



Town Board of Trustees

Tuesday, November 14, 2023 at 7:00 pm

**PLEASE SILENCE ALL CELL PHONE AND ELECTRONIC DEVICES.
THANK YOU.**

1. Meeting Information

207 Muegge Way, Bennett, CO 80102

For a live stream of the meeting use the information below:

<https://us02web.zoom.us/j/82969043900>

Meeting ID: 829 6904 3900

Passcode: 166365

One tap mobile

+13462487799

2. Call to Order

Royce D. Pindell, Mayor

a. Roll Call

3. Pledge of Allegiance

Royce D. Pindell, Mayor

4. Approval of Agenda

Royce D. Pindell, Mayor

5. Consent Agenda

Royce D. Pindell, Mayor

a. October 24, 2023 - Regular Meeting Minutes

Attachments:

- **October 24, 2023 - Regular Meeting Minutes** (Draft_October_24th_Meeting_Minutes.pdf)

Public Comments on Items Not Scheduled for Public Hearing

The Board of Trustees welcomes you. Thank you for joining us for our Town of Bennett Board of Trustees Meeting. If you are not speaking, we ask that you please mute your microphone. For public comment please sign up on the provided sheet or in the chat box. If you are on the phone, once we

get through the sign-up sheet and chat box we will call for any other comments for items not on the agenda.

Your comments will be limited to three (3) minutes. The Board may not respond to your comments this evening, rather they may take your comments and suggestions under advisement and provide direction to the appropriate member of Town staff for follow-up. Thank you.

Regular Business

6. Action/Discussion Items

a. 2024 Town of Bennett Budget Second Draft

Danette Ruvalcaba, Director of Finance

Click the link below to view the Town of Bennett 2024 Town of Bennett Budget Dashboard

<https://app.smartsheet.com/b/publish?EQBCT=096c07ca0263469b866279618e808544>

b. 2024 Town of Bennett Directory of Fees First Draft

Danette Ruvalcaba, Director of Finance

Click on the link below to view the Town of Bennett 2024 Directory of Fees Dashboard

<https://drive.google.com/file/d/1MVQVXhiwH08DbxNINtgrLMONQz9rnwYX/view>

c. KnowBe4 Service Proposal

Adam Meis, Technology and Communications Manager

Click the link below to view the KnowBe4 Webpage:

<https://www.knowbe4.com/>

Click the link below to view the KnowBe4 Demo Video:

<https://www.knowbe4.com/2-minute-video>

Attachments:

- **Staff Report KnowBe4 Service Proposal** (0._KnowBe4_Staff_report.pdf)
- **SIPA Grant Application** (1._SIPA_Grant_Application__1_.pdf)
- **KnowBe4 Contract** (2._KnowBe4_Contract.pdf)
- **Suggested Motion** (suggested_motion.pdf)

7. Town Manager Report

Trish Stiles, Town Manager

8. Trustee Comments and Committee Reports

Mayor and Trustees

9. Adjournment

Individuals with disabilities who need auxiliary aids in attending the meeting may request assistance by contacting the Town Hall at 207 Muegge Way, Bennett, CO 80102-7806, (303) 644-3249. Please

give notice at least 48 hours in advance of the meeting to allow for enough time in making the necessary arrangements.

Contact: Christina Hart (chart@bennett.co.us 1303-644-3249 X1001) | Agenda published on 11/07/2023 at 12:44 PM



DRAFT

Town Board of Trustees

Minutes

Tuesday, October 24, 2023 at 7:00 pm

**PLEASE SILENCE ALL CELL PHONE AND ELECTRONIC DEVICES.
THANK YOU.**

1. Meeting Information

207 Muegge Way, Bennett, CO 80102

2. Call to Order

Royce D. Pindell, Mayor

Minutes:

Present:

Royce D. Pindell, Mayor
Whitney Oakley, Mayor Pro Tem
Kevin Barden, Trustee
Steve Dambroski, Trustee
Denice Smith, Trustee
Donna Sus, Trustee
Larry Vittum, Trustee

Staff Present:

