

Town of Yampa
Regular Meeting Minutes
August 5, 2020

TOWN OF YAMPA
AUGUST 5, 2020
YAMPA TOWN HALL – 101 MAIN STREET
CROSSAN BUILDING-2ND FLOOR

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

BOARD MEMBERS ABSENT: None

EMPLOYEES PRESENT: Public Works Assistant (PWA) Greg Samuelson, Town Clerk (Clerk) Janet Ray, and Deputy Clerk/Assistant Treasurer (DC) Nora Phillips

AUDIENCE PRESENT: Sheila Symons

DUE TO THE COVID-19 PANDEMIC THE BOARD OF TRUSTEES WILL BE ATTENDING BOTH IN PERSON AND VIA GOTOMEETING. IN PERSON ATTENDANCE IS LIMITED PER STATE OF COLORADO PUBLIC HEALTH ORDERS AND MASKS ARE REQUIRED. THE PUBLIC IS ENCOURAGED TO ATTEND VIA GOTOMEETING. AUDIENCE - PLEASE CALL 970-638-4511 PRIOR TO THE MEETING IF PLANNING TO ATTEND IN PERSON.

August 5, 2020 Town of Yampa Town Board meeting
Wed, Aug 5, 2020 6:30 PM - 11:30 PM (MDT)

Please join my meeting from your computer, tablet or smartphone.

<https://global.gotomeeting.com/join/478592101>

You can also dial in using your phone.

United States (Toll Free): [1 877 309 2073](tel:18773092073)

United States: [+1 \(571\) 317-3129](tel:+15713173129)

Access Code: 478-592-101

Call to order

Mayor Symons called the meeting to order at 732p.

Roll call

Board Roll Call was taken

Pledge of Allegiance

Pledge of Allegiance was recited

Approval of minutes

Consideration of approval of January 8, 2020 regular meeting minutes (in packet)

Trustee Lewis made a motion to approve the January 8, 2020 regular meeting minutes. Trustee Drust seconded the motion. Motion passed unanimously on voice vote.

Audience participation – Non-agenda items

Five-minute time limit – presentation only-Board will render no decisions

None

Audience participation – Scheduled items

None

Old Business

Water system improvements update and consideration of any needed approvals

Clerk Ray advised the small communities grant has been closed out. This grant includes the water transmission lines. She is working on finalizing the process to receive the funds.

Wastewater system improvements update and consideration of any needed approvals

Clerk Ray advised at the previous meeting regarding the bushes for the 3-acres at Yampa Valley Ranch to possibly be purchased for the wastewater plant. She did reach out to Donna Corrigan to see if the land owners had any additional input. Donna did reach out asking if the Town Attorney Bob Weiss would be able to write a letter of intent for the purchase of the 3-acres for Yampa Valley Ranch for Wastewater Treatment Plant. Clerk Ray replied to Donna Corrigan advising the Town need answers on the bushes before the Town can move forward. Clerk Ray advised that a new contract will also need to be drawn up and then go from there.

Clerk Ray has communicated with Scott Smith about the ammonia levels at the wastewater treatment plant. He advised the Town has been in compliance since January of 2020. The only issue was in March where levels were off. He advised that the state failed to synchronize the EMRs with the permits. He feels the Town is still in compliance and will work with the State on the next steps. Clerk Ray will also get with Colorado Department of Public Health and Environment (CDPHE) to see if they will allow the Town to be in compliance with the way Scott Smith is running the plant. Clerk Ray advised that she is also looking into the sludge removal of the wastewater plant and hopefully that will help with the compliance or lack of compliance information. This should be our first step.

Regional Solar Planning for Peak Power Shaving and Net Metering (old town hall/EMS building and wastewater treatment plant) update

McKinstry had a site visit in late July. They are putting together an estimate on the upgraded lighting for Old Town Hall and Crossan's/Town Hall and for the new heating system. Clerk Ray did send the Yampa Fire District a memo explaining what the Town is trying to do with the Emergency Services Building/Old Town Hall regarding the heat of the building. The memo advised that if we could get the coal, we would do that for one more year. If we cannot, this will need to be taken care of right away.

Clerk Ray heard from Winnie Delliquadri and Greg Winkler with Department of Labor Affairs (DOLA) that the Energy Impact Grant round moved to October 1, 2020. This means all the project planning should be done by then.

Regional Solar Utility Planning Project (regional solar array) update

Clerk Ray advised there was a meeting with Ameresco. They advised their assessment of the 4 proposed sites of where they would like to place the solar garden. There will be more to report after the next meeting on the progress.

COVID-19 update

Clerk Ray has spent 10+ hours on Covid-19 meetings over the last couple weeks. One of the meetings was in regards to the 5 commitments to containment. (Wear a mask, wash your hands, stay home if you are sick, get tested if you have symptoms and social distance). The County Commissioners are trying to be encouraging to the businesses by recognizing them if they are doing things the right way during the new restrictions with the pandemic of Covid-19 and keeping their businesses thriving.

A Contract Tracing log is recommended for each individual/business to keep track of where everyone has been.

The Town has a CARES account set up at this time. This is an reimbursement account that will assist with expenses due to the Covid-19 pandemic.

DC Phillips is working on the plexiglass, hand sanitizer and mask order. However, it is becoming hard to come by.

