

Town of Yampa regular meeting  
February 6, 2019 minutes

TOWN OF YAMPA  
FEBRUARY 6, 2019  
YAMPA TOWN HALL – 101 MAIN STREET  
CROSSAN BUILDING-2<sup>ND</sup> FLOOR

BOARD MEMBERS PRESENT: Mayor Robert Symons, Mayor Pro-Tem Mike Lewis,  
Trustees Brian Ashley, Jeff Drust and Crystal  
McLaughlin

BOARD MEMBERS ABSENT: None

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

AUDIENCE PRESENT: None

Call to Order

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

Roll Call

Board roll call was taken.

Approval of Minutes

None

Audience participation – Non-agenda items

None

Audience participation – Scheduled items

None

Old Business

Water system improvements update and consideration of any needed approvals

Clerk Ray reminded the town board that the original purpose of the Small Communities Grant (SCG) was for the final engineering design documents for the pretreatment facility,

construction of the water pretreatment facility and final engineering design documents for the treated water transmission main segment. A portion of the grant was used to complete the improvements to the water treatment facility when that project was over budget. The original SCG amount was \$950,000, with \$688,926.30 remaining. Clerk Ray said she had a conversation with Mary Andre at Civil Design Consultants (CDC) yesterday and told her that I would be emailing Randi Johnson-Hufford at Colorado Department of Public Health and Environment (CDPHE) about redirecting pretreatment facility funds to the water transmission line. I told Ms. Andre that PWS Berry said that when the transmission line goes in, a portion of the new access road will need excavated and I asked her to look at that to see what kind of cost for the excavation and repairs we would need to consider. Ms. Johnson-Hufford said it would require an amendment to the contract to allocate the remaining dollars to design and construction of the transmission line. Clerk Ray outlined the transmission line breaks that have occurred during 2010 and forward, which totaled \$28,010.74. The breaks are becoming more frequent and more costly to repair. Per Ms. Andre, they estimate the construction of the transmission line at \$100 per linear foot and the transmission line is 7,000 linear feet. They estimate 15% for design & construction engineering and it could be more because of the access road. We also need to figure in preparing the bid, bid advertising, etc. There will be reclamation work and possibly loss of crop expenses. If the town switches projects here, we'll need to contact Barbara Palmer and Bobby George to make sure we coordinate with them on the construction so that it has the least interference possible with the ranching operations. Clerk Ray noted that the town was granted an extension on the SCG to June 17, 2020, so the work could be done in the fall if necessary. Trustee Lewis moved to request from CDPHE that the remaining funds in the SCG be reallocated to replacing the water transmission line leaving the pretreatment facility as a future project. Trustee Drust seconded the motion and the motion passed unanimously on voice vote. Regarding finding the documents from when the mesa was flooded to recharge the infiltration gallery, Clerk Ray has heard from both Tom Yackey and Elvis Iacovetto, but neither could help with a date. Mr. Yackey thought Rick Milway might remember as he was involved in the process. Through discussion, Trustee McLaughlin thought it was probably prior to 1995. Clerk Ray said she would continue to research it.

#### Wastewater system improvements update and consideration of any needed approvals

Clerk Ray reported that she had emailed with Greg Winkler about any developments since the January 18<sup>th</sup> teleconference; he replied that all is good and that CDPHE is on board with interim measures to delay the long-term improvements. He also said that he thinks the \$100,000 design and engineering grant will be funded and that we'll know in a week or so. The wastewater permit renewal has not been sent to the state yet as PWS Berry is still waiting on information from CDC. The Small Communities Grant that is now serving as the matching funds for the \$100,000 DOLA grant expires March 31, 2019 and Clerk Ray said she would work with Ms. Johnson-Hufford at CDPHE on an extension. A suggested dollar amount for the one acre directly south of the wastewater treatment plant was \$12,000, but Clerk Ray says that she understands acquiring two to three acres would be better from

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the town's perspective. The Town paid \$40,000 for the infiltration gallery which is 10.45 acres, which figures to \$3,827.75 an acre and \$52,650 for the additional water storage tank which is 3.5 acres, which figures to \$15,042.86 an acre. Clerk Ray was instructed to try to get a value on the property. It was suggested that she speak with Troy Brookshire who worked with the town on the infiltration gallery.

