

Town of Yampa
December 6, 2017
Regular meeting minutes

TOWN OF YAMPA
DECEMBER 6, 2017
YAMPA TOWN HALL

BOARD MEMBERS PRESENT: Mayor Tom Yackey, Mayor Pro-Tem Mike Lewis,
Trustees Brian Ashley, Jeff Drust and Michael French

BOARD MEMBERS ABSENT: None

EMPLOYEES PRESENT: Public Works Superintendent (PWS) Eric Berry and
Town Clerk (Clerk) Janet Ray

AUDIENCE PRESENT: John Bristol, Gary Burkholder, and Brittany & Travis
Milway

Call to Order

Mayor Tom Yackey called the meeting to order at 7:00 pm.

Roll Call

Board roll call was taken.

2018 Proposed Budget Public Hearing

Clerk Ray reported that she did not make many changes in the water and sewer fund draft budget following last week's workshop. On the general fund, she said she still has approximately \$39,000 more in expenses than revenues. Clerk Ray said that she will be able to add around \$5,000 in revenues and she continues to decrease expense line items as she can. She will continue working on the budget until next week when it must be adopted, but if revenues and expenses are kept where they are at in the draft, some funding will need to come from reserves. Trustee Ashley asked Clerk Ray if she had had a chance to speak with Margaret Chipman regarding a cost estimate on janitorial, the answer being no. Mayor Yackey closed the public hearing.

Town of Yampa
December 6, 2017
Regular meeting minutes

Approval of Minutes

Consideration of approval of June 7, 2017, July 5, 2017, August 2, 2017 regular meeting and July 19, 2017 special meeting minutes

Trustee Lewis moved to approve the June 7, 2017, July 5, 2017, August 2, 2017 regular meeting and July 19, 2017 special meeting minutes. Trustee Drust seconded the motion and the motion passed unanimously on voice vote.

Audience participation – Non-agenda items

None

Audience participation – Scheduled items

John Bristol – Economic Development Director—Steamboat Springs Chamber

Mr. Bristol recently became the Economic Development Director at the Steamboat Springs Chamber Resort Association. He is attending meetings throughout Routt County to introduce himself and become familiar with what is happening around the county. Mr. Bristol explained that funding for the economic development department in the chamber comes 1/3 from Routt County, 1/3 from the City of Steamboat Springs and 1/3 from the Steamboat Springs Chamber Resort Association. Mr. Bristol left a pamphlet from the National League of Cities titled “What You Should Know 2.0: Elected Leaders and Economic Development”.

Old Business

Water system improvements update and consideration of any needed approvals (if any)

Clerk Ray said she is still working on her final reporting to Colorado Department of Public Health and Environment and Department of Local Affairs (CDPHE). She has nothing new to report on the pretreatment building. Surveyor Moon has marked the easement for the transmission line in relationship to the property line; Clerk Ray has not talked with Peter Flint and Jan Symchych about the easement. Northwest Colorado Consultants (NWCC) have done the test holes for the access road and pretreatment building. Western Bionomics did the high-water markings for the proposed access road and Mr. Moon did the survey work he needed to do in relationship to the road. The town received the grant extension paperwork from the Department of Local Affairs (DOLA), which Mayor Yackey signed and Clerk Ray returned to DOLA. It is too soon to have received the fully executed copy yet. Trustee Lewis talked to Bobby George regarding not getting the fence installed at the

Town of Yampa
December 6, 2017
Regular meeting minutes

infiltration gallery and Mr. George said it was not a problem as far as he was concerned. Clerk Ray said she has not spoken with Attorney Weiss about an amendment to the agreement. PWS Berry said he and Mike Beurskens, Civil Design Consultants (CDC) toured the proposed access road alignment and took some pictures of the staking for future reference.

Wastewater system improvements update and consideration of any needed approvals (if any)

Clerk Ray explained that next week at the special meeting, CDC will review the treatment options at the wastewater plant and the town board will consider which option they want to approve. Following that, the preliminary engineering report (PER) will be completed and sent to CDPHE. Clerk Ray noted that she had previously told the town board that the PER was sent to CDPHE at the end of October, which was incorrect. Clerk Ray noted that the 30-day notice for the public meeting was advertised in the legal notices of the Steamboat Pilot on Sunday, October 29, 2017 as required by law for next week's meeting.

