand-response, door-to-door service. RAFT also provides through the door service and the Weld County Area Agency on Aging contracts with another provider. Foothills Gateway, Inc provides the most service options, offering fixed-route bus and demand-response services. The agency also contracts with other providers.

Span of service varies by agency, but most offer daily or weekday service. Passengers can often access most of these services free of charge. Eligibility depends on socioeconomic characteristics including whether a person is an older adult, has a disability, and/or is a medicaid recipient.

Demographic Summary

Transit Assessment Study Area

To provide a forward-looking assessment that will meet the needs of current and future residents, employees, and visitors of the Town of Berthoud, it was critical to not only capture demographic data within the Town, but also ensure community members residing outside of the Town boundary are considered for any type of long-range transit assessment. For this assessment, a unique study area boundary was developed and spans to the outer most extent of the Town boundary, growth management boundary, and RAFT boundary. The following demographic data is presented within the transit assessment study area.

Population and Household Data

The U.S. Census Bureau’s American Community Survey and Colorado’s State Demographer data shows the estimated population for the Town of Berthoud is approximately 15,000 people, including people living within both the Town limits and growth management area. It is estimated that there are approximately 5,660 households within Berthoud. Population and household numbers in the Town are projected to more than double over the next 20 years. Transit and other mobility options will need to adapt to meet current and future community needs.



2020 Population Overview



2040 Population Overview



2020 Household Overview



2040 Household Overview



Source: U.S. Census Bureau, State Demographer, THK Associates, Inc

Historically Underrepresented and Overburdened Populations

Planning for a transit system that is able to accommodate and address the needs of community members requires that historically and frequently underserved communities are given particular attention to develop an inclusive and universally designed multimodal network. The following information from the American Community Survey (ACS) provides an overview of different population and demographic characteristics, including older adults (65+), Communities of Color, populations with low-incomes, people with disabilities, zero-vehicle households, populations with limited English proficiency, and housing and transportation (H+T) index scores.

Older Adults (65+)



Focusing improvements and increased accessibility for mobility options to support aging in place and active older adult lifestyles is critical in developing a sustainable transit system. The analysis shows a higher number of older adults reside in the central and southern areas of the study area. Approximately 14 percent of residents are over the age of 65. The number of older adults living in the study area is anticipated to gradually increase in the future. These changing demographic compositions should be considered for enhancement and/or expansion of the transit system to meet the mobility needs of older adults.

Children (Under 18)



Children (people under the age of 18) make up approximately 22 percent of the study area population. A higher distribution of young people reside along the eastern half of the study area. Ensuring children and young adults have access to safe modes of transportation to reach schools, community facilities, and social/recreational destinations is vital in developing a transit system that values and prioritizes the safety and well-being of the community's youngest residents.

People with Disabilities



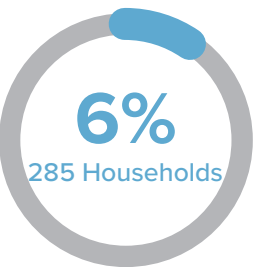
Approximately 11 percent of the study area population are people with disabilities. Disabilities can include either a vision or hearing impairment, a cognitive or learning disability, or mobility or physical impairment, or other type of disability. A greater number of people with disabilities reside in the central portion of the study area. When disaggregating these data by age range, over 90 percent of people with disabilities in the study area are older adults. Creating an equitable and inclusive transportation system means that transit service and the infrastructure that connects these networks can be accessed by every person.

Communities of Color



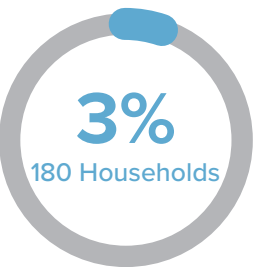
Communities of Color, which includes people who identify as Black and/or African American, non-white Hispanic/Latinx, Asian, American Indian or Native Alaskan, Native Hawaiian or Pacific Islander, or mixed race have historically been underserved by transportation systems, and have often been overburdened with the negative consequences of higher pollution and emissions, inadequate and lacking infrastructure, and disinvestment. Approximately 12 percent of the study area's population identifies as a Person of Color. To ensure the Town plans for equitable mobility access, it is important that there is an understanding of the different communities that are a part of the study area and potentially differing mobility needs.

Populations with Low-Income



Low-income populations include people whose median household income is below the federal poverty guidelines. In the study area, six percent of the households are considered a household with low-income. Understanding the transportation gaps and needs that exist for some community members who may not have reliable access to a vehicle, disposable income, or flexibility in time is vital for developing a more efficient and responsive transit network. Further, ensuring that utilizing transit services can be done reliably, affordably, and safely is necessary to better meet the needs of those who live and work in the study area.

Zero-Vehicle Households



Approximately three percent of residents in the study area do not have access to a vehicle. Vehicle access is more prevalent in the eastern half of study area, with more zero-vehicle households in the central area of the Town. Information about vehicle accessibility provides an understanding of how people are traveling within the Town and across the North Front Range, and can provide a more complete picture of where other modes of transportation may be used at higher frequencies. Zero-vehicle households can encompass a variety of groups, including households that cannot afford a vehicle, choose to not have a vehicle, or have a disability which makes driving inaccessible.

Limited English Proficiency (LEP) Households



Populations with LEP and proficiency in another language in the study area reside in the western and eastern portions of study area and make up approximately two percent of the population. Populations that may be more comfortable speaking another language are important to consider when enhancing and/or expanding transit service to ensure information about utilization, service changes, and other information is accessible to all users.

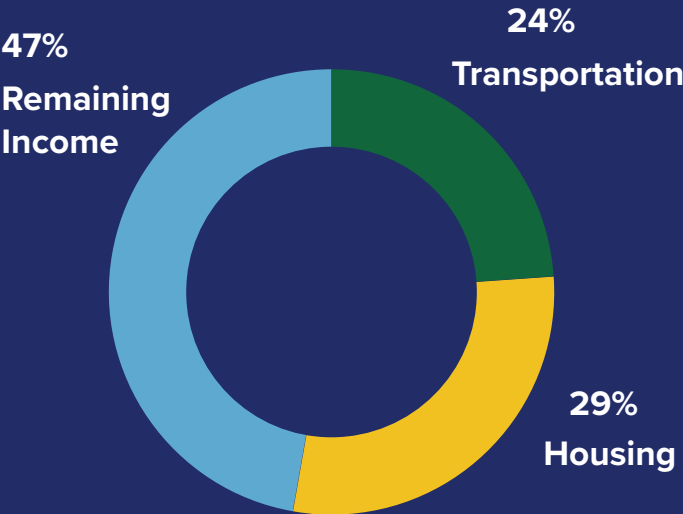
Housing & Transportation (H+T) Affordability Index

The **Housing and Transportation (H+T) Affordability Index** presents information regarding the often overlooked expenditures that come with driving and owning a vehicle or utilizing public transportation. This information helps provide a clearer picture for how housing and transportation interact and ultimately impact the affordability of a community. It is important to consider how different parts of the built environment influence the livability of a place to inform recommendations for developing a more affordable and accessible transit system for the Town of Berthoud.