Crossan's update, including consideration of letter stating that "the property owner accepts the completed work in full satisfaction of contractual obligations" in order to relieve Routt County of any continuing obligation

Clerk Ray reported that no invoice for the faucet and trim out materials for the existing sink adjacent to the walk-in cooler and the labor to install and trim out and the labor and materials to install a hose bib at a cost of \$1,445.40 that the town agreed to pay for has been received from Dobell. However, in working through minutes and conversations with others, she doesn't believe Mr. Dobell was told that the town needed an invoice sent to the town for the work. She will communicate with Mr. Dobell. The elevator and heat are working at this time. Clerk Ray reported that Emily Katzman, Historic Routt County (HRC) had an email from Reba Dobell asking about getting the money for the outstanding invoices from HRC as they hadn't heard anything for quite some time. Ms. Katzman replied to her that she had attempted several times to set up a meeting with John to resolve the unapproved change orders. Ms. Katzman sent a meeting request email on November 14, 2018, a text message to John on November 19th, another email on November 26th, and a certified letter on November 30th. The letter was available for pick-up at the post office until it was returned to HRC on December 23rd. Ms. Dobell responded that she was unaware of the certified letter and that she would have Mr. Dobell call Ms. Katzman to try to come to some resolution. Clerk Ray said that to her knowledge, Mr. Dobell has not called Ms. Katzman. The storm windows that have been installed on the first and second floors and are very effective. Note: storm windows were not installed on the big windows on the first floor, west side of the building. Clerk Ray reminded the Town Board that Routt County had provided an Irrevocable Letter of Financial Guarantee in lieu of Mr. Dobell providing a bond for the final phase of work on the Crossan building. Routt County has asked for confirmation that the Town is satisfied with the completed work so they can be released from the financial guarantee. Following discussion, Trustee Lewis moved to send a letter to Routt County stating that the Board of Trustees of the Town of Yampa, as the Crossan property owner, accept the completed work in full satisfaction of contractual obligations by Dobell Contracting. Trustee Ashley moved to second the motion and the motion passed unanimously on voice vote.

Design criteria guidelines follow up

Clerk Ray reported that she sent attorney, Bob Weiss, an email asking him to take a preliminary look at the proposed design criteria guidelines ordinance submitted by Noreen Moore and others, but that she only made that request of Mr. Weiss on Monday, Feb 4<sup>th</sup>. She

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has not heard back from him. She also informed Ms. Moore of the status and Ms. Moore reiterated that her group would ask that no public meeting be scheduled until a reply has been received from Mr. Weiss. The Town Board agreed.

#### New Business

##### Confirmation of a yes reply to basic agreement between Stillwater Ditch owners and Upper Yampa Water Conservancy District by 1/22/19 per Andi Schaffner's request

Trustee Lewis moved to confirm that Town of Yampa Board of Trustees agree to the basic agreement between Stillwater Ditch owners and Upper Yampa Water Conservancy District (UYWCD) as presented in an email from Andi Schaffner dated January 3, 2019 and reviewed by the Town Board at a workshop on January 9, 2019 to reply to Ms. Schaffner by January 22, 2019 prior to a meeting between the ditch owners and UYWCD. Trustee McLaughlin seconded the motion and the motion passed unanimously on voice vote.

##### Confirmation of approval to sign street mileage report

Trustee Lewis moved to confirm approval of the Mayor having signed the street mileage report on January 30, 2019 so it could be transmitted to the Colorado Department of Transportation (CDOT) prior to the February 1, 2019 deadline. Trustee Drust seconded the motion and the motion passed unanimously on voice vote. Yampa had no changes to street mileage in 2018.

##### Consideration of designation of individual for responsibilities of management and those charged with governance (pg 3 of audit engagement letter) and consideration of signing engagement letter with Catterson & Company, P.C.

Trustee Lewis moved to designate Clerk/Treasurer Ray as the individual responsible for management and charged with governance as outlined on page 3 of the audit engagement letter. Trustee Drust seconded the motion and the motion passed unanimously on voice vote.

