

Town of Yampa June 6, 2018
Regular meeting minutes

TOWN OF YAMPA
JUNE 6, 2018
YAMPA TOWN HALL

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: Gary Burkholder and Britany & Travis Milway

Call to Order

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

Roll Call

Board roll call was taken.

Approval of Minutes

Consideration of approval of April 4, 2018 and May 2, 2018 regular meeting minutes

Trustee Lewis moved to approve the April 4, 2018 and May 2, 2018 regular meeting minutes. Trustee Drust seconded the motion and the motion passed unanimously on voice vote.

Audience participation – Non-agenda items

Resident Gary Burkholder explained to the town board that several years ago, PWS Berry built a vault on the east end of the culvert at Terhune and County Road 17. He brought pictures for the board to see. Mr. Burkholder said that he was glad it was built, but that it needs to be cleaned periodically and that he is the only one that has ever cleaned it. He noted that it is time for someone else to clean it when cleaning is needed. It probably needs done once or twice a year, perhaps before and after winter. The Board instructed PWS Berry to put it on his calendar as a reminder to clean it.

Resident Brittany Milway asked when people could expect to see the street light that was damaged back in service? PWS Berry said that he needed to purchase the paint for it and he

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was planning to have it back in place before the 4th of July. Trustee Lewis asked Trustee Ashley if his boys could paint it, the answer being yes.

Audience participation – Scheduled items

None

Old Business

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

Clerk Ray explained that the bid opening for the construction of the pretreatment facility was Tuesday, May 22. Only one bid was received; the bid was from Duckels and it came in over budget. Duckels bid was for \$943,140 and the engineer's estimate was \$766,990. Available funding totals approximately \$668,000, which is the contractor only and does not include the construction engineering that will be done by Civil Design Consultants (CDC).

CDC had thought the town would get at least three other bids besides Duckels. Engineer, Matt Mielke, spoke with the 3 as to why they did not submit a bid. One contractor said that they did not think they could compete cost wise with Duckels. One said their bonding company did not like the terms and conditions of liquidated damages and said that if the language were changed to their bonding company's liking they would put in a bid. One had some last-minute complications and could not get their bid in on time. This information would make it appear that if the project were rebid at a later date, there might be more bidders; however, it must be kept in mind that the price of construction will likely continue to rise the longer the project is delayed. Mr. Mielke also discussed Duckels bid with Duckels and asked if they thought there were any line items they could reduce after comparing it to the engineer's estimate. The answer being no.

Following the bid opening, Town Clerk Ray and Engineers Andre and Mielke had a teleconference with Elizabeth Hunt, our Colorado Department of Public Health and Environment (CDPHE) project manager for the Small Communities Grant (SCG). Ms. Hunt said that she believed the town could extend the project deadline to the end of 2019. That would allow the town to rebid now for work next year or bid earlier in the year next year which could bring different project cost bids and more bids. Ms. Andre suggested that perhaps the town could substitute replacing the transmission line or a portion of it, for constructing the pretreatment facility. The reason being that that way the replacement of the transmission line next to the new access road could be done simultaneously so the access road would not need to be disturbed later when the transmission line is replaced. However, Ms. Hunt pointed out that the pretreatment facility is a part of the compliance enforcement order that the town was under for the improvements to the water treatment facility. Ms. Hunt did not rule out doing the transmission line first but was not encouraging that the change would be approved. Clerk Ray stated that she did not believe the transmission line design is

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finished, although she should check on that. Duckels must hold their bid for 60 days, but they are willing to hold it longer in exchange for the guarantee of the work next year; however, if the cost of the materials to build the facility rise, they would need the flexibility of raising their bid.

Clerk Ray reviewed the funding options, which are not many. There are not small communities grants available currently. Department of Local Affairs (DOLA) is not really a possibility because of the amount of funding the town has received on the water treatment facility improvements and water storage tank installation. Also, DOLA is funding the proposed access road. The town also needs to keep in mind that we will probably need to look at DOLA for some of the wastewater plant upgrades. United States Department of Agriculture (USDA) is a last resort possibility, but the paperwork is massive for the amount of money needed to finish the project. That takes us to consideration of a State Revolving Fund (SRF) loan. That will increase the cost of the project because of the requirements to pay Davis-Bacon wages and follow the American Iron and Steel (AIS) act.