Trish Stiles, Town Manager
Taeler Houlberg, Administrative Services Director
Danette Ruvalcaba, Director of Finance
Alison Belcher, Communications and IT Director
Daymon Johnson, Capital Projects Director
Adam Meis, IT and Communications Manager
Scotty Krob, Town Attorney
Christina Hart, Town Clerk

Public Present:

Kathy Smiley
Pat Siegman
Flora Goodnight
Diane Moler

DRAFT

a. Roll Call

3. Pledge of Allegiance

Royce D. Pindell, Mayor

Minutes:

The Pledge of Allegiance was led by Royce D. Pindell, Mayor

4. Approval of Agenda

Royce D. Pindell, Mayor

Minutes:

TRUSTEE VITTUM MOVED, MAYOR PRO TEM OAKLEY SECONDED to approve the agenda as presented. The voting was as follows:

Ayes: Dambroski, Oakley, Pindell, Smith, Sus, Vittum, Barden

Nays: None

Royce D. Pindell, Mayor, declared the motion carried by unanimous vote.

5. Consent Agenda

Royce D. Pindell, Mayor

Minutes:

MAYOR PRO TEM OAKLEY MOVED, TRUSTEE DAMBROSKI SECONDED to approve the consent agenda as presented. The voting was as follows:

Ayes: Oakley, Pindell, Smith, Sus, Vittum, Barden, Dambroski

Nays: None

Royce D. Pindell, Mayor, declared the motion carried by unanimous vote. **1. Action:** Approval of October 10, 2023, Regular Meeting Minutes

PUBLIC COMMENTS NOT ON THE AGENDA

Flora Goodnight, 2057 South County Road 149, expressed her gratitude for the Towns continued support. The Community Food Bank has seen significant growth. She asked about posting informational fliers on the east door of the Community Center.

a. October 10, 2023 - Regular Meeting Minutes

Public Comments on Items Not Scheduled for Public Hearing

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Your comments will be limited to three (3) minutes. The Board may not respond to your comments this evening, rather they may take your comments and suggestions under advisement and provide direction to the appropriate member of Town staff for follow-up. Thank you.

Regular Business

6. Action/Discussion Items

a. Veterans Day Proclamation

Minutes:

Royce D. Pindell, Mayor, has set his and caused the seal of the Town of Bennett, Colorado to be affixed this 24th day of October, 2023, along with the Town of Bennett Board of Trustees to call upon all citizens to observe Saturday, November 11, 2023 with appropriate ceremonies in honor of those who have served to preserve the principles of justice, freedom, and democracy.

b. 2023 Bennett Gives Back Grant Special Request

Minutes:

Danette Ruvalcaba, Director of Finance, presented an additional request for the 2023 Bennett Gives Back Grant from the Bennett School District.

TRUSTEE SUS MOVED, TRUSTEE VITUM SECONDED to table the item. The voting was as follows:

Ayes: Pindell, Smith, Sus, Vittum, Barden, Dambroski, Oakley

Nays: None

Royce D. Pindell, Mayor, declared the motion passed unanimously.

c. Capital Projects Department Update

Minutes:

Daymon K. Johnson, Capital Projects Director, provided the Board with a department update of capital projects.

No action was required.

7. Town Manager Report

Minutes:

- The Town has advertised that all Veterans can enjoy a free meal (excluding Prime Rib) at the High Plains Diner on Saturday, November 11th, 2023. The Town will reimburse the Diner for the meals.
- October 25th - Return from Avon (Energy Impact hearings)
- October 26th - Annual Town Trunk or Treat event from 4:00 p.m. - 6:00 p.m.
- Out of Office - November 6th - November 19th

8. Trustee Comments and Committee Reports

Mayor and Trustees

Minutes:

Kevin Barden, Trustee, reported on the following:

- Attended the REAP meeting on behalf of Trustee Sus. Trustee Barden offered to continue attending the meetings.

Larry Vittum, Trustee, reported on the following:

- Attended DRCOG

Royce D. Pindell, Mayor, reported on the following:

- Expressed his gratitude for everyone's support and well wishes to his family.

