TOWN OF YAMPA
TOWN BOARD AGENDA
October 1, 2025 – 6:00 pm

To the Town Board of Yampa and to all Other Persons to whom it may concern:
Notice is hereby given that a Special Yampa Town Board Meeting will be held on **Wednesday, October 1, 2025 beginning at 6:00 pm** in the Upstairs Board Room at Crossan's/Town Hall, 101 Main St., Yampa, CO. Agenda is subject to change up to 24 hours prior to the scheduled meeting.

Join Zoom Meeting
https://us06web.zoom.us/j/87279221896
Meeting ID: 872 7922 1896
Phone: 7193594580 Passcode 87279221896

1. **Call to Order**
   a. Roll Call
   b. Pledge of Allegiance

2. **Audience Participation (5 Minutes)**
   Please limit comments to 5 minutes. The Town Board will take comments under consideration but will not make any decision or take any action at this time. Anyone who would like to address the Town Board concerning any agenda item will be given the opportunity to speak for up to 5 minutes on that item.

3. **Routt County Wildfire Council**
   Representatives from the Routt County Wildfire Council will provide a presentation to the Board regarding regional wildfire preparedness, mitigation efforts, and potential collaboration opportunities.

4. **Personnel Policies Update**
   Discussion on updates to Sections 9 of the Town of Yampa Personnel Policies, including revisions to office hours, lunch breaks, on-call hours, and overtime/compensatory time procedures. These changes are intended to align with Colorado labor law, FLSA standards, and promote consistency and operational efficiency across departments.

5. **Outside Entity Funding Application – Eligibility Criteria**
   Discussion and clarification regarding who may apply for funding under the Town's Outside Entity application process, including clarification of eligibility requirements and potential revisions to current policy.

6. **Consent Agenda (5 Minutes)**
   a. Approval September 17, 2025 Regular Meeting Minutes

7. **Staff and Board Member Reports/Updates (20 Minutes)**
   a. Committee and meeting reports from Staff and Board Members

8. **Scheduled Meeting/Work Sessions (5 Minutes)**
   a. Town Board and other requests for Agenda Items
      i. October 15, 2025 @ 6:00 p.m. – Town Board Regular Meeting
      ii. September 24, 2025 @ 6:00 p.m. – Planning Commission Meeting (tentative)

9. **Adjournment**

ROUTT COUNTY WILDFIRE MITIGATION COUNCIL

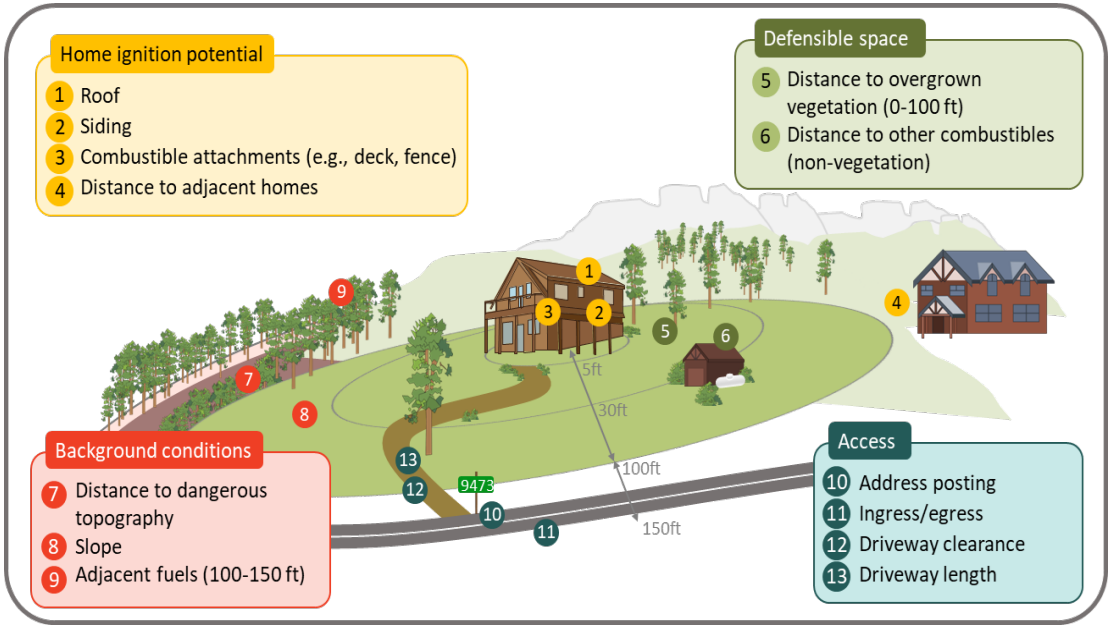
Our Mission

To create resilient, fire - adapted communities and minimize the potential impacts of wildfire.

We also receive support from


The Council
Stakeholder Conferences
The Organization
Staff
Ambassador Program
Free Chipping Program
Funding
Firewise Communities
Routt Resident Rebates
Dashboard & Map
Recovery Playbook
Community Outreach Meetings
Misc. Initiatives
Address Signs
Landscape Mitigation Initiatives
HIZ Evaluations
Professional Development
WiRē Studies

Rapid parcel-level wildfire risk assessment



Home ignition potential

- **30%** Roof
- **7%** Siding
- **10%** Combustible attachments
- **20%** Distance to adjacent homes

Defensible space

- **10%** Distance to overgrown vegetation (0’-100’)
- **8%** Distance to other combustibles (non-vegetation)

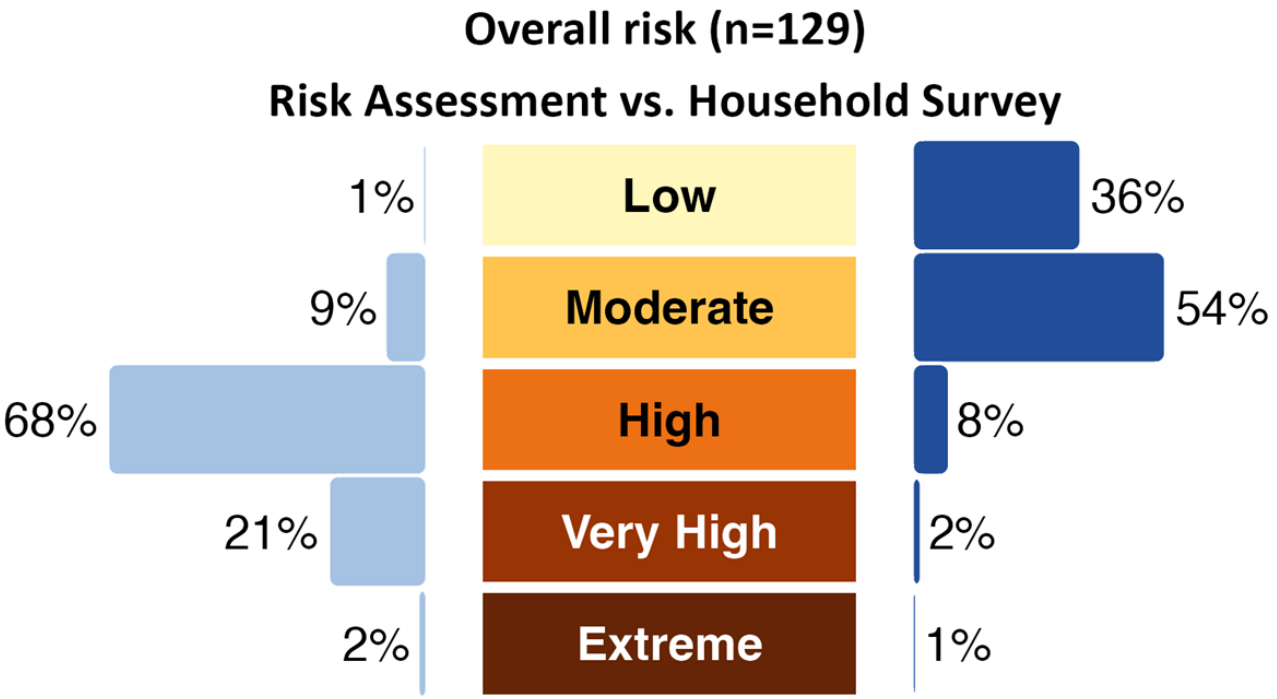
Background conditions

- **5%** Distance to dangerous topography
- **2%** Slope
- **4%** Adjacent fuels (100’-150’)

Access

- **1%** Address posting
- **1%** Ingress/egress
- **1%** Driveway clearance
- **1%** Driveway length

Respondent perception of risk versus assessor



*But “overall rating” is not as meaningful as *by attribute*

Ready, Set, Go!

