

Town of Yampa April 7, 2021  
Regular meeting minutes

TOWN OF YAMPA  
APRIL 7, 2021  
YAMPA TOWN HALL – 101 MAIN STREET  
CROSSAN BUILDING-2<sup>ND</sup> FLOOR

BOARD MEMBERS PRESENT: Mayor Jeff Drust, Mayor Pro-Tem Mike Lewis, Trustee Stacey Geilert, Trustee Michael Geanious, and Trustee Crystal McLaughlin

BOARD MEMBERS ABSENT: None

EMPLOYEES PRESENT: Town Clerk (Clerk) Sheila Symons, Previous Clerk (PC) Janet Ray and Deputy Clerk (DC) Nora Phillips

AUDIENCE PRESENT: Ashley Brasovan, Eric Schneider, Erica Jorgensen, Pam Williams, Katherine Lindquist, Ken Montgomery, Winnie Delliquadri, Brian Ashley and Tyler Orr

Due to the Covid-19 pandemic the Town Board meeting will be hybrid in-person and virtual via GoToMeeting for the Board of Trustees only, at this time. Attendees are asked to attend only virtually with the following link to the GoToMeeting link or via the phone number below.

Town of Yampa Regular Town Meeting  
Wed, Apr 7, 2021 7:00 PM - 11:30 PM (MDT)

**Please join my meeting from your computer, tablet or smartphone.**  
<https://global.gotomeeting.com/join/942654453>

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**Access Code:** 942-654-453

**Call to order (5 minutes)**

Mayor Drust called the meeting to order at 7:00 pm

**Roll call**

Board Roll call was taken

**Pledge of Allegiance**

The Pledge of Allegiance was recited.

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Approval of Minutes

None

Clerk Symons did advise of a class she took with Colorado Municipal Clerks Association on taking of minutes. She advised she will let the Board know of more details after the 2020 minutes are done and approved to see about having the minutes done in a more efficient manner instead of dictation on the entire meeting. She advised of summary minutes that most of the state uses, including Routt County, Steamboat Springs, Oak Creek and Hayden.

Audience participation – Non-agenda items

Five-minute time limit – presentation only-Board will render no decisions  
None

Audience participation

Ken Montgomery – questions regarding Bear River Condominiums water/sewer billing

Ken Montgomery was inquiring on why Bear River Condominiums which is a 4-unit property is only being charged 1 water/sewer bill per month. PC Ray advised that she believes right now that the town will be working on billing them individually, 3 residential and 1 commercial unit. PC Ray has been trying to wrap up this project. She advised there is still a question on the taps for the properties however. Previous Public Works employee Eric Berry and her had been working on this before he became sick and left the town. She advised they never found any resolution on that prior to him leaving though. She also wanted to remind everyone that the Town has never dealt with a condominium type property and it requires quite a bit of research, and she has not gotten to this yet. She advised that the resolution that needs to be made is if the actual taps are sufficient and accurate, and that has not happened. Ken Montgomery asked if the condominiums will be charged for 4 units starting next month. PC Ray advised that if the water can go into those units, then yes that is the case. Ken Montgomery asked how this different than a person leaving for the winter and they still need to pay their water/sewer fees, as the water is still available there but not being used. PC Ray advised if the water is available, they are being billed as is Bear River Condominiums. DC Phillips advised that there are 2 different accounts for the Bear River Condominiums, one is billed as Bear River and another is billed as Historic Yampa. When this gets changed Bear River Condominiums will have the 3 units plus the commercial and Historic Yampa will also have a separate bill. She did also advise that is also what is happening now. DC Phillips advised that metering does need to be set up on this also. PC Ray advised there is still much work that needs to be done on this as it is a first for Yampa to have in the town including taps and shut-offs.

Old Business (40 minutes)

Action required on Regional Solar Planning for Peak Power Shaving and Net metering (old town hall/EMS building) (10 minutes)

PC Clerk Ray advised that McKinstry Essention LLC (McKinstry) has some representatives at the meeting. Trustee Lewis wanted to address that he has been around a project like this that was completely off the grid about 5 or so years ago, he advised it has been very expensive and very high maintenance. He also would like to point out that they produce a very small amount of electricity. Trustee Lewis advised he spoke with the electrician that worked on the actual electricity that was finally put into this off-the-grid home as the solar panels were not producing enough for this home to be sufficient. The electrician advised a rule of thumb is the electric company will charge you 1/10<sup>th</sup> of what the solar electricity will cost you. He would like to advise that he doesn't support this project due to the electrician he spoke too advised it was not worth it. McKinstry representative Ashley Brasovan advised that they have been installing solar panels for the last 10-12 years in Colorado. She advised that this is a unique project with the 13 areas in the Northwest region of Colorado. These regions are working on transitioning off of coal as the coal mines in the area are closing down. These projects are being partially funded by the Department of Local Affairs (DOLA). She advised that the State as a

