

Town of Yampa July 11, 2018
Regular meeting minutes

TOWN OF YAMPA
JULY 11, 2018
YAMPA TOWN HALL

BOARD MEMBERS PRESENT: Mayor Robert Symons, Trustees Brian Ashley, Jeff Drust and Crystal McLaughlin

BOARD MEMBERS ABSENT: Mayor Pro-Tem Mike Lewis

EMPLOYEES PRESENT: Public Works Superintendent (PWS) Eric Berry and Town Clerk (Clerk) Janet Ray

AUDIENCE PRESENT: Britany & Travis Milway and Andi Schaffner

Call to Order

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

Roll Call

Board roll call was taken.

Approval of Minutes

Consideration of approval of June 6, 2018 regular meeting minutes and June 27, 2018 special meeting minutes

Trustee McLaughlin moved to approve the June 6, 2018 regular meeting minutes and June 27, 2018 special meeting minutes. Trustee Ashley seconded the motion and the motion passed unanimously on voice vote.

Audience participation – Non-agenda items

None

Audience participation – Scheduled items

None

Old Business

Stillwater Ditch aka Five Pine Ditch and Reservoirs Co. (Gardner Park Reservoir) update and consideration of any needed approvals

Clerk Ray explained that in 2004 the Town of Yampa purchased Bear River Reservoir Company shares from Clifford Sutton. In 2005 there was an Assignment of Stock and Water Delivery Agreement which named Mr. Sutton as one of the parties. Because the Town had purchased his Bear River Reservoir shares, we acquired .02% interest in the Stillwater Ditch and Gardner Park Reservoir. Ms. Andi Schaffner, who is working with the Bear River Reservoir Company and has also taken on a clerical role for the Stillwater Ditch and Gardner Park Reservoir volunteered to attend this meeting to explain what has happened and what is happening next. Ms. Schaffner said that it is her opinion that the Town of Yampa ended up with the shares through attorney error. She explained that Town of Yampa owns .2 shares of a total 11,062½ shares in Stillwater Ditch and Gardner Park Reservoir. Currently, ownership is not shares, but individual water rights. The Town's water rights equal .0056 cfs of 30.83 cfs or roughly 2 ½ gpm. Gardner Park Reservoir is decreed for approximately 1,155-acre feet but holds 603-acre feet. She points this out because the Town does not have much water; but shares in the liability through ownership of the dam. Upper Yampa Water Conservancy District owns the structure of the Five Pine Ditch and the individuals own the water rights in the ditch. The cost of the water rights will probably, at a minimum, triple in 2020. The ditch and reservoir owners want Upper Yampa Water Conservancy District (UYWCD) to consider letting the individuals take back the ditch. The individual owners sent a Ditch Transfer Proposal to UYWCD for consideration at their meeting on July 25th. The ditch owners wanted 100% participation on the request for transfer document and the Town did not have a meeting prior to sending to UYWCD, thus Clerk Ray signed the document. Clerk Ray requested that the Board ratify her signature on the document at this meeting. Trustee McLaughlin moved to ratify Clerk Ray's signature on the ditch transfer proposal. Trustee Ashley seconded the motion and the motion passed unanimously on voice vote. Clerk Ray noted that Ms. Schaffner is informed that if the proposed transfer moves forward, Mayor Symons is the official signature for the Town of Yampa. The water may be used unless there is a call on Bear River.

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

Clerk Ray reported that the Agreement and Grant of Construction Access and Staging Area License between the Town of Yampa and Barbara Palmer is fully executed. The grant of easement agreement is fully executed and was sent by Attorney Weiss's office to be recorded. The recorded document has not been received back yet. The Access Road construction bid was advertised in the legal notices of the Steamboat Pilot on July 8 & July 15. The mandatory pre-bid meeting is at 10:00 am, Tuesday, July 17 at town hall and the bid opening is scheduled for Thursday, July 26, 10:00 am at Civil Design Consultants' (CDC's) office. The fencing at the infiltration gallery was put in the bid, as a separate schedule. It was put in

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the bid because there was the thought that there might be better pricing if combined with the access road fencing. The Department of Local Affairs (DOLA) Energy Impact grant that the Town has for the access road will not fund the infiltration gallery fencing as it is not part of the access road project. The Town will be responsible for payment of the infiltration gallery fence. CDC and subcontractor Kelly Colfer with Western Bionomics, LLC are working on the wetlands permit. CDC and Mr. Colfer wanted to make changes to the access road to reduce the wetlands impact. The Town will have to pay for the wetlands mitigation. Clerk Ray said no changes as that will prolong the process and the Town will trade paying for the wetlands banking for further engineering. Application for the wetlands mitigation has been made with Ren Martyn at the Finger Rock Preserve. The mitigation cost estimate is \$15,000. Clerk Ray reported that Mike Beurskens is no longer at CDC as he has taken a job with the City of Steamboat Springs.