Clerk Ray explained that before the town board can decide on how to proceed, she needs a comprehensive answer on the additional funding needed to complete the pretreatment building, the specifics of what we can and cannot change with the SCG, take a serious look at the SRF loan application that will be due August 15th and what the additional loan payment does to the town's bottom line.

Regarding the proposed access road, Attorney Bob Weiss needs to make some minor adjustments to the easement agreement. Surveyor Skidge Moon redid the legal descriptions, which Clerk Ray received yesterday and CDC must make a correction on the exhibits. When those are completed, the paperwork will go to Palmers for approval and signing.

Trustee Ashley asked if the fence at the infiltration gallery project had been rebid. Clerk Ray explained that it purposely had not because the access road project requires fencing and the thought was that making it one fence project would be more cost effective.

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

Clerk Ray reported that CDC is waiting for a proposal from Stantec on the wastewater project. After CDC receives that, they will be able to finish up their proposal.

PWS Berry reported that he is close to finishing the wastewater permit renewal application and reviewing it for completeness. Once that is done, he'll be ready for Mayor Symons to sign it and send it to CDPHE.

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

Trustee Drust reported that the carpet is being installed and the elevator installation crew has been here to look at the job. There was an issue with a sprinkler head in the elevator shaft. The fire marshal has looked at the alarm and strobe on the outside of the building. Trustee Drust met with Ken of Watersong Computers to review logistics of the move from town hall to the second floor of the Crossan building. Clerk Ray reported that the Routt County Commissioners heard the Museum and Heritage Fund Advisory Board (MAHFAB) recommendation regarding the \$10,000 grant request from Yampa-Egeria Historical Society (YEHS) and approved the request. Trustee Drust reminded the town board and audience that the Todd Park Mohr concert is June 24. The Crossan building will be open to visitors that day.

Yampa Home Simple Planned Unit Development (PUD) update (if any)

Clerk Ray reported that she has nothing to update at this time.

Yampa Beautification Plan a/k/a Yampa Downtown Enhancement Plan update

Clerk Ray reported that the plan is completed. The Town will receive 10 hard copies of the plan and a CD. The Town will also get the large format drawings and other files related to the project, which may be helpful to the town moving forward.

Report on participation in Routt County highway cleanup day – May 19th – Yampa's 2 miles

The following people helped with clean up: Brian, Cindy, Parker and Spenser Ashley, Gary Burkholder, Jeff Drust, Michael French, Suzanne Gregory, Crystal and Joey McLaughlin, Roger Moreau, Nora Phillips, Noah and Sheila Symons, and Cindy Wren. Approximately 12 bags of trash were collected.

New Business

Consideration of thank yous to Tom Yackey and Michael French for town board service

Trustee Lewis moved to send thank yous to Tom Yackey and Michael French for their town board service. Trustee Drust seconded the motion and the motion passed unanimously on voice vote.

Yampa/White/Green Basin Roundtable town board attendee

Trustee Drust explained at the May meeting that he was no longer able to attend the Yampa/White/Green Basin Roundtable meetings on a regular basis. Discussion followed

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that no one else was able to attend at this time either. Clerk Ray noted that the town, via email, receives the meeting packets and she does review them. It was determined that for now, when the meeting packets arrive, Clerk Ray will review them and forward them to the trustees. If any item appears on the agenda that the town board believes they need to have representation at the meeting, someone will attend.

Public Works Department

May 2018 nutrient results

The test results were in town board and audience packets. PWS Berry said that the results are similar to last year's numbers. He reminded the board that the nutrient testing is required to be done and the results reported to CDPHE, but CDPHE has not established limits that must be met yet. The ammonia as nitrogen is what gives the town compliance problems, especially in April and sometimes other spring months. The acceptable limit varies from month to month per the town's permit. Not being able to meet the acceptable limits is what is mandating the improvements to the wastewater plant. It was agreed that PWS Berry will begin putting additional data on the test results to give the town board and audience a clearer picture of how the town's results match up to the acceptable limits.

