

TOWN OF YAMPA
REGULAR MEETING AGENDA
OCTOBER 6, 2021
7:00 P.M.

Meetings can now be hybrid (in-person or virtual)

Town of Yampa Regular Town Board Meeting
Wed, Oct 6, 2021 7:00 PM (MDT)
Please join my meeting from your computer, tablet or smartphone.
<https://global.gotomeeting.com/join/715383789>
You can also dial in using your phone.
United States (Toll Free): 1 877 309 2073
United States: +1 (646) 749-3129
Access Code: 715-383-789

1. Call to order
2. Roll call
3. Pledge of Allegiance
4. Consent Agenda
 - Approval of February 3, 2021 Regular Meeting Minutes
 - Approval of March 3, 2021 Regular Meeting Minutes
 - Approval of April 7, 2021 Regular Meeting Minutes
 - Approval of April 21, 2021 Special Meeting Minutes
 - Approval of May 5, 2021 Regular Meeting Minutes
 - Approval of June 2, 2021 Regular Meeting Minute
6. Audience participation – Non-agenda items
Five-minute time limit – presentation only-Board will render no decisions
7. Audience participation – Scheduled items
None
8. Old Business
 - Public Works Assistant Samuelson – update on Palmer’s Hay Meadow (10 minutes)
 - Correspondence in packet
 - Barbara Palmer discussion and Town Board possible decision on Bobby George Hay Meadow reimbursement (10 minutes)
 - Correspondence in packet
 - Old Town Hall – Coal or Heaters – Decision to be made for Fire District (15 minutes)
 - Any additional discussion with the Fire District regarding Fire Hall
 - Fire Department has been asked to be present for meeting
 - Consideration and decision to be made of rescinding Ordinance No. 2021-03 – An Emergency Ordinance Imposing Open Burning and Fireworks Restrictions (5 minutes)

Town of Yampa
Regular meeting agenda
October 6, 2021

- Routt County moved to Rescind Stage 1 fire restrictions on 9/29/21
 - Consideration and decision to be made of rescinding the summer water restrictions (5 minutes)
 - Liability Insurance updates (10 minutes)
 - Town of Yampa debit card policy and approval of finalizing policy and obtaining the debit cards (10 minutes)
 - Review draft policy/amend to any changes
 - Authorization of which employees would be approved to have a card
 - Tax exempt number will be on card
9. New Business
- Consideration of renewal of G & G, LLC DBA Yampa Sinclair Fermented Malt Beverage – Off Premises license (in packet) (5 minutes)
 - Merit Increase discussion for 2022 budget (10 minutes)
 - Discussion on Janet Ray position (10 minutes)
 - To continue as is or have as a contracted position
 - Wastewater Lagoons – Oak Creek selling aerators to Yampa (10 minutes)
 - Pumping the Lagoons – Summer 2022?
 - Will work on prices for 2022 budget
 - Cell phone information for Public Works for 2022 budget (10 minutes)
 - Presentation of Draft 2022 Budget (20 minutes)
10. Clerk’s review of possible code violations and required action (if any) and report of on-going business
11. Reports of Committees
None
12. Meeting Reports
13. Schedule meetings and/or workshops
- October 20, 2021 – Planning Commission Meeting for 30 Moffat LLC
 - Public Hearing will be held with the Board of Trustees on the recommendation of the Planning Commission on the PUD Overlay Rezone Request.
14. Board Members and audience requests for agenda items for next meeting
15. Reading of Correspondence and required action if any or any additional updates (15 minutes)
- Auditor Communication
 - No action needed
 - This normally would have been included in the Audit.
 - Any questions can be asked and will have Chris Catterson address
 - PWA Samuelson will be out on the 8th, 20th-22nd of October. Will need back up on the 8th as Ben may be out on medical leave and Ben is on-call.
 - Public Works Update
 - Clerk Symons will be attending a Colorado Municipal League meeting in Rangely on 10/13/21. It is a District meeting.

Town of Yampa
Regular meeting agenda
October 6, 2021

16. Review September financials (in packet), September meter reading report, and September invoices/vouchers
17. Reading and Payment of Bills
18. Adjournment

AGENDA SUBJECT TO CHANGE 24-HOURS BEFORE SCHEDULED MEETING AUDIENCE
PACKET AVAILABLE FOR REVIEW BEFORE THE MEETING

Town of Yampa February 3, 2021
Regular meeting minutes

TOWN OF YAMPA
FEBRUARY 3, 2021
YAMPA TOWN HALL – 101 MAIN STREET
CROSSAN BUILDING-2ND FLOOR

BOARD MEMBERS PRESENT: Mayor Jeff Drust, Mayor Pro-Tem Mike Lewis, Trustee Stacey Geilert, Trustee Crystal McLaughlin, Trustee Michael Geanius

BOARD MEMBERS ABSENT: None

EMPLOYEES PRESENT: Public Works Assistant (PWA) Greg Samuelson, Public Works Water/Wastewater (PWW) Benjamin Mitchell, Town Clerk (Clerk) Sheila Symons, Deputy Clerk (DC) Nora Phillips, Previous Clerk (PC) Janet Ray

AUDIENCE PRESENT: Mary Alice Page Allen, Steve Whittall, Laura Olive

Call to Order

Mayor Drust called the meeting to order at 7:12 pm. There were technical difficulties getting the meeting started.

Roll Call

Board roll call was taken.
Pledge of Allegiance was performed

Approval of Minutes

None

Audience participation – Non-agenda items

None

Audience participation – Scheduled items

None

Old Business

Regional Solar Planning for Peak Power Shaving and Net Metering (old town hall/EMS building and wastewater treatment plant) update (5 minutes)

PC Ray advised of meeting with McKinstry personnel the prior day. She advised the Solar is on schedule and the heating system is still being worked on for the Old Town Hall building. The Wastewater plant was taken out of the solar project according to PC Ray.

Regional Solar Utility Planning Project (regional solar array) update (5 minutes)

PC Ray advised this project is still underway. She made the Board aware that we should have more information on this in the next few weeks.

Town of Yampa February 3, 2021
Regular meeting minutes

Consideration of Thank you letter for Doug Monger's service for Routt County and the Town of Yampa

Clerk Symons wanted this to be verbally motioned to send this letter to Doug Monger. Trustee Lewis made a motion to have this letter signed and sent to Doug Monger. Trustee Geilert seconded that motion. The motion passed on unanimous voice vote.

COVID-19 update

Clerk Symons advised of information in the meeting packet. She let the attendees know that Yampa Covid-19 cases are high as of now. Since our population is smaller than other towns/cities around Routt County it makes the cases seem higher per 100,000 people. There is a new public health order to have businesses back to 10% occupancy, restaurants are now only allowed for one household per table. These will be for the next month. Vaccines are going strong here in South Routt. The Health Department doesn't know ahead of time how many vaccines they are able to allocate to each provider.

New Business

Consideration for approval and authorization for the Mayor to sign the Town of Yampa Generator PM Maintenance Renewal Agreement.

Clerk Symons advised that PWA Samuelson has reviewed this Maintenance Renewal Agreement. She asked for Mayor Drust signature on this agreement. She did mention to the attendees that this was budgeted in the 2021 budget. Trustee Lewis made a motion to sign the Generator PM Maintenance Renewal Agreement. Trustee Geilert seconded the motion and the motion passed on unanimous voice vote.

Consideration for approval and authorization for the Mayor to sign a Letter Agreement with 30 Moffatt LLC for development of property located at 30 Moffatt Avenue, Yampa subject to the payment and receipt by the Town of the \$4290 deposit noted therein. Mary Alice Page Allen asked to speak in regards to this. The letter that was put together on page 12 in the packet, details where things stand. This is from the proposal from Steve Whittall and Laura Olive with regard to 30 Moffatt LLC. She advised that the Town Attorney Bob Weiss reached out to her to work through the land planning that is related to this proposal to subdivide the property at 30 Moffatt. She worked with the Town Attorney Bob Weiss to formulate the letter of agreement between the Town of Yampa and 30 Moffatt LLC as well as bringing Mary Alice Page-Allen's company, Page Allen LLC to have a professional service agreement that focuses on the project proposed by Whittall and Olive to have plans drawn up for the subdivision proposal. These agreements are with the Town and Developer, which advises the Developer will pay for all fees for this project. These fees include the \$290 application fees and \$4000 planning deposit that covers the potential fees for the planning, engineering, survey and legal services. Trustee Lewis made a motion to sign this Letter of Agreement with 30 Moffatt LLC. Trustee Geilert seconded that motion. The motion passed on unanimous voice vote.

Consideration for approval and authorization for the Mayor to sign a Professional Services Agreement with Page-Allen Associates LLC for contract planning services related to 30 Moffatt Avenue, Yampa and other tasks as may be directed.

Mary Alice Page Allen advised this is just in reference to the contract that needs to be signed for the Town of Yampa, 30 Moffatt LLC, and Page Allen LLC to work together in this proposal. Trustee

Town of Yampa February 3, 2021
Regular meeting minutes

Lewis made a motion to sign this Professional Services Agreement with Page-Allen Associates LLC. Trustee Geilert seconded this motion. The motion passed on unanimous voice vote.

Public Works Department update

PWA Samuelson advised of the damage he made to the Geilert's fence the past Sunday. He wanted to know what times are considered to be "on-call". He originally only charged on-call from when he left for the day until 7p every night. His concern is it should be when he leaves until when he comes back in. He would also like to know what the Board is asking to have as a response time to being called in for on-call service. He advised that the County Dispatch still has Eric Berry as a contact. That needs to be updated. PWWW Mitchell advised he does not have any input at this time. Clerk Symons mentioned that a Board Workshop would be recommended to get the "On-Call Policy" as a set standard for the Employee Manual. The Board agreed with a Board Workshop.

Reading of Correspondence and required action if any

Clerk Symons advised she would like to take Paid Time Off on June 14-18. This would be the 3rd Wednesday of the month and she asked that we can move the meeting to another Wednesday that month. The Board okayed the dates and the meeting to be moved to another Wednesday that month if is needed.

Reports of Committees

None at this time

Meeting Reports

MAHFAB meeting update given by Trustee Lewis. He advised all entities presented their financials for 2020 and the upcoming year of 2021. All the budgets were approved. The next meeting is April 27th of 2021.

Schedule meetings and/or workshops

Clerk Symons advised Workshop February 17th as the next meeting that will be a Workshop.

Board Members and audience requests for agenda items for next meeting

None

Reading of Correspondence and required action if any

Clerk Symons advised of the Yampa Valley Electric Associations (YVEA) letter regarding our Street Lights. She advised they have not implemented a rate increase, but it could be coming. This letter is an analysis of our usage.

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

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

Town of Yampa February 3, 2021
Regular meeting minutes

Reading and Payment of Bills

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

Adjournment

Mayor Drust asked for further business, hearing none he called for adjournment. Trustee Lewis moved to adjourn, Trustee Geanious seconded the motion and the motion passed unanimously on voice vote. The meeting adjourned at 7:57 pm.

Jeffrey L. Drust, Mayor

Attest:

Sheila Symons, Town Clerk
October 6, 2021

Town of Yampa March 3, 2021
Regular meeting minutes

TOWN OF YAMPA
MARCH 3, 2021
YAMPA TOWN HALL – 101 MAIN STREET
CROSSAN BUILDING-2ND FLOOR

BOARD MEMBERS PRESENT: Mayor Jeff Drust, Mayor Pro-Tem Mike Lewis, Trustee Stacey Geilert, Trustee Michael Geanious, and Trustee Crystal McLaughlin

BOARD MEMBERS ABSENT: None

EMPLOYEES PRESENT: Public Works Water Wastewater (PWWW) Benjamin Mitchell and Town Clerk (Clerk) Sheila Symons, Previous Clerk (PC) Janet Ray and Deputy Clerk (DC) Nora Phillips

AUDIENCE PRESENT: Carl Ray

Call to Order

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

Roll Call

Board roll call was taken.

Pledge of Allegiance

The Pledge of Allegiance was recited

Audience participation – Non-agenda items

Carl Ray commented he doesn't feel that all the on-call pay is necessary. He feels that if problem arises, they can usually wait until the next day. Any hours would be paid as regular time or comp time. He mentioned also a split shift for on-call employees. He thinks this proposal is way overboard for this size of a town. He would like to know how often someone is actually called in from on-call hours.

On a separate topic, Carl Ray would like to know if we have a power outage, like Texas just did for the extended amount of town. He wants to know if that is a situation, would the residents be able to still get water from our system with no electricity. He wants to ensure the electronics at the water treatment plant and the sewer have a backup.

Mayor Drust advised there is a generator at the water treatment plant and sewer areas.

Approval of Minutes

None

Town of Yampa March 3, 2021
Regular meeting minutes

Audience participation – Scheduled items

None

Old Business

Regional Solar Planning for Peak Power Shaving and Net Metering (old town hall/EMS building and wastewater treatment plant) update

PC Ray updated the Town Board on the request for proposal for the solar part on the Old Town Hall/EMS building. They should be back on March 8, 2021. She will be in touch with DOLA to look for additional financing. In addition, the heating system at Old Town Hall/EMS building contract indicated the town was going to pay cash for that portion. PC Ray spoke with McKinstry Inc. to advise that is not the case. She advised to McKinstry Inc. that the town would do what we had to do, but she was under the assumption was going to be an Energy Performance Grant. McKinstry Inc. advised that the heating system is separate from the Solar System. PC Ray apologized for possibly misunderstanding the process.

She updated on the financing on the solar portion of the project, that entity may be willing to assist on financing with the heating portion. She recommended at the least look into financing to not have the town pay out right instead over a period of time if interest rates were in our favor.