- Create an evacuation / disaster plan for you and your family (including pets and livestock).
- Pack your **Go Bag**
- Encourage people to leave *before* they have to.
- Go to a *predetermined* safe meet-up location.
- Have several evacuation routes planned.

Address Signs!

House Sign

Routt County Road

Home Ignition Zone Evaluations

TO MANAGE YOUR HOME, LEARN THE THREE ZONES

ZONE 1

0-5 FEET FROM THE HOME

The area nearest the home. This zone requires the most vigilant work in order to reduce or eliminate ember ignition and direct flame contact with your home.

ZONE 2

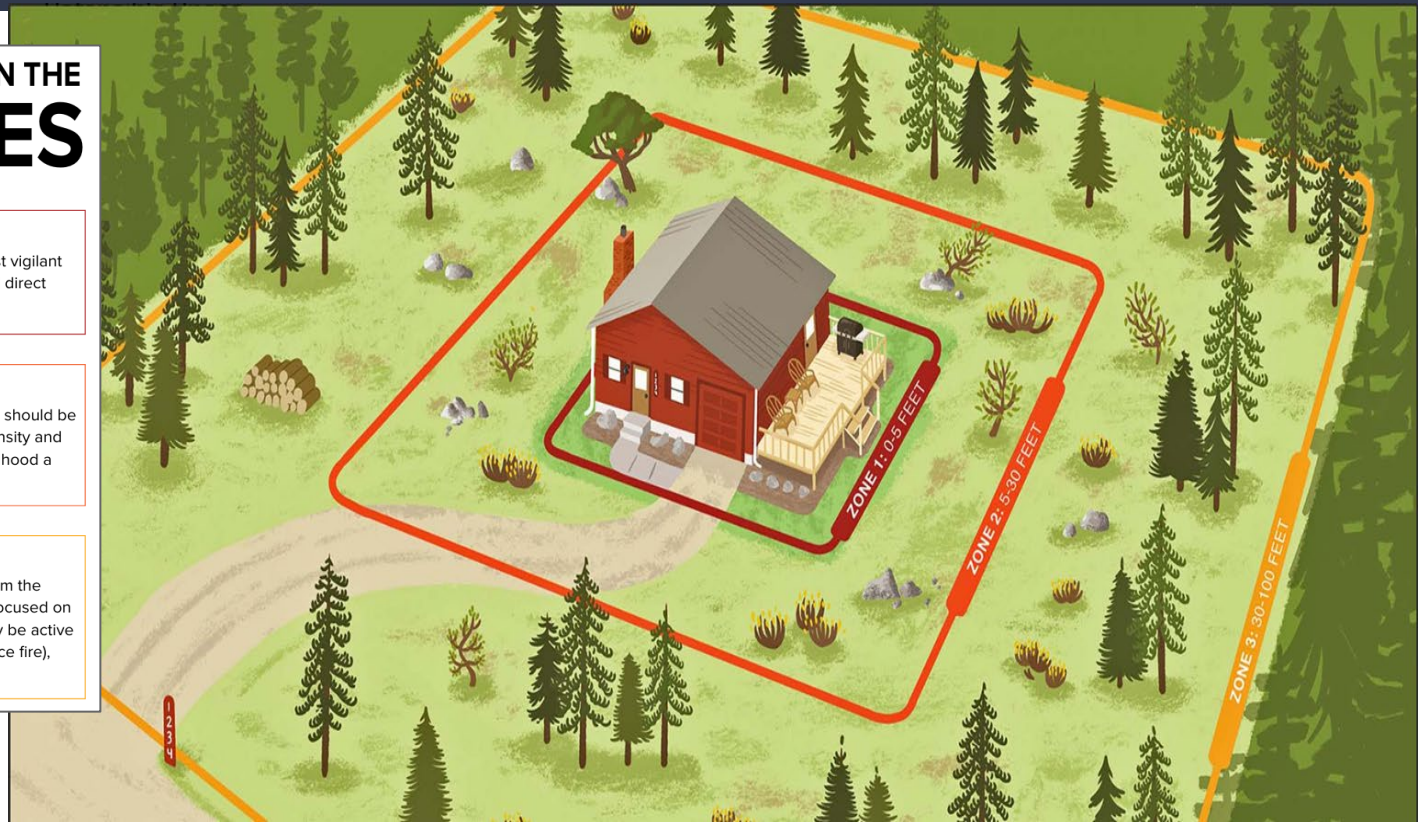
5-30 FEET FROM THE HOME

The area transitioning away from the home where fuels should be reduced. This zone is designed to minimize a fire's intensity and its ability to spread while significantly reducing the likelihood a structure ignites because of radiant heat.

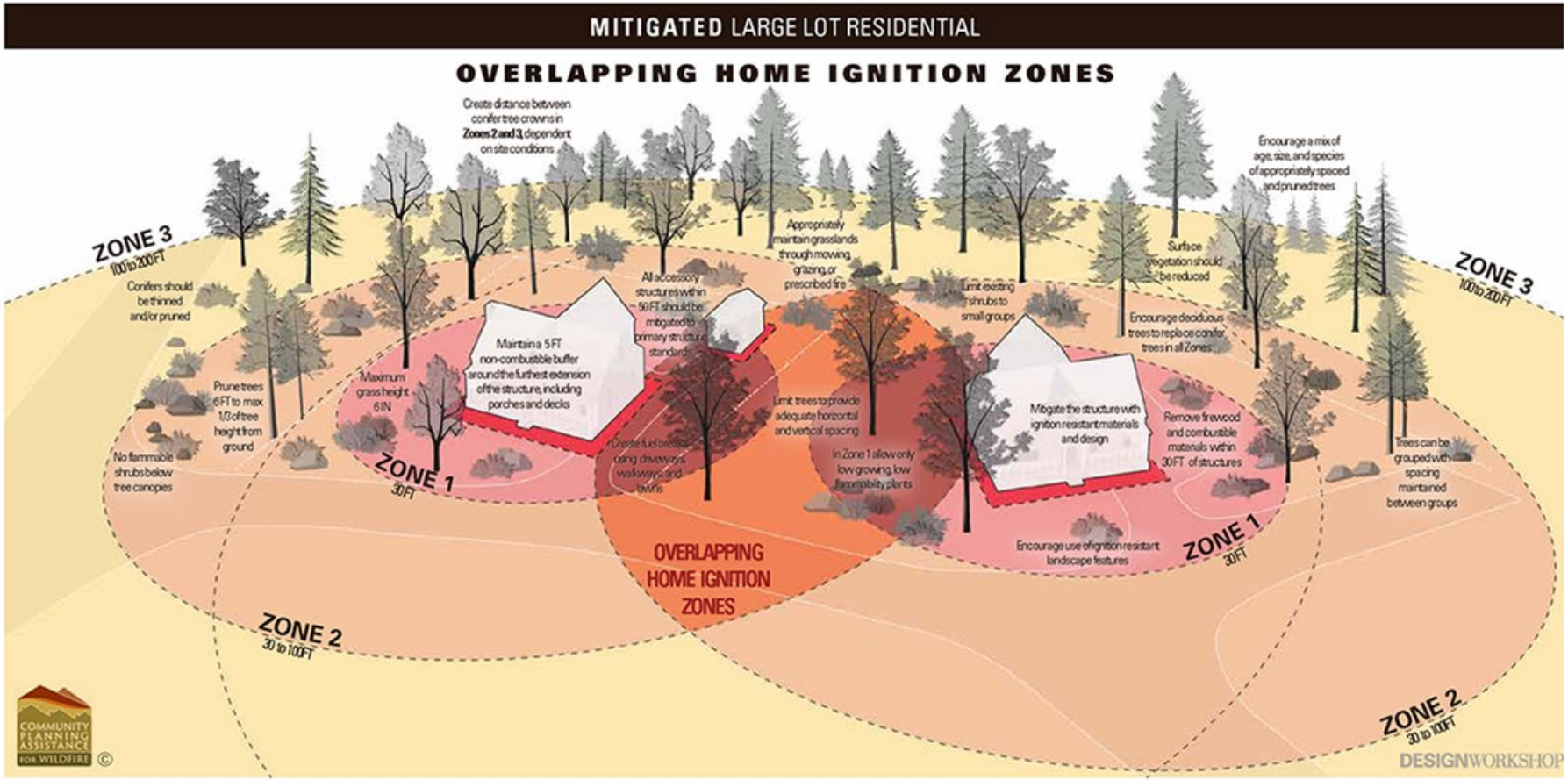
ZONE 3

30-100 FEET FROM THE HOME

The area farthest from the home. It extends 100 feet from the home on relatively flat ground. Efforts in this zone are focused on ways to keep fire on the ground and to get fire that may be active in tree crowns (crown fire) to move to the ground (surface fire), where it will be less intense.