2018 Drinking Water Quality Report for Calendar Year 2017 a/k/a Consumer Confidence report

The 2018 Drinking Water Quality report for Calendar Year 2017, also known as the Consumer Confidence report, was in town board and audience packets. PWS Berry explained that this report is a compilation of testing and activity with the system during the year in 2017. Trustee Ashley asked for an explanation of the data on the lead, which PWS Berry gave him. He noted that he must test for lead every year now, where previously it was a test done every three years. He stated that he believes the increased testing is a result of the problems in Flint, Michigan.

Consideration of wastewater plant flow meter repair parts purchase

PWS Berry reported that the transfuser head on the influent measuring device quit working on the 21st of May. It has been in place over 10 years, but PWS Berry said he had not expected problems with it so had not budgeted for a replacement. The cost is around \$540. Because it was not a budgeted item, the expense needs approved by the board. Trustee Lewis moved to approve the expenditure, Trustee Ashley seconded the motion and the motion passed unanimously on voice vote. The name of the company that the town will get the part through is Process Technology Inc and the town will need to complete the credit application required by the company.

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Clean up of tree at 183 Moffat Ave #15-Halder in Huffstetler Trailer Park report

PWS Berry explained that he has been removing the branches that were piled up against the fence at the Van Camp Cabins when the tree blew down and blocked the street at 183 Moffat Ave #15 by the Halders' trailer in the Huffstetler Trailer Park. After the tree blew down, it was discussed that the fire department would be doing a practice burn that the branches could be added to; however, PWS Berry said that that fell through. He said that for now, with the help of Scott Delto and Mr. Delto's trailer, he has taken them to the infiltration gallery until it can be decided what to do with them. Clerk Ray pointed out that there is no town policy to address this situation, but she thinks it is the property owner's monetary responsibility to remove the remains of the tree. She has asked for direction from the town's attorney. Trustee McLaughlin who works in property insurance explained that it isn't always the case that it is the property owner's responsibility, so the town will wait for a reply from the town's attorney before further action.

Historic jail repairs and tree clean up in Yackey Park report

PWS Berry said he has not made connections with the roofer that was recommended. The tree branches have been cleaned up and removed. Trustee Drust said he got a new meter and new riser so it is higher on the building than previously. Trustee Drust was wondering who to submit the invoice to, but Clerk Ray said until she gets answers from Attorney Weiss, she is unsure.

Ongoing work

On June 1st there was a sewer line repair at Huffstetler Trailer Park. The trailer on the north end, west side had a clogged line. A 22-foot section of pipe was replaced. The sewer line is Schedule 35 PVC, that has been in place since the 1960's or 1970's and it is reaching the end of its useful life. The sewer line is approximately 3 feet deep and some of that section had been driven over, which may have accelerated the pipe failure.

There was a break in the transmission line on Saturday, June 2. It was in the south part of the hay meadow. Native Excavating is who agreed to do repairs on the transmission line, but they could not get a crew together. PWS Berry said he tried to contact Duckels but could not reach them. Ed Paxton was available but did not have equipment large enough for the job. Routt County allowed the town to use a county backhoe. Exposing the line started around 4:00 pm, the repair was made and water flowing by 10:30 pm. The plant is on bypass, trying to get the air out of the line. There is a high point in the line which causes an air lock. Using the pumps to force the water through the line helps remove the air from the line. On Monday, into Tuesday, June 5, there was a second break in the transmission line. It was in the middle of the same hay meadow. PWS Berry was able to reach Native Excavating and they were able to have a crew here to begin digging. With the break over the weekend, parts were not in house, so Ed Paxton had a truck and trailer and he and PWS Berry went to Gypsum for the

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supplies. Water was repaired and flowing by 4:15 pm. PWS Berry said that on June 2, the fire department assisted with having Routt County do a reverse 911 call to notify residents of the break and the call that it was repaired went out Sunday morning. It was discussed that not everyone is signed up for the calls from Routt County. For the break on Tuesday, Gary Burkholder and Michael French took notices door to door and PWS Berry put flyers in the businesses. Mayor Symons asked Clerk Ray to put a paragraph in the newsletter, encouraging residents to sign up for the Routt County service.