The H+T Index measure defines affordability as both housing and transportation costs totaling no more than 45 percent of household income. Berthoud residents, on average, spend 29 percent of their household income on housing and 24 percent of their household income on transportation. Combined, the H+T index is 53 percent, almost 10 percent higher than what is considered affordable by the Center for Neighborhood Technology (CNT). Owning a personal vehicle is the single biggest transportation cost factor for households, which is followed by insurance and repairs. On average residents spend nearly \$15,000 on transportation each year.

53%

THE PERCENT OF HOUSEHOLD INCOME SPENT ON HOUSING AND TRANSPORTATION, COMBINED. THIS IS ALMOST 10% HIGHER THAN THE RECOMMENDED THRESHOLD OF AFFORDABILITY OF 45%.



\$14,626 in Annual Transportation Costs



Employment Travel Pattern Data

The experience community members have with the transportation system, particularly in how they commute to work, the travel time spent getting to and from destinations, and general travel pattern data tell an important story about the choices, convenience, and accessibility of different mobility options. This section provides an overview of how Berthoud residents commute to work, to which location, and other employment travel pattern data. This data reflects pre-pandemic travel patterns.

Means of Transportation to Work

The data represented here only highlights mode share rates for getting to work and not other destinations. The data provides a snapshot of how residents evaluate and make decisions about accessibility and convenience of transportation options.

- 81% - Car (drove alone)
- 9% - Worked from home
- 8% - Carpool
- 1% - Public transportation
- 1% - Taxicab, motorcycle, or other means
- 0% - Biked
- 0% - Walked

Source: U.S. Census Bureau, American Community Survey 2015-2019



Travel Time to Work & Inflow/Outflow Patterns

Average Travel Time to Work for Berthoud Residents	29.7 minutes
Statewide Average Travel Time to Work	25.8 minutes

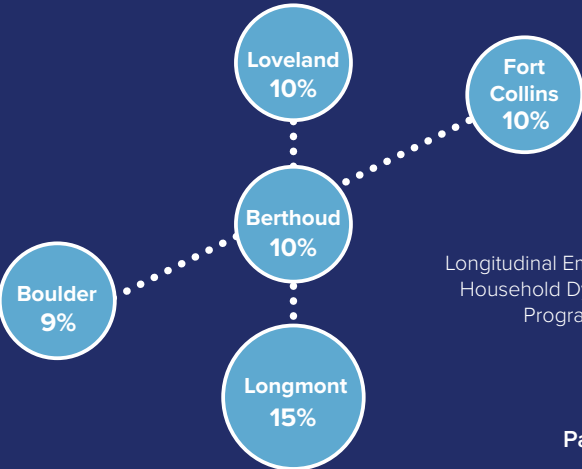
Source: Longitudinal Employer-Household Dynamics Program, 2018

Commuter Inflow/Outflow Daily Population Change

Total Population: 15,052
Daily Decrease: 1,015



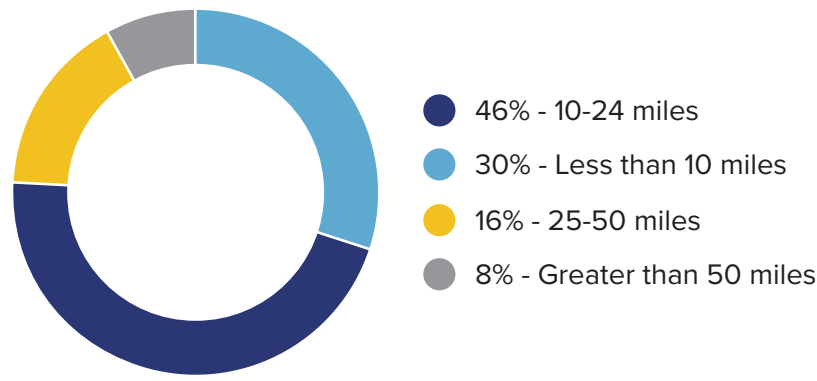
Top Locations Berthoud Residents Commute To



Source: Longitudinal Employer-Household Dynamics Program, 2018

How Far do People Travel for Work?

The distance residents have to travel to work provides important context for which transit and mobility choices could meet the needs of daily travelers in the Town of Berthoud. Most Berthoud residents, 46 percent, travel between 10 and 24 miles for work, followed by 30 percent who commute less than 10 miles. About 16 percent of residents travel between 25 to 50 miles and less than 10 percent commute greater than 50 miles to reach their work destination.



Source: Longitudinal Employer-Household Dynamics Program, 2018

Where do People who Work in Berthoud Live?

Another important consideration for transit service enhancements and expansion is understanding where people are commuting from. People who work in the Town of Berthoud commute from a wide range of cities and towns; the data shows that more than 40 percent of people who work in Berthoud commute from "all other destinations". Approximately 15 percent of people employed in the Town commute from Loveland, followed by 9 percent who travel from Longmont. Fort Collins and Greeley round out the top five commute origin locations at four and three percent, respectively. The full list of where people are commuting from is provided below.

Distance	Number	Percentage
Loveland city, CO	336	15%
Berthoud town, CO	318	14%
Longmont city, CO	205	9%
Fort Collins city, CO	134	6%
Greeley city, CO	89	4%
Denver city, CO	62	3%
Johnstown town, CO	58	3%
Windsor town, CO	47	2%
Milliken town, CO	33	2%
Thornton city, CO	32	1%
All Other Locations	948	42%
Total	2,262	100%

Source: Longitudinal Employer-Household Dynamics Program, 2018

Emerging Mobility Trends

Mobility hubs, emerging transportation technology, and connected and thoughtfully planned infrastructure that supports healthy, accessible, and inclusive mobility options will all play a significant role in shaping transportation in the coming years. Additionally, a growing population and expanding employment sector, alongside increasing levels of emissions and pollution, demonstrate the urgent need for innovative and effective transportation solutions.

Zero Emission Vehicles (ZEV)

The **Colorado Electric Vehicle Plan** outlines a series of transit-specific goals to support the State's clean energy transition, including working with [CDOT's Division of Transit and Rail](#) to increase the number of electric transit vehicles and providing education and outreach on the availability of funding for electrified transit options. Several transit agencies that provide service to Berthoud residents have transitioned a portion of their fleets to ZEVs, including Transfort and Via Mobility Services. As the ZEV market develops, transit agencies should work with local, regional, and state partners to adequately prepare for funding, operating, and maintaining ZEVs.

Mobility Hubs

CDOT is planning for and constructing mobility hubs along the I-25 corridor to serve Bustang North and South Lines and potentially Front Range Passenger Rail in the coming years. One of these mobility hubs is located in the Town of Berthoud and will support Bustang service from Fort Collins and Denver. Berthoud's mobility hub is classified as a Type II hub, which includes a wide range of amenities such as real-time transit information and EV charging stations. Berthoud's mobility hub is one of two that are currently under construction. In total, 20 mobility hubs are currently planned, under construction, or completed across the Front Range.

Public Engagement Approach

Project Awareness Strategy & Engagement Tools

To ensure a wide-range of community members were able to provide feedback, engagement tools were provided online and at an in-person event. Engagement tools included a survey focused on transit priorities and an interactive vision wall. These tools encouraged community members to provide input on who transit should serve, where transit service should connect to, and the types of trips people would like to take by transit.