She also advised that the wastewater plant is not at all involved.

DC Phillips asked if the heating system amount would be 100% on the Town or a shared expense with the Fire District. PC Ray advised it should be a shared cost. The Fire District has not been given any numbers on costs for their budget purposes and that they have not attended any meetings regarding the boiler/heater system. DC Phillips asked if there is a qualifier number for the cost, and PC Ray advised \$25,000 for the heating.

Clerk Symons advised an update from PWA Samuelson, that we can get coal until May. He wanted to know if coal should be stock piled or not. PC Ray advised that she thinks we should wait to see where we stand and not make a decision today on stock piling coal.

Trustee Geilert advised she is having some concerns about the solar project and the heating situation for Old Town Hall/EMS building. She is concerned that we are not going to leave our town in a better place for the future. The debt and practicality may not be worth it. PC Ray pointed out that the future of the state is moving more towards the energy efficiency method. The contract with McKinstry does need to be signed very soon.

Talk of the roof at the Old Town Hall/EMS building was discussed. PC Ray advised that she will look into the information on the roof and report back to the board on that.

Regional Solar Utility Planning Project (regional solar array) update

PC Ray advised this is for the solar gardens that the city of Craig is the lead agency on. She does not have any updates on this project at this time.

Geilert Fence Damage estimate for repairs

Clerk Symons advised that Trustee Geilert is recusing herself from this topic. PWA Samuelson had damaged the Geilert's fence while grading the alley way. The estimates for repairs are included in the packet. Clerk Symons asked Trustee Geilert if her husband (Phil Geilert) receives any type of employee discount since he works at the place where the lumber will be bought. Trustee Geilert advised that no he does not receive a discount. DC Phillips will check on a municipality discount and to see if our tax-exempt status would be able to be used. Clerk Symons asked board if they would like more estimates or if this can be approved for Geilert's to proceed with repairs. Mr. Geilert would like to do the work on his own. The estimate is \$534.33 for labor and parts/supplies. Mayor

Town of Yampa March 3, 2021
Regular meeting minutes

Drust asked if insurance would be an option. Clerk Symons advised the deductible would be more than the price of repair. Trustee McLaughlin advised also that filing a claim with insurance could cause our premiums to rise.

DC Phillips advised that the Town would reimburse the Geilert's or pay directly with the lumber company. PC Ray advised that from an auditor perspective that is the best way to handle this situation. Trustee Lewis made a motion to approve the \$534.33 for the Geilert's fence repair. Trustee Geanious seconded that motion. Motion passed unanimously on voice vote.

Employee On-Call policy discussion and possible adoption

Clerk Symons advised that there is a lot of information in the packet regarding options to reduce on-call salary and time. She advised of a budget deficit we are currently in and to avoid cuts elsewhere, for example our health insurance, this needs to be addressed to make a formal on-call employee policy. She also spoke of the appreciation for our PW employees and the value of their time away from home. Our current on-call salary will cost \$31,980 per year if we stay at the \$5.00 per hour to for the Town of Yampa on-call policy. Clerk Symons pointed out in the board packet other options for different pay scale that may work as the Town of Yampa is the highest paid town/city in the county for on-call pay. She advised of other towns/cities in the county and their on-call policies as examples. Granted they have more employees to work between so it isn't just 2 employees doing all the on-call time. She also mentioned even a city as large as Steamboat Springs had to cut all Public Works employees pay during the initial pandemic to help with the loss of income to the city.

Clerk Symons asked to know if the Board wants to continue to pay the PW employees the \$5 per hour, which is 15 hours a day and 24 hours each weekend day until this is a permanent policy.

Mayor Drust advised he thinks we need to pay them that until the policy is set in place.

With additional discussion of past on-call works, Clerk Symons advised that PWA Samuelson came in 35 times in 2020 for on-call needs. There is no record of what he was needing to do when he came in as that was not a requirement. Clerk Symons advised that she would like to see if the Board would require that so we can start seeing a trend on what is needed for on-call and even for overtime.

Trustee Lewis advised that he knows from what PWA Samuelson has advised that there are alarms going off all the time at the wastewater plant. Wants PW to get in touch with Jim Steiner with Brown's Hill to see if he can get this programmed to avoid that issue. That is one reason for many of the on-call situations, because the alarms need to be checked out when they go off.

PC Ray advised in the past that previous PW employees were non-exempt employees. They did not receive overtime; it was basically salary only.

Trustee Geilert mentioned an idea to not pay on-call or have employees on-call and if someone does have to come in, just pay them time and a half. The PW employees would not be required to stay at home in case there was a need, we would just go down the list of people until someone could come help.

PC Ray advised that she really thinks the town needs to have an on-call policy.

Trustee Geilert made a motion to table this until the next workshop. Trustee Lewis seconded that motion. Motion passed unanimously on voice vote.

COVID-19 update

Clerk Symons advised of the 3000 Johnson and Johnson, Moderna and Pfizer vaccines coming to Routt County this week. The Covid-19 cases are going down in the county. Waiting to reopen town buildings still until all employees are vaccinated.

Town of Yampa March 3, 2021
Regular meeting minutes

New Business

Consideration for approval for the Mayor to sign the Letter of Support to the South Routt Library District to for a grant to improve their Oak Creek Library.

Clerk Symons advised this is for South Routt Library District letter of support to apply for a grant for a bigger building for their library in Oak Creek. The Board did approve the signage of this prior over email. The letter has been sent to the South Routt Library District.

Town Clerk Symons 6-month reviewClerk Symons mentioned her recent accomplishments. Working on implementing on-call policy and vacation policy, Benjamin Mitchell was hired, working on her notary license, being involved in committees throughout the county for Covid-19 assistance and relief throughout the county.

Trustee Geilert asked PC Ray's opinion on my performance. She advised that Clerk Symons is too enthusiastic and maybe do not take time to realize things take longer than her time line. She advised overall Clerk Symons is doing a great job. Mayor Drust asked DC Phillips how she felt Clerk Symons was doing. She agreed with PC Ray and advised that we are working on many things, but overall, she is doing a good job too. DC Phillips advised of an accounting class Clerk Symons has taken also. Clerk Symons advised she is looking up classes for additional clerk training.

Trustee Geilert brought up the 6 month review and pay increase. PC Ray advised she is not sure the amount of money the raise was budgeted and advised she will let the Board know that amount at the next meeting. The raise will be in effect for April payroll. PC Ray advised that the board can approve this without knowing the amount at this time, it can be voted on for the amount that was put in the budget.

Trustee Geilert made a motion to approve the raise that was put in the budget starting April 1, 2021. Trustee Geanious seconded that motion. Motion passed unanimously on voice vote.

Public Works Department update

PWA Samuelson is absent from the meeting. He gave Clerk Symons the updates he would like addressed. One of the items was the stock piling of the coal as mentioned earlier in the meeting. We need to know if stock piling is needed or if the heating system will be something that will be able to be financed and installed by next heating season.

PWWW Mitchell advised he has his first round of meter readings done. He wants to talk about the Scada system for our water plant. He advised that our water plant was not designed to work with the Scada system. That means they are getting alarms that are not necessarily an actual alarm or if it is just something in the program sending off the alarms. He said there is a communication problem between the system and the computer at Old Town Hall that he is working on that. He has a message with Brown's Hill to see if they can reset remotely. However, he advised that the Scada system just needs to be reprogrammed. Scott Smith (the Town's Supervisor in Charge) advised of another program called a chart recorder. PWWW will look more into that for more updates. He mentioned that the Scada system should be able to show trends for PW to know what is needed for future trends for water demand.

Clerk Symons asked PWWW Mitchell what exactly needs to be done to have Scada's software programming issue fixed. He advised that Brown's Hill may need to be contacted.

Clerk Symons let the Board know that PWA Samuelson has given great feedback on PWWW Mitchell's performance.

Town of Yampa March 3, 2021
Regular meeting minutes

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

PC Ray advised that she has communication with Andi Schaffner the secretary of the Bear River Reservoir regarding the water trade answer for the progress on Bobby George's crop loss. PC Ray wanted to advise the Board of the code violations that she is hoping to get to soon.

Reports of Committees

None at this time

Meeting Reports

None at this time

Schedule meetings and/or workshops

Possible workshop scheduled for March 17, 2021. Trustee McLaughlin will not be in attendance unless it is on March 10, 2021. Workshop scheduled March 10, 2021.

Board Members and audience requests for agenda items for next meeting

Snowden Park repair estimates/Tree cutting estimates

Reading of Correspondence and required action if any

Clerk Symons updated the board regarding the Planning Commission for the Whittall's new project. Mary Alice Page-Allen will be in touch when a Planning Commission meeting is needed. They will be scheduled the 2nd and 4th Wednesdays a month as needed.

Clerk Symons advised of the Remembering Coloradans that we have lost to Covid-19 camerations. She would get in touch with the Fire District would like to support this too. Trustee Geilert made a motion to turn our lights on at 6p on Friday March 5, 2021 in support of the Coloradans that we have lost to Covid-19. Trustee Lewis seconded that motion. Motion passed unanimously on voice vote. Clerk Symons passed information brought by Noreen Moore. She wants to start a senior living community for what is called middle housing. Middle housing is described as shared homes for people that want smaller upkeep and have a group/community housing.

Clerk Symons advised of Kasey O'Halloran's thoughts of having a summer camp in Yampa. She would like to rent the Ladies Aide Hall. Pending any Covid-19 restrictions being lifted the Town buildings are still closed at this time. Kasey O'Halloran will get in touch with me when she has more details to bring to the board.

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

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

Reading and Payment of Bills

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

Adjournment

Town of Yampa March 3, 2021
Regular meeting minutes

Mayor Drust asked for further business, hearing none he called for adjournment. Trustee Lewis moved to adjourn, Trustee Geilert seconded the motion and the motion passed unanimously on voice vote. The meeting adjourned at 9:26 pm.

Jeffrey L. Drust, Mayor

Attest:

Sheila Symons, Town Clerk

October 6, 2021

Town of Yampa April 7, 2021
Regular meeting minutes

TOWN OF YAMPA
APRIL 7, 2021
YAMPA TOWN HALL – 101 MAIN STREET
CROSSAN BUILDING-2ND FLOOR

BOARD MEMBERS PRESENT: Mayor Jeff Drust, Mayor Pro-Tem Mike Lewis, Trustee Stacey Geilert, Trustee Michael Geanious, and Trustee Crystal McLaughlin

BOARD MEMBERS ABSENT: None

EMPLOYEES PRESENT: Town Clerk (Clerk) Sheila Symons, Previous Clerk (PC) Janet Ray and Deputy Clerk (DC) Nora Phillips

AUDIENCE PRESENT: Ashley Brasovan, Eric Schneider, Erica Jorgensen, Pam Williams, Katherine Lindquist, Ken Montgomery, Winnie Delliquadri, Brian Ashley and Tyler Orr

Due to the Covid-19 pandemic the Town Board meeting will be hybrid in-person and virtual via GoToMeeting for the Board of Trustees only, at this time. Attendees are asked to attend only virtually with the following link to the GoToMeeting link or via the phone number below.

Town of Yampa Regular Town Meeting
Wed, Apr 7, 2021 7:00 PM - 11:30 PM (MDT)

Please join my meeting from your computer, tablet or smartphone.
<https://global.gotomeeting.com/join/942654453>

You can also dial in using your phone.
United States (Toll Free): 1 866 899 4679
United States: +1 (571) 317-3116

Access Code: 942-654-453

Call to order (5 minutes)

Mayor Drust called the meeting to order at 7:00 pm

Roll call

Board Roll call was taken

Pledge of Allegiance

The Pledge of Allegiance was recited.

Town of Yampa April 7, 2021
Regular meeting minutes

Approval of Minutes

None

Clerk Symons did advise of a class she took with Colorado Municipal Clerks Association on taking of minutes. She advised she will let the Board know of more details after the 2020 minutes are done and approved to see about having the minutes done in a more efficient manner instead of dictation on the entire meeting. She advised of summary minutes that most of the state uses, including Routt County, Steamboat Springs, Oak Creek and Hayden.

Audience participation – Non-agenda items

Five-minute time limit – presentation only-Board will render no decisions

None

Audience participation

Ken Montgomery – questions regarding Bear River Condominiums water/sewer billing

Ken Montgomery was inquiring on why Bear River Condominiums which is a 4-unit property is only being charged 1 water/sewer bill per month. PC Ray advised that she believes right now that the town will be working on billing them individually, 3 residential and 1 commercial unit. PC Ray has been trying to wrap up this project. She advised there is still a question on the taps for the properties however. Previous Public Works employee Eric Berry and her had been working on this before he became sick and left the town. She advised they never found any resolution on that prior to him leaving though. She also wanted to remind everyone that the Town has never dealt with a condominium type property and it requires quite a bit of research, and she has not gotten to this yet. She advised that the resolution that needs to be made is if the actual taps are sufficient and accurate, and that has not happened. Ken Montgomery asked if the condominiums will be charged for 4 units starting next month. PC Ray advised that if the water can go into those units, then yes that is the case. Ken Montgomery asked how this different than a person leaving for the winter and they still need to pay their water/sewer fees, as the water is still available there but not being used. PC Ray advised if the water is available, they are being billed as is Bear River Condominiums. DC Phillips advised that there are 2 different accounts for the Bear River Condominiums, one is billed as Bear River and another is billed as Historic Yampa. When this gets changed Bear River Condominiums will have the 3 units plus the commercial and Historic Yampa will also have a separate bill. She did also advise that is also what is happening now. DC Phillips advised that metering does need to be set up on this also. PC Ray advised there is still much work that needs to be done on this as it is a first for Yampa to have in the town including taps and shut-offs.