Trustee Lewis moved to engage Catterson & Company, P.C. to perform the 2018 audit and to sign the audit engagement letter. Trustee Ashley seconded the motion and the motion passed unanimously on voice vote.

##### Questions or concerns with fraud risk factors

Auditor Catterson had provided a list of fraud risk factors that the town board reviewed. The board had no questions or concerns with the fraud risk factors information.

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Report on pre-audit meeting with Chris Catterson

Clerk Ray, Deputy Clerk Phillips and Trustee Lewis attended the pre-audit meeting with Auditor Catterson. Mr. Catterson reported that there were minimal new Government Accounting Standard Boards (GASB) standards effective for December 31, 2018, but that potentially there are major changes for December 31, 2020 and beyond. Town personnel gave Auditor Catterson an overview of what took place with the town in 2018 that he would need to be aware of to perform the audit.

2019 Tour de Steamboat (July 20, 2019) overview

Clerk Ray reported that the 2019 Tour de Steamboat will be on Saturday, July 20, 2019 and it appears the routes through Yampa are the same as previous years. They will need volunteers to work the aid station in Yampa, both morning and afternoon shifts.

Public Works Department

Consideration of Eric Berry's attendance at 2019 Colorado Rural Water Association (CRWA) annual conference February 11-14, 2019

Trustee Lewis moved to approve PWS Berry's attendance at the 2019 CRWA annual conference. Trustee McLaughlin seconded the motion and the motion passed unanimously on voice vote.

Confirmation of appointment of Eric J. Berry as voting delegate to Colorado Rural Water Association (CRWA) annual meeting

Trustee Lewis moved to appoint PWS Berry as Town of Yampa's voting delegate to the CRWA annual meeting. Trustee Drust seconded the motion and the motion passed unanimously on voice vote.

Report on Decreased Monitoring for Dalapon and Lindane

PWS Berry reported that the town received notification that CDPHE has decreased the required monitoring for Dalapon and Lindane. The town is required to collect one sample for Dalapon and one sample for Lindane every year during the second quarter starting January 1, 2019.

Report on Long Term 2 Enhanced Surface Water Treatment Rule (LT2 Rule) Bin Classification

PWS Berry reported that the town received notification from CDPHE regarding Yampa's Long Term 2 Enhanced Surface Water Treatment Rule (LT2 Rule) Bin Classification. The

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Town must verify the accuracy of CDPHE's calculations and if in agreement and if this is the first of two rounds of monitoring, then a second round of monitoring will be required in six years. PWS Berry said he spoke with Bob Pohl at CDPHE and provided the needed verification, so the town should be in compliance and the second round of monitoring will be done in six years.

#### Routt County All-Hazards Multi-Agency Coordinating Advisory Group meeting report

PWS Berry reported that he attended the meeting on January 23, 2019 where most of the time was spent as a kick-off meeting for the Hazard Mitigation Plan (HMP) update. The project manager from the selected vendor, Tetra Tech, lead the presentation to discuss the process and participation. PWS Berry noted that the HMP is very important for the county, municipalities and districts as it provides the baseline for which all emergency action plans are based, as well as making those jurisdictions that sign on to the plan eligible for post-disaster grants should they be required. All entities want to be able to respond to disasters as effectively and efficiently as possible.

#### Report on 1/1/19 Transmission Line Break repairs done 1/3/19

PWS Berry reported on the January 1, 2019 transmission line break that was repaired on January 3, 2019 by Native Excavating. They started around 9:00 am and the work went well. About 11 feet of line was replaced. Repair parts are back in stock.

#### Report on water repairs - 291 Lincoln Street – Diane Mahoney owner

PWS Berry reported that the renter at 291 Lincoln called with no water in early January. PWS Berry said that the line was frozen in the meter pit. He thought he solved the problem with insulating the pipe, but 3 or 4 days later learned that it had frozen again. For a temporary solution, he hooked up a light bulb in the pit and that seems to have solved the problem for the short term, but it will be necessary for the renter and/or property owner to provide a more permanent solution when the weather is better.