Several educational materials were also provided through the project webpage, berthoudtransitassessment.com, and at the in-person event at the grand opening of the Berthoud Recreation Center (November 20, 2021). These materials included a one-page project fact sheet that presented a brief overview of the project context, schedule, and website along with key highlights from the existing conditions report. It also included an informational outline of transit service in and around Berthoud and different transit service types and categories.

Public Engagement by the Numbers

-  **OVER 50** People reached at grand opening of the Berthoud Recreation Center
-  **OVER 100** Project business cards distributed to community members
-  **OVER 25** Vision statements provided for the Transit Vision Wall



Public Engagement Key Takeaways & Findings



Community members were most concerned with destinations/regions that transit service could connect to.



There was particular interest in being able to connect to regional service or direct service to Denver, the Denver International Airport, and Boulder.



Most community members that participated in the first phase of engagement were not familiar with BATS or RAFT, and a larger portion had not utilized either service.



Fixed-route transit service that is linked through accessible and inclusive multimodal options is viewed favorably.



Commuting/school was the top type of trip community members would use transit services for.



It was communicated that a balance between frequent service and longer service hours is needed to accommodate the needs of transit dependent populations and commuters.



Over 90% of respondents indicated that they would be open to using transit service to get around town or to connect to other areas in the region.

Vision

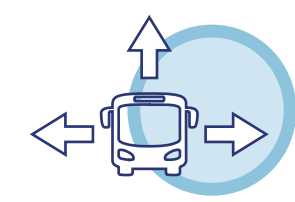
This vision statement serves as an aspirational guide for future transit growth and investment.

The Town of Berthoud has accessible and efficient transit service, providing community members transportation options to reach local and regional destinations as well as connect to regional transit services.



Goals

The goal of this Transit Assessment is to evaluate and identify the best suited transit service for the Town of Berthoud both now and into the future. A transit service that is:



ADAPTABLE

Transit serves the current needs of the community today and evolves to meet the needs of a growing community and region



EFFICIENT

Utilizes current and future financial resources to maximize ridership



INTENTIONAL

Transportation and land use plans include multimodal infrastructure and support future transit service needs



ACCESSIBLE

Transit vehicles and supporting infrastructure are safe, comfortable, and easy to use by people of all ages and abilities



CONNECTED

Transit efficiently connects to local destinations, regional destinations, and other transit services



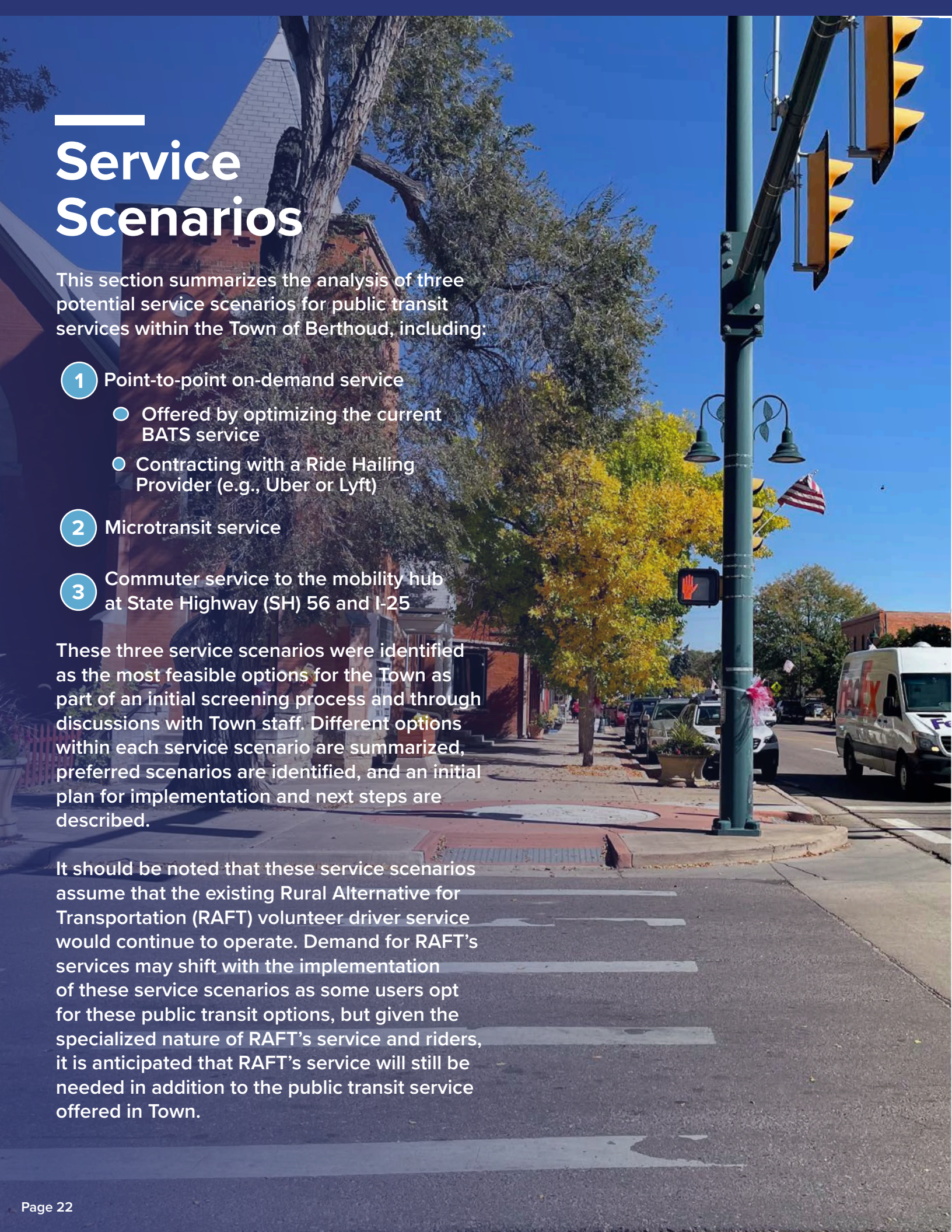
INTEGRATED

Information on local and regional transit service is readily available and easy to access



RELIABLE

Transit service is dependable and an attractive mobility option



Service Scenarios

This section summarizes the analysis of three potential service scenarios for public transit services within the Town of Berthoud, including:

- 1 Point-to-point on-demand service
 - Offered by optimizing the current BATS service
 - Contracting with a Ride Hailing Provider (e.g., Uber or Lyft)
- 2 Microtransit service
- 3 Commuter service to the mobility hub at State Highway (SH) 56 and I-25

These three service scenarios were identified as the most feasible options for the Town as part of an initial screening process and through discussions with Town staff. Different options within each service scenario are summarized, preferred scenarios are identified, and an initial plan for implementation and next steps are described.

It should be noted that these service scenarios assume that the existing Rural Alternative for Transportation (RAFT) volunteer driver service would continue to operate. Demand for RAFT's services may shift with the implementation of these service scenarios as some users opt for these public transit options, but given the specialized nature of RAFT's service and riders, it is anticipated that RAFT's service will still be needed in addition to the public transit service offered in Town.