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whole is looking at 100% renewable energy with policy that is at the State level at this time. She explained the financials seem very attractive for the Town of Yampa as \$58,000 is the array of the solar panels, \$43,000 is being funded by DOLA grant. She advised this project on its own just for the Town of Yampa is getting a major portion paid for through this grant to off set the initial cost of the installation. She advised the Town of Yampa is only paying about \$10-11,000 for the 30-year life of the solar array. She continued to advise that there is a 1-year warranty of parts and labor. The invertors have a 10-year warranty and the solar panels have a 20-year warranty. Operations and Maintenance (O&M) is included in the overall cost for a minimum of 1 year with an option to continue that warranty after the first year. She advised that they are working with different teams and different municipalities all over the state of Colorado with additional O&M work. She did advise also that there is a maintenance component to the solar panels however, she advised the first year there is quite a bit and then after year 10 they do not see too much work needing to be done. She advised that McKinstry has been doing this all over Colorado for the last 10-12 years and with the other 12 entities in this regional project going up, this is a great opportunity for the Town of Yampa and all the others in this regional project, which includes Moffatt and all over Routt County. She asked for any questions from the Town Board. Mayor Drust asked if there is any information on how Yampa Valley Electric Association (YVEA) handles the payback for Grand County with their net metering. McKinstry representative Eric Schneider explained that he isn't aware of the situation in Grand County however YVEA has a net metering policy that limits users to 150 watts a/c system size. Essentially McKinstry would be able to fully maximize the rooftop space and the load that is being offered and, in this case, they are limited by the amount of load that is needed as they do not want to oversize or overproduce the system. That would have excessive kilowatt hours generated over the course of the entire year under the net metering policy, which would be credited at the whole sale rate that is low. They would be crediting the whole system for all the kilowatt hours would be priced at a lower rate. These lower rates doing the solar panels was based on the energy analysis of the utility billing history data, the rate tariffs that the Town has with YVEA, as well as the expected energy production of the solar panels. Mayor Drust asked that the system that Trustee Lewis was regarding was it more dated than what the Town is actually looking at. Eric Schneider advised that he can not speak of a system is not aware of. He advised that McKinstry is using 405-watt modules which is a fairly high watt module and they are quite modern. They do have a 20-year warranty and an expected lifetime of up to 30 years. He advised it is a tier 1 module with high quality invertors and he feels very confident in the savings it will present to the Town of Yampa. YVEA does require these smart grid functions and voltage passthrough technologies that really were developed out in California. They allow for maintenance of a reliable grid and the capabilities of the invertors to work at their peak and best. Mayor Drust asked if the solar panels shed snow very well. Eric Schneider advised that they will, particularly with this certain rooftop with its pitch, the amount of snowfall has been accounted for into the installation process. Mayor Drust asked if there are battery storage capabilities with this type of system. Eric Schneider advised that there are no battery storage capabilities. He advised given the rate structures from YVEA it didn't really make much sense in our situation since it isn't a huge demand environment as bigger buildings and areas many need for battery storage.

PC Ray asked Ashley Brasovan to explain the Energy Performance Contract will show the savings to the Town of Yampa. Ashley Brasovan advised that right now they still have lighting built into the energy performance contract as well for the Town Hall. With solar and lighting it will produce roughly \$13,000 in annual utility savings that will be guaranteed with McKinstry per year. That still needs to be accounted for and budgeted in the Town of Yampa's utility budget, which instead of paying that towards YVEA that is the amount the utility bill will be lowered and then that will instead will be redirected to paying off the loan on the finance term. There is a large project buydown, there will be about \$48,000 that will buydown the lighting and solar project from the DOLA grant and the remainder will be financed through the 3<sup>rd</sup> party financing agreement the Town of Yampa is working on. Those utility savings will be guaranteed, measured and verified for a minimum of 3-years from the team at McKinstry and those \$1300.00 per year savings would be used for the remainder of the loan.

PC Ray advised that action needs to be taken tonight. Trustee Geanious made a motion to proceed with the plan to go along with the solar project. Trustee Lewis seconded the motion. The motion pass on majority as Trustee Lewis voted no.

