

RECORD OF PROCEEDINGS

TOWN OF YAMPA
NOVEMBER 2, 2016
YAMPA TOWN HALL

BOARD MEMBERS PRESENT: Mayor Tom Yackey, Mayor Pro-Tem Mike Lewis,
Trustees Brian Ashley, Jeff Drust, and Michael French

BOARD MEMBERS ABSENT: None

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

AUDIENCE PRESENT: Matt Mielke and Randy Sackett

CALL TO ORDER

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

ROLL CALL

Board roll call was taken.

MINUTES

None

AUDIENCE PARTICIPATION – NON-AGENDA ITEMS

None

AUDIENCE PARTICIPATION – SCHEDULED ITEMS

None

OLD BUSINESS

Treatment plant improvements and additional water storage tank update and consideration of any needed approvals

The project update prepared by Matt Mielke of Civil Design Consultants (CDC), was in town board and audience packets, along with the October 26th construction meeting minutes. A field directive was just issued for construction of the Control Valve Vault regarding cold

RECORD OF PROCEEDINGS

weather pipeline construction. The project is still on schedule and in the next couple of weeks there should be a fully operational system. November 15 is the deadline for Schedule B substantial completion. PWS Berry is operating the system manually until the Control Valve Vault is fully operational. Mr. Sackett asked PWS Berry if he had tested any hydrants with the tank on-line; the answer being no. The chlorination tests at the tank are going well. The chlorine contact tank will need to be taken offline and checked manually every 4 to 6 hours for a couple of weeks, which will make more work for PWS Berry. PWS Berry reported that the float control vault at the water treatment plant was removed prior to October 22, which was a requirement of Colorado Department of Public Health and Environment (CDPHE). Trustee Lewis moved to approve Duckels pay request #15; Trustee Drust seconded the motion and the motion passed unanimously on voice vote. Clerk Ray reported that Randy Sackett, Tom Yackey and herself met with Barbara and Dick Palmer on Friday, October 28th to discuss the location of the transmission line and also spent some time discussing the access road. Palmers requested some changes to the agreements, which they got to the Town on Monday, October 31st. They are requesting a change to the location of the transmission line to as far east on their property as possible, which may or may not be where the transmission line is physically located now. Further research is being done. There was a letter at board seats this evening that went out via email to Bobby George's attorney, Michael Sawyer yesterday outlining the final terms of the settlement for the Town of Yampa to acquire the water infiltration gallery parcel. Those terms are: the Town will pay the landowners \$40,000 for the Property which will be conveyed by special warranty deed subject to easements and non-monetary encumbrances of record. The Town will be responsible for payment of \$22,000 to Colorado Cattlemen's Agricultural Land Trust (CCALT) to reimburse CCALT for their cost in connection with this matter. The Town will be responsible for fencing the Infiltration Gallery Property using materials sufficient to keep livestock out. The fence line running along the southern boundary (along the river) will be offset from the Property boundary by approximately 15-20 feet. The Town will grant the landowner an easement for grazing between the fence line and the property boundary. The Landowner will obtain a partial release from Mountain Valley Bank for the deed of trust encumbering the property. Closing would occur as soon as possible after the plat establishing the property as a separate parcel approved by Routt County is ready to be recorded. The transaction is contingent on the Town and CCALT finalizing the amendment to the existing conservation easement in a manner acceptable to the Town in its discretion. This transaction would not be contingent on the Town facilitating or otherwise being involved in a proposed land exchange with Ron Nielsen, noting that if the landowners wish to pursue such an exchange with Mr. Nielsen, it would be entirely their responsibility. This is the Town's final offer in this matter which will remain open until the close of business on November 11, 2016. If this offer is not accepted, the Town will continue to operate the Infiltration Gallery within the easement in place reserving the right in the future to acquire the property by eminent domain if the Town Board determines that is in the public interest. The letter constitutes a non-binding summary of the terms under which the Town is willing to acquire the property; any binding agreement must be reflected in a written contract signed by the landowners and approved by the Town Board and signed by the Mayor of the Town.