1

Service Scenario: Point-to-Point On-Demand Service

This scenario looks to supplement current operations with new booking technologies to make the current service more efficient and accessible. Under this service scenario, riders request a ride and are picked up at their origin within a defined service area, such as the Town limits, and dropped off at their destination within the service area, similar to the current Berthoud Area Transportation System (BATS) service. However, exceptions could be made for out-of-town trips similar to the current BATS service (e.g., Uber or Lyft). This service scenario looks to supplement current operations with new booking technologies to make the current service more efficient and accessible.

2

Service Scenario: Microtransit Service

Microtransit is a form of demand response transit that leverages smartphone technology using a smartphone app to match trip requests in real-time to dynamic routes within a defined service area. For users, it is like using a ride-hailing service such as Uber or Lyft with the ability to request a trip within a short timeframe (typically 15 minutes or less) and be picked up and dropped off within a short distance of their origin and destination points (typically 1-2 blocks or less). Microtransit typically operates with smaller vehicles such as cars, vans, or shuttle buses.

3

Service Scenario: Commuter Service Connection

This section details options for establishment of a commuter service connector between the Town of Berthoud and the Mobility Hub at I-25 and SH 56 in addition to the microtransit service. This commuter option assumes that CDOT's Bustang North Line serve the Mobility Hub within the next two years.

1. Service Scenario: Point-to-Point On-Demand Service



Under this service scenario, riders request a ride and are picked up at their origin within a defined service area, such as the Town limits, and dropped off at their destination within the service area, similar to the current BATS service. However, exceptions could be made for out-of-town trips similar to the current BATS service.

Service Models

Two different point-to-point on-demand service scenarios were evaluated as part of this analysis, the first assumes that the Town maintains its role as a service provider, and the other assumes that the Town contracts with a private transportation network company (TNC) provider.

Expanding And Optimizing BATS System

The Town currently offers point-to-point service within Berthoud, along with weekly rides to the City of Loveland and the City of Longmont. Under the current program, riders are required to be registered, and riders must call before 4:00 PM at least one business day before the needed trip. Trips are also prioritized based on type. Medical trips have top priority, then employment trips, followed by education trips. Under an expanded and optimized model, anyone would be eligible to use the service and requests could be made the same day up to 30 minutes before the trip is needed.



Eligibility

Open to all users; trips no longer prioritized by trip type



Service Area

Maintain BATS's current service area, State Highway 287 on the north and west, County Road 4E on the south and County Line Road to the east (approximately 9 square miles)



Service Hours

Expand the service hours from 8 AM to 4 PM to 7 AM to 7 PM. Ridership in the early morning and evening hours should be monitored to determine if evening service hours should be refined in the long-term



Trip Booking

Optimize the program's booking technology to an on-demand software that can utilize both a dispatcher through a call service or smart phone applications. Multiple booking platforms allow for same-day, on-demand trip booking, potentially within 30 minutes or less, and can be tailored to meet the Town's needs



Fares

Maintain \$1.00 fare for a one-way trip; it is recommended that the Town offer fare-free service, at a minimum, under a pilot program to maintain existing ridership and encourage additional ridership

Contracting with a Ride Hailing Provider

Under this model, the Town would contract with a ride hailing company (such as Lyft, Uber, HopSkipDrive, etc.) to provide service. Ride hailing companies match riders with drivers who use their personal vehicle through an online-enabled web application. Ride hailing companies also typically offer a less expensive shared-ride option that will match riders going in a similar direction (such as Lyft Line and UberPool).



Eligibility

Open to all users; trips no longer prioritized by trip type



Service Area

Maintain BATS's current service area, State Highway 287 on the north and west, County Road 4E on the south and County Line Road to the east (approximately 9 square miles)



Service Hours

Expand the service hours from 8 AM to 4 PM to 7 AM to 7 PM. Ridership in the early morning and evening hours should be monitored to determine if evening service hours should be refined in the long-term



Trip Booking

Provide an on-demand booking mechanism that can utilize smart phone applications. A contracted ride-hailing service such as Lyft or Uber would have an average wait time of 15 minutes between booking a ride and being picked up

Potential Ride Types:

- *Regular, unshared ride* – traditional ride hailing that carries one user or user group at a time
- *Shared ride* – this ride opens a ride request to other users who are requesting a ride with a similar route at a similar time, allowing the vehicle to carry multiple passengers



Fares

Maintain \$1.00 fare for a one-way trip under a flat fee subsidy or other fare structures could be considered for ride-hailing service

- *Flat fee subsidy* – charges riders a flat cost for each ride
- *Percentage subsidy* – subsidizes a percentage of each ride up to a certain amount
- *Full subsidy* – makes the ride-hailing service free for all users

Expanding And Optimizing BATS System Considerations

- Optimizing the existing service with a new booking technology while leaving many of the current service parameters in place would require the least amount of investment and come with the least amount of risk.
- The existing BATS service already has some name recognition, ridership, and a client base. Continuing to build on that with expanded marketing and an easier to use system may increase the intuitiveness for current users and attract new riders.
- Collecting and monitoring data is easier and more accessible when the Town is the operator. Other agencies have faced challenges in receiving data in a timely and detailed manner when working with ride hailing agencies.

Contracting with a Ride Hailing Provider Considerations

- Contracting with a ride hailing provider is more of a turn-key solution, transferring the financial risk and staff resource requirement from the Town onto the provider.
- A ride-hailing company would bring experience and efficiencies. Ride hailing providers have the benefits that come with economies of scale in the development and application of technologies, pool of drivers, and marketing that the Town currently lacks.
- The cost to provide the services through a ride hailing provider is estimated to be lower per rider than the current BATS program, meaning the service would be more cost effective. However, an up-front cost should be expected by the Town to attract a ride-hailing provider to enter the Berthoud market and maintain adequate service levels. And, since ride hailing companies remain subsidized by investors, the cost per ride might change into the future as the financial models and market for ride hailing providers evolves in the region and around the country.
- Developing a contract with a new provider may require going out to bid, and additional resources and time.
- It may not be feasible to get a contract with a ride hailing company. Nationally, ride hailing providers are reluctant to create partnerships in less dense, outlying communities. The Town will need to further explore whether a ride hailing partnership is an option.

Recommendations & Next Steps

Based on the analysis, both expanding and optimizing BATS with new booking technologies or contracting with a ride hailing agency to provide point-to-point on-demand service would be an effective way to meet the Town's goals and would result in a similar service. However, the ability to secure a contract with a ride hailing company remains a primary unknown.

Given these unknowns, **it is recommended as the next step that the Town initiate conversations with potential providers (both booking technology software providers and ride hailing companies)** to determine whether the service assumptions are feasible and what tradeoffs would need to be made.

On-Demand Recommendations

Assuming both on-demand models are feasible, the recommendation from this report is to pursue a contract with a ride hailing agency. Because ride hailing agencies offer both individual and shared rides, generally have a lower pricing model, and a fully established online booking and payment platform, contracting with a ride hailing agency is anticipated to result in higher overall ridership at a lower cost per ride compared to the current BATS program. Ride hailing agencies also have already established platforms that can more easily be leveraged for marketing the program. However, as noted previously, there are some risks to contracting with a ride hailing agency. Risks include reliability of drivers to meet demand and unknowns regarding the long-term sustainability of their model.