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

PWS Berry reported that the wastewater renewal application should be completed in the next few days, so he can submit to Colorado Department of Public Health and Environment (CDPHE). Clerk Ray reported that she received the Stantec proposal today via email; but has not had a chance to review it. She thinks that the proposal will be ready for consideration at the August meeting. Once CDPHE accepts the Preliminary Needs Assessment, (PNA) the Town will be eligible for a Design and Engineering grant through the State Revolving Fund (SRF) program.

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

Trustee Drust reported from the notes of the June 28, 2018, Owner/Architect/Contractor (OAC) meeting that the sprinkler system passed the state inspection. The elevator still needs inspected. There is minor work to finish such as some painting, door hardware, installation of refrigerator, dishwasher and bathroom fixtures and final cleaning. Dobell Contracting will install the storm windows in the fall. Architect Jan Kaminski is working on the maintenance plan. Plans are coming together for the Todd Mohr concert on June 24th. The American Legion is donating a flagpole for the property and placement was discussed. In addition, Town Hall and Visitor Center signage is needed.

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

Clerk Ray reported that she had a telephone call from Mr. Whittall and he indicated that he has not abandoned his idea for a PUD and will do a resubmittal, but no date was given.

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

Clerk Ray reported that the plan is completed, and the hard copies and CD are in house. The Town will also get the large format drawings and other files related to the project, which may be helpful to the town moving forward. The next step is to seek funding for implementation.

Discussion and consideration of needed of fire restrictions – note: this is follow up to the June 27, 2018 special meeting

Mayor Symons asked if any conditions had changed since the last week of June. The answer being no, that Routt County and some other municipalities are still on Phase 1 fire restrictions. Clerk Ray said she has not heard from Yampa Fire Chief Cox regarding his thoughts on the situation, but she had not called him either. It was decided to discuss the situation with Chief Cox before taking action.

New Business

Consideration of 2017 Audit extension request

Trustee McLaughlin moved to request an extension to the 2017 audit. Trustee Drust seconded the motion and the motion passed unanimously on voice vote.

Public Works Department

2nd quarter water testing results

The test results were in town board and audience packets and were discussed. All results are well within limits or not detected at all.

Light pole repairs report

The light pole and globe are in place. PWS Berry said he ordered two globes so he has one on the shelf. The lighting apparatus has not been replaced, but PWS Berry said he thought he could take the one from the River Park and fix it. He said that he thought he could have it finished next week.

Wastewater flow meter repairs report

PWS Berry reported that he received the repair part and installed it, but it didn't fix the problem. He is in the process of trying to reprogram the meter as it is susceptible to surges, but he doesn't know yet if that will fix the problem. If not, he will have to order another part, which is around \$1,600. Mayor Symons asked if it was known for sure if that would fix the

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problem; PWS Berry said no that he doesn't know for sure. He said CDPHE is aware of the problem and are okay with it as long as he is working on repairing it. Clerk Ray asked if he had that in writing or email and PWS Berry said no, but he could get it.

Emergency Operations Center meeting report

PWS Berry attended this meeting and this session was on basic training of how to handle a large incident. One example given was the 416 fire around Durango. Chuck Vale, Northwest Regional Field Manager for the Office of Emergency Management, did the training and explained what worked and what didn't work in bringing various jurisdictions together and their ability to work together. More training will be held in the future.

Historic jail repairs report

PWS Berry reported that Ken Montgomery donated a piece of roofing that matched what is on the jail and PWS Berry got it put on so the roofing itself is repaired. The ceiling inside the jail has not been repaired and there is no progress reported on that part of the project.