The importance of collaborating with neighbors…



Routt Resident Rebates

- Non-combustible fencing

- Vent screening or replacement

- Hardening Zone 1

Free Chipping Program

Reduce hazardous fuels on and create defensible space around structures.

Neighborhood Wildfire Ambassadors

Do you have a resident who is:

- Wildfire savvy?
- Respected by your neighbors?
- Interested in *being the change*?

A good starting line…

- Form a committee or board
- Community Wildfire Risk Assessment
- Develop multi-year goals
- Invest and track
- Celebrate successes!

COLORADO
Wildfire Resiliency Code Board

What can people do today?

1. Sign up for Routt County Alerts.
2. Inventory their assets.
3. Develop a family plan.
4. Pack go-bags.
5. Monitor fire weather.

None of us is as smart as all of us.

- *Ken Blanchard*

Routt County Alerts

Town of Yampa

Town Board Agenda Item

Meeting Date: October 1, 2025

Agenda Item Title: **Personnel Policies Update**

Presented by: Sheila Symons, Town Administrator/Clerk

Attachments: **Section 9 of the Town of Yampa Personnel Policies**

Background: Town Hall has historically operated from 8:00 a.m. to 4:00 p.m., Monday through Friday, with staff informally taking lunch breaks during those hours. During a recent Board discussion, Trustee Montgomery raised concerns that under this arrangement, staff are effectively being paid during their lunch period, and that the Personnel Policies stated business hours are 8:00 a.m. to 5:00 p.m. To address this and ensure compliance with Colorado labor law, the Board tasked Trustees Lewis and Montgomery with meeting staff to determine preferred office hours and lunch procedures.

While that meeting generated useful feedback, it did not result in a defined direction. Therefore, I am bringing forward formal recommendations to the Board for discussion and final decision-making. It is important to establish consistent office hours and lunch break policies to ensure both legal compliance and operational clarity.

Beyond hours of operation and lunch procedures, additional areas of the Personnel Policies have surfaced that require clarification. Specifically, questions have arisen regarding the start and end times for on-call compensation, due to the current varied shift schedules for Public Works personnel. Clarifying whether on-call pay begins after an employee's scheduled shift or after Town Hall closes is essential for accurate tracking and fair application of the standards and compensation therefore.

There is also a need to determine if current standards in the Personnel Policies are appropriate as they relate to paid overtime versus compensatory time (Comp Time). The Town currently budgets 120 hours annually per employee for expected overtime, e.g. snow removal, emergency call-outs.

Recommendation: To address the concerns raised and improve consistency across all departments and staff, I am recommending the Board discuss proposed updates to Section 9 of the Personnel Policies and provide clear policy direction on:

- Office hours and Public Works work hours
- Lunch breaks

- On-call hours
- Overtime/compensatory time

Direction provided by the Board will be vetted to ensure any direction or changes align with Colorado labor law and reflect the Town's policy framework including any updates thereto.

By creating a foundation for shaping a clear and equitable policy that applies uniformly, based on Board input and direction, final amendments will be prepared for adoption at a subsequent Board meeting with a goal of implementing any changes effective January 1, 2026 so budget considerations can be included, if such proves necessary. Once approved, all Town staff will be provided copies of the Personnel Policies & Procedures Handbook for their review and written acknowledgment, confirming their understanding and agreement of the terms and conditions of employment with the Town of Yampa.

The following is provided for the Board's consideration:

Office/Public Works Work Hours & Breaks:

In accordance with the Colorado Overtime and Minimum Pay Standards Order, any employee working more than five consecutive hours must be provided with a 30-minute uninterrupted, duty-free meal break. Employees must be fully relieved of duties and may leave the worksite during this time. If the nature of the job prevents a duty-free break, the time must be paid.

Recommendation:

- Town Hall Open 7:30 a.m. to 4:00 p.m., Monday through Friday
    - Office employees: 30-minute unpaid lunch break.
    - Public Works employees:
        - 1-hour unpaid 12 noon lunch with shifts: 7:00 am-4:00 pm or 8:00 am-5:00 pm
        - 30-min. unpaid 12 noon lunch with shifts: 7:30 am-4:00 pm or 8:00 am-4:30 pm

All employees will continue to receive two paid 15-minute rest breaks per day, as outlined in the Personnel Policy. These must be taken daily or lost.

On-Call Compensation:

Discussion and clarification are needed on whether on-call pay begins at the end of an employee's scheduled shift or at the open/close of office hours.

Overtime & Compensatory Time:

Paid overtime is budgeted annually at 120 hours per Public Works employee for expected overtime based on historical data, including matters such as:

- snow removal
- water/sewer issues
- infrastructure failures
- emergency response
- natural disasters
- on-call duties that result in exceeding 40 hours per week

- Additional qualifying situations may be determined and pre-approved by the Town Administrator or Department Head.

Non-emergency situations, any time worked beyond an employee's scheduled hours that does not meet the criteria for approved overtime are to be recorded as **Compensatory Time (Comp Time)** under the applicable provisions of the Personnel Policies. Comp Time is accrued at a rate of **1.5 times** the hours worked over 40 hours in a given week. Employees are encouraged to adjust their schedules within the same work week to help balance additional time worked and preserve personal time. Comp Time may be used as paid time off and must be scheduled in coordination with supervisors. Any unused Comp Time may be paid out at the end of the calendar year if the budget allows. To ensure fairness, consistency and the economic constraints, the Town should standardize Comp Time across all departments.

SECTION 9. HOLIDAYS, LEAVE AND HOURS OF WORK

9.1 COMPENSATION SYSTEM BASED UPON PRINCIPLE OF PUBLIC ACCOUNTABILITY

Town's compensation system and its policies concerning work attendance and the use of the various types of leave allowed are based upon the principle of public accountability which requires that Town employees be paid only for hours actually worked or for leave taken in accordance with this Handbook.

9.2 HOLIDAYS

9.2.1 The following are designated official holidays:

New Year's Day	Columbus Day
Martin Luther King Day	Veteran's Day
President's Day	Day After Thanksgiving
Memorial Day	Thanksgiving Day
Independence Day	Christmas Day
Labor Day	

If an official holiday falls on a Saturday, the preceding Friday shall be observed as the holiday. When a holiday falls on a Sunday, the following Monday shall be observed.

9.2.2 Any Regular Part-Time Employee whose work schedule would otherwise require that employee to work on a day designated as an official holiday and all Regular Full-Time employees shall receive paid Holiday Leave for official holidays. Regular Part-Time Employees shall be paid for that percentage of a day which is equal to the percentage of a forty (40) hour week which that employee normally works. To be eligible for paid Holiday Leave, an employee must be on paid status, but not necessarily scheduled to work, the workday before and the workday after the holiday. For example, a new employee first scheduled to work on the day after an official holiday will not be eligible for holiday pay for that holiday.

9.2.3 Under certain circumstances, an employee may be required to work on a holiday. Any Regular Employee who is an FLSA Non-Exempt Employee and who works on an official holiday, and was not regularly scheduled to work that day shall, at the employee's option, either receive equal time off on a day to be scheduled with the agreement of the Department Head or pay at the rate of two times the employee's regular pay.