RECORD OF PROCEEDINGS

Clerk Ray reported that the Department of Local Affairs (DOLA) is changing the policy on supplemental funding for the Energy Impact Assistance Fund (EIAF), which they held a webinar on yesterday. The Clerk said she would probably have more information on this subject at a later date. Clerk Ray said she has a revised amendment to the Small Communities Grant Statement of Work. The amendment would allow a shift in funding to the improvements at the water treatment facility and water storage tank and away from the water transmission line. The fully executed agreement extension for EIAF grant #7236 was received from the state. Regarding the Source Water Protection Plan (SWPP) grant, the Town sent a letter to CDPHE outlining the use of the remaining funds from the grant and followed that up with a request for extension of the grant to 12/16/18. Per Colleen Williams who assisted the Town with the original grant, plus these requests, said a two year extension is the norm. The Town has not heard back from CDPHE regarding approval of either request.

Wastewater system improvements update and consideration of any needed approvals

Clerk Ray reported that she had previously shared the email and letter received October 19 that was the follow up to the meeting held October 6 on the wastewater system improvements, but reiterated that she has had no chance to work on the requirements outlined in the letter since that time. She noted that she had had a brief meeting with Greg Winkler on Oct 26th, where she explained to Greg her frustration with the Median Household Income (MHI) data from the Census Bureau. Clerk Ray told Mr. Winkler that perhaps she needed someone to explain to her how they determine the data. He is going to speak with someone at the Colorado Demographer's office about it so answers may be forthcoming from them. He also spoke with Joe McConnell who stated again that they are still working on Yampa as a Disadvantaged Community (DAC), but that they will have to use the MHI from the Census Bureau, so Clerk Ray said she doesn't know where it will end up at this point. Mr. Sackett said that CDC is working on the Preliminary Engineering Report (PER) and Project Needs Assessment (PNA), which are required before pursuing funding for the construction.

Ongoing report on Royal Hotel fire clean up

Clerk Ray reported that Commissioner Corrigan emailed that he had made a presentation at the CDPHE Brownfields prioritization meeting for funding for clean up of the Royal Hotel site. The Brownfields group cannot make any guarantees without an application and cost estimate from Routt County, but Commissioner Corrigan said he was encouraged by what the group said. Brownfields grants do not require a matching monetary contribution, which is encouraging. Commissioner Corrigan will keep the Town posted on developments and when an application can be made to the Brownfields group.

RECORD OF PROCEEDINGS

Crossan's update and consideration of any needed approvals

Trustee Drust reported that the work on the east shed addition is going very well. They are presently stripping the lath and plaster out of the inside so the inside is basically a skeleton of its former self. The concentration of work is on the roof at this time and it is moving along very well. Clerk Ray reported that per the schedule John Dobell had given, previously, they are a little bit behind, but Mr. Dobell thinks he can make that time up quickly. Trustee Lewis moved to approve the Dobell payment request #3 in the amount of \$39,987.50. Trustee Ashley seconded the motion and the motion passed unanimously on voice vote.

NEW BUSINESS

Pre-treatment and water transmission main replacement project discussion and required action if needed

Mr. Sackett presented an overview of a revised project budget for the water treatment facility and water storage tank improvements, which included a section on the pre-treatment facility, water transmission main replacement and alternate access road. He then referenced 2 backup pages, one, an opinion of probable costs for 600 gallons per minute (GPM) treatment capacity at the pretreatment facility and a second, an opinion of probably costs for 300 GPM. He noted that the cost for the 300 GPM capacity are approximately \$382,000 less. Mr. Sackett said that no decision on which capacity to plan for is needed tonight, but they wanted to begin to get the information in front of the board. At this time, Mr. Sackett asked Mr. Mielke to give some background and additional information on the project. Mr. Mielke explained that with the cartridge filtration being installed at the water treatment facility (WTF), the turbidity can not go above 5 nephelometric turbidity units (NTUs). The pretreatment is to reduce the loading on the filters. Mr. Mielke noted that during the times the turbidity spikes, the surface water piping could be taken off line. He noted that years down the road at build out, 200 GPM seems more than adequate and is obviously below the 300 GPM. He also noted that if the Town were experiencing diminished flows, piping in the existing treatment facility could be changed up to provide a blended source of as much as 500 GPM. Mr. Mielke pointed out that there are different scenarios that could prompt use of the surface water such as a shortage of ground water, contamination of the ground water source or interruption of the ground water source, so CDC has tried to look at all scenarios that would require use of the surface water. Mr. Mielke shared a drawing of the pretreatment facility at 600 GPM and noted that the design for a 300 GPM facility would reduce the number of filters and could reduce the size of the building. Other factors to consider include the bidding process and the possibility of using Duckels for both the pretreatment building and the access road, contingencies, etc. In conclusion, these are all factors to study in the coming weeks for a decision later on.