Old Business (40 minutes)

Action required on Regional Solar Planning for Peak Power Shaving and Net metering (old town hall/EMS building) (10 minutes)

PC Clerk Ray advised that McKinstry Essention LLC (McKinstry) has some representatives at the meeting. Trustee Lewis wanted to address that he has been around a project like this that was completely off the grid about 5 or so years ago, he advised it has been very expensive and very high maintenance. He also would like to point out that they produce a very small amount of electricity. Trustee Lewis advised he spoke with the electrician that worked on the actual electricity that was finally put into this off-the-grid home as the solar panels were not producing enough for this home to be sufficient. The electrician advised a rule of thumb is the electric company will charge you 1/10th of what the solar electricity will cost you. He would like to advise that he doesn't support this project due to the electrician he spoke too advised it was not worth it. McKinstry representative Ashley Brasovan advised that they have been installing solar panels for the last 10-12 years in Colorado. She advised that this is a unique project with the 13 areas in the Northwest region of Colorado. These regions are working on transitioning off of coal as the coal mines in the area are closing down. These projects are being partially funded by the Department of Local Affairs (DOLA). She advised that the State as a

Town of Yampa April 7, 2021
Regular meeting minutes

whole is looking at 100% renewable energy with policy that is at the State level at this time. She explained the financials seem very attractive for the Town of Yampa as \$58,000 is the array of the solar panels, \$43,000 is being funded by DOLA grant. She advised this project on its own just for the Town of Yampa is getting a major portion paid for through this grant to off set the initial cost of the installation. She advised the Town of Yampa is only paying about \$10-11,000 for the 30-year life of the solar array. She continued to advise that there is a 1-year warranty of parts and labor. The invertors have a 10-year warranty and the solar panels have a 20-year warranty. Operations and Maintenance (O&M) is included in the overall cost for a minimum of 1 year with an option to continue that warranty after the first year. She advised that they are working with different teams and different municipalities all over the state of Colorado with additional O&M work. She did advise also that there is a maintenance component to the solar panels however, she advised the first year there is quite a bit and then after year 10 they do not see too much work needing to be done. She advised that McKinstry has been doing this all over Colorado for the last 10-12 years and with the other 12 entities in this regional project going up, this is a great opportunity for the Town of Yampa and all the others in this regional project, which includes Moffatt and all over Routt County. She asked for any questions from the Town Board. Mayor Drust asked if there is any information on how Yampa Valley Electric Association (YVEA) handles the payback for Grand County with their net metering. McKinstry representative Eric Schneider explained that he isn't aware of the situation in Grand County however YVEA has a net metering policy that limits users to 150 watts a/c system size. Essentially McKinstry would be able to fully maximize the rooftop space and the load that is being offered and, in this case, they are limited by the amount of load that is needed as they do not want to oversize or overproduce the system. That would have excessive kilowatt hours generated over the course of the entire year under the net metering policy, which would be credited at the whole sale rate that is low. They would be crediting the whole system for all the kilowatt hours would be priced at a lower rate. These lower rates doing the solar panels was based on the energy analysis of the utility billing history data, the rate tariffs that the Town has with YVEA, as well as the expected energy production of the solar panels. Mayor Drust asked that the system that Trustee Lewis was regarding was it more dated than what the Town is actually looking at. Eric Schneider advised that he can not speak of a system is not aware of. He advised that McKinstry is using 405-watt modules which is a fairly high watt module and they are quite modern. They do have a 20-year warranty and an expected lifetime of up to 30 years. He advised it is a tier 1 module with high quality invertors and he feels very confident in the savings it will present to the Town of Yampa. YVEA does require these smart grid functions and voltage passthrough technologies that really were developed out in California. They allow for maintenance of a reliable grid and the capabilities of the invertors to work at their peak and best. Mayor Drust asked if the solar panels shed snow very well. Eric Schneider advised that they will, particularly with this certain rooftop with its pitch, the amount of snowfall has been accounted for into the installation process. Mayor Drust asked if there are battery storage capabilities with this type of system. Eric Schneider advised that there are no battery storage capabilities. He advised given the rate structures from YVEA it didn't really make much sense in our situation since it isn't a huge demand environment as bigger buildings and areas many need for battery storage.

PC Ray asked Ashley Brasovan to explain the Energy Performance Contract will show the savings to the Town of Yampa. Ashley Brasovan advised that right now they still have lighting built into the energy performance contract as well for the Town Hall. With solar and lighting it will produce roughly \$13,000 in annual utility savings that will be guaranteed with McKinstry per year. That still needs to be accounted for and budgeted in the Town of Yampa's utility budget, which instead of paying that towards YVEA that is the amount the utility bill will be lowered and then that will instead will be redirected to paying off the loan on the finance term. There is a large project buydown, there will be about \$48,000 that will buydown the lighting and solar project from the DOLA grant and the remainder will be financed through the 3rd party financing agreement the Town of Yampa is working on. Those utility savings will be guaranteed, measured and verified for a minimum of 3-years from the team at McKinstry and those \$1300.00 per year savings would be used for the remainder of the loan.

PC Ray advised that action needs to be taken tonight. Trustee Geanious made a motion to proceed with the plan to go along with the solar project. Trustee Lewis seconded the motion. The motion pass on majority as Trustee Lewis voted no.

Town of Yampa April 7, 2021
Regular meeting minutes

PC Ray mentioned that the boiler system needs to be discussed also for the Old Town Hall location. The other action regarding the solar project is which financing option would like to be used to finance the project. The proposals are with Bank of Colorado and Mountain Valley Bank. She recommended that the Bank of Colorado be used, because they state in their proposal that the transaction has been viewed and approved by the Bank of Colorado and does not require further review of finances. Mountain Valley Bank did require more credit approval. She is recommending the Bank of Colorado because of the situation on the water/sewer fund, it may not track well for credit approval. Trustee Geanius made a motion to use Bank of Colorado for financing for the boiler system. Trustee Lewis seconded the motion. The motion passed on unanimous voice vote. Mayor Drust asked for the requirements on the power and the wiring of the boiler. He wanted to know if it has its own valves, controls and pumps are included in this project. McKinstry's Erica Jorgenson advised it is all encompassing. The zone valves, pumps, all axillary equipment (new expansion tank and new air separator), also the propane tank and the gas piping for inside and outside the tank are all included in this estimate. No other Board members had any other questions. Mayor Drust asked if this system would allow a heat pump to be installed at a later date. She advised that this solution would not allow for an upgrade to heat pump at a later date, that would require an electrical upgrade, which McKinstry does not provide that service. PC Ray advised that this is a situation that needs to be voted on at this time. A vote either needs to be to go with McKinstry on their proposal for the heating system or go in another direction. She did advise that this is critical state on the timing due to the cold is coming around the corner to be able to order the parts needed to install by this fall. Another option will need to be made, if the Town decides not to go with McKinstry. Trustee Geilert asked what the price was again for the McKinstry estimate for the new boiler would be. PC Ray advised that the price is \$28,000. This would be paid outright by the Town not with any Energy Performance Contract or grants at this time. She explained because EPC to be utilized, a proof of savings needs to be shown in the electric bill. Going from coal to propane there is not a cost savings. The change is happening because there is no choice because the coal is going away. PC Ray advised that Winnie Delliquadri with Steamboat Springs explained that there may be contingency that will cover the financing on the solar project, and if that is the case that could put the Town in a better position to pay for the heating system. McKinstry Ashley Brasovan advised that they are not helping with grants or additional financing on the boiler/heating system. She said we should seek outside financing or talk with DOLA to see if the EIF grant would be available from the local level and the federal level she isn't sure if anything would work until quarter 3 of this year which would be too late to have this project installed by this winter. PC Ray advised that she has not talked to either bank regarding this financing. She advised we can talk to the Bank of Colorado as early as tomorrow to see what can be done. McKinstry Ashley Brasovan advised that she will talk with DOLA also, however it will probably be too late to have this installed by this winter. PC Ray advised that the wastewater plant that will probably be looking into Energy Impact Funding for that, so the possibility for a DOLA grant for the boiler too, may not be a possibility. Trustee Lewis made a motion to approve McKinstry's proposal for the upgraded propane heating system in the Old Town Hall. Trustee McLaughlin seconded the motion. Motion passed on unanimous voice vote.

Regional Solar Utility Planning Project (regional solar array) update (5 minutes)

PC Ray advised this project is still in progress. There have been no meetings recently on this project. The Town electricity bills have been being reviewed to see which one would be the best to work with on this solar array. No update at this time.

Consideration of Sheila Symons pay increase amount (5 minutes)

PC Ray advised that she went back to listen to the meeting that was discussing a pay increase for Sheila Symons in 6 months. She advised that she thought there was a rate increase that was decided at that time. She advised that is not the case as she just came up with a random number and that is why it is back on the agenda for conversation. Clerk Symons advised that in the budget there was an estimate of pay increase. \$47,840 is what is in the budget for this increase in pay. PC Ray advised that she was the one made up the numbers so that the budget would be covered for any increase and that was not meant to direct the Board on how much the increase in pay should be. Mayor Drust advised that he knows that PC Ray typically overshoots on the budget

Town of Yampa April 7, 2021
Regular meeting minutes

to help with the offset of other things. He asked what DC Phillips is making and what Clerk Symons is making. It was advised that DC Phillips is making \$25.50 per hour and Clerk Symons is making \$19.50 per hour. PC Ray, DC Phillips and PW Samuelson advised that until recently they never received a raise over 3% if they even got one. Mayor Drust advised he doesn't think \$23.00 an hour is a reasonable increase for Clerk Symons. Trustee Geilert recommended a \$2.50 per hour raise. Trustee Geanious and McLaughlin agreed. Trustee Geanious made a motion to increase Clerk Symons' hourly pay to \$22.00 per hour. Trustee Geilert seconded the motion. The motion passed unanimously on voice vote.

Bobby George update (10 minutes)

Clerk Symons advised that Bobby George was hoping to join the meeting, however he is not online. PW Samuelson gave an update on the water reservoir and water shortage information. He advised he spoke with Andi Shaffner and Scott Hummer. He found out the following information; Bear River shares for the Town of Yampa is about 112 shares, Bear River will only fill 80% and not ever fill over that as the limit is 80%. The 112 shares come out to about 80-90 shares on a good year as it will never fill over the 80% to make it the 112 shares fully. He advised on a bad year it may only be filled to 50% so that would mean the Town would only get about half the shares that are allocated to Yampa. He advised that they also have a 15% winter loss and a 25% hold back which is taken out of our shares. At this time the Town has 18.7 shares in the reservoir right now that can be used if it doesn't fill any more than it is at this time. Andi Shaffner advised the Town could issue those shares to Bobby George as long as he had ditches from that drainage to use that water. She strongly recommended to let Barbara Palmer know this is the situation however. PW Samuelson did speak with Scott Hummer he advised the state does not have a problem leasing the water to Bobby George but only if it is in Bobby George's own ditches that he owns. PW Samuelson asked Scott Hummer what about land that Bobby George is leasing by the Palmers and there wasn't really a definite answer on that. Scott Hummer advised that he spoke with Andy Rossi (Upper Yampa Reservoir) and they require everyone that sign a contract and that would mean that who ever signed the contract the water would only be available to that entity that signed the contract for municipal use and not agricultural use. PC Ray advised she does not remember the contract if it advised if the water could be leased to anyone. She also advised that Upper Yampa Reservoir was not being talked about for this situation. She advised that she reached out to Kevin McBride for a long time on what can and cannot be done with the Upper Yampa water. Trustee Geilert is hesitant to offer any of our water to anyone at this point due to the lack of snow this winter and the upcoming dry summer. She advised she feels we may need it sometime this summer and giving it away will affect more than just 1 resident. PW Samuelson advised if this decision is to be made, that it would be best to make it at the first part of May as water can not be pulled out of the Bear River Reservoir until May 15. Even if it was a good winter with decent snow melt, they just don't know how full the reservoir will actually get. He recommended to keep in touch with Andi Shaffner to see how full Bear River Reservoir actually gets. Trustee Lewis advised he is not comfortable giving away water shares as it would set precedence and that could come back to haunt the Town later. Trustee Geilert thinks that the Town should just come up with a number they are willing to pay Bobby George and send it to him to see where he goes from that. Trustee Geilert only feels that the only valid number that Bobby George has provided is the \$3000 for the year the work was done on his leased land. She advised that the Town should not have to pay for the year of the drought as the Town can not control that. She also is hesitant to offer any additional compensation when Bobby George was unable to provide valid records showing what he lost.

Use of Reservoir Water information Bear River Reservoir Bylaw and Articles of Incorporation information (in packet)
Please keep for future reference

Need to know any other questions the board has to get answers and hopefully have this addressed in May meeting at latest.
What dollar amount shall be equated with this?

Town of Yampa April 7, 2021
Regular meeting minutes

COVID-19 update (5 minutes)

New Business (35 minutes)

Consideration of approval of Resolution No. 2021-03 – A resolution to appoint member Kasey O'Halloran to the South Routt Library District Board of Trustees for a 5-year term beginning March 1, 2021, ending February 28, 2026. (in packet) (2 minute)

Little Lambs Summer Camp at American Legion (5 minutes)

Tour De Steamboat 2021 information (email attached for review) (5 minutes)

Questions can be asked to Steve or Pam Williams they will virtually attend

Consideration of signing a letter of support for the Routt County Building Department application for the ICC Annual Award "Community Service Award". (letter attached for review) (2 minutes)

Review and Approval of the Consumer Confidence Report (CCR) (information in packet) (5 minutes)

2021 Drinking Water Quality Report for Compliance Year 2021

Child Abuse Prevention Month Consideration of Proclamation (in packet) (5 minutes)
Week of the Young Child Consideration of Proclamation (in packet)

Consideration of approval of renewal of Little Beaver's Liquor, Inc. DBA Yampa Liquors retail liquor store license (in packet) (5 minutes)

Consideration of approval of renewal of Ken L. Montgomery DBA Montgomery's General Merchandise Fermented Malt Beverage license (in packet) (5 minutes)

Consideration of continuing Consulting/Maintenance Agreement with Kenneth A. Lebofsky/Watersong Computer Services (in packet)

Ralph Shanklin's disagreement regarding responsibility for payment of water leak repair.