9.2.4 No employee assigned to work on days other than Monday through Friday shall receive a greater or a lesser number of holidays in any calendar year than employees regularly assigned to work during the normal work week.

9.2.5 One-time proclamations of a day of national/state mourning or celebration shall be treated the same as a holiday described above.

9.2.6 Employees whose regular work schedule is for less than twenty-four (24) hours per week shall not be eligible for paid Holiday Leave.

9.3 VACATION LEAVE

9.3.1 Only Regular Employees, including Job Share Employees, regularly scheduled to work twenty-four (24) hours or more per week receive paid Vacation Leave. No Vacation Leave is earned by other employees. During the first six (6) months of employment, Initial Review Employees do not accrue Vacation Leave. However, upon successful completion of the Initial Review Period, Initial Review Employees will be awarded Vacation Leave equal to what they would have accrued during the Initial Review Period if they had been Regular Employees during that time. Successful completion means that the employee has received an overall evaluation of satisfactory or better.

9.3.2 Employees may schedule Vacation Leave only after the successful completion of their Initial Review Period. Vacations must be scheduled in advance with the employee's Supervisor. Vacation shall not conflict with work requirements of the department. Scheduled vacations may be canceled by the Department Head if required to meet the reasonable and necessary demands of the department.

9.3.3 Annual Vacation Leave is earned by Full-Time Employees according to their length of Town service measured from their Anniversary Date as follows:

Years of Service	# of Hours	Per Period
1	80	3.08
2	88	3.38
3	96	3.69
4	104	4
5	112	4.3
6-10	120	4.62
11-15	160	6.15
16+	200	7.7

Regular Employees scheduled to work less than forty (40) hours but at least twenty-four (24) hours or more per week shall accrue Vacation Leave on a pro rata basis for the hours of work for which they are scheduled based on the above table. Vacation Leave is credited and accounted for on a monthly basis.

Employees regularly scheduled to work less than twenty-four (24) hours per week do not accrue paid Vacation Leave.

9.3.4 Official holidays occurring during Vacation Leave are counted as holidays, not as vacation. Illness and emergency closure days during vacation periods are counted as vacation days.

9.3.5 All employees are encouraged to use all Vacation Leave on an annual basis. Vacation Leave cannot be carried over to the next calendar year unless, at the request of the employee's Department Head, the Town Administrator or the Board of Trustees consents to the carryover. The Town Administrator may consent to a carryover so long as no more than a total of eighty (80) hours of Vacation Leave and compensatory time is carried over. Carryovers of more than eighty (80) hours of Vacation Leave and compensatory time, in the aggregate, are permitted only with the permission of the Board of Trustees and only upon a showing that such carryover is required due to an emergency, the workload of the employee or for a similar compelling reason.

9.3.6 When Vacation Leave is used in conjunction with a termination, the employee will continue to be an employee through the period of Vacation Leave to the effective date of the termination.

9.3.7 Earned but unused Vacation Leave will be payable upon termination of employment.

9.3.8 All Department Heads shall give written notice to the Town Administrator of any Vacation Leave which the Department Head intends to take as soon as possible after that leave is scheduled. The Town Administrator shall give written notice to the Mayor of any Vacation Leave which the Town Administrator intends to take as soon as possible after that leave is scheduled.

9.4 SICK LEAVE

9.4.1 Sick Leave is not a right. It is a privilege given to Regular Employees to be used only in the following circumstances:

9.4.1.1 When an employee is unable to perform the job duties because of illness, injury, or any other medically disabling condition.

9.4.1.2 When necessary to permit the employee to obtain medical, surgical, dental or optical examinations or treatment.

9.4.1.3 An employee who is required to care for an ill member of the immediate family or who must provide transportation for a member of the employee's

immediate family to obtain medical, surgical, dental or optical examinations or treatment may use accumulated Sick Leave.

9.4.1.4 To mourn the immediate death of or attend the funeral of a member of the employee's immediate family or of a daughter-in-law or son-in-law subject to the limitation that no more than five (5) days' Sick Leave may be used for this purpose; provided, however, that the employee may use more than five (5) days of Sick Leave for mourning with the permission of the employee's Department Head when, in the opinion of the Department Head the functioning of the Department will not be disrupted as a result of the use of such additional Sick Leave. In the case of a Department Head, the Town Administrator shall have the discretion to permit the use of more than five (5) days Sick Leave for mourning.

9.4.2 All Regular Employees regularly scheduled to work twenty-four (24) hours or more per week are eligible for Sick Leave. Sick Leave is accrued at 8 hours per month based on a total of twelve (12) annual days of Sick Leave for Full-Time Employees scheduled to work forty (40) hours per week and is accrued on a pro rata basis for Part-Time Regular and Job Share Employees from date of hire.

9.4.3 There is no maximum limit on the amount of Sick Leave which may be accumulated. However, upon termination, no payment for accrued Sick Leave shall be made.

9.4.4 Employees are to report their absences daily and directly to their Supervisor within one (1) hour of the employee's regular starting time. The failure to report may be considered cause for denial of paid Sick Leave for the period of absence unless the employee furnishes an acceptable explanation. The failure to report that Sick Leave is being taken for three (3) consecutive work days is considered abandonment of job and may result in dismissal.

9.4.5 An employee may be required by their Department Head to provide a medical doctor's verification of illness or fitness for duty at any time. Abuse of Sick Leave or excessive absenteeism may result in the loss of the privilege to earn Sick Leave or in other disciplinary actions, including termination. In the case of a Department Head, the Town Administrator shall have the authority otherwise provided a Department Head in this provision.

9.4.6 "Advanced" Sick Leave is not permitted. Employees may not carry negative sick hours. Absences due to illness which occur when the employee has no Sick Leave will be unpaid.

9.5 PERSONAL DAYS

Each Regular Employee, including Job Share Employees, regularly scheduled to work twenty-four (24) hours or more per week receive one day off each calendar year for any

purpose. Personal Days accrue on January 1 each year, and must be used in that calendar year. Unused Personal Days do not carry over to the following calendar year. Employees must make arrangements with their Department Head prior to using a Personal Day.

9.6 LEAVE OF ABSENCE WITHOUT PAY

A Department Head may grant an employee Leave of Absence Without Pay Status in accordance with the provisions of this section. Leave of Absence Without Pay Status may be granted only after all available and applicable leave has been exhausted. Normally Leave of Absence Without Pay Status will be granted only (a) in the event of a continuing personal emergency or (b) for the purpose of job-related educational leave. Each case will be considered individually. Application for leave of absence must be made in writing and must be approved in writing by the Department Head before the commencement of leave. Right to reinstatement shall terminate if the employee on leave engages in gainful employment. If a Department Head requests Leave of Absence Without Pay Status, such leave may be granted or denied by the Town Administrator pursuant to this policy. In such case, all references herein to Department Head shall be deemed to be references to the Town Administrator.

The maximum length of such leave of absence will be six (6) months. Time taken off for other leaves of absence or any paid leave shall be included as part of the six (6) month maximum. This leave may be extended only at the request of the Department Head or Town Administrator, if applicable, and only with approval of the Board of Trustees upon written application by the employee giving compelling reasons for such extension.

If an employee does not return to work on or before the agreed upon date or come to an agreement with their Department Head on an extension, and if required by this section, with the approval of the Board of Trustees, the employee will be terminated.

An employee taking leave without pay will not be entitled to any Town paid benefits during such time and shall not accrue either Sick Leave or Vacation Leave during that time.

9.7 JURY DUTY LEAVE

Employees who are “regularly employed,” as defined by C.R.S. Section 13-71-126, and who are required to respond to a summons for jury service or to serve as a juror during scheduled work time are entitled to paid leave for the period of that service. Employees who actually serve on juries shall also be entitled to retain any compensation received by the employee as a juror pursuant to C.R.S. Section 13-71-129 and shall be entitled to retain any mileage allowance paid in connection with such service. In order to be granted leave for jury duty the employee must submit a copy of the jury summons and all forms furnished by the clerk of the court relative to the time of service.