Crossan's update and consideration of any needed approvals (if any) and Friends of Crossan's committee report

Trustee Drust reported that all involved with the project continue to brainstorm ideas for funding and cutting costs, so work can begin again. He stated that it appears Yampa-Egeria Historical Society is willing to apply for a Museum and Heritage Fund Advisory Board (MAHFAB) grant in the amount of \$10,000 and supply the \$10,000 cash match for some portion of the project that can be done towards the end of the rehabilitation. Contractor John Dobell has made some suggestions, but the final decision about what part of the project to use for the MAHFAB grant will occur sometime after the first of the year as the grant application will be due the first part of April.

Ongoing report on Royal Hotel site cleanup and consideration of any needed action (if any)

Clerk Ray explained that the only reason she was leaving the Royal Hotel site cleanup on the agenda is because of the sewer line not being capped. PWS Berry said he had been reviewing the sewer system as-builts and thinks he has a good idea where the sewer line is at, but he hasn't done any digging yet.

Yampa Home Simple Planned Unit Development (PUD) update

Clerk Ray reported that Mr. Whittall and his partner Ms. Olive have requested a meeting with town attorney, Bob Weiss, and Clerk Ray to try to figure out how to bring the proposed project to the town board, planning commission and public for a meeting, the purpose of which would be to gather in-put prior to providing the additional information requested by the review team (Civil Design Consultants engineers, Fire Department personnel, Town of

Town of Yampa
December 6, 2017
Regular meeting minutes

Yampa Public Works and Town Clerk). The date for the Weiss and Ray meeting has not been set, but it appears that it may not be until later in January.

New Business

Finalize Christmas preparations

Mayor Yackey says Santa is ready to visit and pass out the candy bags on Christmas Eve. The star is on. Rick and Cindy Milway had some live trees for sale, so the town purchased one for the Crossan building. Cindy Milway and her mother donated a small tree, already decorated, to display at Crossan's. Clerk Ray said she requested the lighting contest donation from Yampa Valley Electric Association yesterday. South Routt Bucs are available from the South Routt Economic Development Council. Tom and Eloise Estes volunteered their home to prepare the popcorn balls. The popcorn balls will be made on Thursday, December 21, 6:30 pm. The bags will be prepared on Friday, December 22 at Yampa Town Hall at 10 am. After the November meeting, the request was brought forth to have the Christmas Eve celebration inside at the Crossan building. After much discussion of how it could be made to work, especially from a safety aspect, Trustee Lewis moved to have Santa do the Christmas Eve visit inside at the Crossan building. Trustee Drust seconded the motion and the motion passed unanimously on voice vote.

Resolution No. 2017-05 – A resolution designating holidays at Town of Yampa for the year 2018

Trustee Lewis moved to adopt Resolution No. 2017-05 – a resolution designating holidays at Town of Yampa for the year 2018. Trustee Ashley seconded the motion and the motion passed unanimously on voice vote.

Confirmation of Hill Petroleum credit application

Trustee Lewis moved to confirm the credit application to Hill Petroleum. Trustee Drust seconded the motion and the motion passed unanimously on voice vote.

Public Works Department

Water Usage report

The water usage report was in town board and audience packets. PWS Berry noted that the readings are from the master meter for the treated water and is the information that is sent to the Department of Natural Resources.

Town of Yampa
December 6, 2017
Regular meeting minutes

Violation Notice – Failure to Monitor or Timely Report TTHM and HAA5 Results from Aug 1-2017 to August 31, 2017

PWS Berry explained that he missed doing the testing for trihalomethanes (TTHM) and haloacetic acids (HAA5) in August and in September he realized that he missed the August dates. He did the testing in September, but CDPHE did not want those results because they were not done in August. PWS Berry said that he would put the fact that the testing was not done at the correct time, in the consumer confidence report that will be done in June 2018, which is well before the November 8, 2018 deadline for notification to the water using community.

Compliance Inspection of Domestic Wastewater Treatment Facility

PWS Berry explained that the written report from the compliance inspection of the wastewater treatment facility done October 20th by CDPHE senior field engineer, Andy Poirot, was received. The following major findings were reported: 1) Data reported on the discharge monitoring reports (DMRs) are not accurate, 2) Monitoring for Oil and Grease at the outfall. PWS Berry noted that visual monitoring is being done, but no field sheets were completed. The following other findings were reported: 1) Equipment is not properly sized, operated, calibrated, or maintained and/or the information is not reasonably available for inspection. CDPHE needs documentation that the flow measuring device is providing accurate flow data and a program for maintaining flow device accuracy has been implemented. 2) Appropriate laboratory methods, quality control procedures, or documentation is not being used and/or the information is not reasonably available for inspection. Written methods to be used by the operators and confirmation that the written methods used are consistent with methods referenced in 40 CFR 136 (e.g. Standards Methods) and a quality assurance program including analysis of quality control (QC) samples and written methods to be followed by the operators need established. Regarding the Total Ammonia limits that become effective on November 1, 2018, the report noted that the timetable required for CDPHE's review of the PER, along with site approval and design review may make construction of needed improvements difficult in the summer of 2018. Engineer Poirot recommended that all this information and proposed schedule be included in the December 31, 2017 progress report to reflect the status of the project with regard to the future reporting dates in 2018.