Public Works Department update (20 minutes)

Time for Town Board to ask PW any questions they may have for updates or projects being worked on
Greg Samuelson update (10 minutes)

Ben Mitchell update (10 minutes)

Town of Yampa April 7, 2021
Regular meeting minutes

Clerk's review of possible code violations and required action (if any) and report of on-going business by Town Clerk and Previous Town Clerk (10 minutes)

Reports of Committees
4th of July Committee

Meeting Reports

Schedule meetings and/or workshops (5 minutes)

Board Members and audience requests for agenda items for next meeting (5 minutes)

Reading of Correspondence and required action if any

Review March financials, March meter reading report and March invoices/vouchers (5 minutes) (financials in packet)

Reading and Payment of Bills (5 minutes)

Adjournment

AGENDA SUBJECT TO CHANGE 24-HOURS BEFORE SCHEDULED MEETING AUDIENCE PACKET
AVAILABLE FOR REVIEW BEFORE THE MEETING

Jeffrey L. Drust, Mayor

Attest:

Sheila Symons, Town Clerk

October 6, 2021

Town of Yampa
Special meeting minutes
April 21, 2021

TOWN OF YAMPA
SPECIAL MEETING MINUTES
APRIL 21, 2021
7:00 P.M.

Due to the Covid-19 pandemic the Town Board meeting will be hybrid in-person and virtual via GoToMeeting for the Board of Trustees only, at this time. Attendees are asked to attend only virtually with the following link to the GoToMeeting link or via the phone number below.

Town of Yampa Special Meeting
Wed, Apr 21, 2021 7:00 PM - 11:30 PM (MDT)

Please join my meeting from your computer, tablet or smartphone.
<https://global.gotomeeting.com/join/386432517>

You can also dial in using your phone.
United States (Toll Free): [1 877 309 2073](tel:18773092073)
United States: [+1 \(646\) 749-3129](tel:+16467493129)

Access Code: 386-432-517

Board Members Present: Mayor Jeffrey Drust, Mayor Pro Tem Mike Lewis, Trustee Stacey Geilert, Crystal McLaughlin, and Michael Geanious

Board Members Absent: N/A

Employees Present: Public Works Assistant (PWA) Greg Samuelson, Public Works Water Wastewater (PWWW) Ben Mitchell, Town Clerk (Clerk) Sheila Symons, Deputy Clerk (DC) Nora Phillips, Previous Town Clerk (PC) Janet Ray

Call to order

Mayor Drust called the meeting to order at 700pm

Roll call

Board Roll call was taken

Pledge of Allegiance

The Pledge of Allegiance was recited

Consideration of approval of Resolution No. 2021-04 – A resolution for financing the Town of Yampa and Solar, Interiors /Exteriors LED Lighting with Bank of Colorado accordance with C.R.S. § (In Packet) (Lease itself has not been finalized. Previously received the draft of Lease in email dated March 30, 2021)

This resolution is to go forward with the lease with Bank of Colorado for financing the solar project with McKinstry.

Trustee Lewis made a motion to approve the Resolution No. 2021-04. Trustee Geilert seconded the motion. The motion passed on unanimous vote.

Report of error in information provided by Janet Ray regarding cost of heating system (boiler) at Old town hall/emergency services building; discussion of possible options for heating system and consideration of moving forward with most feasible option(s) (in packet)

It was advised that the quote that was originally presented to the Town Board was incorrect. Originally it was advised that it would be around \$28-30k. This quote is actually \$167k. Conversation with the Department of Local Affairs (DOLA) advised us to see what the Town can do and reach out to them for an Energy Performance Grant to help facilitate this update to the Town after looking into additional quotes and maybe different options. McKinstry will still be an option for the future, they may just be a higher cost than other options. Coal possibly not being an option this winter, electric heaters were recommended and can work to keep the fire bay at 55 degrees. Coal will be looked into for the upcoming winter, however there is no guarantee that it will be available. In the March 2021 meeting, it was brought to the Town Board asking if they would like coal to be stockpiled. There are some issues with stockpiling as it could be a chore to keep it outside and covered or finding a place to store it and then getting it into the building when needed. There were questions on if the building has asbestos or not. This will be looked into and followed up to the Town Board. Other contractor/engineering firms will be looked into for the future for bids to replace the heating system at Old Town Hall/emergency services building. It was asked to pursue new bids on this heating system. Availability of companies and of the boiler is needing to be known. There isn't enough time to apply for the DOLA Energy Impact Grants at this time. Ultimately, if the Town can get the coal for this upcoming winter that is what is preferred. It was advised that the Town Board needs to rescind their decision to go with McKinstry as there was an error on the price agreed upon. Also, to make a motion to explore new options for heating at Old Town Hall/EMS building for at least 3 bids (RFP – Requests for Proposals) to make a new decision, including the McKinstry bid that was originally given to the Town. Trustee Geilert made a motion to rescind the decision to go with McKinstry at the April 7th, 2021 regular meeting for the heating system, due to the error reported on the price to the Town Board. Trustee Geanious seconded the motion and the motion passed on a unanimous voice vote. Trustee Geilert made a motion to explore other options for the replacement of the boiler. Trustee McLaughlin seconded that motion and the motion passed on a unanimous vote.

PC Ray advised she does not have as many hours to devote to the Town as she thought she would. She advised that she is turning the projects over to Clerk Symons.

6. **Public Works updates**
Greg Samuelson –

It was advised that the shop will have enough coal to heat the shop this coming winter. Stock piling coal would not work at this time because it will be hard to store it effectively. Yampa Valley Electric Association (YVEA) will be working on trimming some trees for their upcoming updates they will be doing on the electric poles. The company they hired to do this, will delimb the tree at River Park that is on the verge of falling down into the road. They will cut it down to about 30 feet for free.

Fencing at Snowden Park is still being worked on trying to find someone to replace it at a reasonable price.

Tree companies for trimming around the town will not return any phone calls from Clerk Symons. Working on trying to find a company that will work on trees that need trimmed around town. Gonzales Tree Services advised they will call Clerk Symons back in a couple weeks. Clerk Symons will advise of any additional developments on this as they come.

Ben Mitchell –

Still looking into the SCADA system update with Brown's Hill. The amount quoted should be about the same as Brown's Hill advised it hasn't changed too much. It is recommended to have this upgrade completed to make our trends valid for water testing and the alarms that continuously alert Public Works of issues correct instead of just false alarms. This upgrade will update the software to avoid the filters to stop blowing out and having to keep replacing them. SCADA is a data logger and very important to avoid costly repairs or replacements of parts that can be avoided. No motion is needed as this has been an expense that was approved in the 2021 budget.

7. **Consideration of Resiliency and Recovery Roadmap Letter of Support (letter in packet)**

This is a regional program that will assist with a grant to help Northwest Colorado recover from the economic loss of the Covid-19 pandemic. This letter is being sent to the Department of Local Affairs for their support to send to the State. This will be the next step in the process for this grant. There is no financial responsibility for any town on this support letter. Trustee Lewis made a motion to sign this letter of support. Trustee Geilert seconded the motion and the motion passed on unanimous voice vote.

8. **Adjournment**

Mayor Drust asked for further business, hearing none he called for adjournment. Trustee Lewis moved to adjourn, Trustee Geanious seconded the motion and the motion passed unanimously on voice vote. The meeting adjourned at 8:35 pm.

Jeffrey L. Drust, Mayor

Attest:

Sheila Symons, Town Clerk
October 6, 2021

Town of Yampa
Regular meeting minutes
May 5, 2021

TOWN OF YAMPA
REGULAR MEETING MINUTES
MAY 5, 2021
7:00 P.M.

Due to the Covid-19 pandemic the Town Board meeting will be hybrid in-person and virtual via GoToMeeting for the Board of Trustees only, at this time. Attendees are asked to attend only virtually with the following link to the GoToMeeting link or via the phone number below.

Town of Yampa Regular Meeting
Wed, May 5, 2021 7:00 PM - 11:30 PM (MDT)
Please join my meeting from your computer, tablet or smartphone.
<https://global.gotomeeting.com/join/793422965>
You can also dial in using your phone.
United States (Toll Free): 1 866 899 4679
United States: +1 (571) 317-3116
Access Code: 793-422-965

BOARD MEMBERS PRESENT: Mayor Jeff Drust, Mayor Pro-Tem Mike Lewis, Trustee Stacey Geilert, Trustee Michael Geanious, and Trustee Crystal McLaughlin
BOARD MEMBERS ABSENT: None
EMPLOYEES PRESENT: Town Clerk (Clerk) Sheila Symons, Previous Clerk (PC) Janet Ray and Deputy Clerk (DC) Nora Phillips, Public Works Assistant (PWA) Greg Samuelson, Public Works Water and Wastewater (PWWW) Ben Mitchell
AUDIENCE PRESENT: Travis and Brittany Milway, Brad Wheeler, Sonja Clyncke,

Call to order

Mayor Drust called the meeting to order at 7:00 pm

Roll call

Board roll call was taken

Pledge of Allegiance

Pledge of Allegiance was recited

Approval of minutes

None at this time

Audience participation – Non-agenda items

Five-minute time limit – presentation only-Board will render no decisions

None

Audience participation – Scheduled item

None

Old Business

Consideration of voiding Resolution No. 2021-04 – A resolution for financing the Town of Yampa and Solar Interiors /Exteriors LED Lighting with Bank of Colorado accordance with C.R.S. § (In Packet) (Lease itself has not been finalized. Previously received the draft of Lease in email dated March 30, 2001)

This was approved by the Town Board in the April 15th, 2021 special meeting to rescind the original decision to approve McKinstry for the heating system at Old Town Hall due to the incorrect price quoted. For technicalities, this had to have a motion to void this Resolution. Trustee Lewis made a motion to void Resolution Number 2021-04. Trustee Geilert seconded the motion and the motion passed on unanimous voice vote.

Town of Yampa
Regular meeting minutes
May 5, 2021

Consideration of approval of Ordinance No. 2021-02 – An ordinance for financing the Town of Yampa and Solar, Interiors /Exteriors LED Lighting with Bank of Colorado accordance with C.R.S. § (In Packet) (Lease itself has not been finalized. Previously received the draft of Lease in email dated March 30, 2021)
Bank of Colorado will have the finalized lease to the Town of Yampa. Trustee Lewis made a motion to approve Ordinance Number 2021-02. Trustee Geilert seconded the motion. The motion passed on a roll call vote.

Regional Solar Planning for Peak Power Shaving and Net Metering and Regional Solar Utility Planning Project updates

McKinstry did advise they will hold their quote for the boiler system as they understood that we are unable to follow through with the current price they proposed. They are aware the Town is looking for other quotes on this project.

Consideration of signing the Letter of Intent and Notice to Proceed for the Town of Yampa Energy Performance Contract with McKinstry Inc.

This letter is a notice to proceed that is needing signed and approved. This will be sent to McKinstry to proceed with the work on the solar panel installation. Trustee Lewis made a motion to sign the Letter of Intent and Notice to Proceed. Trustee Geilert seconded the motion. The motion passed on unanimous voice vote.

Wastewater Treatment Plant Improvements update and consideration of moving forward with design and engineering

PC Ray advised she had a meeting with Civil Design Consultants (CDC). It was advised that there are funds in the Energy Impact Grant that can be used but will be expiring soon. This design that was being implemented was to help with the Town's ammonia level at the Waste Water Treatment Plant issue to assist with becoming compliant with the 2025 Colorado Department of Public Health and Environment (CDPHE) regulations. The issue was the Town of Yampa was not able to match the funds prior, that is why it has not been used as of yet. It was recommended by CDC to see if CDPHE will extend the Small Communities Grant and/or the Energy Impact Grant. Some things that will depend on the compliance and new engineering is obtaining that 3-acres south of the wastewater treatment plant. CDC did advise much of the work they have already done on the engineering portion should follow through in the future.

Additional funding sources and grants will need to be followed up on to fund this project that is a mandatory update. Yampa needs to be coined a "disadvantaged community" to help with the funding of this project. CDC will need to help at least at this point, regardless if Yampa decides to use them for this project for the actual cost of this project to be able to bring it to Department of Local Affairs (DOLA) and CDPHE for assistance on funding/grant options.

Trustee Lewis made a motion to proceed with Civil Design Consultants and their planning. Trustee McLaughlin seconded the motion. The motion passed by unanimous voice vote.

Bobby George update

Email from Barbara Palmer advising that she would like to be the first point of contact for the Bobby George settlement. She is looking into the information and will get back with the Town as she is able to.

Steve Whittall update

Whittall is still working on a couple more processes. Mary Alice Page-Allen (Whittall's Planner) advised an update for a Planning Commission meeting should be coming in the next couple months.

Reopening of Town Buildings

Most municipalities and businesses are reopening at this point since Covid-19 is becoming more manageable. The Routt County Board of Health is in support of places reopening with restrictions (masks, 6-foot distance etc.) It was advised this could change and reverse back to closures again depending on the Covid-19 cases in the county and the state. Trustee Lewis made a motion to open Town buildings. Trustee McLaughlin seconded the motion. The motion passed on unanimous voice vote.