9.8 WITNESS SERVICE LEAVE

The time spent by any Town employee required to attend court as a witness in their official capacity will be compensated in the same fashion as all other work time. In the event that a Town employee is required to attend court as a witness in a matter not involving the employee in the employee's capacity as a Town employee on a day that the employee is regularly scheduled to work, then that employee shall be entitled to paid leave for the portion of that day on which the employee is scheduled to work to the extent necessary to permit witness service. It shall be the responsibility of the employee to limit the use of witness leave time to only that time actually necessary for the completion of witness service and to return to work after such service is completed. No employee shall be entitled to more than eight (8) hours of witness leave in any twelve (12) month period but a Department Head may, in the exercise of the Department Head's sole discretion, grant the employee additional paid witness leave in the event that the employee is not a party to the proceeding in which they are a witness and the employee demonstrates that such service during working hours could not have reasonably been avoided by the employee.

9.9 EMERGENCY CLOSURE OF TOWN OPERATIONS

In the event the Town closes operations or facilities due to inclement weather or other emergencies, Regular Employees scheduled to work will be paid. An employee already on leave of any type on a closure day shall be charged for that leave as if Town operations were normal. The decision to close Town operations or facilities due to inclement weather or other emergencies shall be made only by the Town Administrator after such consultation with the Mayor as is practicable under the circumstances.

An employee unable to be in attendance due to inclement weather or other emergencies when Town operations and facilities are open shall be charged appropriate leave unless, in the judgment of the employee's Department Head, such employee was able to and, in fact did, perform his or her Town work although unable to be at their normal work station.

9.10 MILITARY LEAVE

Any employee who is a member of the National Guard or reserve forces under state or federal law shall be given up to fifteen (15) days annual paid military leave without loss of seniority, pay, status, performance rating, vacation, Sick Leave or other benefits for all of the time the employee is engaged in training or service ordered by the appropriate military authority. If the employee's military status changes from reserve to active, the employee shall be entitled to leave without pay until reinstated following active service in time of war or emergency. This policy shall be in accordance with C.R.S. Sections 28-3-601 and 603, and federal law. Copies of Orders should be submitted to the Department Head and the Town Administrator two (2) weeks prior to beginning of leave.

The Town complies with all sections of Title 38 U.S. Code, Chapter 43, Uniformed Service Employment and Reemployment Rights Act. For further information, contact the Town Administrator.

9.11 WORK WEEK AND WORK DAY

All Full-Time Regular Employees will normally be scheduled to work forty (40) hours per week unless a lesser number of hours has been approved by the Board of Trustees. Proper scheduling may require employees to work more (or less) than eight (8) hours in one day in order for a department to be more cost effective and to better serve the public. Normal hours are 8:00 a.m. to 4:00 p.m., Monday through Friday; however, the hours may vary depending upon department needs. The normal work week begins at 0001 hours Sunday and runs through 2400 hours on Saturday. Subject to approval by the Board of Trustees, Department Heads have the option of establishing different work weeks for their department to "fit their need." This information will be provided to the Town Administrator. Town employees are to report to assigned work sites no later than the designated starting time.

9.12 FAIR LABOR STANDARDS ACT ("FLSA")

All Town employees are classified in accordance with the FLSA as not covered, exempt or non-exempt from the overtime provisions of the FLSA. The Town Administrator maintains a list of the FLSA classification of all Town employees. Each Department Head shall prepare a schedule designating the hours each employee in his or her department shall work as well as the established work week for the department. Work by an employee at times other than those scheduled shall be approved in advance by the Department Head, the employee's Supervisor or, in cases of unforeseen emergency, shall be approved by the Department Head after the emergency work is performed.

9.13 COMPENSATION FOR OVERTIME

All non-exempt employees who work more than forty (40) hours in their established work week will be given compensatory time off calculated at the rate of one and one-half times the number of hours of overtime worked or, if such has been budgeted in anticipation of overtime work and is approved by the Department Head, compensatory pay calculated at the rate of one and one-half times the employee's regular rate of pay.

9.13.1 All overtime will be approved by the Department Head in advance, except in emergency situations.

9.13.2 No compensatory time may be given to a FLSA Non-Exempt Employee in lieu of pay unless the employee has first signed an agreement in the form of that attached as Appendix M. Generally, no overtime shall be permitted for FLSA Non-Exempt Employees unless the employee has signed such an agreement.

9.13.3 FLSA Exempt Employees. Salaried exempt employees receive a salary to compensate them for the performance of all their duties and time worked. These employees, as classified in accordance with the FLSA, do not normally receive overtime pay or compensatory time off.

9.13.4 FLSA Non-Exempt Employees. All FLSA Non-Exempt Employees accrue compensatory time or pay at the rate of one and one-half times for all time worked over forty (40) hours in a normal work week. Compensatory time or pay will be earned and calculated based upon the final hours for the current pay period as shown on the departmental time sheet.

9.13.5 Limitation on Compensatory and Vacation Leave Carryover. Normally no employee may carry over more than a total of eighty (80) hours of vacation and compensatory time from one calendar year to the next. An employee having any compensatory time which cannot be carried over to the next calendar year shall be paid for such compensatory time at the employee's then hourly rate of pay.

9.14 ON-CALL COMPENSATION

When employees are required to carry a pager or cellphone, they will be compensated at a rate of $5 per hour for the hours they carry the pager or cellphone. If an employee is called out during non-work hours, he/she is paid one and one-half time his regular rate for any hours worked in excess of forty (40).

9.15 TIME WORKED

All time worked for FLSA Non-Exempt employees will be recorded and paid in accordance with the FLSA. Questions regarding work time and the FLSA should be addressed to the Town Administrator. Sick Leave, Vacation Leave, Holiday Leave, Personal Leave or other paid or unpaid leave shall not be counted as hours worked for overtime compensation purposes.

9.16 MEAL HOURS

Employees working an eight (8) hour day may receive, as scheduled by the Department Head, thirty (30) to sixty (60) minutes for a meal. Time of day may vary based on shift schedules. Any break of thirty (30) minutes or more duration shall not count towards time worked.

9.17 BREAKS

At the Supervisor's discretion, employees working four (4) consecutive hours may be granted one fifteen (15) minute break during that period if it does not disrupt work flow. Breaks not taken may not be accumulated or used at the beginning or end of the day or in conjunction with meal hours unless the employee's Department Head gives permission for this practice.

SECTION 10. PAY AND BENEFITS

10.1 PAY AND COMPENSATION SYSTEM

Salary and hourly wage rates are determined annually by the Board of Trustees as a part of the budget process and the most current salary schedule is included in Appendix R. Although the Town attempts to set salary and hourly wage rates based upon market studies, budgetary constraints may limit the ability of the Board of Trustees to meet the market. The pay and compensation system currently in use attempts to establish a market-range for each job classification and then sets a salary or hourly wage rate within the market-range. Market surveys are not conducted for every job classification every year. The salaries or hourly wage rates of new employees are generally set at the lowest level within the job classification. The salaries of employees may be adjusted annually on the employee's Date of Measurement based upon the employee's satisfactory performance of duties and the availability of necessary funding. Discretion is granted to Department Heads to reduce or withhold any pay raise to individual employees due to unsatisfactory performance.

Town employees being promoted or transferred to other jobs are subject to special rules concerning salary and wages. Generally, time worked for the Town in other positions prior to the transfer or promotion is not counted in applying the compensation system. The rules relating to determining longevity for the purposes of other employee benefits are different and are stated in Section 10.2.

10.2 BENEFITS

Currently, the Town makes the following benefits available to its Regular Employees:

10.2.1 Group Insurance: Only Regular Employees regularly scheduled to work twenty-four (24) or more hours per week shall be eligible to participate in group health [and life] insurance coverage programs through the Town. The Town currently pays 100% of the premium for qualifying employees [and the employee pays the premium for qualifying dependents.] The Town may increase or decrease the percentage of the Town's contribution as part of each year's budget process.

The Colorado Health Care Coverage Act (Act) permits employees and dependents to continue their health insurance under the Town's health plan after the loss of group coverage due to termination of employment, the employee's death or change in marital status. Under this Act, the employee or beneficiary pays the full cost of coverage at the employer's group rates.

An employee is required to inform the Town Administrator whenever there is a qualifying event or change in personal circumstances that may affect coverage. An eligible employee will be provided with a written notice describing the rights

granted under the Act when the employee notifies the Town Administrator of the qualifying event.

