

**GUNNISON SUSTAINABLE TOURISM AND OUTDOOR TOURISM COMMITTEE  
REGULAR MEETING MINUTES  
January 27, 2022**

The January 27, 2022 Gunnison Sustainable Tourism and Outdoor Tourism Committee (STORC) meeting was conducted by Zoom virtual online meeting, Gunnison, CO, 81230.

**Committee Members Present:**

Kevin Alexander, Chair  
Kimberly Schappert, At-Large Community Member  
Hannah Cranor, Stockgrowers' Association  
Roman Kolodziej, Mount Crested Butte Town Council  
Mallory Logan, City of Gunnison  
Brandon Diamond, CPW  
Mona Merrill, Crested Butte  
Loren Ahonen, Met Rec

Jake Jones, Crested Butte Land Trust  
Joellen Fonken, UGRWCD  
Matt Reed, High Country Conservation Advocates  
John Norton, Gunnison Crested Butte Tourism Association  
Steve Guerrieri, Stockgrowers' Association  
James Lovelace, BLM  
Roman Kolodziej, Town Mount Crested Butte  
Mark Voegeli, CBMR

**Others in Audience:**

Jon Kaminsky, BLM  
Joey Carpenter, Town of Crested Butte  
Dayle Funka, USFS  
Janna Hansen, Town of Crested Butte  
Matthew Merritt  
Bella Biondini  
Carolynn Cherry  
Matthew Merritt  
Karen Williams  
Dave Gosen  
Rob Strickland  
Joseph Carlson

Eli Smith  
Jack Mor  
Aaron Drendal, USFS  
Nick Catmur, USFS  
Lizzy Bauer  
Emily Olsen, NFF

**Staff:**

Joe Lavorini, Gunnison County Stewardship Coordinator-National Forest Foundation  
Cathie Pagano, Community and Economic Development Director

**CALL TO ORDER:** Alexander called the January 27, 2022 meeting to order at 2:02 PM.

**AGENDA APPROVAL:** Agenda approved as presented.

**APPROVAL OF DECEMBER 16, 2021 MINUTES:** Moved: by Fonken and seconded by Jones to approve the December 16, 2021 meeting minutes as amended. Motion passed unanimously. Guerrieri abstained.

The next meeting will be February 24, 2022

### **STOR COMMITTEE CHAIR & VICE CHAIR APPOINTMENTS**

Joe shared the STOR committee officers and duties. Alexander suggested that they table the appointments until February due to the BOCC appointments. Norton moved to table the appointments of chair and vice chair until the February meeting. Kugler seconded.

### **BUREAU OF LAND MANAGEMENT – GUNNISON FIELD OFFICE MANAGER INTRODUCTION**

Alexander introduced Jon Kaminsky. Kaminsky is the new field officer for Gunnison BLM. Kaminsky gave some background on himself. Alexander asked Kaminsky how familiar he is with STOR and if he needed any information or introductions. Kaminsky responded that Lovelace has informed him of STOR as well as being a community member since 2012 he has been aware of what has been going on with recreation and tourism in the community. Alexander opened it to any questions or comments. Alexander commented that STOR values the relationship with BLM. The relationship is invaluable.

### **VOLUNTEER STEWARDSHIP TRAINING**

Lavorini mentioned that Loren Ahonen will be sitting in for Hedda Peterson who is on leave. Dayle Funka will be sitting in for Matt McCombs until a replacement is hired.

Lavorini stated that Volunteers for Outdoor Colorado reached out to STOR wanting to bring training to Gunnison geared towards volunteered stewardship crew leader training skills. Lavorini told the committee that there are 6 or so groups, HCCA, BLM, Forest Services, Gunnison Trails, and CMBA that have expressed interest in participating in the training. At the first meeting they looked at what skills are in the valley, what may be missing, and where do they want to take the training. It will mainly be around trails and trail maintenance. It will be a 2- day training. The training will have both hard skills and soft skills. VOC received a state grant to support these trainings. There will be no charge to the organizations. Diamond asked for Lavorini to loop him in on the conversation. Diamond commented that he thought the CPW was pursuing a VOC volunteer project grant. Lavorini stated that the grant VOC has is a CPW grant.

### **GUNNISON COUNTY STEWARDSHIP FUND-FUNDING RECOMMENDATIONS**

Lavorini presented on the 2022 funding cycle recommendation and The Gunnison County Stewardship Fund.

