

TOWN OF YAMPA
TOWN BOARD REGULAR MEETING MINUTES
October 11, 2023 – 6:00 pm

BOARD MEMBERS PRESENT: Mayor Pro Tem Lewis, Trustee Geanious, Trustee Cave, Trustee Williams

BOARD MEMBERS ABSENT: Mayor Geilert

EMPLOYEES PRESENT: Town Administrator/Clerk Sheila Symons and Treasurer/Planner Mary Alice Page-Allen; Deputy Clerk Amanda Laman and Public Works Greg Samuelson were present via Zoom.

AUDIENCE PRESENT: Ken Montgomery, Gene Sanders, Robert Aaron Symons, Amy Kindsvater, Carl Ray and Todd Carr. Mary Smith and Adam Sommers, AquaWorks DBO Inc. were present via Zoom.

1. Call to Order

- a. Mayor Pro Tem Lewis called the meeting to order at 6:00 p.m.
- b. Roll Call was taken.
- c. Pledge of Allegiance was recited.

2. Audience Participation

Ken Montgomery asked the Board members if there was a current plan regarding to advertise the availability of the Royal Hotel property for purchase. He stated he would like to see the property go back on the tax rolls sooner rather than later.

3. Yampa Wastewater Treatment Improvement Project – Public Hearing

Ms. Page-Allen outlined the process to discuss with the Board and public the status and proposed financing of the Town's Wastewater Treatment Improvement Project (Project).

Mayor Pro Tem Lewis welcomed Adam Sommers, AquaWorks DBO Inc.

Mr. Sommers opened his presentation outlining his firm's expertise, related projects in Routt County including Milner and Phippsburg, and noted that he has been working with the Town since 2022 on the Project. He noted that the Town has been very successful in acquiring grant funding to move the Project forward, and stated that the purpose of this evening's meeting is discuss, in a public meeting format, one of those resources: the State Revolving Fund process as well as provide information and answer questions related to the technical and financial aspects of the Project. He added that there are two facets to the project with the first being the wastewater collection system upgrades and the second being the updating of the wastewater treatment facilities.

Mr. Sommers provided information and graphics about the proposal to replace the existing lagoon treatment system. He outlined that this portion of the Project will include the installation of a modular factory-built mechanical treatment plant located within the existing treatment facility property boundaries. He noted that with Yampa's short construction season the advantage of having 80% of the plant facility already completed will expedite the project. He added that the site work includes the installation of a buried concrete tank on which a crane will stage the modular unit. Mr. Sommers noted that doing the treatment plant facility in this manner will allow its completion in a single construction season as well as being very cost effective.

Moving to the second part of the discussion, Mr. Sommers provided a graphic outlining the plans for the collection system upgrades that include improvements to the collection piping and associated manholes. He stated that the traditional method of trenching and replacing the piping and manholes is a very expensive and invasive undertaking and, instead what is being proposed is to use trenchless construction that will slipline the existing sewer lines and coat the interior of the existing manholes. He added that sliplining is not only more economical, it is also faster than the traditional trench and replace method and provides an equivalent and durable long-lasting solution for the Town.

In follow-up to Mr. Sommers presentation, Ms. Page-Allen stated she had a couple points to add. She stated that when the Project Needs Assessment and Site Application (PNA) was being completed there were a couple of alternatives that were looked at for the treatment facility in addition to the mechanical plant that Mr. Sommer's discussed. She stated that these included upgrading the lagoon-based system to add additional lagoons that would

require that the Town acquire additional adjacent land as well as looking at relining the existing lagoons. She noted that the modular mechanical plant option was chosen as the most economically viable option when match with its choice as the better option to meet current and future discharge requirements. Mr. Sommers added that from the long-term perspective installing the mechanical plant will put the Town in a better position to meet the effluent standards that are always becoming stricter whereas the other options would likely not be able to meet those standards in the future.

As a last point, Ms. Page-Allen also noted that the collection system upgrade portion of the Project will include some areas where traditional trench and replace methods will need to be used due to the level of deterioration in the pipe or improper installation. Mr. Sommers concurred and presented an example in plan form of an area where this type of work will be required.

Ms. Page-Allen outlined the funding information for the Project. She reviewed the grants received from the Department of Local Affairs (DOLA) and Routt County totaling \$160,000 paired with \$11,000 of Town funding to complete the Project's PNA. She noted that some of the DOLA funds were used to develop the preliminary submittal materials for the United States Department of Agriculture (USDA) from which the Town will be looking for grant and loan funding specific to the treatment plant portion of the Project. She stated that the Town has also been awarded a \$250,000 Final Design & Engineering grant, a \$1,000,000 Energy Impact Assistance Fund (EIAF) grant, and applied to the State Revolving Fund (SRF) for a \$534,500 loan matched with a \$534,500 grant all of which will be used to undertake the \$2,319,000 collection system portion of the Project planned for the 2024 construction season. Ms. Page-Allen stated that additional work planned for 2024 include completing the Final Design & Engineering related to the treatment plant portion of the Project that is funded by a Community Development Block Grant (CDBG) matched with the balance of the Routt County grant award. She noted that this facet of the design and engineering is expected to cost approximately \$450,000 and the balance of the CDBG funding will be dedicated to construction engineering and contract management costs. Ms. Page-Allen outlined the planned funding streams to construct the treatment plant estimated to cost \$6,010,000 including the USDA grant and loan and an additional EIAF request. She noted that the USDA loan is expected to be supported by the revenues that would become available if this November's sales tax question is approved by voters whereas the SRF loan will be a revenue bond supported by an expected sewer user fee increase. She added that these loans and their repayments are factors that are being included in the rate study currently underway and the rate study will be initially presented at the meeting scheduled for October 18th. In conclusion, Ms. Page-Allen stated that, including legal, finance, engineering, construction and other related costs, the Project is estimated to cost \$9,100,000.