The policies and other plan documents under which these benefits are made available are controlling over the above descriptions to the extent of any differences. The Town reserves the right to add, discontinue or modify any benefit at any time subject to any applicable federal or state laws or regulations concerning such discontinuance or modification.

10.3 PAY DAY

Town employees, except Contract Employees as to whom a different pay day is agreed to, are paid bimonthly. Pay day will always be on the 15th. Pay for overtime is paid based on cut off dates for reporting overtime established annually by the Town Administrator and may also vary based on the reporting practices of the various departments. This means that pay for overtime worked after the established cut-off date will be received on the following pay day.

10.4 WAGE GARNISHMENT

Garnishment of wages results when an unpaid creditor has taken the matter to court. A garnishment is a court order allowing for creditors to collect part of an employee's pay directly from Town. Although the Town does not wish to become involved in an employee's private matters, the Town is compelled by law to administer the court ordered garnishment. Government levies will be treated in the same manner as garnishments.

10.5 MANDATORY PAYROLL DEDUCTIONS

10.5.1 Federal Income Tax: The federal government requires Town to withhold a certain percentage of an employee's pay to enable the employee to pay federal taxes due each year. The percentage amount withheld is based on the amount of wages and the number of exemptions claimed, as indicated on the employee's W-4 form. The number of exemptions claimed may be changed by the employee as necessary. Contact the Town Administrator to make any changes to the number of exemptions claimed or additional amounts to be withheld.

10.5.2 State Income Tax: The State of Colorado requires mandatory deduction for state income tax. The amount taken out of an employee's pay is based on wages and the number of exemptions claimed on the employee's Federal W-4 form.

10.5.3 Social Security Taxes (FICA): This federally required deduction is used to provide retirement, disability, and survivor benefits. The amount deducted from an employee's pay is based on total wages earned, and this amount is matched dollar for dollar by Town. All Town employees are required to pay FICA.

10.5.4 Medical (FICA): This federally required deduction is used to fund the Medicare program. The amount deducted from an employee's pay is based on total wages

earned, and this amount is matched dollar for dollar by Town. All Town employees are required to pay Medical (FICA).

10.6 PROCEDURE TO CORRECT PAYROLL ERRORS

When an error in pay is identified by either the Department Head or the employee, notification should be made to the Town Administrator immediately so corrections can be made. It is the responsibility of the Town Administrator, the Department Head and employee to review pay information monthly to assure accuracy and to report errors in a timely manner. Any over or underpayment must be identified to the Town Administrator for resolution. All overpayments discovered will result in a collection action for the total amount.

TOWN OF YAMPA
TOWN BOARD MINUTES
September 17, 2025 – 6:00 pm

BOARD MEMBERS PRESENT: Mayor Geilert, Trustee Lewis, Trustee Montgomery, and Trustee Shoptaugh
BOARD MEMBERS ABSENT: Trustee Geanious
EMPLOYEES PRESENT: Town Administrator/Clerk Sheila Symons and Treasurer/Planner Mary Alice Page-Allen
AUDIENCE PRESENT:
In Person: Aaron Symons, Susi Crowner, Jeff Drust, Cynthia Wren, Joe Edwards and Brennan Pralle
Via Zoom: Sue Walker and Jo Parker

1. **Call to Order**

- Mayor Geilert called the meeting to order at 6:01 pm
- The Pledge of Allegiance was recited
- Roll call was taken

2. **Audience Participation**

Cynthia Wren raised concerns about the visibility and placement of the public notice for the proposed fire station, questioning why it wasn't posted on 4th Street given the planned access. She expressed frustration over a previous meeting where she felt decisions had been made without public input.
Ms. Wren commented on perceived changes in zoning and enforcement, suggesting the Town now resembles an agricultural community and questioned implications for water rights and taxation. She criticized code enforcement and voiced dissatisfaction with the Town Clerk's professionalism and responsiveness—claims not supported by Town records.
She questioned the Clerk's compensation and hiring process, comparing it to other municipalities. Ms. Wren also stated that Trustee Montgomery cares about the Town and concluded by expressing concern about the Town's overall direction.

Brennan Pralle expressed interest in contributing to Yampa's strategic goals through business development and infrastructure improvements but shared concerns about the lack of local support systems for entrepreneurs, such as a business incubator.
Mr. Pralle stated that his efforts to market his services in Yampa had little impact. He noted that while the Town's comprehensive planning is strong, he believes more support is needed from the community and private sector to meet those goals.
He described his attempt to revive the South Routt Economic Development Council by volunteering, revising bylaws, and proposing new goals, but reported that the effort did not gain traction. Mr. Pralle concluded by announcing his decision to step away from the initiative.

3. **2023 Audit**

Lisa Nylund of Excel Tax Accounting was unable to attend the meeting to present the 2023 audit. However, the final audit report prepared by her firm was distributed and formally presented to the Board. The importance of this audit was underscored, particularly due to its direct connection to the Wastewater Treatment Plant (WWTP) lending requirements and the project's anticipated launch. Hard copies of the audit were made available to all Board members for review.
Mary Alice emphasized the urgency of accepting the audit without delay, noting that postponing approval to a future meeting could significantly jeopardize the WWTP timeline. She affirmed that the audit includes the necessary consolidated financial statements required to move forward with the project. She also highlighted the extensive time and effort invested by both her and Ms. Nylund in preparing the audit and stated that the report accurately reflects the Town's financial position, with a typical number of auditor adjustments.
Trustee Lewis expressed his support for the audit as presented. Trustee Montgomery raised concerns about historical bookkeeping practices and proposed implementing quarterly third-party financial reviews to ensure ongoing compliance with generally accepted accounting principles (GAAP). He inquired about the cost of the audit, which was confirmed to be under a "not to exceed" contract of $12,000 per the engagement letter. He also suggested that future

audits may require a larger budget. Staff responded that the upcoming RFP process for the 2024 and 2025 audits will help establish a more accurate cost estimate moving forward.
Mary Alice reiterated that both she and Ms. Nylund dedicated substantial time to the audit preparation and clarified that the immediate goal is to submit the 2023 audit to the State as required.
Trustee Shoptaugh sought clarification regarding concerns raised about the audit report. She noted that the questions appeared to pertain to the 2022 working papers, which are not part of the current approval. She expressed comfort in moving forward with the 2023 audit, acknowledging that inconsistencies in the prior year's documentation had been identified. Mary Alice explained that the 2023 audit was conducted by a different auditor, who found the 2022 working papers insufficient. However, she confirmed that the 2023 financials were properly stated and ready for approval.
The Board continued discussion around the potential implementation of quarterly financial reviews. Mary Alice noted that back-and-forth adjustments are a normal part of the audit process but offered to walk through the books with Trustee Montgomery if that would be helpful. She also confirmed that the 2024 audit budget is currently set at $11,500 and reiterated that the RFP process will help determine future costs.
Trustee Montgomery stated that the audit had to be redone three times, a claim that was disputed by staff. Neither Mary Alice nor Town Administrator Sheila Symons had been informed of any such restarts by Ms. Nylund, and no documentation supports that assertion. It was noted that Trustee Montgomery appeared to be referencing conversations with the auditor rather than consulting Town staff directly.
Mayor Geilert asked whether Ms. Nylund should be invited to attend a future meeting. The Board agreed that her presence was not necessary and opted to proceed with reviewing audit RFPs for future auditor selection.

Motion
Trustee Lewis made a motion to accept the 2023 Audit from Excel Tax Accounting. Trustee Shoptaugh seconded the motion. The motion passed unanimously.

4. <u>2026 Budget Work Session</u>

A budget work session to guide development of the Town's 2026 budget. Staff reviewed statutory deadlines, noting that the proposed budget will be presented in October, followed by a public hearing in November and final adoption by December 15. Discussion focused on capital projects—including the Wastewater Treatment Plant, water distribution system, Old Town Hall furnace replacement, and recreation facilities planning—as well as staffing costs. A 2.7% cost-of-living adjustment was proposed, with increases tied to employee anniversary dates. Trustees were asked to review the Capital Improvements Plan and provide feedback on priorities. The next budget work session is scheduled for October 15.