RECORD OF PROCEEDINGS

Preliminary Christmas preparations

Mayor Yackey will get in touch with Santa. Eric Berry will ask the fire department to assist with delivering Santa to Yackey Park and taking the bags to senior citizens and town board members after Santa's visit with the kids. Jeff Drust will make sure the Christmas Star, decorations at Yackey Park and the music is ready. Public Works will make sure the tree in Yackey Park is ready and that the decorations on the Town Hall are ready by December 1st or as soon thereafter as possible. Mike Lewis volunteered to get the Town Hall tree permit and get the tree. Public Works will make sure the "Santa is coming" sign is in good repair and ready to be put up by December 16. Yampa Valley Electric has confirmed that they will donate the \$250 prize money for the lighting contest again this year. The availability of South Routt bucs is not known yet. Townspeople will once again be asked to pick their favorite decorated home. We will once again do the drawing for the ham. Popcorn balls for the candy bags will be made at the home of Tom and Eloise Estes at 6:30 pm, date to be announced at the December town board meeting. The candy bags will be assembled December 22 at Town Hall at 10:00 am. Janet Ray will ask the Olinger and Parker families if they will serve refreshments Christmas Eve. Funds were budgeted to participate in the Shop Local Campaign if the Town of Oak Creek sponsors the event again; we have not yet heard from them.

PUBLIC WORKS DEPARTMENT

Luster and Yackey water line replacements

PWS Berry reported that both Stacey Luster's line replacement at 548 Main Street and Tom Yackey's line replacement at 351 Moffat went well.

Changes in lead and copper testing

PWS Berry reported that testing regulations for lead and copper have changed due to the total population served. The Town was on a schedule of testing every 3 years, but now will be required to test yearly.

Q/Q report

PWS Berry reported on the QQ meeting held October 6th in Steamboat Springs. The agenda included reports on rural and urban development relating to water in Steamboat and Routt County especially the Yampa River; water quality updates and updates on the Colorado Water Plan and Basin Roundtables; discussion of the 2016 Legislative Session and ballot initiatives, update on "Water & Its Relationship to the Economies of the Headwaters Counties"; and discussion of member dues and the QQ scope of work.

RECORD OF PROCEEDINGS

On going business

PWS Berry said he received notice that the Town will need to do more testing related to the Long Term 2 Enhanced Surface Water Treatment (LT2) Rule; testing needs to be done twice a month for a full year. PWA Samuelson has been working on street maintenance and maintenance on equipment. Mayor Yackey asked if the syphon was cleaned out; PWS Berry said no, but that he would see to it.

CLERK'S REVIEW OF POSSIBLE CODE VIOLATIONS (IF ANY) AND REQUIRED ACTION (IF ANY) AND REPORT OF ON-GOING BUSINESS

Code violations

Clerk Ray reported that she has no new code violations to report.

On going business

Clerk Ray reported that Routt County Animal Control Officer, Cindy DelValle is retiring. Clerk Ray also noted that there has been a complaint of barking dogs, but that pinpointing the source of the barking dogs is sometimes difficult. Clerk Ray stated that she has been researching zoning questions with Steve Whittall as they pertain to the possible changes to the Huffstetler Trailer Park (Note: Mr. Whittall is considering purchasing the Huffstetler Trailer Park and converting it to container unit homes). Clerk Ray said she has tentatively set November 16 as the workshop date for Mr. Whittall to present his ideas to the Town Board and audience. Clerk Ray said she has raised subdivision questions on the east and west acreages of the Klumker property. Although taxed separately, Clerk Ray can find no proof that the property has been subdivided via the legal process. (Note: At this time, Mrs. Klumker does not think she should need to do a subdivision of the property to sell a portion of the property rather than the entire acreage.)

