

TOWN OF YAMPA
JANUARY 8, 2020
YAMPA TOWN HALL – 101 MAIN STREET
CROSSAN BUILDING-2ND FLOOR

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

BOARD MEMBERS ABSENT: Mayor Aaron Symons

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

AUDIENCE PRESENT: None

Call to Order

Mayor Pro-Tem Lewis called the meeting to order at 7:03 pm.

Roll Call

Board roll call was taken.

Pledge of Allegiance

The Pledge of Allegiance was recited.

Audience participation – Non-agenda items

None

Audience participation – Scheduled items

None

Old Business

Water system improvements update and consideration of any needed approvals

Clerk Ray inquired about when the Town Board wanted to decide who was going to do the revegetation of the hay meadow that had been disturbed when reconstructing the transmission line. The Board agreed that it should be made at the February meeting so the Town could have the project lined up in a timely manner come spring. The question remained about whether Scott Contracting needed to do more cleanup of rocks, etc., and if top soil would be put down. Clerk Ray said that the Town Board would need to determine in the spring if rock removal was completed and satisfactory. She will get an answer as to whether topsoil is in the contract. Final project completion is scheduled for April 2020 and project closeout by June 17, 2020, but the April date might be difficult to meet because of weather.

Wastewater system improvements update and consideration of any needed approvals

Clerk Ray reported that she had sent the cost estimates for various improvements to the Town's wastewater treatment plant to Greg Winkler at Department of Local Affairs (DOLA), Mike Emming, Amy Zimmerman, Randi Johnson-Hufford, and Barbara Bennett at Colorado Department of Public Health and Environment (CDPHE), and Greg Samuelson, Scott Smith, and the Town Board for them to review the options and the costs associated with those options. Clerk Ray asked the Town Board for their input on how they would like to proceed. Discussion centered around the fact that plant maintenance has not been as thorough as it needed to be and there is a lot of catching up to do for the plant to function at its best. Further discussion was about how much the aerators are running; what cycle the timers are set for. PWA Samuelson was unsure. There are three aerators running now. In the second pond when the ice builds up the aerator sinks and does not work. The fourth aerator cannot be repaired or replaced until spring. PWA Samuelson will confer with Scott Smith as to how much he wants the aerators running. Trustee Ashley suggested that there needs to be discussion with Mr. Smith as to what he thinks we can do to get the plant running better and what options for future work need to be considered. The Town has heard nothing further on the sewer permit. Clerk Ray was directed to make negotiations on the additional three acres adjacent to the sewer plant a top priority. Clerk Ray said she had not made any progress on either the Colorado Department of Transportation (CDOT) nor Union Pacific Right of Way (ROW) permits.

Public Works Superintendent follow up and Scott Smith follow up

PWA Samuelson reported that Scott Smith did not think that the water and sewer testing that was being done daily was required; Mr. Smith says that the CDPHE requirement for Town

of Yampa is to test once a week except for chlorine and pH, which PWA Samuelson does each day. Mr. Smith will come to Yampa once a week, usually Tuesday, to do testing and to make sure that both the water and sewer systems are running properly. He will also be connected to the Scada system, which will relay information to him. PWA Samuelson will take a sample on Monday that needs to set for 24 hours and Mr. Smith will test the sample on Tuesday for calcium and alkalinity. PWA Samuelson is not sure how often the turbidity is tested. Clerk Ray said this is being brought forth now because if testing does not need done daily and if Mr. Smith is willing to be the Operator In Responsible Charge for the long term and the Town does not have to put as much emphasis on the water and sewer, perhaps the Public Works Superintendent position can be re-thought to make it easier to find someone for the position. Trustee Ashley said that he would like verification that the Yampa does not need to do as much testing as has been done. Trustee McLaughlin was able to find the testing schedule on the CDPHE website via her phone that confirmed what Mr. Smith had indicated. Replacing the filters at the water treatment plant was discussed, with it being decided that further information on the process is needed and that conversation is not relative to this agenda item.

The Public Works Superintendent candidate, Craig Fetkavich had asked if there was any flexibility in the salary for the position. Following discussion, Trustee Ashley moved that the salary offer not be changed. Trustee McLaughlin seconded the motion and the motion passed unanimously on voice vote. Clerk Ray was instructed to tell Mr. Fetkavich that the salary offer will not be changed and that the Town Board needs his decision on accepting the position as offered by January 15, 2020.

New Business

Consideration of approval of Resolution No. 2020-01 – A resolution designating a place for posting of notices of meetings of the Town of Yampa Board of Trustees in accordance with C.R.S. Section 24-6-402(2)(c)

Trustee Ashley moved to approve Resolution No. 2020-01 – A resolution designating a place for posting of notices of meetings of the Town of Yampa Board of Trustees in accordance with C.R.S. Section 24-6-402(2)(c) and Trustee Drust seconded the motion. The motion passed unanimously on voice vote.