### **Results – Gunnison County Stewardship Fund**

"The Gunnison Stewardship Fund serves as an extremely effective mechanism to support the community's stewardship needs, which have only become more pronounced since the Pandemic. The Fund's collaborative structure not only helps leverage funding, but also ensures support of valued projects and community partners. As the County's local recreation district, Met Rec is proud to play a role in catalyzing the Fund's growth." - Hedda Peterson, Gunnison County Met Rec



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**Gunnison County Stewardship Fund  
Governance Structure**

**WHAT: VISION STATEMENT**

The Gunnison County Stewardship Fund (GCSF), working in alignment with the Gunnison County Sustainable Tourism and Outdoor Recreation (STOR) Committee, is an innovative, bold partnership dedicated to sustaining and enhancing Gunnison County's public and conserved lands. The GCSF is managed by the National Forest Foundation (NFF) as outlined in a Memorandum of Understanding with Gunnison County. The NFF aggregates funding contributions from Fund Partners and makes financial awards to local organizations based on the outcomes of an invited grant application process.

The partners' vision is to finance stewardship projects and support our economy by engaging people and leveraging resources to proactively protect our stated community values:

*A caring community*

*An engaged community*

*Connected to nature*

*A learning community*

*A good life*

*A healthy and active lifestyle*

*Family friendly*

*A secure community*

Community Values identified through the One Valley Prosperity Project: <https://gcbeconomicdevelopment.com/learn/ovpp/>

**WHERE: FUND GEOGRAPHY**

The GCSF is associated with the STOR Committee and helps to implement NFF and STOR Committee priorities across Gunnison County's public and conserved lands. Most projects and programs supported by the GCSF occur on the Gunnison and Paonia Ranger Districts of the Grand Mesa, Uncompahgre, and Gunnison National Forests in Gunnison County, Colorado. Where appropriate and aligned with the NFF Strategic Plan, occasionally projects will extend across and beyond these boundaries.

Lavorini explained to the committee that there have been a few changes to how the Stewardship operates. The small changes were to help improve communication between STOR and funding partners.

**Gunnison County Stewardship Fund  
Governance Structure Cont'd**

**WHO: FUND PARTNERS AND GOVERNANCE**

**GCSF Participants**

The GCSF is a partnership designed to finance stewardship projects. Many stakeholders are involved in the GCSF:

**STOR Committee**, who provides strategic GCSF guidance and recommends GCSF investments (for a list of STOR Committee members see Appendix A),

**GCSF Funding Partners**, who have contributed to the Fund for the current funding cycle and recommend GCSF investments,

**NFF**, who houses the GCSF, facilitates and has fiduciary responsibility for GCSF investments, provides matching funds through select agreements, and approves GCSF investments,

**Gunnison County**, who co-hosts the GCSF, provides strategic guidance and oversight of the STOR Committee, convenes the STOR Committee, and helps to leverage GCSF funds, and,

**STOR Committee**

The GCSF is guided by the STOR Committee. The STOR Committee includes 22 members in addition to the NFF. NFF staff in a shared NFF/Gunnison County role facilitate the STOR Committee.

**STOR Committee-GCSF Funding Partner Joint Meetings**

The STOR Committee hosts two special joint meetings annually with GCSF Funding Partners to review GCSF project proposals and to make funding recommendations for investments to NFF staff. GCSF Funding Partners designate one representative who participates in the annual joint meetings. During the first meeting, GCSF Funding Partners participate in STOR Committee discussions and provide project recommendations to NFF staff. During the second meeting, GCSF Funding Partners and STOR Committee members vote to make funding recommendations. NFF staff convey recommendations to its NFF Board of Directors, who retain final decision-making authority on all investments.