2. Service Scenario: Microtransit Service



Microtransit is a form of demand response transit that leverages smartphone technology using a smartphone app to match trip requests in real-time to dynamic routes within a defined service area. For users, it is like using a ride-hailing service such as Uber or Lyft with the ability to request a trip within a short timeframe (typically 15 minutes or less) and be picked up and dropped off within a short distance of their origin and destination points (typically 1-2 blocks or less). Microtransit typically operates with smaller vehicles such as cars, vans, or shuttle buses.

Success Factors

In the past decade, microtransit has developed and matured into a feasible public transportation service option for many communities. As a result, many lessons have been learned about what success factors contribute to a successful microtransit program:

- ✓ A defined service area, utilizing one vehicle for every two to five square miles (depending on density)
- ✓ Mix of population densities within service area, often matching low to medium density housing with higher density commercial areas
- ✓ Key destinations within the service area, such as shopping/retail, employment centers, transit hubs or high frequency transit, medical services, and social services
- ✓ Ability to group trips to/from key destination at similar times
- ✓ Robust marketing and public education
- ✓ ADA accessible vehicles and call-in option for those without smartphones
- ✓ Fare structure that balances convenience, affordability, and ridership goals

Service Delivery Models

Microtransit has two primary models for delivery of service: agency operated and turn-key contracts.

- Agency operated models are when a municipality or public transit agency operate and manage the service directly with agency-owned vehicles and agency-employed drivers, but the technology platform to enable real-time ride-matching would be purchased. This is often called Software as a Service (SaaS) model and is on a subscription basis per vehicle operated.
- Under turn-key contracts, a municipality or public transit agency contracts with a vendor who provides and manages all aspects of the microtransit service including marketing and promotion, provision of vehicles and drivers, technology platform, reporting, and program administration.

Town-Operated Microtransit

Town-operated microtransit is less expensive and provides for more control and oversight of the service, but it comes with higher capital equipment costs and requires Town organizational infrastructure. Town-operated microtransit provides the following advantages and disadvantages to a community or agency considering microtransit implementation:

Advantages

- Lower ongoing operational costs
- More control of service quality, customer experience, and operational procedures
- Allows Town to adapt or change service quickly without contractual limitations
- Simpler procurement and contracting process for ride matching software

Disadvantages

- Higher upfront and replacement vehicle capital costs
- Requires hiring and management of drivers, mechanics, and support staff
- Puts more compliance requirements onto Town
- Takes longer to plan and implement new service
- Requires Town to learn operational aspects of microtransit and build institutional knowledge

Contracted Microtransit

Contracted microtransit provides for a quick and easy implementation and an ongoing operational path for the Town, but comes with a higher cost and less control. Turn-key microtransit provides the following advantages and disadvantages to a community or agency considering microtransit implementation:

Advantages

- Can be deployed quickly
- Does not require public transportation knowledge or expertise
- Does not require hiring or management of drivers, mechanics, or administration staff
- Contractor accountability for service quality
- No (or low) vehicle capital costs
- Leverage of vendor's scale of operations
- Puts most compliance requirements onto vendor

Disadvantages

- Less overall control of service quality, customer experience, and operational procedures
- Higher ongoing operating cost
- Flexibility, responsiveness, and adaptability of service constrained to terms of contract
- Requires oversight by Town (or contractor)

Recommendations & Next Steps

Based on the analysis completed to-date, both town-operated and contracted turn-key microtransit would be feasible ways to meet the Town's goals. Of the two service scenarios, **the recommended model is turn-key microtransit since the path to implementation is quicker and more efficient.** Leveraging the experience and knowledge of a microtransit vendor will ensure quality and ease of implementation, as well as ongoing operations. As a next step, it is recommended that the Town initiate conversations with potential vendors to determine the relevant operational characteristics, including eligibility, service area, service hours, trip booking, and costs.



Eligibility

Open to all users; trips no longer prioritized by trip type.



Service Area

Maintain BATS's current service area, State Highway 287 on the north and west, County Road 4E on the south and County Line Road to the east (approximately 9 square miles); should the Town desire to expand the service area in the future, a phased approach is recommended.



Service Hours

Offer service from 7 AM and 7 PM, Monday through Saturday. Ridership in the early morning, evening hours, and on Saturdays should be monitored to determine if these service hours should be maintained and/or refined in the longer-term.



Trip Booking

Utilize an on-demand software that can manage trips through a call service or smart phone applications; these platforms allow for same-day, on-demand trip booking, potentially within 30 minutes or less and existing riders will still have the option of booking rides a day in advance to guarantee a ride.



Fares

It is recommended that the Town offer fare-free service in Town under a pilot program, at a minimum, particularly as a way to encourage ridership. Out of town trips should remain \$4 to \$5 per trip.

3. Service Scenario: Commuter Service Connection



This section details options for establishment of a commuter service connector between the Town of Berthoud and the Mobility Hub at I-25 and SH 56 in addition to the microtransit service. This commuter option assumes that CDOT's Bustang North Line will be available at the Mobility Hub within the next two years.

Microtransit Flex Route

A microtransit flex route would operate as microtransit within the Town on Berthoud, picking up and dropping off riders anywhere within the service zone, combined with an express, direct route segment along SH 56 to the Mobility Hub.

The express route segment would operate on a specific schedule, but the in-town pick up and drop off times would vary within a pre-determined time range to allow for time for the bus to react in real time to trip requests. For example, for a 7:00 AM southbound departure from Berthoud to Denver, the rider requirement would be that trip requests would need to be submitted before 6:30 AM and would be fulfilled between 6:30 AM and 6:55 AM, depending on pick up location. This would give riders the assurance that the trip will connect with the Bustang service and leave the Mobility Hub no later than 7:00 AM. Pick up and drop off locations would be within one to two blocks of the rider's address. It is also possible that the express segment of the route could start and end at a central location in downtown Berthoud.

This microtransit flex route would likely be run with vans or small shuttle buses and through a turn-key contract with a private provider capable of operating a bus route and providing the necessary microtransit technology.

Recommendations

The three transit service models, Point-to-Point On-Demand, Local Microtransit, and Commuter Service, are all feasible options for the Town of Berthoud. While each service model could be implemented independently and would support some of the needs and opportunities of the Town, **the recommended service scenario is microtransit, implemented through a turn-key contract.** This path forward is a streamlined and efficient way to meet the growing Town's needs while taking advantage of opportunities in the transit industry. Leveraging the experience and knowledge of a microtransit vendor will ensure quality and ease of implementation, as well as ongoing operations.

As a next step, it is recommended that the Town initiate conversations with potential contractors to determine the relevant operational characteristics, including eligibility, service area, service hours, trip booking, and costs.

Funding Considerations

Funding has not yet been identified to implement microtransit service in Town. With an understanding of feasible service models and planning level cost estimates, Town staff, elected officials, and the community are equipped to make informed decisions and determine if, how, and when to expand mobility options in Berthoud.

If the Town decides to move forward with its vision for microtransit, creativity and resourcefulness will be imperative for success. Transit funding comes in many forms. While there are number of funding opportunities at the state and federal levels, the availability of funds is limited and competitive. The following summarizes funding options for consideration at the federal, state, and local levels.