Trustee Cave asked if new pipe will be laid in those areas that will need to be trenched. Mr. Sommers replied that in addition to new pipe there will also be excavation and new bedding materials installed to assure the pipes proper placement and function.

Mayor Pro Tem Lewis opened the public hearing at 6:34 p.m.

Carl Ray asked if the design of the plant will be adaptable enough to meet the future standards and requirements of the state and federal governments for this type of operation. Mr. Sommers replied that the proposed plant will meet all the requirements under the current permit that is in place. He stated that the discharge permits are updated every 5-10 years and at stricter levels and the Town will be well set up with this plant to meet nutrient limits into the future. He added that with regard to other constituent level limits that might be seen this technology is the most robust practical form and if other limits come into play, e.g. metals, there is the ability to add additional treatment to the system.

Mary Smith asked what measures will be the Town have in place, both from having proper employees in place as well as operationally and giving the example of the cost overruns related to the previous water project not being completed on time, to assure there are qualified people operating things properly and avoiding unnecessary costs being passed to property owners and users who are often on fixed incomes through increasing rates whether you're using the water or not. Ms. Page-Allen responded that the Town currently contracts with a Class A/Class B operator for the water sewer plants respectively, and this same person is also contracted with Routt County for the Milner and Phippsburg systems. She stated that there will be additional operating costs over and above those for the current wastewater system and the Town is working through those expected increases as well as the capitalization and system replacement costs as part of the rate study. Ms. Smith followed-up with a question with regard to what certifications and training and in what timeline will the new Town employee be required to meet. Ms. Page-Allen responded that those are detailed in the job description for the position and further detailed under

the Town's personnel policy. Ms. Smith acknowledged that she previously received a copy of the job description and would appreciate a response to her emailed requests for further details in this regard.

Gene Sanders asked what the future capacity of the new plant will be and whether will it be able to handle future development. Mr. Sommers presented a graphic showing historic monthly totals and the plant's capacity and stated that with the completion of the collection system upgrades that will address current inflow and infiltration into the system the new plant will be able to handle twice the current flows. Ms. Page-Allen noted that during the comprehensive plan update process, this information was also considered to help guide acceptable levels of growth.

Mr. Sanders asked if an electrical upgrade would be needed to serve the new plant. In response, Ms. Page-Allen stated that the current 3-phase service will need to be upgraded and the cost of such has been included in the Project estimates.

Todd Carr, Routt County Regional Building Department, noted that sump pumps often become a source of additional system flows that need to be addressed. Ms. Page-Allen noted that upon their discovery by the Town property owners are required to replumb sump pumps so they do not flow to the sewer adding that they are sometimes difficult to find.

Ms. Smith noted that there will be breakdowns that require the replacement of parts and asked how hard will such be to change out and will it require a shutdown of operations. Mr. Sommers responded that as part of the rate study direction is being provided for an appropriate level of funds to be ready for when such breakdowns occur and Ms. Smith is correct that such will happen. He added that he works daily with the State health department and they require full redundancy in these types of systems and there are two parallel treatment modules in this proposed plant that will allow operations to run on a single module if such proves necessary.

Aaron Symons asked about the timing of the treatment plant installation. Ms. Page-Allen responded that, dependent upon funding, the treatment plant facet of the Project is planned for 2025. Mr. Symons asked if there was enough room on the site to place the plant while leaving the current system in operation and prior to the existing lagoons remediation. Mr. Sommers provided a graphic that showed the area for the treatment plant installation. Mr. Symons asked if the rest of the property will need to be retained after the lagoons are remediated. Ms. Page-Allen responded that there may be an opportunity for a ground-mount solar installation in that area that can assist with the operational costs associated with the facility.

Mr. Carr noted that sliplining was used recently at the Routt County jail and served to save a lot of time and money. He asked how the material being used for the sliplining holds up to installing new taps, does the material breakdown or is it brittle. Mr. Sommers responded that the overall project includes cutting the material at the connection to the main using remote equipment and that new taps would use typical tapping saddles.

Ms. Smith asked where the dirt generated during construction would be going as there would be a significant amount. Mr. Sommers responded that AquaWorks civil engineer has expertise with such situations and there are several options including on-site and off-site. Ms. Page-Allen noted that the treatment plant Final Design and Engineering is slated to be undertaken in 2024 and this question will be addressed as part of that process.