9. Adjournment

Minutes:

TRUSTEE SMITH MOVED, TRUSTEE DAMBROSKI SECONDED to adjourn the meeting. The meeting was adjourned at 8:06 p.m. Voting was as follows:

Ayes: Smith, Sus, Vittum, Barden, Dambroski, Oakley, Pindell

Nays: None

Royce D. Pindell, Mayor, declared the motion carried by unanimous vote.

Minutes Approved:

Royce D. Pindell, Mayor

Christina Hart, CMC / Town Clerk

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TO: Mayor and Town of Bennett Board of Trustees
FROM: Adam Meis, Technology and Communications Manager
DATE: November 14, 2023
SUBJECT: KnowBe4 Service Proposal

Background

In June of 2023, Staff applied for the Statewide Internet Portal Authority (SIPA) micro-grant. SIPA is the authority that the Town uses for our website and Google licenses. The micro-grant is offered to state and local governments to fund projects that support SIPA's mission of providing residents access to government through effective and efficient online and mobile technologies.

In September, the Town's grant application was awarded in the amount of \$10,116.

The intent is to use the awarded funds towards a service called KnowBe4. KnowBe4 is the world's first and largest security awareness training and simulated phishing platform that helps manage the ongoing problem of social engineering. Cyber threats are ever growing and they find new ways of attacking every day. Having the right firewall policies in place as well as the right antivirus software implemented is only part of the protection. The first line of defense is the user. KnowBe4's training material is provided in many facets and learning styles from training videos to full on simulated attacks which the Town's IT team can assess and create additional training to those individuals who need it. There are integrated abilities with KnowBe4 such as a phishing hook button in Gmail which allows users to click when they come across a suspicious email. The email is scanned by the KnowBe4 team and they will identify any potential threats. This service is something that not only Town Staff will benefit from but also residents who can access the training material and information through the Town's monthly newsletter.

The service contract is provided by SIPA and is for a 39-month term in the amount of \$9,863. This will cover the annual cost for five products provided by KnowBe4.

Staff Recommendation

Staff recommends the Board of Trustees authorize the Town of Bennett to enter into a standard Town Contract Agreement with SIPA for the KnowBe4 service to help further protect the Town as well as the residents of the Town from cyber threats.

Attachments

1. SIPA Grant Application
2. KnowBe4 Contract



Adam Meis <ameis@bennett.co.us>

SIPA Grant Application

1 message

FormAssembly Notification <sipa@cosipa.gov>

Tue, Jun 20, 2023 at 12:48 PM

To: ameis@bennett.co.us

Thank you for
submitting "SIPA Grant Application"

The follow information was submitted to SIPA for review.

Submitted on: 06/20/2023 12:47:23 PM
Completion time: 3 hr. 6 min. 24 sec.

Organization

Town of Bennett

Government Organization Type

- Municipality

Website URL:

<https://townofbennett.colorado.gov/>

First Name

Adam

Last Name

Meis

Email

ameis@bennett.co.us

Phone Number

3036443249

Introduction to the Organization

The Town of Bennet is a rapidly growing small Town located 45 minutes east of Denver on the I-70 corridor. In recent years we have built many new housing developments, parks, hotels, and amenities throughout the town. With a rapidly growing community, the Town has also hired many new staff members to accommodate the needs of the community.

Project Category

- Professional Services

Amount Requested. This must be a number.

10,116.00

One Sentence Grant Purpose Statement - Tell us what will you use the funds for?

The Town wants to utilize KnowBe4 services to train staff as well as our community to help protect the town from any potential cyber-attacks.

What Key Objectives do you Aim to Achieve with this Grant?

The key objectives are to train staff to be more aware of the potential cyber risks and how to identify those risks and take appropriate action. With the training material that Knowbe4 offers we will be able to implement the material to staff as well as to the public in our monthly newsletter that goes out to all community members. The tools that the KnowBe4 service provides will help in monitoring cyber activity as well as detect and diminish potential threats.

How will this grant impact your community?

This will help our community by informing them of the potential cyber risks out there. We will also be able to provide training material directly to the community. This will include not only documentation, but it will also include interactive hands-on video training.