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PC Ray mentioned that the boiler system needs to be discussed also for the Old Town Hall location. The other action regarding the solar project is which financing option would like to be used to finance the project. The proposals are with Bank of Colorado and Mountain Valley Bank. She recommended that the Bank of Colorado be used, because they state in their proposal that the transaction has been viewed and approved by the Bank of Colorado and does not require further review of finances. Mountain Valley Bank did require more credit approval. She is recommending the Bank of Colorado because of the situation on the water/sewer fund, it may not track well for credit approval. Trustee Geanious made a motion to use Bank of Colorado for financing for the boiler system. Trustee Lewis seconded the motion. The motion passed on unanimous voice vote. Mayor Drust asked for the requirements on the power and the wiring of the boiler. He wanted to know if it has its own valves, controls and pumps are included in this project. McKinstry's Erica Jorgenson advised it is all encompassing. The zone valves, pumps, all axillary equipment (new expansion tank and new air separator), also the propane tank and the gas piping for inside and outside the tank are all included in this estimate. No other Board members had any other questions. Mayor Drust asked if this system would allow a heat pump to be installed at a later date. She advised that this solution would not allow for an upgrade to heat pump at a later date, that would require an electrical upgrade, which McKinstry does not provide that service. PC Ray advised that this is a situation that needs to be voted on at this time. A vote either needs to be to go with McKinstry on their proposal for the heating system or go in another direction. She did advise that this is critical state on the timing due to the cold is coming around the corner to be able to order the parts needed to install by this fall. Another option will need to be made, if the Town decides not to go with McKinstry. Trustee Geilert asked what the price was again for the McKinstry estimate for the new boiler would be. PC Ray advised that the price is \$28,000. This would be paid outright by the Town not with any Energy Performance Contract or grants at this time. She explained because EPC to be utilized, a proof of savings needs to be shown in the electric bill. Going from coal to propane there is not a cost savings. The change is happening because there is no choice because the coal is going away. PC Ray advised that Winnie Delliquadri with Steamboat Springs explained that there may be contingency that will cover the financing on the solar project, and if that is the case that could put the Town in a better position to pay for the heating system. McKinstry Ashley Brasovan advised that they are not helping with grants or additional financing on the boiler/heating system. She said we should seek outside financing or talk with DOLA to see if the EIF grant would be available from the local level and the federal level she isn't sure if anything would work until quarter 3 of this year which would be too late to have this project installed by this winter. PC Ray advised that she has not talked to either bank regarding this financing. She advised we can talk to the Bank of Colorado as early as tomorrow to see what can be done. McKinstry Ashley Brasovan advised that she will talk with DOLA also, however it will probably be too late to have this installed by this winter. PC Ray advised that the wastewater plant that will probably be looking into Energy Impact Funding for that, so the possibility for a DOLA grant for the boiler too, may not be a possibility. Trustee Lewis made a motion to approve McKinstry's proposal for the upgraded propane heating system in the Old Town Hall. Trustee McLaughlin seconded the motion. Motion passed on unanimous voice vote.

**Regional Solar Utility Planning Project (regional solar array) update (5 minutes)**

PC Ray advised this project is still in progress. There have been no meetings recently on this project. The Town electricity bills have been being reviewed to see which one would be the best to work with on this solar array. No update at this time.

**Consideration of Sheila Symons pay increase amount (5 minutes)**

PC Ray advised that she went back to listen to the meeting that was discussing a pay increase for Sheila Symons in 6 months. She advised that she thought there was a rate increase that was decided at that time. She advised that is not the case as she just came up with a random number and that is why it is back on the agenda for conversation. Clerk Symons advised that in the budget there was an estimate of pay increase. \$47,840 is what is in the budget for this increase in pay. PC Ray advised that she was the one made up the numbers so that the budget would be covered for any increase and that was not meant to direct the Board on how much the increase in pay should be. Mayor Drust advised that he knows that PC Ray typically overshoots on the budget

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to help with the offset of other things. He asked what DC Phillips is making and what Clerk Symons is making. It was advised that DC Phillips is making \$25.50 per hour and Clerk Symons is making \$19.50 per hour. PC Ray, DC Phillips and PW Samuelson advised that until recently they never received a raise over 3% if they even got one. Mayor Drust advised he doesn't think \$23.00 an hour is a reasonable increase for Clerk Symons. Trustee Geilert recommended a \$2.50 per hour raise. Trustee Geanious and McLaughlin agreed. Trustee Geanious made a motion to increase Clerk Symons' hourly pay to \$22.00 per hour. Trustee Geilert seconded the motion. The motion passed unanimously on voice vote.