5. **<u>Personnel Policies Work Session</u>**

A Personnel Policies Workshop was held to review and discuss proposed updates to the Town's personnel policy. One key change includes replacing the Columbus Day holiday with a floating Personal Day. Minor wording adjustments will also be made throughout the policy.
Trustee Montgomery raised concerns about current office hours, noting that the Town appears to be compensating staff during their lunch breaks. He recommended modifying hours to reflect an unpaid lunch period. Trustees Montgomery and Lewis will meet with staff to gather input on preferred scheduling options before any changes are implemented.
Clarification was requested regarding the start and end times of on-call hours. The Board discussed on-call compensation, with consensus that staff should be compensated for on-call availability.
Comp time and overtime policies were also reviewed. Further refinements will be incorporated into the next draft of the personnel policy.

6. <u>Consent Agenda</u>

Motion
Trustee Lewis made a motion to approve the Consent Agenda as presented specifically the Item A, approval of the September 3, 2025 Regular Meeting Minutes, Item B, Approval of August, 2025 Payment Approval Report and Item C, ratification of approval and signing of Attorney-Client Engagement Agreement between Murray Dahl Beery Renaud

LLP and the Town of Yampa a related to the contracts for the Town's wastewater treatment plant. Trustee Shoptaugh seconded the motion; the motion passed unanimously.

7. Staff and Board Member Reports/Updates/Requests

Sheila shared several updates. She is actively researching ADA compliance solutions for the Town's website, which must meet accessibility standards by 2027. One promising vendor offers full AI-based remediation for approximately $150/month, requiring no staff time. A live demo is being rescheduled, and Sheila recommends delaying implementation until closer to 2027 to align with budget planning and to see what else is out there. She also provided updates on the Old Town Hall heating system and shared that she attended the CML Hall meeting in Hayden on September 10, which offered valuable networking opportunities. The Fourth of July planning meeting is scheduled for September 29 at 6:00 p.m., and staff has advised YEHS regarding the South Routt Art Show, which may be held downstairs at Crossan's.

Sheila raised concerns about recent disruptive behavior in Town Hall and proposed adopting a public behavior policy similar to Alamosa's, which would provide clear grounds for asking individuals to leave if they are harassing, intimidating, or violating basic conduct standards. She will circulate a draft for review and suggests discussing it at the next workshop. Additionally, it was brought up the need for a secondary exit from the upstairs office area in case of fire or emergency. Options such as a fire ladder or external staircase should be considered, especially given limited escape routes from certain workspaces. Sprinklers are in place, but additional safety planning is recommended.

8. Scheduled Meeting/Work Sessions

a. Town Board and other requests for Agenda Items
   i. September 24, 2025 – Planning Commission Meeting – (Tentative)
   ii. October 1, 2025 @ 6:00 pm – Yampa Town Board Meeting
   iii. October 15, 2025 @ 6:00 pm – Yampa Town Board Meeting

9. **Adjournment**

Motion

Trustee Lewis made a motion for adjournment. Trustee Shoptaugh seconded the motion, and the motion passed unanimously. The meeting was adjourned at 8:00pm.

Approved the 1st day of October 2025.

_____

Stacey Geilert, Mayor

Attest:

_____

Sheila Symons, Town Administrator/Clerk

RCEDP ROUTT COUNTY ECONOMIC DEVELOPMENT PARTNERSHIP | Economic Development Council

Routt County Commissioners Hearing Room
522 Lincoln Avenue, 3rd Floor
Steamboat Springs, CO 80487

September 25, 2025 | Meeting: 8–9:00 a.m. | Networking: 9–9:30 a.m.

8:00 a.m.	Call to Order – Libby Christensen, EDC Chair
8:00–8:05 a.m.	Introductions – Member & Guests
8:05–8:05 a.m.	Approval of Minutes – 8/28/25 (p. 3)
8:05–8:20 a.m.	Outcomes: ● Board & EDC – Libby Christensen ○ EDC Project Team: Economic Summit ● RCEDP – John Bristol, ED ○ Monthly ED Report (p. 5) ● Chamber – Sarah Leonard, CEO
8:20–8:50 a.m.	● Presentation: First Impressions of Routt County ○ Meg Franges, Executive Director, FIRC
8:50–9:00 a.m.	Updates: ● RCEDP Partners & EDC Members
9:00 a.m.	Adjourn
9:00–9:30 a.m.	Networking

Quick Fact
Lack of childcare cost us $9.9M/yr. in Routt County.
-EPIC, 2022

Thank You To Our Partners

Public & Private

ROUTT COUNTY COLORADO · City of Steamboat Springs · Hayden COLORADO · The Town of Oak Creek · YAMPA

STEAMBOAT SPRINGS CHAMBER · YAMPA VALLEY COMMUNITY FOUNDATION · YAMPA VALLEY ELECTRIC ASSOCIATION · Luminate BROADBAND · COMMUNITIES | CONNECTED · town hall OUTDOOR CO · RCEDP Economic Development Council

Donors & Community Members Like You

Together we drive innovation in the Yampa Valley, prioritizing quality of life and long-term economic sustainability. We are committed to community-driven economic development supporting industry diversification and quality jobs through entrepreneurship and local business retention and expansion. Join us in shaping a more sustainable future.

ABOUT RCEDP

Sustainable Future – Serving The Yampa Valley

At Routt County Economic Development Partnership, we embrace innovative thinking and challenge the status quo. We are on a mission to drive positive change in our local economy, steering it towards long-term sustainability, all while maintaining a careful balance that protects the quality of life and economic well-being of our beloved home, the Yampa Valley.

Our innovative approach is straightforward: we focus on diversifying the mix of local primary industry and quality jobs. This involves nurturing entrepreneurship, supporting the retention and expansion of existing businesses, strategically targeting support to key industries, and engaging with relocating businesses.

RCEDP is a 501(c)(3) nonprofit organization dedicated to community-driven economic development in the Yampa Valley. We are guided by a passionate board of directors and benefit from the insights of our esteemed Economic Development Council. Our program portfolio includes the Yampa Valley Entrepreneurship Center, Business Retention & Expansion, Key Industries, and Business Relocation, among others, all designed to foster a sustainable future for our Yampa Valley community.

PURPOSE

Vision *(what we aspire for)*

We envision a future of economic sustainability with a diverse mix of industries, a dynamic entrepreneurial ecosystem, and a supportive business climate, sustaining quality jobs and a stable tax base for future generations.

Mission *(what we actually do)*

Our mission is to enhance the quality of life and economic well-being of Routt County residents. We achieve this by fostering entrepreneurship and facilitating the retention, expansion, and relocation of primary businesses and quality jobs. Our efforts contribute to a sustainable and diverse economy, thereby ensuring a stable tax base for the funding of our shared goods and services.

Values *(what we prioritize)*

- Community-Driven: Prioritizing the needs and aspirations of the community, valuing inclusivity and engaging residents in decision-making processes.
- Sustainability: Focusing on long-term economic health and resilience, promoting practices that ensure the well-being of both the current and future generations.
- Innovation: Embracing creativity and forward-thinking to identify new opportunities, solutions, and approaches to economic challenges.
- Collaboration: Recognizing the importance of partnerships and collaboration with various stakeholders, including local businesses, government entities, educational institutions, and community organizations.
- Equity and Inclusivity: Prioritizing fairness and inclusivity in economic development, working to reduce disparities and ensuring that benefits are distributed equitably across diverse communities.
- Transparency: Maintaining open and transparent communication about goals, activities, and the allocation of resources to build trust with the community and stakeholders.
- Accountability: Holding the organization accountable for its actions and outcomes, taking responsibility for both successes and challenges.
- Adaptability: Embracing flexibility and adaptability to respond effectively to changing economic landscapes, community needs, and external factors.
- Data-Driven Decision-Making (DDDM): Utilizing data and evidence-based practices to inform decision-making processes, ensuring that strategies are grounded in facts and analysis.
- Empowerment: Fostering a sense of empowerment among community members by providing them with the tools, resources, and knowledge needed to actively participate in and benefit from economic development initiatives.

RCEDP Economic Development Council (EDC)
August 28, 2025, 8:00–9:00 a.m.
Routt County Commissioners Hearing Room

Call to Order
Meeting called to order at 8:00 a.m. by EDC Chair Libby Christensen..