Who will be Impacted by this Project?

The direct impact will be with staff and the Bennett organization, however, by staff becoming well versed and trained in cyber security risks they will be able to pass this to our community members through various types of communication methods.

How Many People will be Impacted by this Project?

1,001 to 25,000

Project Plan

We plan to have this project in place by the end of July. We need to approve the contract with KnowBe4 first. After the contract has been approved we will be able to start implementation and begin training staff and start monitoring and generating reports. The implementation process is fairly simple and will integrate with our Google Workspace/ Gsuite.

How will you measure outcomes & project success?

We will be able to monitor the outcome and success of the project by the generated reporting produced through the service. The service will monitor, analyze and report how users are handling any threats. When a potential threat has been detected a message will pop up with the appropriate steps to take. Through the simulated test that we will be able to conduct we will have the opportunity to provide additional training to those who do not pass the simulated events. As the knowledge of our staff increases the potential risks decrease.

Do you agree, by completing this application, to use any funds awarded for the purposes described in this application and that the responsibility for the appropriate disbursement of these funds is the organization's responsibility?

Yes

Do you understand that once the funds are awarded and dispersed, SIPA holds no further responsibility (financial or otherwise) to the organization?

Yes

By selecting "yes" to this item, you acknowledge and agree to allow SIPA to use your organization's name and related grant information in press releases and other promotional material.

Yes

Application Date

06/20/2023

[Town of Bennett - KMSATD CMP PHISHER SCH - 12 - 100 \(2\).pdf \(45Kb.\)](#)

Contact us if you have questions.

sipa@cosipa.gov

720-409-5634



Company Address 1300 Broadway
Suite 440
Denver, CO 80203
US

Expiration Date 11/20/2023
Quote Number 00003371

Prepared By Heather Nelson
Phone 7204095638
Email heather@cosipa.gov

Contact Name Adam Meis
Phone (303) 644-3249
Email ameis@bennett.co.us

Bill To Name Town of Bennett
Bill To 207 Muegge Way
Bennett, CO 80102
USA

Ship To Name Town of Bennett
Ship To 207 Muegge Way
Bennett, CO 80102

Product	Line Item Description	Sales Price	Quantity	Total Price
KnowBe4 Platform	KnowBe4 Platform (KMSATD), Diamond Subscription for up to 35 users; 39 month term: 11/20/2023 to 02/19/2027	\$2,702.00	1.00	\$2,702.00
KnowBe4 Platform	Knowbe4 Compliance Plus (CMP) Subscription up to 100 users; 39 month term: 11/20/2023 to 02/19/2027	\$1,615.00	1.00	\$1,615.00
KnowBe4 Platform	KnowBe4 PhishER (PHISHER) up to 100 users; 39 month term: 11/20/2023 to 02/19/2027	\$2,527.00	1.00	\$2,527.00
KnowBe4 Platform	KnowBe4 PhishER (PHISHER) up to 100 users; 39 month term: 11/20/2023 to 02/19/2027	\$3,019.00	1.00	\$3,019.00
KnowBe4 Platform	Kevin Mitnick Home Internet Security Course (KMHCN) Access; 39 month term: 11/20/2023 to 02/19/2027	\$0.00	1.00	\$0.00

Description Quote for the Town of Bennett for the listed KnowBe4 products and/or services for a 39 month term: 11/20/2023 to 02/19/2027, with the option to renew after 39 months.

Grand Total \$9,863.00

Please submit a signed SOW to me or sipa@cosipa.gov to procure and include the email address of the person who is supposed to receive the invoice.

Additional Details

Additional Details Please note: Fees are not refundable.

Please note: Fees may increase at next renewal.



Please note: This is not an invoice. Please do not submit payment until you have received an invoice.

Please note: If more than 35 users are needed during the term, you will be responsible for the additional fees for the users at the rate set by KnowBe4, prorated for the remainder of the term.

By signing the SOW, you are agreeing to the Terms and Conditions and you are agreeing to purchase the above mentioned subscriptions and/or services and you will be responsible for payment upon invoicing. You also certify that you have authority to enter into this agreement between your entity and SIPA.