REPORTS OF COMMITTEES

Friends of Crossan's (FOC)

FOC President Jeff Drust said there is nothing to report beyond what was already reported during the Crossan update under old business.

MEETING REPORTS

Museum and Heritage Fund Advisory Board (MAHFAB)

Trustee Lewis's report was at Town Board seats and in the audience packet tonight. There were no questions.

RECORD OF PROCEEDINGS

Routt County Building Department Oversight Committee report

Clerk Ray passed around the information given out at the meeting. She noted that Chief Building Official Grush had been working towards a January 1, 2017 implementation date of the 2015 Building Codes, but that is not going to happen. Currently, it appears that it will be March or so before it can be put into place. Clerk Ray said that she still needs to coordinate with Mr. Grush for him to come to a meeting or workshop to go over the changes that are being considered.

Northwest Colorado Transportation Planning Region (NWTPR) report

Clerk Ray passed around the information given out at the meeting for the town board to review. She noted that the TPRs have been told that the Intergovernmental Agreements that established the TPRs need updated so there will be more about that at the January TPR meeting. There will also be election of officers of the TPR at that time.

SCHEDULE WORKSHOPS AND/OR SPECIAL MEETINGS

Clerk Ray reported that there will probably be a need for workshops all Wednesdays except the 23rd; November 16 is tentatively set for Steve Whittall to give a presentation regarding his proposed plans for the Huffstetler Trailer Park. Mayor Yackey will call all workshops when specific information is available.

BOARD MEMBERS AND AUDIENCE REQUESTS FOR AGENDA ITEMS FOR NEXT MEETING

Trustee Lewis asked Mayor Yackey if he had looked at the pickup truck that is for sale and parked in front of Larry Miller's residence on Moffat Ave. Mayor Yackey said it is a 2004 blue Dodge, 4-door, ½ ton with a short bed, with 131,000 miles. Mayor Yackey noted that the average mileage is 132,000 for a 2004 truck. He said the asking price appears to be \$11,000 and per blue book top end would be \$10,000. Mayor Yackey asked Trustee Lewis to do some further research, such as if there are maintenance records, if we can get inside to look at it, etc. Trustee Lewis said yes, he would do that.

READING OF CORRESPONDENCE AND REQUIRED ACTION IF ANY

Correspondence was circulated for review; none required action.

REVIEW FINANCIALS, METER READING REPORT AND OCTOBER INVOICES WITH COMPLETED VOUCHERS

The October financials were in the town board and audience packets for review. There were no questions. October invoices with completed vouchers were circulated for review. The

RECORD OF PROCEEDINGS

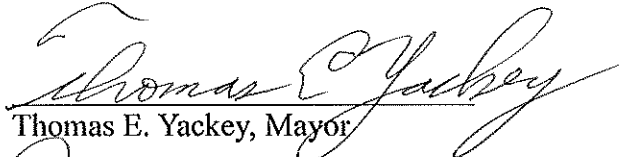
October meter reading report was not available for tonight's meeting; it will be circulated in December.

READING AND PAYMENT OF BILLS

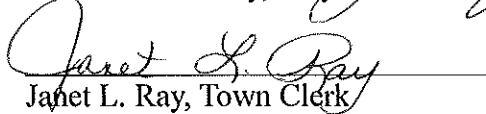
Clerk Ray read the bills. Trustee Lewis moved to pay the bills, Trustee French seconded the motion and the motion passed unanimously on voice vote.

ADJOURNMENT

The Mayor asked for further business, hearing none he called for adjournment. Trustee Lewis moved to adjourn, Trustee Drust seconded the motion and the motion passed unanimously on voice vote. The meeting adjourned at 9:43 pm.



Thomas E. Yackey, Mayor



Janet L. Ray, Town Clerk

April 5, 2017