## Governance Structure Cont'd

### **STOR Committee Members & Funding Partners**

#### **STOR Committee Members**

Brandon Diamond, Colorado Parks & Wildlife  
Christie Hicks, At-large (Vice Chair)  
Dave Ochs, At-large  
Dayle Funka, U.S. Forest Service  
Deanna Greco, National Park Service  
Jim Lovelace, Bureau of Land Management  
Hannah Cranor, At-Large  
Hedda Peterson, Met Rec  
Jake Jones, At-Large  
Joellen Fonken, Upper Gunnison River Water Conservancy District  
John Norton, Tourism and Prosperity Partnership  
Jonathan Houck, Gunnison County  
Kevin Alexander, At-large (Chair)  
Kimberly Schappert, At-large  
Mallory Logan, City of Gunnison  
Mark Voegeli, Crested Butte Mountain Resort  
Matt Reed, At-large  
Mona Merrill, Town of Crested Butte  
Roman Kolodziej, Town of Mt. Crested Butte  
Scott Borden, Western Colorado University  
Steve Guerrieri, Gunnison County Stockgrowers Association  
Tim Kugler, At-large

#### **Funding Partners**

Carolynn Sherry, Scenic River Tours  
David Gosen, Mt Emmons Mining Company  
Jay Whitacre, Eleven/Irwin Guides  
Jon Norton, Tourism and Prosperity Partnership  
Loren Ahonen, Met Rec  
Mark Schumacher, Three Rivers Resort  
Mark Voegeli, Crested Butte Mountain Resort  
Salar Nabavian, Gunnison Energy

#### **Support Staff (non-voting members)**

Cathie Pagano, Gunnison County  
Joe Lavorini, National Forest Foundation

### **HOW: GUNNISON COUNTY STEWARDSHIP FUND PROCESS, STRUCTURE AND PROJECT CRITERIA**

#### **Making Decisions**

The STOR Committee and Funding Partners will recommend project investments through the following process:

1. The STOR Committee and Funding Partners identify possible projects with NFF staff.
2. Through discussion with the STOR Committee, the NFF invites project partners to submit Letters of Intent (LOI) to the NFF.
3. STOR Committee and GCSF Funding Partners review LOIs.
4. STOR Committee and GCSF Funding Partners meet to recommend projects to move forward to the full NFF application process. The STOR Committee works together to reach consensus by voting according to the STOR Committee's established protocols.
  - i. If the group is in general disagreement on an issue, dissenting members are responsible for proposing alternatives they believe might achieve consensus.
  - ii. The NFF will provide notice as early as possible to help prepare members for decision points, and in some cases may table decisions until future meetings.
5. During joint meetings, STOR Committee members and GCSF Funding Partners shall maintain confidentiality as it relates to project investment discussions and recommendations.
6. STOR Committee members and GCSF Funding Partners must agree to the NFF's Community Committee Confidentiality & Conflict of Interest policies. During joint meetings, STOR Committee members and GCSF Funding Partners will recuse themselves from the meeting and discussion of all projects if they have an actual or perceived conflict of interest with one or more projects.
7. NFF staff will track GCSF process and recommendations to accurately document support for project investments and appropriate recusals, and to communicate the recommendations to the NFF Board of Directors. All STOR Committee and Funding Partners will sign the NFF Conflict of Interest form.

#### **GCSF Project Selection Criteria**

Projects recommended for funding by the GCSF must align with the NFF's Strategic Plan and meet other criteria developed by the STOR Committee and GCSF Funding Partners.

#### **GCSF General Criteria**

Project is a priority of the land management entity where the project will take place. Project aligns with the values of the Gunnison County community as established by the One Valley Prosperity Project that led to the creation of the STOR Committee.

Project aligns with the STOR Committee values.

Project is designed, to the extent possible, to benefit all public lands in Gunnison County.

Project has all environmental and cultural compliance completed, including NEPA.

# Gunnison County Stewardship Fund Fund Partners



## Fund Balance

The Gunnison County Stewardship Fund invited proposals for 2022 investment and implementation from the Gunnison County Sustainable Tourism & Outdoor Recreation Committee. The Fund received 6 project proposals totaling \$250,452. Proposals are summarized on the slides below, and detailed Letter of Intent were sent to Funding Partners and STOR Committee members.

Funded projects must align with the Fund’s vision and criteria.

Total Funds Requested	\$250,452
Total Anticipated Available Funds	\$223,131

Lavorini explained to the committee that there are a few requirements due to a few funding partners wanting their contributions to go in a certain direction. Both CBMBA and Gunnison Trails have a minimum amount to be funded due to funding partners requirements.