Covid-19 update

The cases have been coming down. The State is hoping that 70% of the state is vaccinated. When that happens, the State plans to lift the mask mandate. The goal is July 4th for a mask uplifting.

New Business

Town Clean-up day

The County is not doing a Clean-up Day due to Covid-19 this year. Needing to decide on a day for Highway Clean up. Colorado Department of Transportation (CDOT) needs to be contacted to obtain safety vests and trash bags and to verify they are able to pick up the bags the next Monday. May 22, 2021 was decided as the highway clean-up day. Trustee Lewis made a motion to set that date as the Clean-up Day. Trustee Geilert seconded the motion. The motion passed with unanimous voice vote.

Brad Wheeler Proposal

Mr. Wheeler would like to propose 167 First St/161 First St modifications. It has 2 mobile homes on the property, since the mid to late 70's. He would like to have a single structure duplex and a garage structure and remove the trailers. No Town Board decisions can be made at this time. PC Ray advised that zoning is part of the issue as most of the area is zoned incorrectly. The financial aspect of what is needed to proceed for Mr. Wheeler is a concern. He would like to know that the Town Board is approving him to proceed so he isn't spending too much more money before he knows this is a way to keep going forward without spending more money. The Town Board was not able to make any formal decisions, however they agreed to allow Brad Wheeler to proceed with the plan as presented

Consideration of appointing Jeff Drust or any other elected official, as the Town of Yampa representative to and proxy for the Bear River Reservoir meeting to be held Monday, May 17, 2021

Trustee Lewis made a motion to appoint Jeff Drust as the appointed representative for the Bear River Reservoir meeting. Trustee Geanious seconded the motion. The motion passed on unanimous voice vote.

Consideration of approval of Resolution No. 2021-05 – A resolution to appoint member James Slagle to the South Routt Library District Board of Trustees for a 5-year term beginning May 1, 2021, ending April 30, 2026. (in packet)

Trustee Lewis made a motion to appoint James Slagle to the South Routt Library District (SRLD). Trustee Geilert seconded the motion. The motion passed on unanimous voice vote.

Public Works Department

Dust Abatement

PWA Samuelson will bring the map of where the Dust Abatement will be taking place to Clerk Symons. The Dust Abatement will be happening in the future. The date is to be determined.

Water shut offs and tap situation (email from Mayor Drust)

This is in reference for some residents that may have water-taps that they are not aware of. Mostly residents with 2 lots, and they are not aware of having a second tap that is not being monitored. Snowden subdivision was brought in in 1976, had water taps put in all lots, but some are not being used. This could cause an issue for leaks those residents are not aware of. The other issue is which side the leak would be on, the resident or the Town. It was advised by the Public Works Department that notifying everyone with this situation may not be possible without actual digging and researching at this point.

PWA Samuelson's report

Streets have been being graded and some street patching is happening. Sink and toilet in the Ladies Aid Hall has been fixed. Fence at the sewer plant has been fixed. The fence at Snowden Park has still been inquired on, no one is able to assist at this point.

The shop is being cleaned up to allow a clean environment for the Rabies clinic upcoming this weekend.

Town of Yampa
Regular meeting minutes
May 5, 2021

Water/Wastewater Mitchell report

Scada/Jim Steiner update

Replacing an aeration pump at the Wastewater Treatment Plant. Jim Steiner with Brown's Hill will be coming by for SCADA system evaluation this week. The updated SCADA system quote price has gone up about \$6,000. Parts are becoming hard to come by due to COVID-19. It was asked if the computer could be done less expensive, however it is package deal – it can not be individualized.

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

Clerk Symons Notary finalized.

Reports of Committees

4th of July Committee update

Clyncke street dance/beer garden is being proposed. They would like to do this the Saturday prior to the 4th of July. The Town of Yampa would have to apply for a liquor license for this event as the 4th of July Committee is not a non-profit. The Town Board would need to approve this for the 4th of July Committee to move forward. The Town of Yampa's insurance company advised that Covid liability is not an issue as every person that tested positive would have to prove they were not ever in another public location that week as they could have contracted it at any point that week.

To obtain the liquor license is a time issue at this point. The approval from the Town Board needs to be had and then the 4th of July Committee needs to okay this process too. The license will need to be held by the Town of Yampa, so there is liability for the Town and the Town could be asked to do this again. There was concern on liability from the Town Board and there was support from the Town Board. They did ask that security would be there, like a rent-a-cop to ensure safety for all there.

Trustee Lewis made a motion to move forward with applying for the liquor license for the Beer Garden if the 4th of July Committee approves it. Trustee Geanious seconded the motion. The motion passed with a unanimous voice vote.

MAHFAB – they had no quorum – meeting rescheduled for later date

Meeting Reports

None at this time

Schedule Workshops and/or Special Meetings

May 19, 2021 Workshop or Special Meeting agreed upon from the Town Board

Board Members and audience requests for agenda items for next meeting

Discussion on non-licensed drivers riding motorized vehicles safety around town, the best option is to contact the Sheriff's Department.

Reading of Correspondence and required action if any

Yackey Park will have a get together for Carl Ray that he is organizing.

YVEA Power Cost Adjustment – due to the freeze in Texas – Electricity will go up \$478.00 per month for the next 7 months.

Bob Weiss update – Regarding planning department. He recommends to contract a planning department. He recommended Mary Alice Page-Allen. It will save the Town money because he charges more than a planning department. There are many questions and requests that come about to him and his time is costing the town more than needed.

Town of Yampa
Regular meeting minutes
May 5, 2021

Review of April financials, April meter reading reports and April invoices/vouchers

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

Reading and Payment of Bills

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

Adjournment

Mayor Drust asked for further business, hearing none he called for adjournment. Trustee Lewis moved to adjourn, Trustee Geanious seconded the motion and the motion passed unanimously on voice vote. The meeting adjourned at 9:35 pm.

AGENDA SUBJECT TO CHANGE 24-HOURS BEFORE SCHEDULED MEETING AUDIENCE PACKET
AVAILABLE FOR REVIEW BEFORE THE MEETING

Jeffrey L. Drust, Mayor

Attest:

Sheila Symons, Town Clerk

October 6, 2021

Town of Yampa
Regular meeting minutes
June 2, 2021

TOWN OF YAMPA
REGULAR MEETING MINUTES
JUNE 2, 2021
7:00 P.M.

DUE TO COVID-19 PANDEMIC THIS MEETING WILL BE DONE VIRTUALLY VIA
GOTOMEETING WITH THE BELOW INFORMATION:

June 2, 2021 Town of Yampa Regular Meeting
Wed, Jun 2, 2021 7:00 PM - 12:30 AM (MDT)
Please join my meeting from your computer, tablet or smartphone.
<https://global.gotomeeting.com/join/423284853>
You can also dial in using your phone.
United States (Toll Free): 1 866 899 4679
United States: +1 (571) 317-3116
Access Code: 423-284-853

BOARD MEMBERS PRESENT: Mayor Jeff Drust, Mayor Pro-Tem Mike Lewis, Trustee Stacey Geilert,
Trustee Michael Geanious, and Trustee Crystal McLaughlin
BOARD MEMBERS ABSENT: None
EMPLOYEES PRESENT: Town Clerk (Clerk) Sheila Symons, Previous Clerk (PC) Janet Ray and
Deputy Clerk (DC) Nora Phillips, Public Works Assistant (PWA) Greg
Samuelson, Public Works Water and Wastewater (PWWW) Ben
Mitchell
AUDIENCE PRESENT: Julie Drake, Barbara Palmer
Call to order
Mayor Drust called the meeting to order at

Roll call
Roll call was taken

Pledge of Allegiance
The Pledge of Allegiance was recited

Approval of minutes
None (2020 minutes will be in the next meeting packet– still working on a couple edits)
Will be able to give the unapproved minutes to the Auditor and have them approved at
next meeting. Any updates will be sent to Auditor if needed.

Audience participation – Non-agenda items
Five-minute time limit – presentation only-Board will render no decisions
None

Audience participation – Scheduled item
Julie Drake wanted to introduce herself. She is looking into a possible annexation that was initially talked about in
1997. She has 40 acres that line the western side of Yampa. She wants to be involved in discussion if a Master Plan
will be worked on for a portion or all of her property.

Regional Solar Planning for Peak Power Shaving and Net Metering and Regional Solar:
Work is to start around mid-August 2021

Clerk Symons is still working on the Lease agreement with Bank of Colorado. She is also still working with John Salazar (JDS Roofing) to see when he is able to start working on the roof repair. Work on the Solar Panels will start in mid-August pending McKinstry is able to get the parts needed. Due to Covid-19, parts have been harder to come by.

Barbara Palmer Update

PWA Samuelson gave an update on the fence at the Palmer's property. There is a cattle guard that wasn't installed correctly and needs to be placed properly. From his understanding it was in an agreement between the Town and the Palmers from when the water transmission line was placed on their property. He will be working on a solution for the Palmers to make sure it meets their standards of what they expect which would also include a possible 14-foot gate. This gate and cattle guard would prevent the livestock from escaping their property.

A 20" culvert needs to be put in because it is hindering the Palmers from driving over the transmission line that the Town installed on their property. He advised he was not involved in that situation, so he isn't sure what the deal was as to why it was removed or modified.

This is an urgent matter to get resolved, as livestock is involved. The plan is to have PWA Samuelson put a new cattle guard in and see if his fence work would suffice the Palmers. Barbara Palmer is happy with his ideas to see if that works. She would prefer to have fence panels but wire would work for now until the fence panels can be put in. This was agreed upon by the Town Board.

There was an inquiry on what the agreement was with Scott Contracting that installed the water transmission line for any type of warranty or guarantee. PC Ray advised that what was done at that time was what was asked but she isn't sure exactly what it was.

Trustee Lewis made a motion to remove the cattle guard and place it in correctly, adds some barbed wire on the fence to prevent livestock from getting out. Trustee McLaughlin seconded the motion. The motion passed on unanimous voice vote.

Trustee Lewis made a motion to install the 20'x 20" culvert for the Palmers to be able to access their field. Trustee Geilert seconded the motion. The motion passed on unanimous voice vote.

Re-discussing the Bobby George Hay Meadow issue, he leases his hay meadow from the Palmers and she had advised that the \$1500 is a very low settlement offer. The Town Board has a hard time offering more money to him as a settlement when there wasn't any additional official proof, prior to 5-6 years old, of loss besides hand written notes from most of the years. The Town Board would like to table this until more official loss can be proven from Bobby George. Trustee Lewis made a motion to table the discussion on the settlement with Bobby George regarding his loss of hay in the hay meadow he leases from Barbara Palmer until he can come back with further official records showing proof of loss. Trustee McLaughlin seconded the motion and the motion passed on unanimous voice vote.

Consideration of approval for re-opening of Town Buildings for public use while taking continuing to monitor current Covid-19 pandemic conditions

Trustee Lewis made a motion to re-open Town Buildings for public use while continuing to monitor current Covid-19 pandemic conditions. Trustee McLaughlin seconded the motion. The motion passed on unanimous voice vote.

COVID-19 update and discussion

70% of all eligible people that are able to be vaccinated are done so in Routt County

Town of Yampa
Regular meeting minutes
June 2, 2021
American Rescue Plan Funds

The State is giving all counties funds, those funds will be spread across the county to municipalities. These funds can be used for loss of funds due to the pandemic, water and sewer projects and broadband services. There isn't too much information at this time to elaborate on. More information will be provided as it comes. It was encouraged for any ideas of projects from the Town Board.

Consideration of obtaining a Town of Yampa debit card

The Bank of San Juans has been contacted for information on what is needed from the Town to obtain a town credit card or debit card. Whichever employee's name the card is in will be responsible for the card if fraud happens on the card. A credit card policy will be presented in a future meeting to approve. Trustee Lewis made a motion to apply for the debit card from the Bank of the San Juans. Trustee Geilert seconded the motion. The motion passed on unanimous voice vote.

Affirmation of Pause Act

Pause Act is a citizen led initiative that could be on the ballot in November 2022. It seeks to prevent animal cruelty to animals in Colorado. This would criminalize actions that are widely used and necessary in both animal husbandry and veterinary medicine. The Town Board agreed via email individually for this to be signed to oppose it. Affirmation to have on public record needed to happen. Trustee McLaughlin made a motion to sign the letter of support for Routt County. Trustee Geilert seconded the motion. The motion passed on unanimous voice vote.

Consideration of signing a Thank you letter to Dr. Colburn and Staff for the animal vaccine clinic

38 Town Tags were issued and 50-75 vaccines were administered. Trustee Lewis made a motion to sign the thank you letter to Dr. Colburn and Staff for the animal vaccine clinic and their time. Trustee Geilert seconded the motion. The motion passed on unanimous voice vote.

New Business
NWCDC/YVEDC

Yampa Valley Economic Development Council has changed its name to the Northwest Colorado Development Council. This is also part of the Resiliency Roadmap to Recovery. The new council is extending invitations out to all municipalities elected officials. The Town can still be involved if no elected officials would like to volunteer. However, to be a voting member, the Town would have to have an elected official on this council. This council is going to work on helping with recovery from the Covid-19 pandemic. These would be virtual meetings for the majority of the time. Trustee Geilert advised that she would like to be the elected official on this council. Clerk Symons advised she can fill in on the meetings if needed due to any absences that Trustee Geilert may have.

Congressionally Directed Spending

This is federal funding that can be granted to Yampa if approved. Commissioner Corrigan would like to have the Town apply for this to repave Main Street. It was advised to Commissioner Corrigan that the Town does not have any additional funds to do this if this would not be all encompassing. Trustee Geilert made a motion to apply for this Congressionally Directed Spending for repaving Main St. Trustee McLaughlin seconded the motion. The motion passed on a unanimous voice vote.