#### Ongoing work

PWS Berry reported that public works has been plowing snow on a continual basis. There has been a problem with the heating system at the Ladies Aid Hall as the 2 heaters on the east side at the north end haven't been shutting off. PWS Berry said that he knew former PWS Tom Yackey had replaced a relay in January 2000. Trustee Drust will check the problem out as well. Trustee Ashley asked about the status of the ice rink, PWS Berry said it had been flooded and it has been used some since it was flooded.

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

Code violations

Clerk Ray reported that she has not received any new code violations since the last meeting, nor has she made any progress with the code violations that have been reported.

Report of on-going business

Clerk Ray asked if the Santa suit had been returned; the answer being no, and Mayor Symons said he would take care of it. The minutes for the September 5<sup>th</sup>, September 12<sup>th</sup>, and October 3<sup>rd</sup> meetings are drafted and Deputy Clerk Phillips has them to review and proof read. Clerk Ray said she did not get them to Deputy Clerk Phillips in time to have them ready for this meeting. Clerk Ray said she is currently working on the November 7<sup>th</sup> minutes and still needs to do August 8<sup>th</sup>, November 14<sup>th</sup>, November 28<sup>th</sup>, December 5<sup>th</sup>, December 12<sup>th</sup> and January 2<sup>nd</sup>. The Pinnacol audit report was completed and submitted January 25, 2019. The fully executed Intergovernmental Agreement (IGA) for building department services between Routt County and Town of Yampa was received from Routt County. Clerk Ray reported that as far as she knows, Charlene Regan still has an interest in placing a dwelling unit on the triangle shaped piece of property on the northeast side of the highway, behind the CDOT property that is within town limits and is a part of the Carl and Marguerite Nelson ranch. Clerk Ray continues working with Routt County Planning and Attorney Weiss regarding the necessary steps for getting the property to a state that it could be built on. Ms. Regan is waiting for a cost estimate from the town to install water and sewer. For the water and sewer installation she will also need to work with CDOT and Union Pacific railroad for work in their rights of way. She will also need to work with Yampa Valley Electric for electricity, Routt County Road and Bridge for access and Routt County Building Department for construction of the structure itself. Regarding the Source Water Protection Plan (SWPP) grant, the funding reimbursement was received February 9, 2019. Distribution of the brochures and water bottles for the elementary school will be discussed with the town board at a workshop and the signage that needs installed on County Road 7 will be a late spring or early summer project. Clerk Ray said she did reach out via email to Kelly Romero-Heaney, the municipal representative to the Yampa-White-Green Basin Roundtable regarding her suggestion to Trustee Ashley that Yampa submit a grant application for a project and in response Ms. Romero-Heaney suggested a phone call. Clerk Ray said she did call and leave a message but did not hear back. More follow up will take place prior to the next grant application round. Street lights out at 4<sup>th</sup> & Lincoln, the ice rink and Highway 131 & Moffat were called in today. Clerk Ray noted that it is the second call on the one at 4<sup>th</sup> & Lincoln as it was originally reported in August.

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Reports of Committees

None

Meeting Reports

Museum and Heritage Fund Advisory Board (MAHFAB)

Trustee Lewis reported on the meeting held January 29, 2019, where the 2018-year end financials and 2019 budgets for the museum entities were reviewed. MAHFAB will recommend approval for all entities' financials to the Routt County Commissioners. The next meeting will be April 30, 2019 where grant applications will be reviewed.

Schedule Workshops and/or Special Meetings

Workshops will be called if needed for February 13, 20, and 27.

Members and audience requests for agenda items for next meeting

None

Reading of Correspondence and required action if any

Correspondence was circulated for review. No correspondence required board action.

Review January financials, December and January meter reading reports and January invoices/vouchers

January financials were in town board and audience packets for review. The December and January meter reading reports and the January invoices with completed vouchers were circulated for review.

Reading and Payment of Bills

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

Adjournment

Mayor Symons asked for further business, hearing none he called for adjournment. Trustee Lewis moved to adjourn, Trustee McLaughlin seconded the motion and the motion passed unanimously on voice vote. The meeting adjourned at 9:13 pm.

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Robert A. Symons, Mayor

Attest:

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Janet L. Ray, Town Clerk

April 3, 2019