Federal Funding

Federal transit grants are managed and awarded by the Federal Transit Administration (FTA) and are split into two categories: formula grants and discretionary grants. Formula grants are awarded based on a formula, usually allocated according to population, ridership, and/ or system extent, and are not competitive. Additionally, capital infrastructure funds are available at the federal level for projects ranging from major busway and rail systems to stop and station improvements.

The following list of federal programs focuses on funds for technology and operations:

- FTA Section 5311 – Formula Grants for Rural Areas (CDOT is the designated recipient)
- FTA Section 5310 – Enhanced Mobility of Seniors and Individuals with Disabilities
- FTA Enhancing Mobility Innovation (EMI) Program
 - Mobility On-Demand (MOD) Sandbox Program
 - Accelerating Innovative Mobility Initiative
 - Integrated Mobility Innovation Program
- FHWA's Advanced Transportation Technology and Innovation (ATTAIN)
- Congressionally Directed Spending requests

State Funding

State funding for transit projects is allocated through CDOT's Division of Transit and Rail. Annual funding availability can vary, and historically, state funds have been used to support the development of the interregional bus network and transit capital projects. State funding is highly competitive and typically local match is required. It is recommended the Town coordinate with CDOT, especially considering COVID-19 impacts, to determine potential funding to support microtransit service operations and regional transit connections in Berthoud.

Local Funding

Currently, the Town allocates funds from the 1998 sales tax to support transit services. The Town will need to evaluate competing transportation needs and priorities, including transit, in its budgeting process each year. In addition, the Town could consider other community-based funding initiatives such as transportation utility fees, and public-private-non-profit partnerships.



Implementation & Next Steps

Based on the assessment completed, both town-operated and contracted turn-key microtransit would be feasible ways to meet the Town’s transit goals for the future. And, the community outreach indicates that most community members support transit in Berthoud and would use the service to get around Town and to connect to other areas in the Region. However, given that there is currently no additional funding in place to implement microtransit, several next steps are needed to move transit forward.

● **CONFIRM SERVICE MODEL (SaaS OR TURNKEY)**

Town led // Anticipated timing: 2 to 3 months

- Confirming the microtransit service model will clarify the funding needed and many of the future responsibilities (for Town staff and/or a contractor).

● **CONDUCT ADDITIONAL RESEARCH**

Town led // Anticipated timing: 2 to 4 months

- Conduct additional research on federal and state grant opportunities to determine which have the most potential; submit grant applications, as appropriate.
- Meet with CDOT and the NFRMPO to determine if any formula or discretionary grants are available to support operations.

● **SECURE FUNDING**

Town led // Anticipated timing: 2 to 12 months

- Funding could be secured as a temporary pilot program or permanently.

● **DETERMINE SERVICE PROVIDER**

Town led // Anticipated timing: 1 to 4 months

- The Town could either sole source the contract to a preferred vendor or issue a competitive request for proposals (RFP)

● **FINALIZE SERVICE**

Service provider (Town or contractor) led // Anticipated timing: 3 to 6 months

- Conduct stakeholder and public outreach for all phases of service implementation t gather feedback on proposed service delivery, operational characteristics, service area, fares, etc.
- Finalize service design and algorithm parameters (i.e., booking model, maximum wait times, walking connections, vehicle type(s), service hours, service zone)
- Vehicle procurement (if applicable)
- Refresh branding, marketing, and promotional activities

● **LAUNCH SERVICE**

Service provider (Town or contractor) led

The timing of implementation and next steps largely depends on funding availability. If the Town were to entirely fund the transition to microtransit service through a turnkey contract, the process could be expedited and completed in approximately 6 months. Steps like applying for federal grants and issuing a competitive request for proposals would extend to the implementation process.



TOWN TRUSTEES INFORMATION



ADMINISTRATION DEPARTMENT

Meeting Date:	February 24, 2026
Agenda Title/Subject:	Richardson/Mountain Vista Park (MVP) Update
Type of Item:	Regular Item
Purpose:	Provide an update to the Town Board regarding the ongoing design and construction proposal process for MVP
Presented by:	Chris Kirk, Town Administrator

ATTACHMENTS:

- Updated design concept for the pool at MVP

BACKGROUND:

At the November 25th, 2025, Town Board meeting, Staff presented the updated designs for the development of MVP, including a new phasing plan intended to develop the ball fields and aquatics facility. Following the discussion, the Town Board authorized staff to complete the construction drawings and continue to study the cost and financing options for the project.

At the January 13th, 2026, Town Board meeting, Staff presented a further update on the design of the pool, including the recommendations from the Parks, Open Space, Recreation and Trail (PORT) committee. Feedback and direction regarding the pool design was received and direction to solicit proposals from contractors for construction of the park was given by the Board. Staff has attached the updated pool design and were able to incorporate many of the Board/PORT feedback items from the January discussions.

Beginning in January, staff solicited Statements of Qualifications (SOQ) from interested contractors to serve as Construction Manager/General Contractor (CMGC) for the construction of the project. In addition to the SOQ's, each interested contractor was required to submit an Opinion of Probable Cost (OPC) based upon current construction documents. As the design for the pool, and the updated phasing package is being currently completed, the documents represent a clear, but incomplete picture, of the project. Therefore, the OPC is not a binding bid but is intended to serve as evidence of the contractor's understanding of the project, a guide for future cost saving decisions, and an initial basis for the development of a future Guaranteed Maximum Price (GMP) to be prepared and approved at a future date, prior to construction. These exact steps are in parallel to the previous Recreation Center build process and by doing so the Town was able to get started earlier which secured better construction pricing on longer lead items as well as secure lower financing rates at the time which made our budget dollars stretch further for an overall better project. Staff is hopeful to continue that success if the desire of the Board is to move forward.

On February 17, 2026, the Town received four SOQ's and copies were provided to the Board via email

on February 18 for information. Of the four proposals, at least two represent the ability to construct the project within close range of the previously estimated budget of \$38 Million, using a variety of value engineering ideas to reduce cost without negatively impacting the overall exceptional quality of the park. Staff also believes that if the Board desires, it is still possible to construct the pool with an intended opening of Summer 2027.

To further the design and construction process, staff will interview the four firms that submitted proposals on February 26, 2026. These interviews will allow staff to confirm each contractor's qualifications and ability to construct the project, hear additional information about how the Town's budget and schedule goals can be met, and discuss any additional cost savings opportunities that will provide greater context for staff to recommend a contractor to the Board.