Attendance
EDC: ~~Jennifer Bruen~~, Libby Christensen, ~~Tegan Ebbert~~, Scott Ford, ~~Gail Garey~~, Tinneal Gerber, ~~Robin Hall~~, ~~Jay Harington~~, ~~Sarah Jones~~, ~~Micah Gibbons~~, ~~Bethany Karulak~~, Madison Keeffe, Kim Keith, Sarah Leonard, ~~Michael Ann LaMotte~~, ~~Mathew Mendisco~~, Michael Nelson, J.C. Norling~~,~~ ~~Mary Alice Page-Allen~~, Angelica Salinas, ~~Patrick Stanko~~, ~~Tom Leeson,~~ Sheila Symons, ~~Steve Muntean~~, ~~Tim Wohlgenant~~, Mistalynn Meyeraan, Lisa Popovich, ~~Scott Blecke~~, Louis Fineberg

Staff: John Bristol, Eric Miller, Keith Hensley

Guests: Jim Cook, Ashley Dishman (NW CO SBDC), Laura Kay Good (AGNC), Tiffany Dickenson (AGNC), Dagne McKinley (Executive Director, Undiscovered Earth), Betsy Grassby (Executive Director, Steamboat Art Museum)

Approval of Minutes
Motion: Sarah Leonard moved to approve the meeting minutes from July as submitted. Kim Keith seconded the motion. All were in favor, none opposed. The motion was carried unanimously.

Outcomes
Economic Development Council – Libby Christensen, Chair

- Libby provided an update from the RCEDP Board of Directors meeting.
- Libby highlighted the events and successes from the Routt County Fair.
- John noted that Louis Fineberg, Town Administrator for the Town of Oak Creek, was added to the RCEDP Board of Directors.

RCEDP – John Bristol, Executive Director
John shared his attached monthly report for August.

- Eric highlighted the Boat Launch event which was a final celebration of the businesses that participated in the spring cohort of the High Country Accelerator. The YVEC is now accepting applications for the fall HCA cohort.
- Eric highlighted the 4-H youth entrepreneurship program pitch competition and thanked Lisa Popovich for hosting the youth entrepreneurs at the Farmer's Market.
- Keith mentioned hosting the Executive Director from Naturally Colorado and organizing a meetup with local business owners in the Food and Beverage Manufacturing industry sector.
- Keith mentioned the Senior Program Manager for the Colorado Outdoor Recreation Office, Matt Nunez, will be in town to attend the upcoming Yampa Valley Outdoor Recreation Coalition trade group meeting. Keith will also be organizing meetings with local outdoor recreation business owners leading up to the trade group meeting.
- John mentioned attending the Annual AGNC Economic Summit in Rifle.
- John noted the Global Business Development team of OEDIT will be in town for their annual retreat. John will be organizing visits with local business owners and regional partners while they are in town.

Steamboat Springs Chamber – Sarah Leonard, CEO

- Sarah noted attending Water Congress with John and highlighted some of her conversations with elected officials.

- Sarah mentioned last year's Leadership Steamboat project has been completed and there will be a ribbon cutting in the coming days.
- Sarah noted the Chamber is taking over OktoberWest this year.
- Sarah mentioned the Chamber will be hosting a Council and Croissants event. This will be a great opportunity to meet with individuals that will be running for City Council in the upcoming election.

Presentation & Discussion: Creative Industries

Kim Keith - Executive Director of Steamboat Creates, Dagne McKinley - Executive Director of Undiscovered Earth, and Betsy Grassby - Executive Director of Steamboat Art Museum

- Kim Keith provided an overview of the creative ecosystem in Steamboat Springs.
    - There are 6 sub-categories defined by the Colorado Creative Industries: design, film & media, heritage, literary & publishing, performing arts, and visual arts
    - Steamboat Springs is one of 30 certified creative districts
    - Steamboat Springs was recognized as #2 most arts-vibrant communities, nationwide, of 2024 for small communities with populations with less than 100k by SMU DataArts.
    - Kim highlighted the arts project at Civic Plaza.
- Dagne McKinley discussed the impact of the arts on mental and overall health and society.
    - 45 minutes of art making can lower stress hormones (cortisol) by 25%.
    - Arts rich communities have been linked to lower crime rates.
    - Dagne highlighted innovative programming offered in Steamboat Springs.
- Betsy Grassby discussed cultural tourism and the history of the arts in Steamboat Springs.
    - Colorado is distinguished for having significantly higher rates of attendance at music and theater performances than the nation as a whole.

RCEDP Partner Updates

- No partner updates

Adjourn

The meeting was adjourned at 9:00 a.m.

RCEDP ROUTT COUNTY ECONOMIC DEVELOPMENT PARTNERSHIP | Economic Development Council

To: Board of Directors, EDC Members, and Partners
From: John Bristol
Date: September 15
Re: Report for August 20 to September 17

Programs

- **Yampa Valley Entrepreneurship Center - Eric Miller**
  - Startup Community Building Events:
    - Meetups: 9/3, HCA Kick-Off Event (2 YTD)
  - Business Incubator: +3 startups (20 YTD)
    - New startups: Snowsports teaching tools, Outdoor recreation itinerary planning, Geometric kites
    - Workshops: Planning First-Steps workshops
  - High Country Accelerator: Applications open for Fall 2025 Cohort (8 startups YTD)
  - Mentor/Investor Network: (12 YTD)
    - Event: 9/3, New mentor orientation and onboarding workshop

- **Business Retention & Expansion (BR&E) - Keith Hensley**
  - 1:1 BR&E Visits: 4 businesses, 14 jobs (56 & 336 YTD)
    - New: Steamboat Bagel Company, Alpenglow Beverage, Bonfiglio Drug, Spruce Therapy LLC
    - Services: Trade groups, business planning, OEDIT Global Business Development, NW Loan Fund, business succession planning, website development, YV Green Business, Enterprise Zone tax credits, and others

- **Key Industries - Keith Hensley**
  - Yampa Valley Outdoor Recreation Coalition (YV ORec):
    - Meetups: 9/16, Business Problem Group Therapy, Host: Steamboat Social Club (7 YTD)
    - Events: 9/16, CO ORec Office Visit, Hosts: Big Agnes, Grass Sticks, EXPLORIST.life, SBT GRVL
    - Events: 9/11-14, DIY Solar Summit, Host: EXPLORIST.life
  - Yampa Valley Food & Beverage Manufacturers (YV F&B):
    - Meetups: 7/23, Trade Group Structure, Host: The Boat Yard (4 YTD)
    - Meetups: 8/11, Naturally Colorado's Executive Director Kristine Carey, Host: Mythology

- **Economic Recovery Corps - Sasha Nelson** (Regional support: RCEDP & NWCDC)
  - Regional Entrepreneurship: +1 startup (9 YTD)
  - Regional BR&E: 2 businesses, 70 jobs (29 & 107 YTD)
  - Regional Project: Wildfire disaster response and recovery support and resource connections
  - Activities: Attained the IEDC Entrepreneur Development Professional Certificate

- **Business Relocation - John Bristol**
  - Prospects: 4 active (logistics, light mfg., housing/Ag = 48 anticipated jobs), 2 relocations (legal, health care)

- **Communications & What We're Reading**
  - Pilot: Hefty child care costs put a strain on young Routt County families
  - Pilot: First phase complete for Public Utilities Commission deliberations on Just Transition Solicitation
  - Pilot: Here's which western Colorado industries are most impacted by tariffs, according to a new state report

- **Strategic Partner Engagement**
  - OEDIT Division of Global Business Development, NWCDC, Northwest Colorado Innovation Center board and loan committee, Office Hours (Hayden, Oak Creek, Steamboat, Yampa), CU Masters EV Program, NWCCOG EDD, AGNC EDD Economic Summit, Navigator Awards, EDCC board

- **RCEDP Board & EDC**
  - Board of Directors met on 8/20 and discussed redesignation of NW Enterprise Zone and Rural Jump Start.
  - EDC met on 8/28 and received a presentation on the Creative Industries sector by Kim Keith, Dagny McKinley, and Betse Grassby