Ongoing work

Mayor Symons asked when the potholes in Main Street would be filled? PWS Berry said that he had planned to have them done last week, but with the problems with the water system that didn't happen. He said he plans to work on filing the potholes and getting the branches removed from the Rich Street right-of-way as soon as possible. The dust abatement is due to be done next week. Clerk Ray said that the Board needs to approve the expenditure for Spencer Ashley painting the light pole. Trustee Ashley said he should be able to paint it in two hours, so the price would be \$20. Trustee Lewis moved to pay Spencer Ashley \$20 to paint the light pole. Trustee Drust seconded the motion and the motion passed unanimously on voice vote. Trustee Ashley abstained from the vote. Clerk Ray asked if the sewer line at the Royal Hotel had been capped. PWS Berry said no, not to his satisfaction. She asked PWS Berry if Routt County had given him a timeline for filling the excavation site at the Royal. PWS said no.

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. She said she had thought that a fence was installed without a permit at 240 4th Street Court. PWS Berry said he had spoken with the person renting the property and explained that the permit needed completed by the property owner and returned, but it has not been received yet. PWS Berry said the fence is in compliance, but he apparently needs to talk with the renter again about the permit. Mayor Symons said he'd had people ask him what could be done with the accumulation of items in the yard of the southwest trailer in the Huffstetler Trailer Park and if it was in street right of way. Mayor Symons noted that he doesn't yet have the municipal ordinances book, so he has not been able to research the problem. It was left that further research will be done to try to resolve the concerns.

Ongoing business

The Colorado Scenic & Historic Byways exhibit is on display at Denver International Airport (DIA). It is at the 'Y-Juncture Gallery' which is past the A-security checkpoint through October 2018. Clerk Ray brought to the attention of the town board, changes to the

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Yampa Markets that are held the last Sunday of the month at River Park. They have added a bounce house and a South Routt concert series and benefit. Clerk Ray noted that in past years, it was her understanding that the Friends of Gateway Yampa sponsored the markets, but she does not know if that is still the case. She noted for the benefit of the newer board members that the Friends of Gateway Yampa were a subcommittee to the South Routt Economic Development Committee and as far as she knows, they still are. After a brief discussion, Clerk Ray said she would get better information for the town board, so they could follow up as needed. Clerk Ray reported that she had an inquiry from a citizen regarding the scoria at the Royal Hotel site. She contacted Routt County Commissioner Corrigan, who checked with the county road and bridge department and it was decided to give it to the town. PWS Berry will move it to the town's property where the town's other scoria is. The flower barrels haven't been put out yet. PWS Berry said he would do it as soon as he could. Mayor Symons mentioned that he noticed that there are grills and picnic tables in the parks, but not trash cans. It was explained that when there were trash cans in the parks, they were used more by people not using the parks, such as residents who don't want to pay for trash service or people coming and going to recreate in the surrounding areas, so the service was discontinued many years ago. Clerk Ray made the board aware that Nancy Kramer with the Northwest Colorado Cultural Heritage Program (NWCCHP) is coordinating a meeting of the Flat Tops Trail Scenic and Historic Byway (FTTSHB) stakeholders to determine if the byway stakeholders want to merge with NWCCHP. The meeting date is not set yet, but when it is, Clerk Ray will let the town board know so if anyone can or wants to attend the meeting they can. Clerk Ray said that Deputy Clerk Phillips had mentioned that she is having a difficult time getting ready for the audit field work because of how busy the Crossan building is. Clerk Ray asked if Crossan's could be closed for one or two days, for Deputy Clerk Phillips to prepare for the audit. The town board agreed to the suggestion.