Town of Yampa
Regular meeting minutes
June 2, 2021
Horizontal Well Permit

This project has been needing to be pursued in the past. This was started when the water treatment plant improvements were being worked on. There was a report on this from an engineering firm to see how the Town stood with their water rights. The Town does not have a well permit for the infiltration gallery and never have had one. This must be done at this time. Prices will be advised in an upcoming meeting. Trustee Lewis made a motion to pursue the cost of the horizontal well permit. Trustee Geilert seconded the motion. The motion passed on unanimous voice vote.

Consideration of signing USDA-Forest Service Special Use Permit renewal for fireworks launch site

This is a standard permit that needs to be signed every 5 years. Trustee Lewis made a motion to sign the USDA Forest Service Special Use Permit. Trustee Geilert seconded the motion. The motion passed on unanimous voice vote.

Consideration to elect not to send the Special Event License to the State and issue a Special Event License per the Local Licensing Authority (Town Board) for Beer Garden/4th of July

No action on this is required as the update further in the meeting will explain why. Trustee Lewis made a motion to not have any action on this. Trustee McLaughlin seconded the motion. The motion passed on unanimous voice vote.

Consideration of having a Public Hearing regarding 4th of July Committee's Beer Garden if Special Event License is approved

No action on this is required as the update further in the meeting will explain why. Trustee Lewis made a motion to not have any action on this. Trustee Geilert seconded the motion. The motion passed on unanimous voice vote.

Public Works Department
PWA Samuelson's report

Tree in River Park is cut down.
Streets have been graded.
Has a possible bid on the fence at Snowden Park. Will report when the bid has come in.
He spoke with a resident wanting to add a shed and a different size fence. The resident was upset as others around town have what he would like to do. He did have to explain that some of the fences or sheds around town are non-conforming and so they are ok as of now. New fences or sheds would need to meet current building codes for the Town.

PWWW Mitchell report

Advised the SCADA system is working at this time. The system is still outdated and to buy parts on our own is not an option. It is all encompassing. Brown's Hill feels the update will be about every 5 years.
Many locates have been needing to be done around town, especially with Yampa Valley Electric Association needing the town to do. Which is causing a limited time for him to work on other projects.
Debris at the infiltration gallery has been cleaned out at this time.

Water Restrictions Discussion

Trustee Geilert made a motion to set the water restrictions of east side of main on even days and west side of main on odd days from 6p-10a. No watering on the 31st of the month. This will start effective immediately. Flyers around town, Door tags, Facebook, Town's Website, and the Newsletter will have this notification. Trustee Lewis seconded the motion. The motion passed on unanimous voice vote.

Town of Yampa
Regular meeting minutes
June 2, 2021

Scott Smith violation information

It is being worked on to have this corrected with the State.

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

Highway Clean-up day recap

26 bags of trash picked up. Bear Claw Bakery donated muffins.

Bob Weiss update -- Regarding planning department -- Workshop June 9, 2021

Bob Weiss would like to discuss having the Town of Yampa to contract a planning department. His plan is to avoid the residents having to spend money to get their plans going to a Planning Commission meeting and the hopes it will be approved and possibly being denied and then the money they spent is wasted. This will help all plans and save money for the Town to utilize a planner instead of Bob Weiss the Town Attorney prices.

DC Phillips/Historical Society -- working on getting 1st floor of Crossan's ready to reopen.

Pinochle Club cleaned the Ladies Aid Hall

Go-To Meeting has been automatically renewed

The Town Board wants to look into Zoom in the future. At this time PC Ray advised she would like to pay for this and not be reimbursed to volunteer that to the town.

Reports of Committees
4th of July Committee Update

All festivities should be the same as in past years. The Street Dance is a new addition. The 4th of July Committee voted to not have the beer garden this year due to the time restrictions on getting the liquor license. The street dance is going to be held behind Crossan's with street closures. Tickets for the street dance will be \$20 per person. The band is scheduled from 8p-11p. It will be cleaned up prior to the pancake breakfast the next morning. It was asked how many security people should be there. How many volunteers are the Board wanting to the committee to commit to? Any other concerns of the Town Board. This will be answered by the Town Board via email. Fireworks are still being worked on with the Liability Insurance company. Pending a fire ban -- the committee is still going forward with the fireworks but they do know that it could be cancelled at any point with current fire restrictions.

Meeting Reports
Bear River Reservoir meeting report -- Mayor Drust

Water levels are low.

Schedule Workshops and/or Special Meetings
June 9, 2021 (due to Clerk Symons on vacation June 16, 2021)

Clerk Symons will have some information to provide to the Town Board on Planning Contractors

Town of Yampa
Regular meeting minutes
June 2, 2021

Board Members and audience requests for agenda items for next meeting

None

Reading of Correspondence and required action if any

None

Review of May financials, May meter reading reports and May invoices/vouchers

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

Reading and Payment of Bills

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

Adjournment

Mayor Drust asked for further business, hearing none he called for adjournment. Trustee Lewis moved to adjourn, Trustee Geanious seconded the motion and the motion passed unanimously on voice vote. The meeting adjourned at 9:47 pm.

AGENDA SUBJECT TO CHANGE 24-HOURS BEFORE SCHEDULED MEETING
AUDIENCE PACKET AVAILABLE FOR REVIEW BEFORE THE MEETING

Jeffrey L. Drust, Mayor

Attest:

Sheila Symons, Town Clerk

October 6, 2021

Barbara Palmer – Correspondence –

September 21, 2021

Hi Sheila,

Thanks for reaching out, yes - I got very positive feedback from my dad and Jeremiah about what they saw with Greg today (I only saw pictures, but it looked like a very good option to try!). I think everyone is on board, what is the next step?

On the other subject of reimbursement of losses to Bobby George: I had hoped to come up with a number that he and I could agree on, but my estimates of his actual costs and what he said he might be able to live with were still quite different.

I'm at a bit of a loss as to how to proceed at this point.

I could consider directly reimbursing him the lease for that meadow for that year, then ask the Town to reimburse me that amount - but I'm not sure that solves anything as it would appear that Bobby will still be seeking more.

I'm open to suggestions and sorry that I haven't been more helpful in getting this resolved.

Thanks again for the updates and your hard work on all of this!

~Barb

September 27, 2021

Hi Sheila - yes, I will try to come to that meeting and update you if I can't for sure. I'll use that as a deadline to get all of the figures that I can to help us out.

What Greg was trying in the meadow looks to be good (at first glance at least) - the only down side was the rocks being turned up. So, so-far, so-good I think!

Thanks!

~Barb



FOR IMMEDIATE RELEASE

Date: September 29, 2021

Contacts: cdalton@co.routt.co.us

Routt County Commissioners Move to Rescind Stage 1 Fire Restrictions

STEAMBOAT SPRINGS, CO – Pursuant to Ordinance No. 2013-002, an ordinance to restrict fires in unincorporated portions of Routt County during periods of high fire danger, the Board of County Commissioners voted unanimously today to rescind Stage 1 Fire Restrictions on all private and state lands outside of municipal boundaries effective at 12:01 a.m. on Thursday, September 30, 2021.

However, rescinding the existing fire restrictions does not mean there is no fire danger; it just means the extreme conditions have somewhat moderated. We urge outdoor enthusiasts to remain cautious and continue fire safety practices when working or recreating on public and private lands.

At a minimum, please observe the following precautions:

- Never leave a campfire unattended. The wind can blow sparks and cause a wildfire.
- Any campfire should be built on bare soil with brush cleared away and use a fire ring when available.
- Pour water on the ashes and stir them, making sure the ashes and any unburned wood are cold to the touch before leaving.

Preventing human-caused fires will help keep the public and firefighters safe and also help prevent destruction of federal lands and private property. We appreciate your help!

Should you have any questions, please call your Fire Protection District Chief or the Routt County Office of Emergency Management at (970) 870-5551. Thank you for your cooperation.

North Routt Fire Protection District Mike Swinsick – (970) 879-6064
--

West Routt Fire Protection District Trevor Guire – (970) 276-3511
--

Oak Creek Fire Protection District Brady Glauthier – (970) 736-8104
--

Yampa Fire Protection District Machia 'Ky' Cox – (970) 846-2169
--

Steamboat Springs Fire Rescue Chuck Cerasoli – (970) 879-7170
--

###

RE: 8/1/21-22 PKG policy - Town of Yampa

1 message

Christie Kersnick <ckersnick@wilsonins.com>
To: Town of Yampa Clerk <clerk@townofyampa.com>

Fri, Sep 24, 2021 at 3:20 PM

Hi Sheila,

Please see my answers below, my questions to you are in red:

1. Vacated land - 1st Street, 2nd Street, Water Street and Main Street, East add to Yampa Subdivision Total - Does the liability extend to vacant land or do the parcels need to be listed on the policy? – Yes, the policy does extend to vacant land, we should schedule. Can you please provide the acres, and address/coordinate locations?
2. Why is 56 E. 1st Ave - The Garage - only covered for personal property – I don't see that. I show on the policy that location 9 – 1 ¼ Mile North of Yampa, off Hwy 131 shows Garage covered for personal property inside the garage only
3. Do we need to add additional coverage or endorsements for the solar panels we have installed on our Old Town Hall? – I don't think so, but I am confirming with the insurance company. Just want to confirm with you this is for 56 Lincoln St location, correct?
4. Can we please drop coverage of the Dump Truck and the International? They are not being used and we are in the process of selling them. – We can remove. What effective date would you like? I recommend keeping coverage in case anything happens while you still own them. Do you want to wait until sold?

Talk with you soon ☺



Christie Kersnick
Senior Account Manager

Cell: 720.668.0118

Direct Phone: 303.872.1925

Main Office: 800.530.3001

Email:
ckersnick@wilsonins.com

384 Inverness Parkway, Suite
170

Englewood, CO 80112

www.wilsonins.com

Named Insured:
TOWN OF YAMPA

Policy Number: GPNU-PF-0018738-01/000
Policy Period: From 08-01-2021
To 08-01-2022

PROPERTY PREMISES SUMMARY

Premises Number

Address

001	1 1/4 MILE N OF YAMPA, OFF HWY 131, YAMPA, CO, 80483
002	100 MAIN ST, YAMPA, CO, 80483
003	101 MAIN ST, YAMPA, CO, 80483
004	56 E. 1ST AVE., YAMPA, CO, 80483
005	56 LINCOLN ST, YAMPA, CO, 80483
006	83 E 1ST ST, YAMPA, CO, 80483
007	MOFFAT AVE BETWEEN MAIN, AND LINCOLN, YAMPA, CO, 80483
008	PALMER RANCH ROAD CR 7, YAMPA, CO, 80483
009	1 1/4 MILE NORTH OF YAMPA, OFF HWY 131, YAMPA, CO, 80483

1 1/4 MILE N OF YAMPA, OFF HWY 131 -Water Treatment Plant? *Yes*

100 MAIN ST - Egeria Museum 785 Jail 225 *Yes*

101 MAIN ST - Crossan's 4478 *Yes*

56 E. 1ST AVE - Garage 1233 *Yes*

56 LINCOLN ST - Old Town Hall Office 960 Fire Department Garage 448 *Yes*

83 E 1ST ST - Ladies Aid 2184 *Yes*

14800 COUNTY ROAD 7 - Water Facility? 960 *Yes*

470 TERHUNE AVE - Snowden Park ?? *Yes*

308 MOFFAT AVE - Park ?? *Yes*

VACATED LAND 1ST STREET, 2ND STREET, WATER STREET, AND MALE STREET, EAST ADD TO YAMPA SUBD TOTAL: 2.22 AC ??

Does the liability extend to vacant land or does parcel need to be listed on the policy?

Why is 56 E. 1ST AVE - Garage only covered for personal property?

Do we need to add additional coverage or endorsements for the solar panels?

Dump Truck?

Named Insured:
TOWN OF YAMPA

Policy Number: GPNU-PF-0018738-01/000
Policy Period: From 08-01-2021
To 08-01-2022

SCHEDULE OF PROPERTY COVERAGE - INDIVIDUAL LIMITS

Replacement Cost = RC Actual Cash Value = ACV Functional Replacement Cost = FRC

Premises/ Item Number	Description/Occupancy	Real Property				Personal Property			
		Limit	Valuation	Co- Insurance	Inflation Guard	Limit	Valuation	Co- Insurance	Inflation Guard
001/001	INFLUENT & EFFLUENT BUILDINGS		Incl in Blanket				Not Covered		
008/001	WATER VAULT & WATER TREATMENT PLANT		Incl in Blanket				Not Covered		
009/001	GARAGE		Not Covered				Incl in Blanket		



Town of Yampa
Purchasing Policy
Draft – October 6, 2021

Objective:

The Town of Yampa shall purchase materials, equipment and services from reliable vendors that are of the best quality, available for use in a timely manner, at the best possible price and in accordance with state and federal requirements. When price, cost of procurement, quality and availability are comparable, priority shall be given to local vendors.

Purpose and Intent:

The purpose of these purchasing policies is to prescribe contracts that requires approval by the Town Board, to ensure that the Town receives the kind of services, supplies and equipment that are needed at the lowest available cost and best value, and to provide for the efficient and effective procurement of services, supplies and equipment necessary to provide budgeted Town services. The quotation and bid process established under these procedures gives vendors who offer specified services and items equal chance to sell to the Town. The intent of this purchasing policy is to provide a method of accounting for maintaining budgetary control over purchases, to provide a method of enhancing organizational efficiency and to comply with applicable United States federal and Colorado state laws and regulations.