Lavorini presented a recap of all of the proposals:

### Proposal #1

Project: Crested Butte Mountain Bike Association – Crested Butte Conservation Corps stewardship crew

Submitted by: Dave Ochs, CBMBA

Amount Requested: \$50,000

Description: The Crested Butte Mountain Bike Association would like to request \$50,000 for the 2022 Crested Butte Conservation Corps (CBCC) to support a trail and stewardship crew of 5-7 members. The 2022 CBCC will operate from May thru October and provide support to the Gunnison Ranger District, the Bureau of Land Management, local municipalities, and key community stakeholders by providing regular trail maintenance and improvements on public lands in the Gunnison Valley. The CBCC will also partner with the Gunnison Ranger District to continue the installation and maintenance of the designated camping initiative and perform regular stewardship efforts in conjunction with stakeholders.

Lavorini informed the committee that CBMBA changed their request from \$75,000 to \$50,000.

## Proposal #2

Project: Crested Butte Land Trust Projects

Submitted by: Jake Jones, Crested Butte Land Trust

Amount Requested: \$12,000

Description: The Crested Butte Land Trust is requesting \$12,000 in funding from the NFF Gunnison County Stewardship Fund to support the following improvements to sustainability at recreational sites near Crested Butte:

1. Long Lake: \$5,000 is requested to improve trails, mitigate erosion, restore damaged vegetation, install informational signage and other amenities, and improve accessibility for all users.
2. Peanut Lake Road winter signage: In partnership with CB Nordic, \$4,000 is requested for updates to informational and directional signage along CR 4 during winter months for users of groomed Nordic ski trails on CB Land Trust parcels.
3. Parking areas: \$3,000 is requested for materials to construct parking area delineation fences in order to better clarify parking area locations and prevent resource damage from the migration of parking into natural areas. These split-rail, zig zag style fences will be installed at recreation site parking areas at Peanut Mine, Long Lake and Slate River Road trailhead.

## Proposal #3

Project: Gunnison Trails – Professional Trail Crew

Submitted by: Tim Kugler, Gunnison Trails

Amount Requested: \$60,000

Description: Gunnison Trails requests \$60,000 from the Gunnison County Stewardship Fund to support our 2022 Professional Trail Crew. The 6-person trail crew will work a total of 3,600 hours on trail maintenance, construction and stewardship work on public lands across the Gunnison Basin. Work currently scheduled for 2022 includes building two new miles of non-motorized trail in Signal Peak, maintaining 45 miles of trail at Hartman Rocks and 20 miles of trail in Signal Peak and clearing and maintaining 25 miles of trail on the Gunnison National Forest. We will continue to partner with the BLM Gunnison Field Office on campsite cleanup and sagebrush restoration work at Hartman Rocks, as well as rollover installation and cheatgrass mitigation and monitoring efforts in Signal Peak. Our trail crew will also lead volunteer stewardship days with Western Colorado University students, the Gunnison and Crested Butte High School MTB Teams and the 6th grade class at the Gunnison Middle School, in addition to our weekly Trail Work Tuesdays.

## Proposal #4

Project: Hartman Rock Recreation Area Improvements

Submitted by: Kim Schappert, STOR Committee

Amount Requested: \$65,000

Description:

1Permanent toilet to replace the Porta Potty at the top of Kill Hill Road just beyond the kiosks

Estimated cost: \$65,000 for a two hole-r.

Given the popularity of camping and general traffic, a larger toilet would better serve the growing needs of that area.

## Proposal #5

Project: Taylor Park Beaver Dam Analogs

Submitted by: Matt Reed, High Country Conservation Advocates

Amount Requested: \$8,000

Description: The purpose of this project is to address the decline of wetlands and beavers in Taylor Park, Colorado. In 2021, Phase I resulted in the implementation of around 50 low-tech process-based restoration structures on Trail Creek that mimic beaver activity and other natural processes. These structures reconnect rivers and streams to their natural floodplain through overbank flows and enhance the depth, extent, and duration of inundation on the landscape. With the help of volunteers, this exceeded the project target of 20 structures. Fieldwork for Trail Creek Phase 2 will occur over two weeks between July 15 and Sept 15, 2022. We are requesting funding to support 6 to 8 community volunteer days to help with staging and implementation of the structures in Phase 2. Funding would provide volunteers with safety equipment, lunches, on-site volunteer coordination, education, and oversight.