Ongoing work

PWS Berry reported that Public Works Assistant Samuelson has been mowing grass in the parks and at the sewer plant. PWS Berry said that most of his time has been spent on paperwork. They both worked on 4th of July preparations and clean up afterwards. Mayor Symons asked when filling the potholes would be finished. PWS Berry said that he should have the jumping jack back by Friday or Saturday and then he could finish filling potholes on Monday, July 16.

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

Code violations

Clerk Ray said that the fence permit for 240 4th Street Court has not been received. Mayor Symons asked when the Town would start enforcement action. Clerk Ray said she could send the permit application directly to the property owner and see if a response is received.

Clerk Ray reported that an email was received regarding a person walking dogs off leash, not in control and defecating without picking it up. An article will be put in the newsletter.

Mayor Symons asked where we are at with the complaint of accumulation of items in the yard of the southwest trailer in the Huffstetler Trailer Park. Clerk Ray said discussion of code enforcement will be the first topic of discussion at the first workshop scheduled

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following this meeting. She said no action has been taken at this time and wouldn't be until after the workshop.

Ongoing work

Trustee Ashley reported that the street light at 4th and Lincoln is not working. The Tour de Steamboat is July 21. They are looking for volunteers for the Yampa aid station, which will be located at Mary Lu Meadows property immediately north of Montgomery's General Merchandise. Clerk Ray said she put the contact information of volunteer coordinator, Abi Slingsby, in the town newsletter as Ms. Slingsby had requested that volunteers contact her directly. Clerk Ray said that she completed and returned the property, liability and automobile insurance renewal questionnaire to the insurance agent. After the insurance company processes the updated information, the town will receive the renewal package. The current policy expires on August 1st, so the town board will need to have a special meeting in July to consider renewal of the policy prior to the August 1st deadline. The water and wastewater eligibility surveys were submitted and accepted. Clerk Ray has received no further information regarding the changes to the Yampa Farmer's Market such as the list of bands that will be playing. She did check with Donna Corrigan and Noreen Moore of Friends of Gateway Yampa and Donna said that although Michelle Mahosky is handling the farmers' markets this summer it is still under the auspices of the Friends of Gateway Yampa and thus under South Routt Economic Development Council. There has been at least one and possibly two inquiries about the Royal Hotel site. Auditor Catterson will do the audit fieldwork the week of August 13th. Attorney Weiss has sent Clerk Ray the museum lease draft. He made extensive changes to the draft that was sent to him to review so Clerk Ray wants the Yampa-Egeria Historical Society to have an opportunity to review it before it comes to the town board for consideration. Clerk Ray said that she has asked questions of Mr. Weiss regarding protocol and procedure with fallen trees but does not have an answer back yet. The July 1, 2017 draft population estimates were received and checked. These will be used as the basis for the Conservation Trust Fund distributions for 2019.

Reports of Committees

4th of July

4th of July Committee President, Aaron Symons, reported that overall the 4th went very well. A few items he touched on that can be worked on for next year is the distance between the color guard and marching band. That there needs to be a port-o-potty in the car show area and community picnic on July 3, and there needs to be a better sound system for announcing the parade. He said that he was a little disappointed in the T-shirt sales as there were a lot left over, but there was \$2,200 made and the expenses were \$1,900 so any further sales now will be profit for the committee. The horseshoe tournament was not successful, but the basketball was a big hit. The concert was well attended, but there was a lot of static with the

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microphone. All of the above will be discussed with the 4th of July Committee when they have their wrap-up meeting on Thursday, July 26th.

Meeting Reports

None

Schedule Workshops and/or Special Meetings

There were no special meetings scheduled at this time, but likely will need one for the insurance renewal. Mayor Symons can call the special when the renewal information is received from the insurance company. Workshops will be planned for July 18 and 25.

Members and audience requests for agenda items for next meeting

None

Reading of Correspondence and required action if any

Correspondence was circulated for review. None required board action.

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

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

Reading and Payment of Bills

Clerk Ray read the bills. Trustee McLaughlin moved to pay the bills, Trustee Ashley 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 McLaughlin moved to adjourn, Trustee Ashley seconded the motion and the motion passed unanimously on voice vote. The meeting adjourned at 9:01 pm.

Robert A. Symons, Mayor

Janet L. Ray, Town Clerk

September 5, 2018