Personnel

Clerk Ray has the ads for the Town Clerk position in the paper. She is working on splitting the public works department into 2 positions/salaries.

New Business

Consideration of signing Amendment to Assignment of Stock and Water Delivery Agreement between Upper Yampa Water Conservancy District, the Stillwater Ditch and Reservoirs Company and Shareholders (in packet)

Clerk Ray advised this new draft has slight changes. She sees no reason not to move forward with signing the agreement.

Trustee Lewis made a motion to sign the Amendment to Assignment of Stock and Water Delivery Agreement between Upper Yampa Water Conservancy District, the Stillwater Ditch and Reservoirs Company and Shareholders. Trustee Geilert seconded the motion. The motion passed with a unanimous voice vote.

Consideration of request from Yampa Valley Sustainability Council regarding blower door test requirements (letter in packet)

Clerk Ray advised that the Routt County Building Department has this passed in Steamboat Springs and would like the rest of the county to do the same.

Mayor Symons asked if we should table this subject until further data is brought forward.

Trustee Geilert made a motion to table this subject until further information. Trustee Lewis seconded the motion. This motion passed on unanimous voice vote.

Water and sewer billing

Will be discussed with Public Works updates

Public Works Department

Access to meters for reading

Water and sewer billing

PWA Samuelson to report

Trustee Lewis was bit by a dog while reading meters. PWA Samuelson advised that there are many dogs that are not a problem however, the ones that are a problem make it hard to have water meters read safely at times causing a liability for meter reading. The properties are expected to be maintained with shoveling of snow and dogs not near water meters, whether they are not in town 365 days a year per our Town ordinance. In review – Mayor Symons advised that we do have to figure out the dog situation and also look into having the meters moved to accessible locations. DC Phillips advised if she can get a list of which residents are having the dog issues then she can send letters in their water/sewer bills or add a notice in the newsletter for all residents to have better access to their water meters. Taking pictures of their meters and sending those to us should not be permissible due to our Municipal Code. Trustee Lewis and PWA Samuelson will see how that works for now and this will be readdressed in future meetings.

PWA Samuelson advised that he hasn't been able to get information on the fence at Snowden Park.

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

Clerk Ray advised she has not gotten the code violations done yet.

She advised more on on-going the Conservation Trust Fund the Town gets a report on the population estimate she did take care of that correspondence. She advised the Conservation Trust Fund always does a great job at their figures and she does not question it as it seems accurate.

Clerk Ray received an email that the water/wastewater eligibility surveys were accepted by CDPHE. She advised that is a requirement to be eligible for grants and loans.

Small Communities Grant reimbursement request has been sent in.
CARES report has been processed.

For the audit purposes, she has finalized the payroll reports and the unemployment reports.
Clerk Ray advised the rest of 2020 minutes will be done before she retires. Clerk Ray advised once someone is hired for her position she would start working on the municipal code update and the Town Clerk procedures manual. Clerk Ray advised she is planning on staying with the Town for about 8-10 hours a week for assistance for \$12.00 per hour

Reports of Committees

None

Meeting Reports

None

Museum and Heritage Fund Advisory Board (MAHFAB) – Mike Lewis

The meeting was held as virtual meeting on July 14. He missed about 3/4 of it due to technical issues. The next meeting is October 24.

Routt County Building Department Oversight Committee – Janet Ray

Clerk Ray advised was a virtual meeting. They are starting work on the Building Code adoption. She is hoping Todd Carr (Routt County Building Department) will be able to be at the September or October meeting for updates to the Town Board. .

Schedule Workshops and/or Special Meetings

August 19, 2020

Clerk Ray advised the sooner they can get interviews going and a new Town Clerk hired that will allow for the training to get started as soon as possible.

Mayor Symons advised that his spouse will be applying for the position and he will recuse himself from the hiring process entirely. He said that if she is the person that does receive the position, then he would do what is needed to step-down as Mayor for the proper way for the Town to move forward.

Board Members and audience requests for agenda items for next meeting

None

Reading of Correspondence and required action if any

Clerk Ray advised an email was sent regarding 431 Main St. (the old Rudeen's shop/residence). The comment advised that the neighbors that own the shop building next door dug a hole on their

property line. Clerk Ray advised that she did look into this and it is a civil matter and not one that the town will need to take action on. It will be the property owner's responsibility. Clerk Ray advised of a forest fire off of I-70 so there may be more traffic through 131 in the meantime.

She advised CDOT sent an email that they are beginning work on the Oak Creek canyon. The Town got word from AGNC that they are not raising fees for the upcoming year. The Town fees is \$600.00 for the dues.

Notice from the County Assessor Office advised that the Town will not be receiving the Preliminary Certification of Values (used for property tax information) until October 2020. It usually is received in August every year.

Thank you letter sent to Brian Ashely for his service on the Town Board.

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

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

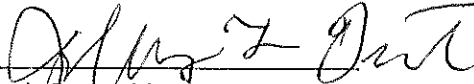
Reading and Payment of Bills

Clerk Ray read the bills. Trustee Lewis made a motion to pay the bills. Trustee Drust 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 made a motion to adjourn, Trustee Drust second the motion and the motion passed unanimously on voice vote. The meeting adjourned at 9:29p

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

August 4, 2021