**Bobby George update (10 minutes)**

Clerk Symons advised that Bobby George was hoping to join the meeting, however he is not online. PW Samuelson gave an update on the water reservoir and water shortage information. He advised he spoke with Andi Shaffner and Scott Hummer. He found out the following information; Bear River shares for the Town of Yampa is about 112 shares, Bear River will only fill 80% and not ever fill over that as the limit is 80%. The 112 shares come out to about 80-90 shares on a good year as it will never fill over the 80% to make it the 112 shares fully. He advised on a bad year it may only be filled to 50% so that would mean the Town would only get about half the shares that are allocated to Yampa. He advised that they also have a 15% winter loss and a 25% hold back which is taken out of our shares. At this time the Town has 18.7 shares in the reservoir right now that can be used if it doesn't fill any more than it is at this time. Andi Shaffner advised the Town could issue those shares to Bobby George as long as he had ditches from that drainage to use that water. She strongly recommended to let Barbara Palmer know this is the situation however. PW Samuelson did speak with Scott Hummer he advised the state does not have a problem leasing the water to Bobby George but only if it is in Bobby George's own ditches that he owns. PW Samuelson asked Scott Hummer what about land that Bobby George is leasing by the Palmers and there wasn't really a definite answer on that. Scott Hummer advised that he spoke with Andy Rossi (Upper Yampa Reservoir) and they require everyone that sign a contract and that would mean that who ever signed the contract the water would only be available to that entity that signed the contract for municipal use and not agricultural use. PC Ray advised she does not remember the contract if it advised if the water could be leased to anyone. She also advised that Upper Yampa Reservoir was not being talked about for this situation. She advised that she reached out to Kevin McBride for a long time on what can and cannot be done with the Upper Yampa water. Trustee Geilert is hesitant to offer any of our water to anyone at this point due to the lack of snow this winter and the upcoming dry summer. She advised she feels we may need it sometime this summer and giving it away will affect more than just 1 resident. PW Samuelson advised if this decision is to be made, that it would be best to make it at the first part of May as water can not be pulled out of the Bear River Reservoir until May 15. Even if it was a good winter with decent snow melt, they just don't know how full the reservoir will actually get. He recommended to keep in touch with Andi Shaffner to see how full Bear River Reservoir actually gets. Trustee Lewis advised he is not comfortable giving away water shares as it would set precedence and that could come back to haunt the Town later. Trustee Geilert thinks that the Town should just come up with a number they are willing to pay Bobby George and send it to him to see where he goes from that. Trustee Geilert only feels that the only valid number that Bobby George has provided is the \$3000 for the year the work was done on his leased land. She advised that the Town should not have to pay for the year of the drought as the Town can not control that. She also is hesitant to offer any additional compensation when Bobby George was unable to provide valid records showing what he lost.

Use of Reservoir Water information Bear River Reservoir Bylaw and Articles of Incorporation information (in packet)

Please keep for future reference

Need to know any other questions the board has to get answers and hopefully have this addressed in May meeting at latest.

What dollar amount shall be equated with this?

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COVID-19 update (5 minutes)

**New Business (35 minutes)**

Consideration of approval of Resolution No. 2021-03 – A resolution to appoint member Kasey O'Halloran to the South Routt Library District Board of Trustees for a 5-year term beginning March 1, 2021, ending February 28, 2026. (in packet) (2 minute)

Little Lambs Summer Camp at American Legion (5 minutes)

Tour De Steamboat 2021 information (email attached for review) (5 minutes)

Questions can be asked to Steve or Pam Williams they will virtually attend

Consideration of signing a letter of support for the Routt County Building Department application for the ICC Annual Award "Community Service Award". (letter attached for review) (2 minutes)

Review and Approval of the Consumer Confidence Report (CCR) (information in packet) (5 minutes)

2021 Drinking Water Quality Report for Compliance Year 2021

Child Abuse Prevention Month Consideration of Proclamation (in packet) (5 minutes)

Week of the Young Child Consideration of Proclamation (in packet)

Consideration of approval of renewal of Little Beaver's Liquor, Inc. DBA Yampa Liquors retail liquor store license (in packet) (5 minutes)

Consideration of approval of renewal of Ken L. Montgomery DBA Montgomery's General Merchandise Fermented Malt Beverage license (in packet) (5 minutes)

Consideration of continuing Consulting/Maintenance Agreement with Kenneth A. Lebofsky/Watersong Computer Services (in packet)

Ralph Shanklin's disagreement regarding responsibility for payment of water leak repair.

**Public Works Department update (20 minutes)**

Time for Town Board to ask PW any questions they may have for updates or projects being worked on  
Greg Samuelson update (10 minutes)

Ben Mitchell update (10 minutes)

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Clerk's review of possible code violations and required action (if any) and report of on-going business by Town Clerk and Previous Town Clerk (10 minutes)

Reports of Committees  
4<sup>th</sup> of July Committee

Meeting Reports

Schedule meetings and/or workshops (5 minutes)

Board Members and audience requests for agenda items for next meeting (5 minutes)


Reading of Correspondence and required action if any

Review March financials, March meter reading report and March invoices/vouchers (5 minutes) (financials in packet)

Reading and Payment of Bills (5 minutes)

Adjournment

AGENDA SUBJECT TO CHANGE 24-HOURS BEFORE SCHEDULED MEETING AUDIENCE PACKET  
AVAILABLE FOR REVIEW BEFORE THE MEETING

  
\_\_\_\_\_  
Jeffrey L. Drust, Mayor

Attest:   
\_\_\_\_\_  
Sheila Symons, Town Clerk

October 6, 2021