Mr. Symons asked how much work goes into maintaining a treatment plant as is being proposed versus the ponds currently being used. Mr. Sommers responded that there is no doubt that the mechanical plant will require additional maintenance efforts but that the mechanical system is a far better product. He noted that lagoon-based systems are a 70-80 year old technology with limited operator involvement however the level of treatment is minimal compared to the modern technology of the plant.

Ms. Page-Allen stated that the PNA with a good appendix containing information on the proposed mechanical plant as well as all the other documents referred to this evening are available at Town Hall in print or electronically.

There were no further comments or questions from those in attendance.

Mayor Pro Tem Lewis closed the public hearing at 7:00 p.m. and thanked everyone for their input.

4. Ordinance No. 2023-05 – International Building Code (20 Minutes)

Mr. Carr with the Routt County Building Department was present to give a review of the changes from the 2018 International Building Code to the 2021 Edition of the International Building Code. He stated that this code is updated every 3 years and advised the effective date of the 2021 International Building Code will be January 1, 2024. He covered items that is changing, being deleted, amending the language, or adding language to it from previous versions. He added that he would like to have Yampa have a license to their system for access and will work with Ms. Page-Allen to have this set up.

Mayor Pro Tem Lewis opened the public hearing at 7:36 p.m. and there were no comments from those in attendance.

Trustee Cave made a motion to approve and sign Ordinance No. 2023-05, An Ordinance Amending and Restating Title 15 of the Municipal Code of the Town of Yampa Regarding Buildings and Construction and Adopting the International Building Code, 2021 Edition, Including Appendix Chapters C, E and J; International Residential Code, 2021 Edition Including Appendix Chapters B, C, E, F & Q; International Existing Building Code, 2021 Edition; National Electrical Code as Adopted by the State of Colorado Electrical Board; International Mechanical Code, 2021 Edition; International Energy Conservation Code, 2021 Edition; International Plumbing Code, 2021 Edition; International Fuel Gas Code, 2021 Edition; International Property Maintenance Code, 2021 Edition; International Wildland Urban Interface Code, 2021 Edition; Regulating the Erection, Construction, Enlargement, Alteration, Repair, Moving, Removal, Demolition, Conversion, Occupancy, Equipment, Use, Height, Area and Maintenance of Buildings or Structures, and Building Service Equipment; Repealing All Conflicting Ordinances; Providing for Severability; and Providing An Effective Date. Trustee Williams seconded the motion and the motion passed unanimously.

5. Resolution 2023-12 – Building Permit and Plan Review Fee Schedule (10 Minutes)

Consideration to approve and authorize the signing of Resolution 2023-12, A Resolution of the Town of Yampa, Colorado Adopting a Building Permit and Plan Review Fee Schedule, and Setting An Effective Date

Trustee Cave made a motion to approve and sign Resolution 2023-12, A Resolution of the Town of Yampa, Colorado Adopting a Building Permit and Plan Review Fee Schedule, and Setting An Effective Date. Trustee Geanious seconded the motion and the motion passed unanimously.

6. 2024 Budget Presentation (30 Minutes)

Presentation of proposed 2024 Budget by Town Treasurer/Planner Page-Allen. A copy of the handout was provided to Board members.

7. Resolution 2023-13 - Bag Fee (10 Minutes)

Consideration to approve and authorize the signing of Resolution 2023-13, A Resolution of the Town of Yampa, Colorado Adopting the Carry-out Bag Fee for Qualifying Retail Operations Imposed by the State of Colorado Under HB 21-1162, and Setting An Effective Date

Trustee Williams made a motion to approve and sign Resolution 2023-13, A Resolution of the Town of Yampa, Colorado Adopting the Carry-out Bag Fee for Qualifying Retail Operations Imposed by the State of Colorado Under HB 21-1162, and Setting An Effective Date. Trustee Cave seconded the motion and the motion passed unanimously.

8. Consent Agenda (5 Minutes)

Trustee Cave made a motion to approve the Consent Agenda as presented specifically the September 20, 2023 Meeting Minutes. Trustee Geanious seconded the motion and the motion passed unanimously.

9. Staff and Board Member Reports/Updates (20 Minutes)

- a. Committee and meeting reports from Staff and Board Members
- b. Town Administrator/Clerk and Staff Reports

10. Scheduled Meetings/Work Sessions (5 Minutes)

- a. October 18, 2023 – Town Board Meeting

- b. November 1, 2023 – Town Board Meeting
 - i. 2024 Budget – Public Hearing
- c. November 7, 2023 – Election Day

11. Adjournment

Trustee Cave made a motion to adjourn the meeting. Trustee Williams seconded the motion and the motion passed unanimously.

Approved the 18th day of October, 2023.

Michael D. Lewis
~~Stacey Geilert, Mayor~~ Michael D. Lewis Mayor Pro Tem

Attest:

Sheila Symons
Sheila Symons, Town Administrator/Clerk