QQ meeting report

A QQ meeting summary from the November 2, 2017 meeting was included in town board and audience packets. There were no questions.

Town of Yampa
December 6, 2017
Regular meeting minutes

Water for sale

Trustee Ashley brought up that he would like Clerk Ray to research if the town has options regarding selling their stored water in years that the town doesn't need to use it themselves. The Board agreed to the research.

Ongoing work

PWS Berry said public works has cleaned up snow a couple of times and shaped up roads when they could. There was a transmission line break on November 29, which was repaired on November 30. There was a 6½ ft crack in the pipe and a 9-foot piece of pipe was replaced. The system was back on line by 5:00 pm on November 30th and the tank finished filling around 10 pm. This break was very similar to the last one, which occurred in June 2017. Mayor Yackey asked if there was any possibility that the new valve at the south end of town could be causing the problem. PWS Berry said he did not think so, but will look into it further. PWS Berry reported that he has received 3 bids on repairing the street light that was damaged. He believes he'll be ready for the town board to hear the bids and choose a company to do the repairs at the special meeting next week. This is the last street light that the town has on hand not in use; except for the one in River Park that does not work. This will need addressed sometime in the future.

Clerk's review of possible code violations (if any) and required action (if any) and report of on-going business

Code violations

Clerk Ray said that no new code violations have been reported to her.

Ongoing business

Clerk Ray reported that there were some problems discovered at the Ladies Aid Hall after the last time it was rented out. When PWS Berry went to check on Clerk Ray's concerns, he noticed that the vacuum cleaner was missing. Clerk Ray said she has not contacted the renter since the event; the cell phone number she was given does not have voice mail and no one will answer the phone. She will continue to try. Clerk Ray said she has a meeting with Greg Winkler of the Department of Local Affairs on Monday, December 11 for him to review the access road grant and the water treatment facility grant. A steering committee meeting to review a draft of the Yampa Beautification Plan has tentatively been set for Tuesday, December 19, 1:00 pm, Yampa Town Hall. The steering committee consists of Noreen Moore, Donna Corrigan, Nancy Kramer and Janet Ray, but anyone interested in the project is welcome to attend the meeting. The public meeting for review of the plan will

Town of Yampa
December 6, 2017
Regular meeting minutes

probably be in the first quarter of next year. Clerk Ray had previously spoken of two possible zoning issues that might require Board of Adjustment or Planning Commission hearings but has learned that they will not be happening anytime soon if at all. Regarding the municipal election on April 3, Clerk Ray put incorrect dates in the November newsletter for nomination petition circulation, so she will correct those dates in the December newsletter. Clerk Ray said she continues to work on minutes and is up to September 2017. Clerk Ray reported that she met with representatives from Downtown Colorado, Inc. on November 8. They had learned of happening in Yampa from some people that attended the 2017 Rural Philanthropy Days in Craig and wanted more information, which Clerk Ray gave them. They will get back with her if they have any programs that might be of use to Yampa.

Reports of Committees

None

Meeting Reports

None

Schedule Workshops and/or Special Meetings

Trustee Lewis moved to schedule a special meeting on December 13, 2017 for budget adoption and other business. Trustee Ashley seconded the motion and the motion passed unanimously on voice vote.

Board Members and audience requests for agenda items for next meeting

None

Reading of Correspondence and required action if any

Correspondence was circulated for review. None required board action.

Review financials (in packet), November meter reading report and November invoices/vouchers

The financials were in town board and audience packets for review. The November meter reading report and November invoices with completed vouchers were circulated for review.

Town of Yampa
December 6, 2017
Regular meeting minutes

Reading and Payment of Bills

Clerk Ray read the bills. Trustee Lewis moved to pay the bills, Trustee Drust seconded the motion and the motion passed unanimously on voice vote.

Adjournment

The Mayor asked for further business, hearing none he called for adjournment. Trustee Lewis moved to adjourn, Trustee Drust seconded the motion and the motion passed unanimously on voice vote. The meeting adjourned at 8:52 pm.

Thomas E. Yackey, Mayor

Janet L. Ray, Town Clerk

March 7, 2018