October 25, 2023

Mr. Ajay Bagal
Executive Director
Colorado Statewide Internet Portal Authority
1300 Broadway, Suite 440
Denver, CO 80203

Project Name: Town of Bennett KnowBe4 Subscription Statement of Work

This Statement of Work Number 27 (“SOW”) dated and effective October 25, 2023, is made part of the Colorado Statewide Internet Portal Authority (“CO SIPA”) Master Services Agreement (MSA) with RubinBrown LLP (“RubinBrown”) effective April 30, 2019. RubinBrown will perform the services for the Town of Bennett, an Eligible Government Entity (“EGE”) Customer of CO SIPA.

1 Services to be Performed:

RubinBrown will provide a 39-month subscription for the KnowBe4 platform, including the following:

Service Deliverable	Description	Deliverable Date	Amount to be Paid
KnowBe4 Platform (KMSATD), Diamond Subscription for up to 35 users	As described	November 20, 2023 to February 19, 2027	\$ 2,702
Knowbe4 Compliance Plus (CMP) Subscription up to 100 users	As described		\$ 1,615
KnowBe4 PhishER (PHISHER) up to 100 users	As described		\$ 2,527
KnowBe4 Security Coach (SCH) up to 100 users	As described		\$ 3,019
Kevin Mitnick Home Internet Security Course (KMHCN) Access	As described		\$ 0
Total			\$ 9,863

Rob Rudloff will serve as the partner responsible for the overall supervision of the engagement and for authorizing the Firm’s signature on deliverables.

2 Additional Terms.

RubinBrown has entered into a Reseller Agreement dated February 5, 2018 with KnowBe4, Inc., a Delaware Corporation (“KnowBe4”), to allow you, by extension, to be a sublicensor of KnowBe4’s cloud based e-learning software (the “Licensed Software”). The KnowBe4

subscription is subject to KnowBe4's right, in its sole discretion, to decline provision of service to any Customer(s) and to immediately suspend, without notice, access to the services of any Customer and/or User who (i) is in violation of the services Agreement; (ii) poses a threat to the security or operation of the services and/or KnowBe4's systems; or (iii) exposes KnowBe4 to potential damages. KnowBe4 site setup and initial configuration support and such upgrades, enhancements, new versions or releases, bug fixes and any work-around that KnowBe4 may, in its sole discretion, make available to Customer. KnowBe4's maintenance and support does not include first level call center support. You agree to not reverse engineer, decompile, disassemble, or otherwise attempt to derive any of the Licensed Software's source code. You acknowledge and agree that you may not sell such copies and will not receive title to or ownership of any copy or of the Licensed Software itself.

THE KNOWBE4 SERVICES ARE PROVIDED ON AN "AS IS" AND "AS AVAILABLE" BASIS, AND WITHOUT ANY REPRESENTATIONS, WARRANTIES, CONDITIONS OR GUARANTEES OF ANY NATURE OR KIND WHATSOEVER, WHETHER EXPRESS, IMPLIED OR STATUTORY, OR ARISING FROM CUSTOM OR TRADE USAGE OR BY ANY COURSE OF DEALING OR COURSE OF PERFORMANCE, INCLUDING WITHOUT LIMITATION ANY REPRESENTATIONS, WARRANTIES, CONDITIONS OR GUARANTEES OF OR RELATING TO ACCURACY, CAPACITY, COMPLETENESS, DELAYS, DURABILITY, ERRORS, FITNESS FOR A PARTICULAR PURPOSE, ABSENCE OF NEGLIGENCE, VIRUSES OR OTHER HARMFUL COMPONENT, ERRORS OR INTERRUPTED SERVICE, MERCHANTABILITY, NON-INFRINGEMENT, PERFORMANCE, RESULTS, QUALITY, TIMELINESS, TITLE OR WORKMANLIKE EFFORT, ALL OF WHICH ARE HEREBY DISCLAIMED BY KNOWBE4 TO THE FULLEST EXTENT PERMITTED BY LAW. WITHOUT LIMITING THE GENERALITY OF THE FOREGOING, KNOWBE4 DOES NOT REPRESENT, WARRANT OR GUARANTEE THAT THE SERVICES WILL MEET THE NEEDS OF RESELLER, ANY CUSTOMER OR USER OR BE FREE FROM ERRORS OR THAT SERVICES WILL BE UNINTERRUPTED.