## Proposal #6

Project: The Nature Connection - Wilderness Trail Crew

Submitted by: Ben Graves, The Nature Connection

Amount Requested: \$55,451.97

Description: The Nature Connection is a program of the Delta County School District with the goal of breaking down the barriers to getting outside. They do this through offering outdoor summer programs, environmental education field trips, internships in outdoor stewardship jobs and trail development near local schools. The Wilderness Trail Crew program offers up to 4 high school youth the opportunity to work with USFS staff to maintain and enhance trails in the Paonia Ranger District of the Gunnison National Forest. Crew members primarily camp in the backcountry and are responsible for clearing downfall, repairing tread and enhancing the visitor experience for the increasingly popular trails along the Kebler Pass Corridor in Gunnison County. This experience not only helps keep our public lands safe and accessible, but also engages dedicated youth from underserved rural areas who have a passion for being outside and want to pursue a career in environmental stewardship. The Nature Connection is requesting \$55,451.97.

The Gunnison County Stewardship Fund recommended the following funding to start the conversation for the committee:

1. CBMBA: Requested \$50,000; Fund @ \$45,000 (must fund at minimum \$30,625)
2. Gunnison Trails: Requested \$60,000; Fund @ \$55,000 (must fund at minimum \$30,625)
3. High Country Conservation Advocates: Requested \$8,000; Fund @ \$6,500
4. The Nature Connection: Requested \$55,451.97; Fund @ \$46,631
5. Hartman Rocks: Requested \$65,000; Fund @ \$60,000
6. Crested Butte Land Trust: Requested \$12,000; Fund @ \$10,000

Available Funding: ~\$223,131

The Gunnison Sustainable Tourism and Outdoor Tourism Committee had the following discussion.

Alexander asked how NFF and Funding Partners arrived at the amounts suggested. Lavorini responded that it was an internal conversation based off what they knew about the projects and what the project

budgets looked like. It wasn't on percentage. Ratio not consistent but the recommendation is to fund each one project.

Norton asked was in on the internal conversation to make recommendations. Lavorini answered internal with NFF.

Kolodziej commented that at the last meeting they did not touch on the last bullet point of the criteria: that project has all environmental and cultural compliance complete. Lavorini stated that he believes that each proposal does fall into that criteria. Lovelace commented that in terms of Hartman Rocks being shovel ready the toilet was identified as an implementation item in the Hartman Rocks recreation management plan. They have done their environmental planning for that. The last piece they to do is physically verify the location on the ground. Alexander asked Lovelace if BLM committed to maintenance of the toilet moving forward. Lovelace responded that they are.

Ahonen asked if the Nature Connection work would take place in Gunnison County. Alexander responded that it is in Gunnison County.

Diamond stated that as he read that the governance structure is not clear that certain funds are earmarked for certain things. It would be nice to know how much \$ is earmarked so when asking for funding it can be explained. Diamond stated that the HCCA proposal is a great addition and diversity. He would support higher funding.

Norton had a suggestion on funding: CBMBA at \$50,000 seems like a good amount. We have to give them credit for the hundreds of volunteer hours they get. Norton suggested giving Gunnison Trails the full request. He added that if you look at the total spending HCCA proposal of \$8000 is a fraction of the total, The Hartman Rocks proposal he assumed the toilets total cost was \$65,000 and they would either get the toilet or not. The Nature Connection is new and they do not have a record with STOR.

Norton suggested that fully fund 1, 2, 3, 5, and 6 then fund the rest to The Nature Connection Merrill supported Norton's suggestion.

Pagano asked if Hartman Rocks Project does not get the full amount they asked for could they make up the difference or would they not get the toilet. Lovelace responded that they could probably make the situation work if it wasn't funded in full.

Alexander commented on Ahonen's comments: The Nature Connection is in Gunnison County but those who do the work are from Delta County.

Schappert commented on the Hartman Rocks Project. She stated that I they are going to do the toilet they need to do it right.

Voegli suggested that they fund HCCA at 100% because it is a phase 2 of a project. He does not agree with funding CBMBA at 100% and not funding Nature Connection. The trails they are working on are in Gunnison County and the trails need work.

Norton stated that he wasn't down grading The Nature Connection. He was looking at the relationship that STOR has with 5 of the projects and funding them 100%. He still recommended to fund Nature Connection with the remainder of the fund.