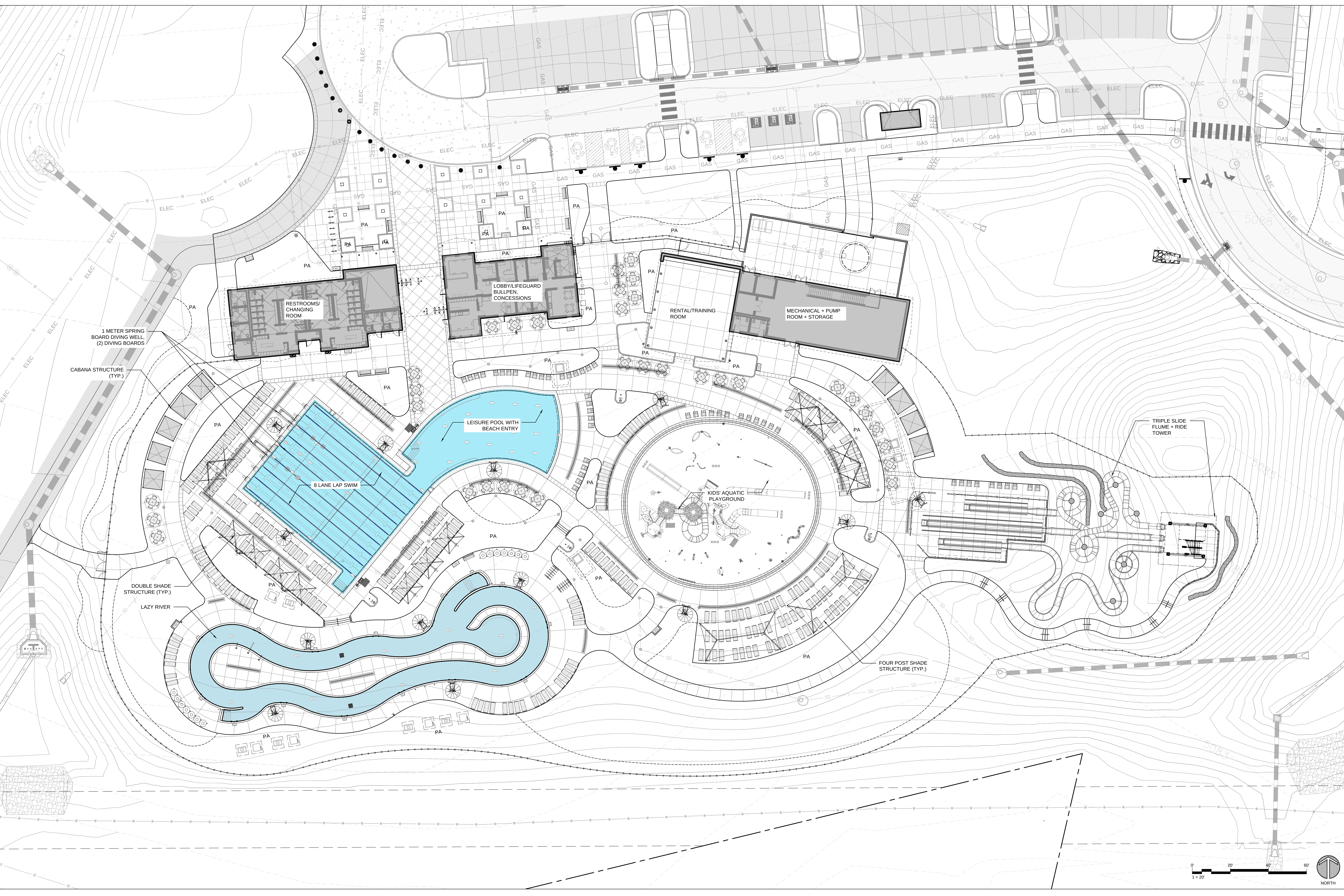
The intent of the above statement, is to bring this contractor recommendation to the Board on March 10, 2026. In parallel with this, Town staff is requesting that the Board provide direction on possible financing alternatives, including Certificates of Participation, or voter approved bonds, so that staff can better understand the schedule demands to deliver this project.

FISCAL IMPACT AND FUND SOURCE:

There is no fiscal impact at this time. Further Board decisions at future meetings will be necessary.

RECOMMENDED ACTION(S):

PROVIDE FEEDBACK AND DIRECTION TO TOWN STAFF, INCLUDING DIRECTING STAFF TO RETURN TO THE BOARD WITH A CONTRACTOR RECOMMENDATION ON MARCH 10, 2026



1 METER SPRING
BOARD DIVING WELL,
(2) DIVING BOARDS

CABANA STRUCTURE
(TYP.)

RESTROOMS/
CHANGING
ROOM

LOBBY/LIFEGUARD
BULLPEN,
CONCESSIONS

RENTAL/TRAINING
ROOM

MECHANICAL + PUMP
ROOM + STORAGE

8 LANE LAP SWIM

LEISURE POOL WITH
BEACH ENTRY

KIDS' AQUATIC
PLAYGROUND

TRIPLE SLIDE
FLUME + RIDE
TOWER

DOUBLE SHADE
STRUCTURE (TYP.)

LAZY RIVER

FOUR POST SHADE
STRUCTURE (TYP.)

TOWN TRUSTEES INFORMATION



ADMINISTRATION DEPARTMENT

Meeting Date:	February 24, 2026
Agenda Title/Subject:	Proposed Board Member Onboarding Process
Type of Item:	Regular Item
Purpose:	Consider the plan to onboard new Trustees following the April 2026 elections
Presented by:	Chris Kirk, Town Administrator

ATTACHMENTS:

- Draft Trustee Onboarding Plan

BACKGROUND:

As the April 2026 Town Board election approaches, Staff has considered prior feedback from the Town Board about the need to formally onboard new Trustees. Having a formal, scheduled process will accelerate the capability and understanding of new Trustees to make their service more purposeful and impactful.

After staff discussions, the attached Onboarding Plan was developed with the goal of providing a strong foundation of information and training for Trustees. Staff would like to present this plan to the Board and receive feedback regarding this plan's ability to meet current and future Trustees' needs.

Staff would also recommend that current Trustees participate in this onboarding process where appropriate and available so that the entire Board can function as a cohesive unit more quickly.

FISCAL IMPACT AND FUND SOURCE:

There is no need for additional funding to support this plan. Any costs associated with its implementation can be accounted for within existing budgets.

COMMUNITY TOUCHSTONES:

Bringing Trustees onboard through a formal process will strengthen the *Sustainability* and *Resiliency* of the Town by shortening the learning curve, reducing risk, and building a shared foundation for efficient and effective Board governance.

RECOMMENDED ACTION(S):

PROVIDE DIRECTION AND FEEDBACK TO TOWN STAFF REGARDING THE PLAN TO ONBOARD TRUSTEES



I. Pre-Swearing-In Preparation (Immediately After Election Results Are Certified)

A. Welcome Communications

Responsible: Town Administrator & Town Clerk

- Send a welcome and congratulations email including:
 - Explanation of onboarding timeline
 - Date of swearing-in
- Share contact information for Department Heads and Attorneys

B. Administrative Setup

Responsible: Town Clerk, IT, & Executive Assistant to the Town Administrator

- Prepare logins and technology including:
 - Email setup (@berthoud.org)
- Request biography
- Schedule headshot
- Update Town website Trustee page

C. Required Documents to Send

Responsible: Executive Assistant to the Town Administrator

- Adopted Board Code of Conduct
- Current year Budget
- Comprehensive Plan and links to other Town Master Plans
- Colorado Open Meetings Law reference materials from CIRSA and/or CML
- Other CIRSA ethics / liability material
- Summary of Committee and Commission responsibilities, including list of appointees and current board/staff liaisons

II. Swearing-In & First 30 Days

A. Swearing-In Ceremony

Responsible: Town Clerk

- Conduct oath per Colorado statute prior to Town Board meeting.
- Invite friends and family.
- Hold 15-minute social with snacks/desserts.
- All Department heads to attend.