POLICY

All purchases of materials and supplies shall be done in accordance to the following guidelines:

General:

- The Town Clerk, or their designee, is responsible for monitoring purchases, for establishing purchasing systems and for providing assistance to departments making purchases.
- All purchases must be made with funds that have been appropriated by the Town Board for the intended purpose.
- In considering prices from local vendors and where a special trip would be required to purchase outside of the Town, the cost of time and travel may be included in the cost comparison.

- Purchase of quantities of materials and supplies shall not be broken down with the intent of applying a less restrictive purchasing procedure.
- The Town Board and Town Clerk may, from time to time, restrict any or all budgeted purchases if there is a shortage of available cash.
- Written or verbal quotations for materials, equipment and supplies may be rejected on the basis of inferior quality or unacceptable delivery time.
- Purchases to meet bona fide emergencies, which may include purchases where prior review and approval by the Town Board is not available due to time constraints, may, if necessary, be made exclusive of this policy. Department heads are responsible for prompt and appropriate documentation of the rationale for making emergency purchases.
- Having received a low quotation or bid, department heads are enabled to negotiate the price further with the vendor, if necessary, to bring purchases into the range of the approved budget.
- In general, quotations or bids should be awarded to the lowest, qualified, responsive vendor.
- The Town reserves the right to reject any and all quotations and bids. The Town Board may direct the Town Clerk or department head to negotiate with particular bidders if all bids are over budget, provided no negotiated price exceeds the lowest bid received.

Accounts Payable

The Town pays bills monthly. The Town Board approves payments at their regularly scheduled meetings on the 1st Wednesday of each month. Invoices must be submitted to the Deputy Clerk by 10a on the day after the purchase is made and coded appropriately so the payment can be approved at the Town Board meeting the upcoming month.

Purchases under \$500

Buyers of materials, equipment, supplies and services totaling less than \$500 may make purchasing decisions on the basis of experience without obtaining formal price comparisons. In all cases, buyers are expected to be prudent and to exercise good judgement in purchasing decisions that will result in quality and value to the Town without unnecessarily delaying or interfering with Town's operations. Purchases shall be made on the basis of comparative information such as from vendor catalogs, from telephone or email quotations and/or from on-line information. Buyers must make a reasonable effort to obtain the best possible price and value for items purchased.

Disclosure

The funds are pulled directly from the account at the time of use. This card will not be able to be used for cash withdrawals. If the card in the employee's name were to have fraud on it a dispute would need to be filed and signed by the card holder.

Fwd: FW: debit card disclosures

1 message

Nora Phillips <nphillips@townofyampa.com>
To: Sheila Symons <clerk@townofyampa.com>

Wed, Aug 25, 2021 at 12:07 PM

Nora Phillips
Deputy Clerk / Assistant Treasurer
Town of Yampa
101 Main St
PO Box 224
Yampa CO 80483
970 638-4511

----- Forwarded message -----

From: **Debbie Hoskinson** <DHoskinson@banksanjuans.com>
Date: Tue, May 4, 2021 at 2:05 PM
Subject: FW: debit card disclosures
To: Nora Phillips <nphillips@townofyampa.com>

Hi Nora,

Thank you for your inquiry about our debit cards. As discussed, a debit card for a business account is issued to individual persons and lists the Town of Yampa on the card. Only that person can use that card and the funds are pulled directly from the account at the time of use. I've attached the disclosure you would receive at the time of issue, which points out that the withdrawal limit is \$500.00 and the point of sale is \$2500.00. Again, as discussed if you want to lower the limits that could be done, but if you wanted the limits higher we would need further approval.

Also attached is the card application which is just for purposes of you seeing what we would fill out here.

If someone's card were to have fraud on it a dispute would need to be filed and signed by the card holder.

If you choose to get debit cards for the account, please bring a signed copy of your meeting which notes the approval for getting the card, who would be assigned a card and any limits you would like placed on the card.

One more thing, if you would be interested in having a credit card instead of a debit card I could have someone from our business department reach out to you with that information.

If you have any other questions please give me a call.

Thank you,

Debbie Hoskinson

Branch Manager

Submit to Local Licensing Authority

Fees Due	
Renewal Fee	\$ 96.25
Storage Permit \$100 X _____	\$
Sidewalk Service Area \$75.00	\$
Additional Optional Premise Hotel & Restaurant \$100 X _____	\$
Related Facility - Campus Liquor Complex \$160.00 per facility	\$
Amount Due/Paid	\$ 96.25

Make check payable to: Colorado Department of Revenue. The State may convert your check to a one-time electronic banking transaction. Your bank account may be debited as early as the same day received by the State. If converted, your check will not be returned. If your check is rejected due to insufficient or uncollected funds, the Department may collect the payment amount directly from your banking account electronically.

Retail Liquor or Fermented Malt Beverage License Renewal Application

Please verify & update all information below

Return to city or county licensing authority by due date

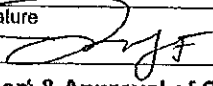
Licensee Name G & G LLC		Doing Business As Name (DBA) YAMPA SINCLAIR		
Liquor License # 04-00559	License Type FERMENTED MALT	Sales Tax License Number 32134433	Expiration Date 11/07/2021	Due Date 09/24/2021
Business Address 16065 CO HWY 131 YAMPA, CO 80483				Phone Number 9706384283
Mailing Address 16141 FAIRWAY DR, COMMERCE CITY, CO 80022			Email Jessbajwa29@gmail.com	
Operating Manager JESS TUT	Date of Birth 04/29/1983	Home Address 16141 FAIRWAY DR, COMMERCE CITY, CO 80022		Phone Number 510-676-4471
1. Do you have legal possession of the premises at the street address above? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Are the premises owned or rented? <input checked="" type="checkbox"/> Owned <input type="checkbox"/> Rented* *If rented, expiration date of lease _____				
2. Are you renewing a storage permit, additional optional premises, sidewalk service area, or related facility? If yes, please see the table in upper right hand corner and include all fees due. <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No				
3a. Are you renewing a takeout and/or delivery permit? (Note: must hold a qualifying license type and be authorized for takeout and/or delivery license privileges) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No				
3b. If so, which are you renewing? <input type="checkbox"/> Delivery <input type="checkbox"/> Takeout <input type="checkbox"/> Both Takeout and Delivery				
4a. Since the date of filing of the last application, has the applicant, including its manager, partners, officer, directors, stockholders, members (LLC), managing members (LLC), or any other person with a 10% or greater financial interest in the applicant, been found in final order of a tax agency to be delinquent in the payment of any state or local taxes, penalties, or interest related to a business? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No				
4b. Since the date of filing of the last application, has the applicant, including its manager, partners, officer, directors, stockholders, members (LLC), managing members (LLC), or any other person with a 10% or greater financial interest in the applicant failed to pay any fees or surcharges imposed pursuant to section 44-3-503, C.R.S.? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No				
5. Since the date of filing of the last application, has there been any change in financial interest (new notes, loans, owners, etc.) or organizational structure (addition or deletion of officers, directors, managing members or general partners)? If yes, explain in detail and attach a listing of all liquor businesses in which these new lenders, owners (other than licensed financial institutions), officers, directors, managing members, or general partners are materially interested. <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No				
6. Since the date of filing of the last application, has the applicant or any of its agents, owners, managers, partners or lenders (other than licensed financial institutions) been convicted of a crime? If yes, attach a detailed explanation. <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No				

7. Since the date of filing of the last application, has the applicant or any of its agents, owners, managers, partners or lenders (other than licensed financial institutions) been denied an alcohol beverage license, had an alcohol beverage license suspended or revoked, or had interest in any entity that had an alcohol beverage license denied, suspended or revoked? If yes, attach a detailed explanation. Yes No

8. Does the applicant or any of its agents, owners, managers, partners or lenders (other than licensed financial institutions) have a direct or indirect interest in any other Colorado liquor license, including loans to or from any licensee or interest in a loan to any licensee? If yes, attach a detailed explanation. Yes No

Affirmation & Consent

I declare under penalty of perjury in the second degree that this application and all attachments are true, correct and complete to the best of my knowledge.

Type or Print Name of Applicant/Authorized Agent of Business JESPRIT TUT	Title MANAGER
Signature 	Date 09/21/2021

Report & Approval of City or County Licensing Authority

The foregoing application has been examined and the premises, business conducted and character of the applicant are satisfactory, and we do hereby report that such license, if granted, will comply with the provisions of Title 44, Articles 4 and 3, C.R.S., and Liquor Rules. **Therefore this application is approved.**

Local Licensing Authority For	Date
Signature	Title
	Attest

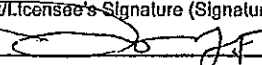
Tax Check Authorization, Waiver, and Request to Release Information

I, JESPRIT TUT am signing this Tax Check Authorization, Waiver and Request to Release Information (hereinafter "Waiver") on behalf of G & G LLC (the "Applicant/Licensee") to permit the Colorado Department of Revenue and any other state or local taxing authority to release information and documentation that may otherwise be confidential, as provided below. If I am signing this Waiver for someone other than myself, including on behalf of a business entity, I certify that I have the authority to execute this Waiver on behalf of the Applicant/Licensee.

The Executive Director of the Colorado Department of Revenue is the State Licensing Authority, and oversees the Colorado Liquor Enforcement Division as his or her agents, clerks, and employees. The information and documentation obtained pursuant to this Waiver may be used in connection with the Applicant/Licensee's liquor license application and ongoing licensure by the state and local licensing authorities. The Colorado Liquor Code, section 44-3-101, et seq. ("Liquor Code"), and the Colorado Liquor Rules, 1 CCR 203-2 ("Liquor Rules"), require compliance with certain tax obligations, and set forth the investigative, disciplinary and licensure actions the state and local licensing authorities may take for violations of the Liquor Code and Liquor Rules, including failure to meet tax reporting and payment obligations.

The Waiver is made pursuant to section 39-21-113(4), C.R.S., and any other law, regulation, resolution or ordinance concerning the confidentiality of tax information, or any document, report or return filed in connection with state or local taxes. This Waiver shall be valid until the expiration or revocation of a license, or until both the state and local licensing authorities take final action to approve or deny any application(s) for the renewal of the license, whichever is later. Applicant/Licensee agrees to execute a new waiver for each subsequent licensing period in connection with the renewal of any license, if requested.

By signing below, Applicant/Licensee requests that the Colorado Department of Revenue and any other state or local taxing authority or agency in the possession of tax documents or information, release information and documentation to the Colorado Liquor Enforcement Division, and its duly authorized employees, to act as the Applicant's/Licensee's duly authorized representative under section 39-21-113(4), C.R.S., solely to allow the state and local licensing authorities, and their duly authorized employees, to investigate compliance with the Liquor Code and Liquor Rules. Applicant/Licensee authorizes the state and local licensing authorities, their duly authorized employees, and their legal representatives, to use the information and documentation obtained using this Waiver in any administrative or judicial action regarding the application or license.

Name (Individual/Business) G & G LLC		Social Security Number/Tax Identification Number 81-2316902	
Address 16065 CO HWY 131			
City YAMPA		State COLORADO	Zip 80483
Home Phone Number 510-676-4471		Business/Work Phone Number 970-638-4283	
Printed name of person signing on behalf of the Applicant/Licensee JESPRIT TUT			
Applicant/Licensee's Signature (Signature authorizing the disclosure of confidential tax information) 			Date signed 09/21/2021

Privacy Act Statement

Providing your Social Security Number is voluntary and no right, benefit or privilege provided by law will be denied as a result of refusal to disclose it. § 7 of Privacy Act, 5 USCS § 552a (note).

Lagoon Aeration

1 message

scott smith <jjdssmith@yahoo.com>

Wed, Sep 15, 2021 at 8:20 AM

To: Town of Yampa Clerk <clerk@townofyampa.com>

Good morning Sheila,

I spoke to Tom Holliday about the old aerators that were removed from the Oak Creek Lagoons and he was willing to sell them for \$100 each. The price includes the motor, impeller, diffuser and float. He is basically giving the aerators to us. I would like to recommend that the Town purchases them as well as provide the electrical hookups at the WWTP. I understand one of the Board members is an electrician, perhaps he could line Ben and myself out on what is needed to get the aerators operational. Mary Andre had suggested increasing the aeration for ammonia removal, this would be a very cheap option to see if it would work.

Warm regards
Scott

p.s. Have a great Wednesday

Order Scott to be
at the meeting
Oct 6



Mobility Summary

Mobility Overview

- 1 Total Device
- Unlimited Data

Total Cost	\$39.99/mo
Plans	\$39.99/mo
Total Monthly Cost	\$0.99
Devices	\$0.99
Total One-Time Cost	

Mobility Details

Plans

Unlimited – Extended Primary

Included

- Unlimited talk, text, and data

Access Charges

1 x Smartphone with no Tethering at \$39.99 each

\$39.99/mo

Monthly Plan Cost

\$39.99/mo

Devices (1)

Galaxy XCover Pro with Subsidized (2-year) (1)

Monthly Cost

No Protection

One-Time Cost

Base One-Time Cost at \$0.99 each

\$0.99

Device costs calculated for 1 / 1 devices



Mobility Summary

Mobility Overview

- 1 Total Device

Total Cost

\$22.99/mo

Plans

\$22.99/mo

Total Monthly Cost

\$0.99

Devices

\$0.99

Total One-Time Cost

Mobility Details

Plans

Pooled—Extended Primary

Included

- Unlimited talk and text

Access Charges

1 x Feature Phone with No Data (Add-a-Line) at \$10.99 each

1 x Feature Phone Subsidy at \$12.00 each

\$10.99/mo

\$12.00/mo

Total Access Charges

\$22.99/mo

Monthly Plan Cost

\$22.99/mo

Devices (1)

AT&T Cingular Flip with Subsidized (2-year) (1)

Monthly Cost

No Protection

One-Time Cost

Base One-Time Cost at \$0.99 each

\$0.99



Welcome and thank you for choosing FirstNet built with AT&T for public safety by public safety. Together, we will strengthen and modernize public safety communications, enabling you to coordinate and respond more quickly and effectively in accidents, disasters, and emergencies.