Alexander asked what NFF's thoughts are on this is relation to geographic diversity, project type diversity, and experience. Lavorini responded that one of the reasons that The Nature Connection is represented is NFF wanted to cast a wider net this year in diversity of proposals.

Emily Olson stated that there is a precedent to starting a new group out with smaller funding.

Ahonen stated that the smaller asks are expanding assets in our community and if the fund is bigger then it has been before then the group could fulfill clear direct asks. Alexander agreed with Ahonen.

Alexander asked if they wanted to move forward with the smaller asks then look at Gunnison Trails and CBMBA. Then give reduced funding to Nature Connection.

**Moved by Norton, seconded by Merrill** to fund numbers 1, 2, 3, 5, and 6 of the projects at 100% and give The Nature Connection the remainder of the fund.

Diamond asked if we were talking about fully funding for 5 and the remainder to the Nature Connection. Diamond has some trepidation on that. He doesn't want it to be the common of the group. Doesn't want it to be a standard operating procedure.

Cranor stated that if they fund like that it would be 24% to The Nature Connection and then 100% to others. It should be evened out.

Merrill strongly agrees with Norton, Reward the people who have been apart of this and encourage new comers. Without discouraging the relationships we have.

Funka stated that she participated in the December meeting and if you look at the minutes the CBLT materials for fencing the Forest Service will provide so that could reduce that amount. And regarding the #6 project the area is very busy and it is part of Gunnison County and we should take a hard look at it.

Alexander asked Funka if she had information on the track record of The Nature Connection from the Forest Service prospective. Funka responded that part of their mission is supporting youth and that is one of the committee's missions. They do a heck of a job for what they have.

Kolodziej suggested that 50% to the Nature Connection and a proportional deduction to Gunnison Trails and CBMBA.

Guerrieri stated it is important to look at The Nature Connection. The trails are important. We sometimes forget the perimeter and the boarder of our county. The trails are in poor condition and need help. The work that Gunnison Trails and CBMBA are re-routing and building new trails and it is important to concentrate on maintaining our existing infrastructure. Guerrieri suggested funding the smaller amounts 100% and do a proportion to the other 3.

Funka asked if they could see the breakdown if they change the funding to fund the 3 smaller projects at 100% and fund the other 3 at proportional amounts.

Lavorini stated that if they fund CBLT, Hartman Rocks, and HCCA are 100% it would leave a balance of \$138,131.

Alexander commented that there would be a shortage of roughly \$27,000. How do we want to distribute the remaining balance among the remaining 3 projects?

**Moved by Voegeli, seconded by Merrill** to amend Norton's motion to fund 1, 2, 3, 5, 6 at 100% and the remainder to The Nature Connection to the following funding structure: Fund CBMBA \$45,000, Gunnison Trails \$55,000, HCCA \$8,000, The Nature Connection \$38,131, Hartman Rocks \$65,000, CBLT \$12,000.

The motion carried with Diamond, Cranor, Ahonen, Fonken, Logan, Voegeli, Funka, Merrill, Kolodziej, Guerrieri, Norton, and Sherry voting yes. Lovelace, Jones, Schappert, Reed, and Kugler abstained.

Lavorini shared the last steps of the process.

### **Next Steps**

- NFF internal review process
- Partner notification
- Press release
- Media and reporting
- Funding partner development

### **GENERAL UPDATES FROM STOR COMMITTEE MEMBERS**

Request from Joe Carlson to recognize Aaron Drendel who served as the alternate to the district ranger. His last day is tomorrow, January 28<sup>th</sup>. He has accepted a position with the regional office. Joe Carlson will be stepping in and serve as the alternate on the STOR committee.

Ahonen commented that the community collaboration grant cycle for Met Rec funding will be this Spring.

Funka stated that USFS did submit scoping for north valley trails environmental assessment. That scoping period is open until March 31, 2022.

Alexander informed the committee that they are working on a Mergleman pond sign.

Hansen asked the committee if the Town of Crested Butte could possibly get on an upcoming agenda. The town will be draining Lake Irwin 2023 for repairs to the water intake.

Fonken reminded the committee that the Alley Loop is coming up and TAPP has raised the bar this year for the event.

**ADJOURN:** The January 27, 2022 meeting of the Sustainable Tourism and Outdoor Recreation Committee adjourned at 3:58 PM.

Prepared by Shannon Frias, Community Development, Administrative Assistant III