B. Initial Orientation Meeting This should be a 90-120 minute session

Responsible: Current Mayor and Trustees, Town Administrator, Town Clerk, Town Attorney, Finance Director

Topics:

1. Structure of Local Government

- Statutory Town
- Role of Board vs. Town Administrator (policy vs. operations)
- Role of executive leadership staff and chain of communication

2. Legal & Ethical Requirements

- Open Meetings Law & CORA basics
- Conflict of interest rules
- Public communication expectations (email, social media, texts)
- Public notice requirements
- Quasi-judicial responsibilities (land use hearings)

3. Board Processes

- How to get items on an agenda
- How to work with the Town Administrator
- Meeting etiquette and parliamentary procedure
- Executive session rules
- Expectations for meeting prep (packet review, timelines)

4. Financial Overview

- High-level budget summary
- Fund structure (general fund, utilities, special funds)
- Major revenue sources & limitations (including TABOR)
- Capital improvement planning basics

5. Strategic Priorities

- Overview of current priorities, initiatives, and major projects
- Department org chart



6. IT & Equipment Training

- Email usage
- Town-provided devices
- Cybersecurity rules and recommendations

III. 30–90 Day Department-Level Briefings

Arrange briefings with department directors to give the Trustees foundational knowledge.

Can include tours as appropriate.

Departments to cover:

- Administration
- Finance
- Community Outreach
- Community Development
- Business Development
- Public Works
- Utilities
- Recreation
- Sheriff

Each briefing should include:

- What the departments do
- Current staffing
- Top challenges
- Key active projects
- How Trustees interact with or support the department

IV. Training & Development Requirements (Ongoing)

A. Other Future Trainings

- CIRSA Ethics Training
- Colorado local government basics (CML training)
- Open Meetings & Open Records law training
- Cybersecurity training

B. Recommended Conferences / Workshops

- Colorado Municipal League Annual Conference
- CML Newly Elected Officials training
- CIRSA governance workshops

TOWN TRUSTEES INFORMATION



ADMINISTRATION DEPARTMENT

Meeting Date:	February 24, 2026
Agenda Title/Subject:	Board Member Compensation
Type of Item:	Regular Item
Purpose:	Consider adoption of an Ordinance amending the compensation of future Mayors and Trustees
Presented by:	Chris Kirk, Town Administrator

ATTACHMENTS:

- Ordinance Amending 3.1-1 of the Berthoud Municipal Code

BACKGROUND:

At February 10, 2026, Regular Board Meeting, staff presented options for amending the compensation of future Town Trustees and Town Mayors, who take office after the April 2026 election.

The current compensation rates for the Berthoud Mayor and Trustees were established by Ordinance in March 2018. Under the current structure, the mayor receives \$200 per meeting, not to exceed \$600 per month. The Trustees receive \$150 per meeting, not to exceed \$450 per month. There are no other items included in the compensation structure for the Mayor and Trustees.

For information purposes, Colorado Revised Statutes (CRS) 31-4-305 states that,

“The emoluments of any member of the governing body, including the mayor, trustees, and councilmen, shall not be increased or diminished during the term for which he has been elected or appointed except in the case of abolition of an office, in which case the emoluments of the office shall cease at the time of such abolishment.”

Emoluments is simply another word for salary and as such, the CRS section referenced does not allow Board member compensation to increased or decreased during the term for which they were elected. While four of the current Trustees will be reaching the end of their terms in April, the remaining three will not reach the end of their terms until 2028 and therefore, any increase in compensation can only be effective in April for the four newly elected officials.

After discussion at the February 10, 2026, Town Board meeting, an Ordinance was prepared to amend compensation for future Mayors and Trustees as follows:

Mayor - \$500 per meeting attended

Trustee - \$350 per meeting attended

In addition to meeting compensation, the cost of an individual membership at the Berthoud Rec Center shall be covered by the Town for each Mayor and Trustee. The difference in cost of a partner, or family membership may be added to the membership at the expense of the elected official.

Lastly, the per meeting pay amounts shall be adjusted upwards annually in January of each calendar year, by 3%.

FISCAL IMPACT AND FUND SOURCE:

An adjustment to the 2026 Annual Budget will be made at mid-year to include the minor increase in expense associated with the adjusted pay

RECOMMENDED ACTION(S):

APPROVE THE ORDINANCE AMENDING 3.1-1 OF THE BERTHOUD MUNICIPAL CODE

**Ordinance No. 1377
Series 2026**

An Ordinance of the Town of Berthoud

Whereas, the Board of Trustees finds that the current compensation, which has been in place since 2018, does not adequately compensate the Mayor and Trustees for the time and effort required to fulfill the duties of their offices; and

Whereas, the Board of Trustees desires to increase the compensation for future Mayors and Trustees.

Now Therefore be it Ordained by the Board of Trustees of the Town of Berthoud as follows:

Section 1. Section 3.1-1 of the Berthoud Municipal Code is hereby repealed in its entirety and reenacted as follows:

3.1-1 Compensation.

(a) Each Trustee shall be paid \$150 for each regular board meeting, special board meeting or board study session which they attend; provided that in no month shall a Trustee be paid more than \$450; and further provided that a Trustee who takes office on or after April 7, 2026 shall be paid \$350 for each regular Board meeting, special Board meeting, or Board study session which they attend. When more than one of the preceding meetings occurs during the same session, the total compensation will be \$150 or \$350, respectively.

(b) The Mayor shall be paid \$200 for each regular board meeting, special board meeting or board study session which they attend; provided that in no month shall the Mayor be paid more than \$600; and further provided that a Mayor who takes office on or after April 7, 2026 shall be paid \$500 for each regular board meeting, special board meeting, or board study session which they attend. When more than one of the preceding meetings occurs during the same session, the total compensation will be \$200 or \$600, respectively.

(c) No member of the Board of Trustees will receive additional compensation for attendance at seminars; participation in the activities of the Colorado Municipal league; intergovernmental meetings; public appearances; or, other similar duties and activities.

(d) Each member of the Board of Trustees who takes office on or after April 7, 2026 shall have the option to receive one individual membership to the Berthoud Recreation Center at no cost. Any difference in cost of membership for a couple or family membership shall be the responsibility of the member.

(e) The compensation for each member of the Board of Trustees shall be increased by 3% annually on January 1 of each calendar year, beginning on January 1, 2027.

Section 2. Severability. If any provision of this Ordinance is determined to be invalid for any reason, such determination shall not affect the validity of the remaining provisions of this Ordinance, and the Board of Trustees hereby declares that it would have passed this Ordinance and each provision thereof irrespective of the fact that any one or more provisions may be declared invalid.

Section 3. Repeal. Existing ordinances or provisions thereof inconsistent with the provisions of this Ordinance are hereby repealed, except that this repeal shall not affect or prevent the prosecution or punishment of any person for any act done or committed in violation of any ordinance hereby repealed prior to the effective date of this Ordinance.

Introduced, approved and adopted this 24th day of February, 2026.

Town of Berthoud

William Karspeck, Mayor

Attest

Christian Samora, Town Clerk