You agree to use all reasonable efforts to prevent the misuse of user names and passwords issued to you and your respective employees and representatives. You agree to immediately notify us and KnowBe4 if you discover or suspect any unauthorized use of the services, or if you know or suspect that any of the user names or passwords have been lost or stolen or become known to any unauthorized person. If KnowBe4, in its absolute discretion, considers a password to be insecure or to have been used inappropriately, then KnowBe4 may immediately cancel the password.

The EGE is fully and solely responsible for applying independent business judgment with respect to the services and work product provided by RubinBrown, to make implementation decisions, if any, and to determine further courses of action with respect to any matters addressed in any advice, recommendations, services, reports or other work product or deliverables to the EGE.

RubinBrown's work is not specifically designed to document or evaluate the overall internal controls structure. Therefore, RubinBrown's work cannot be relied upon to disclose all significant deficiencies and / or material weaknesses in the design or operation of the internal control structure. However, if during the course of performing the Services, RubinBrown becomes aware of such significant deficiencies, material weaknesses, or ways that RubinBrown believes the EGE management practices can be improved, RubinBrown will communicate them to the EGE.

RubinBrown's services cannot be relied upon to detect errors, irregularities, employee or management dishonesty, fraud, embezzlement or other illegal acts (hereinafter collectively referred to as "Irregularities"). Notwithstanding the foregoing, in performing the services, RubinBrown will advise the EGE of any such material Irregularities that come to RubinBrown's attention. However, the EGE understands that RubinBrown's services cannot be relied upon to detect such Irregularities.

As consultants, RubinBrown must necessarily rely upon the integrity and cooperation of management and the assistance of the EGE. As a condition of RubinBrown's engagement, the EGE management accepts responsibility for the completeness and truthfulness of representations and disclosures made to RubinBrown during the course of the work.

3 **Term of Service.**

Estimated Start Date: November 20, 2023
Estimated End Date: February 19, 2027

4 **Fees and Invoicing.**

RubinBrown will provide the services for a fixed fee of \$ 9,863 due at the initiation of the SOW. If more than 35 users are needed during the term, the EGE is responsible for the additional fees for the users at the rate set by KnowBe4, pro-rated for the remainder of the term.

Technology and administrative expenses will be billed at actual cost. The fees set forth above are based upon anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the engagement. If significant additional fees are necessary, we will discuss them with you and agree to a new fee estimate before additional fees are incurred. We will keep you informed of our progress and work closely with you to structure our work to ensure that it is completed in a cost-effective manner.

Any provision of this contract to the contrary notwithstanding, the financial obligations of the Town of Bennett shall be subject to annual appropriation by the Town. In the event of non-appropriation, this contract shall be deemed terminated and such termination shall not constitute an event of default by the Town.

5 **Primary Contacts.**

CO SIPA: Beth Justice, Sales and Marketing Director, SIPA

EGE: Adam Meis, Communications and Technology Manager, Town of Bennett, Colorado


RubinBrown: Rob Rudloff, Cyber Security Partner, RubinBrown LLP

IN WITNESS WHEREOF, CO SIPA, Town of Bennett Colorado, and RubinBrown, each acting with proper authority, have executed this SOW, to be effective as of the date first above written.

Colorado Statewide Internet Portal Authority

RubinBrown LLP

By: _____

By:  _____

Print Name: _____

Print Name: Rob Rudloff _____

Title: _____

Title: Partner _____

Date: _____

Date: October 25, 2023 _____

Town of Bennett, Colorado

By: _____

Print Name: _____

Title: _____

Date: _____

Suggested Motion

I move to authorize the Mayor and Town of Bennett to enter into a standard Town contract agreement with SIPA for the KnowBe4 service.