2019 Audit-consideration of designation of individual for responsibilities of management and those charged with governance (pg 3 of audit engagement letter) and consideration of signing engagement letter with Catterson & Company, P.C.

Trustee Ashley moved to designate the Town Clerk as the individual responsible for management and charged with governance as it pertains to the 2019 audit and authorize the Mayor Pro-Tem to sign the engagement letter with Catterson & Company, P.C. Trustee

McLaughlin seconded the motion and the motion passed unanimously on voice vote. Trustee Ashley asked how much Assistant Clerk (AC) O'Halloran was being brought in as it pertains to responsibility for the audit. Clerk Ray said that AC O'Halloran is assisting with gathering the information for the audit, but that she will not be responsible for the audit; that will remain with the Town Clerk at this time.

Questions or concerns with fraud risk factors

The Fraud Risk Factors for Local Governments is a document supplied each year by Auditor Catterson. The Town Board reviewed the document and had no questions.

Consideration of change of hours for Town Clerk and Assistant Clerk

The Board members discussed the request of the Town Clerk to reduce her hours from 40 to 32 per week and to increase the Assistant Clerk's hours to 16 per week. Following discussion, Trustee Ashley moved to change the weekly hours of the Town Clerk to 32 and the Assistant Clerk to 16 per week. Trustee McLaughlin seconded the motion and the motion passed unanimously on voice vote.

Consideration of signing Intergovernmental Agreement (IGA) between City of Steamboat Springs and named Yampa Valley Jurisdictions for the Northwest Colorado Regional Peak Power Shaving and Net Metering Solar Planning Project

Trustee Ashley moved to sign the IGA between the City of Steamboat Springs and the named Yampa Valley Jurisdictions for the Northwest Colorado Regional Peak Power shaving and Net Metering Solar Planning Project. Trustee McLaughlin seconded the motion and the motion passed unanimously on voice vote. Clerk Ray noted that this project is to study the feasibility of putting in solar power at the old town hall/emergency services building and the wastewater plant. The jurisdictions participating in the IGA are City of Craig, City of Steamboat Springs, Moffat County School District, Memorial Regional Health, Mount Werner Water, Routt County/Yampa Valley Regional Airport, Town of Hayden, Town of Yampa, and Moffat County.

Post-Christmas report and consideration of thank yous

The Christmas volunteers included: Rob Anderson, Jill Andrews, Brian & Cindy Ashley, Margaret Chipman, Ky Cox, Suzi Crowner, Chris deGanahl, Joë & Carol DeHerrera, Scott Delto, Jeff Drust, Nick Estes, Tom & Eloise Estes, Lynn Harding, Maura Karow, Jed Kirby, Mike Lewis, Crystal McLaughlin, The Milway Family, Cindia Montgomery, Wendy Moreau, Jo, Ryan, Laramie, Makinley, & Peyton Parker, Nora Phillips, Jim & Tillie Price, Janet Ray, Zach Reynen, Jan Rossi, Greg Samuelson, Aaron Symons, Charlee and Wyatt Trout, Kit Trout, Cindy Wren, and Anthony Zywicki. Donations or other type of assistance:

January 8, 2020

Yampa Egeria Historical Society members set up the Christmas village donated last year by the Ed & Kate Hayne family. Montgomery's General Merchandise reduced the amount the Town owed them for the Christmas goody bag contents. Dick & Kay Palmer continue to give a portion of the Zirkel Wireless lease to the Town for the Christmas celebration. Yampa Fire Department delivered Santa to Crossan's and took bags to senior citizens, shut-ins, and town board after the visit at Crossan's. Yampa Valley Electric Association donated the lighting contest prize money. Zirkel Wireless for use of electricity for the star. 19 residents voted in the lighting contest. The lighting contest winners were: Tie for 1st – The Eric Glomboske Family – 43 Main St. and The Truitt Family – 580 Roselawn Ave and 2nd – Brian Cordova Family – 76 W 2nd St. Due to the tie there were no 3rd and 4th place winners. The Clark Family won the Christmas Ham. Clerk Ray said that she had most of the thank yous ready to sign and send and she will finish them before the next time the Board meets so they can be signed and sent as well. Town of Yampa participated in the Shop Local Campaign with Town of Oak Creek again this year and donated \$100 to assist Oak Creek with costs.

Yampa municipal court year-end report

The municipal court year-end report was in packets for review; there were no questions.