Reports of Committees

4th of July

Clerk Ray reported that the committee had their first meeting of the year on May 10th. Officers are: President – Aaron Symons, Vice President – Tillie Price, Secretary – Tammy Delto and Treasurer – Eric Berry. There were new people in attendance, who volunteered to assist and some ideas for new things to do. The theme is World War I – 100-year tribute. President Symons reported that some of the new events they are working on include a dance between the horse polo and fireworks, a horseshoe tournament, and a basketball competition. There is discussion of selling T-shirts and/or 4th of July posters. More decisions will be made at the next committee meeting, which is tomorrow night, June 7th. There was discussion about the setting up and taking down of the tents. Trustee Drust said that it is getting more difficult for him to help as his family has a big family gathering at his home on that day, which he wants to be at. He said that he understood that Michael Geanious will also be available and Michael has helped with the tents for several years so there will be

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someone with experience there. Mayor Symons reiterated that he has talked to several people that are willing to assist. Gary Burkholder had a copy of a narrative prepared by Ken Montgomery regarding the start of Yampa's 4th of July celebration in 1975 and two pictures of the American Legion color guard from the 1975 parade. He gave both the narrative and pictures to the town. He noted that there were 5 soldiers from Yampa killed in World War I and Tillie Price is making a banner with their names on it. The American Legion got its name from Mr. Bird who was the first Yampa citizen killed in World War I and Mr. Howe was the first Yampa citizen killed in World War II.

Meeting Reports

Bear River Reservoir meeting

Trustee Drust reported that the Stillwater Dam needs repair, especially the outlet pipe. They are looking to a feasibility study to determine what repairs need done and what the cost would be. A possible funding source is the Colorado Water Conservation Board. Election of directors was held. Andi Schaffner will do the bookkeeping for now, since the death of Sheila Reagor-Huffman. They decided that the assessment rate will be \$5.00 per share, contingent on the cost of repairs to the dam.

Trustee Drust reported that following the Bear River Reservoir meeting, the group met regarding the Gardner Park Reservoir. UYWCD realized not long ago that they do not own the reservoir. Trustee Drust learned that Town of Yampa owns 2 shares in the reservoir. UYWCD Board of Director, Tom Sharp, explained that the shareholders own the reservoir individually and would be responsible for operations, maintenance and liability individually so if something were to happen, the shareholders would be sued as individuals as there is currently no corporation in place to assume those responsibilities. Trustee Drust pointed out that Town of Yampa has no land contiguous to the reservoir. He noted that Andi Schaffner is doing further research regarding options and that there will be a follow up meeting to discuss those options in a few weeks. Discussion followed about what the town should do, but not enough information is available to make any decisions yet.

Going back to the Bear River Reservoir Company, Clerk Ray had been asked to research selling or leasing the town's water in Stillwater Reservoir and Yamcolo. She did ask the question of attorney, Bob Weiss, who said that it was possible to do that without concern over losing the town's water rights, but that for specifics, Clerk Ray needed to speak with Andi Schaffner for Bear River Reservoir Company and either Andy Rossi or Kevin McBride at UYWCD. She sent an email to Mr. McBride and he said he needed to do some research before giving direction.

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Routt County Regional Building Department Oversight Committee report from April

Clerk Ray passed around the information from the Routt County Regional Building Department Oversight Committee, which she forgot to report on in May. There was nothing specific that needed discussed.

Northwest Colorado Transportation Planning Region

Clerk Ray passed around the information from the Northwest Colorado Transportation Planning Region meeting. There was nothing specific that needed discussed or needed direction from the town board. She said that it was announced that Dave Eller, Region 3 Transportation Director, is retiring in July, which will be a loss as he has been with CDOT for several years and has worked his way up through the ranks.

Colorado Municipal League (CML) spring outreach meeting

Clerk Ray passed around the information from the CML spring outreach meeting.

Schedule Workshops and/or Special Meetings

Clerk Ray said there are no special meetings that need scheduled at this time. Clerk Ray said she would let trustees know when she has projects ready for discussion at workshops.

Members and audience requests for agenda items for next meeting

None

Reading of Correspondence and required action if any

Clerk Ray reminded board members that Ride the Rockies will be passing by Yampa on Monday, June 11, 2018. Correspondence was circulated for review. None required board action.

Review financials, May meter reading report and May invoices/vouchers

The financials were in town board and audience packets for review. The May meter reading report and the May 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 Drust seconded the motion and the motion passed unanimously on voice vote.

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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 10:32 pm.

Robert A. Symons, Mayor

Janet L. Ray, Town Clerk

July 11, 2018