Ratification of letter to Department of Local Affairs (DOLA) requesting \$15,000 for administrative grant for L3 Charging Station (Note: matching funds are not required)

Trustee Ashley moved to ratify the request of a \$15,000 administrative grant toward the design and engineering of a Level 3 DC Fast Charger to be in the Town of Yampa. Trustee McLaughlin seconded the motion and the motion passed unanimously on voice vote. This grant is in addition to funds from the Colorado Energy Office-Charge Ahead Colorado grant awarded to Yampa Valley Electric Association \$30,000, Yampa Valley Electric Association \$10,000 and Routt County \$10,000 and does not require a cash match from Town of Yampa. In-kind partners are the Colorado Tourism Office for marketing for the charging station and Flat Tops Scenic and Historic Byway and the Travel Lodge as the host location.

Preliminary preparation for April 7, 2020 municipal election

Clerk Ray reported that the mayor and two trustee seats are up for election. Nomination petitions can be circulated beginning January 7 and must be returned on or before January 27, 2020. AC O'Halloran had suggested an information meeting for residents that wish to learn more about the election process and what is required from town board members. Current town board members said they would attend to answer questions and give insight into their positions. Wednesday, January 15, 7:00 pm, Town Hall at Crossan's, 2nd floor meeting room, was set as the date, time, and place of the meeting. It was noted that attendance at the meeting, would not obligate any one to run for an office.

RECORD OF PROCEEDINGS

Consideration of thank you to Tour de Steamboat for \$500 donation to Friends of Gateway Yampa flower barrel project

Trustee Ashley moved to send a thank you to Tour de Steamboat for their \$500 donation to Friends of Gateway Yampa flower barrel project. Trustee McLaughlin seconded the motion and the motion passed unanimously on voice vote.

Public Works Department

CDPHE Compliance Advisory – Failure to Submit Discharge Monitoring Report – Yampa WWTF, CO0030635

Clerk Ray reported that AC O’Halloran had reviewed CDPHE records and she believed that all DMR reports had been filed. She later spoke with former Public Works Superintendent, Eric Berry, and Mr. Berry indicated that all DMRs had been submitted.

Ongoing work – including Public Works training manual progress report

PWA Samuelson said that he has plowed snow, worked on water meters, posted disconnect notices and began cleaning up the shop. PWA Samuelson said that since Eric Berry has removed his tools, he has been making a list of tools the Town needs to purchase and will get the list to the Board in the coming weeks. PWA Samuelson gave the Board some dates that he would be out of town in January and February. Clerk Ray reported that nothing further has been done on the Public Works training manual.

Clerk’s review of possible code violations (if any) and required action (if any)

Clerk Ray reported that she has made no progress on the property clean ups. She has received no new violation complaints.

Clerk’s report of on-going business

Clerk Ray reported that she is continuing to attend the monthly election webinars hosted by Colorado Municipal League (CML) for the upcoming municipal election in April. The flags purchased by the American Legion on behalf of the town have arrived. Clerk Ray is writing a thank you that she will get ready for the Town Board to sign. It was noted that there needs to be a Colorado flag put up at the old town hall. Clerk Ray said that we are close to having the ATV/UTV ordinance ready for review and the water/sewer rate increase ordinance. The Conservation Easement Monitoring Report from the Colorado Cattlemen’s Agricultural Land Trust (CCALT) on the infiltration gallery property was received and Clerk Ray

reviewed, signed, and returned it to CCALT. A copy is available tonight for the town board to review. The clerks continue to add to the Clerk & Deputy Clerk training manuals.

Reports of Committees

None

Meeting Reports

Northwest Transportation Planning Region (NWTPR) report

Clerk Ray passed around the Statewide Transportation Advisory Committee (STAC) briefing from NWTPR representative, Heather Sloop, and the minutes from the November 2019 NWTPR meeting for the Town Board to review, both of which were received after the last Town Board meeting.

Schedule Workshops and/or Special Meetings

A municipal election informational meeting was scheduled for January 15th to allow citizens to learn about the duties of the Mayor and Trustees. It will be followed by a workshop immediately afterward.

Members and audience requests for agenda items for next meeting

None

Reading of Correspondence and required action if any

There was no correspondence

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

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

Reading and Payment of Bills

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

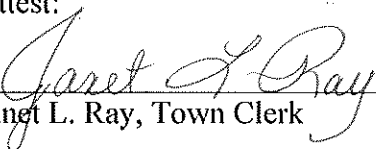
Adjournment

Mayor Pro-Tem Lewis asked for further business, hearing none he called for adjournment. Trustee McLaughlin moved to adjourn, Trustee Drust seconded the motion and the motion passed unanimously on voice vote. The meeting adjourned at 9:44 pm.



Robert A. Symons, Mayor

Attest:



Janet L. Ray, Town Clerk

August 5, 2020