To begin the process, we will require the following information to create your FirstNet Foundation Account Number (FAN):

Business Information:

Agency Name:	
Street Address: (physical address)	
City, State, ZIP:	
Phone Number:	

Billing address: (If different from physical)

Agency Name:	
Street Address:	
City, State, ZIP:	
Phone Number:	

Additional Information Requested

Federal Tax ID #: This is 9 digits in length	
Tax Exempt #: (If Applicable):	You will have to upload this later via our portal
NASPO Member:	State of Colorado has opted in for all agencies

Customer Contact Information

Day to Day – Primary Contact for the FirstNet Local Control Account

Name:	
Street Address:	
City, State, ZIP:	
Email:	

© 2018 AT&T Intellectual Property FirstNet, First Responder Network Authority, and FirstNet logo are registered trademarks and service marks of FirstNet, an independent authority within the U.S. Department of Commerce. All other marks are the property of their respective owners.



Phone Number:	
---------------	--

Authorized User– Back up to primary contact (can have more than one)

Name:	
Street Address:	
City, State, ZIP:	
Email:	
Phone Number:	

Account Payable – Primary Contact for bill payment

Name:	
Street Address:	
City, State, ZIP:	
Email:	
Phone Number:	

Current Wireless Account Information (only if moving services over from another carrier)

Name of Account:	
Street Address City, State, ZIP:	
Authorized Account Owner:	
Account Number:	
PIN or Password	

© 2018 AT&T Intellectual Property FirstNet, First Responder Network Authority, and FirstNet logo are registered trademarks and service marks of FirstNet, an independent authority within the U.S. Department of Commerce. All other marks are the property of their respective owners.

2155 Resort Drive, Suite 222
P.O. Box 883243
Steamboat Springs, CO 80488
970-870-0563 phone
970-870-6002 fax



September 29, 2021

Board of Trustees
Town of Yampa, Colorado
PO Box 224
Yampa, CO 80483

We have audited the financial statements of the Town of Yampa, Colorado (the Town) for the year ended December 31, 2020, and have issued our report thereon dated September 29, 2021. Professional standards require that we provide you with the following information related to our audit.

Our Responsibility under U.S. Generally Accepted Auditing Standards

As stated in our engagement letter, our responsibility as described by professional standards, is to express an opinion about whether the financial statements prepared by management with your oversight are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles (US GAAP). Our audit of the financial statements does not relieve you or management of your responsibilities.

Significant Audit Findings

Qualitative Aspects of Significant Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. In accordance with the terms of our engagement letter, we will advise management about the appropriateness of accounting policies and their application. The significant accounting policies used by the Town are described in Note 1 to the financial statements. No new accounting policies were adopted and the application of existing policies has not changed during the year ended December 31, 2020. We noted no transactions entered into by the Town during the year for which there is a lack of authoritative guidance or consensus. There are no significant transactions that have been recognized in the financial statements in a different period than when the transaction occurred.

Accounting estimates are an integral part of the financial statements prepared by management and are based upon management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimate affecting the financial statements was:

- Management's estimate of depreciation of the Town's capital assets is calculated using the straight-line method in accordance with US GAAP over the estimated useful lives of the capital assets and its application is consistent with prior years.

Management's process for determining the above estimate is based on firm concepts and reasonable assumptions of future events. We evaluate the key factors and assumptions used to develop the estimates in determining that they are reasonable in relation to the financial statements taken as whole.

Certain financial statement disclosures are of particular importance because of their significance to the financial statement users. The most important disclosures affecting the financial statements were:

- The disclosure of the classification of the Town's governmental fund balances in Note 3 (as defined in Note 1) is important to users of the financial statements as it identifies limitations on the use of the Town's governmental fund balances.
- The disclosure of long-term liabilities in Note 3 is particularly important to users of the financial statements due to the future debt service requirements of the Town per terms of the Colorado Water Resources and Power Development Authority (CWRPDA) loan, including the requirements to maintain an operations and maintenance reserve and to meet the rate covenant ratio. This disclosure also highlights the Town's noncompliance with the operations and maintenance reserve ratio and the implications per the CWRPDA loan agreement.
- The disclosure of the Town's other commitments in Note 4 are important to users of the financial statements as it describes agreements entered into by the Town that will require future expenditures for water storage and water tank access road use.

Significant Difficulties Encountered in Performing the Audit

We encountered no significant difficulties in dealing with management in performing and completing our audit.

Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are trivial, and communicate them to the appropriate level of management. Management has corrected all such misstatements. The most significant corrected misstatements identified during the audit were as follows:

- Adjustment to accrue DOLA grant revenues earned as of December 31, 2020.
- Adjustment to reduce the outstanding CWRPDA principal balance for principal payment made during the year ended December 31, 2020.
- Adjustment to record water tap fee revenues received during the year ended December 31, 2020.
- Adjustment to capitalize costs associated with the water system improvements and sewer system improvements incurred during the year ended December 31, 2020.
- Adjustment to record depreciation expense on Enterprise Fund capital assets for the year ended December 31, 2020.

In addition, none of the misstatements detected as a result of audit procedures and uncorrected by the Town were material, either individually or in the aggregate, to the financial statements taken as a whole.

Disagreements with Management

For purposes of this letter, professional standards define a disagreement with management as a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

Management Representations

We have requested certain representations from management included in the management representation letter dated September 29, 2021.

Management Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the Town's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Other Audit Findings or Issues

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the Town's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

Town's Enterprise Fund Cash Reserves

We noted that the Town has received correspondence from CWRPDA in recent years that the Town's Enterprise Fund's operating reserves were insufficient to maintain the operations and maintenance reserve required by the CWRPDA loan agreement. The following is the calculation as recommended by CWRPDA as of December 31, 2020:

Operating expenses	\$362,439
Less: depreciation	<u>(\$129,333)</u>
Operations and maintenance (O&M) expenses	\$233,106
x 25% (3 months)	<u>25%</u>
Required O&M reserve	<u>\$58,277</u>
Current assets	\$5,390
Reserved for O&M	\$58,277
Current liabilities	<u>(\$261,773)</u>
Actual operating reserve (deficit)	<u>(\$198,106)</u>
O&M reserve funding shortfall	<u><u>(\$256,383)</u></u>

We recommend that the Town continue contact with CWRPDA to implement a plan that will resolve this funding shortfall in future years.

This information is intended solely for the use of the Board of Trustees and management of the Town of Yampa, Colorado and is not intended to be and should not be used by anyone other than these specified parties.

Sincerely,

Cutler & Company, P.C.

Greg

Sept - Oct

- Cleaning up So. lot & cut Trees & Brush
- located Bob Hassig meter pit
- crosswalk at school
- Flags Labor Day
- Grade streets
- Talk with Bill Auger about water Problem at cordova Trailer Park
- Fixed Basketball hoop & Back stop at Snowden Park
- Rebuilt Rippers on Box Blade
- Talked to Palmers to see if the could do something on the Hayfield been working on that
- water & sewer locates
- Working on getting Frances Ready
- Have a call in on Coal not heard by
- checking water & sewer Plants



Thank You Sheila Symons for registering for District 11 Fall Meeting - Rangely

1 message

cml@cml.org <cml@cml.org>
To: clerk@townofyampa.com

Fri, Sep 17, 2021 at 8:43 AM

1144 Sherman Street
Denver, CO 80203-2207
(803) 831-6411 / (866) 678-0936
Fax: (303) 860-8175

9/17/2021

Order Number: 50670

Sheila Symons

Town Clerk / Treasurer

Town of Yampa

PO Box 224

Yampa, CO 80483-0224

Customer ID: 35567

Thank you for registering for the District 11 Fall Meeting - Rangely on 10/13/2021.

This event has a cost of \$23 to attend; payment to be made out and mailed to the Host Municipality prior to the meeting date. NOTE: If you RSVP for this event and do not attend, you are still responsible for the payment.

Please remit second page of confirmation with payment to the Host Municipality.



Thank you for registering for the District 11 meeting in Rangely. The event has a cost of \$23. Please indicate if you need a gluten free or vegetarian meal and note that there will be an additional \$5 cost. Please send payment by 9/29/2021 to:

Town of Rangely
Attn: Lisa Piering, Town Clerk
209 E. Main St.
Rangely, CO 81648

Payment remitted for: Sheila Symons , Town Clerk / Treasurer, Town of Yampa

Town of Yampa Check Register Report

<u>Check</u>	<u>Date</u>	<u>Vendor / Description</u>	<u>Check / Payment</u>	<u>Deposit</u>	<u>Balance</u>
0015463	9/01/2021	DPC Industries, Inc.	1,859.22		251,060.92
0015468	9/01/2021	ACZ - Inv 68253	294.75		285,775.10
0015469	9/01/2021	Advanced Copier Solutions, Inc. - Color 255 B&W 2460	57.48		285,717.62
0015470	9/01/2021	CEBT - Group #BBH4	2,779.20		282,938.42
0015471	9/01/2021	CenturyLink - 970638172492B	92.23		282,846.19
0015472	9/01/2021	City of Steamboat Springs Water & Sewer - Inv. 14268 & 14302 7/6 & 8/2 E. coli	30.00		282,816.19
0015473	9/01/2021	Colostrust - W/S Imp fund CO 01-1297-8003	1,507.75		281,308.44
0015474	9/01/2021	Jessica A. Ryan - Payroll	184.70		281,123.74
0015475	9/01/2021	Scott C. Smith - 4 weeks @ \$200 Aug 1 to Aug 28	800.00		280,323.74
0015476	9/01/2021	Waste Management - 001-0002036-2535-5	246.18		280,077.56
0015477	9/01/2021	Zirkel Wireless - Acct 4189	79.00		279,998.56
0015478	9/01/2021	Civil Design Consultants, Inc. - Water pretmnt / main replacement	1,120.00		278,878.56
0015479	9/01/2021	CMCA - Inv. 206673	25.00		278,853.56
0015480	9/01/2021	Colorado Department of Public Health & Environment - Inv. FGDD20210799 Drinking water fee	100.00		278,753.56
0015481	9/01/2021	Little Eddie's Enterprises - Sewer plant beaver dam	250.00		278,503.56
0015482	9/01/2021	Page-Allen Associates LLC - Inv 20210827	749.12		277,754.44
0015483	9/01/2021	ProWest Filtration, Inc. - Inv 2813	5,525.72		272,228.72
0015484	9/01/2021	Routt County Clerk - Pre paid account	250.00		271,978.72
0015485	9/01/2021	South Routt EDC - 7/2021 to 7/2022 dues	50.00		271,928.72
0015486	9/01/2021	CGFOA - Symons Budget & Audit classes	50.00		271,878.72
0015487	9/01/2021	Corkle Oil Co.	322.38		255,781.57
0015488	9/01/2021	CMNIM - Zoning ordinance	16.67		255,764.90
0015489	9/01/2021	Flat Tops Ranch Supply	21.98		251,038.94
0015492	9/01/2021	Yampa Valley Electric Association	2,844.76		252,920.14
0015493	9/01/2021	Benjamin Mitchell - Aug OT 9.5 264 on-call Aug. add'l 3	4,733.92		267,567.20
0015494	9/01/2021	Gregory D. Samuelson - 277 on-call 35.50 add'l	3,982.57		263,584.63
0015495	9/01/2021	[199] Janet L. Ray	169.00		263,415.63
0015496	9/01/2021	[179] Nora Phillips	3,563.53		259,852.10
0015497	9/01/2021	Sheila Symons - Aug. 15 OT 7 add'l	3,748.15		256,103.95
45118220	9/01/2021	08/26 B 9/1	422.40	339.89	272,301.12
45118221	9/02/2021	0 8/27 - 8/29 B 9/2	339.89	424.67	251,378.83
45118222	9/03/2021	0 8/30 B 9/3	424.67	251,803.50	251,803.50
45118223	9/07/2021	0 8/31 B 9/7	1,452.30	253,255.80	253,255.80
45118224	9/09/2021	UB 9/9/21	2,739.33	256,514.43	256,514.43
45118225	9/30/2021	UB 3106.05 misc 2811.05 applied credits	5,917.10	285,678.18	285,678.18
45118226	9/29/2021	UB 14745.81 misc 5442.25	20,188.06	279,617.58	279,617.58
45118227	9/30/2021	UB 1417.50	1,417.50	287,095.68	287,095.68
45118228	9/08/2021	0 8/31 9/3 B 9/8	519.30	253,775.10	253,775.10
45118229	9/10/2021	0 9/3 9/5 B 9/10	598.00	257,112.43	257,112.43
45118230	9/13/2021	0 9/8 9/13	98.00	257,210.43	257,210.43
45118231	9/16/2021	0 9/8 9/12	196.00	257,504.43	257,504.43
45118232	9/14/2021	09/12 B 9/14	98.00	257,308.43	257,308.43
45118233	9/17/2021	0 9/13 B 9/17	412.04	257,916.47	257,916.47
45118234	9/22/2021	0 9/16 B 9/22	484.55	259,135.52	259,135.52

Town of Yampa Check Register Report

<u>Check</u>	<u>Date</u>	<u>Vendor / Description</u>	<u>Check / Payment</u>	<u>Deposit</u>	<u>Balance</u>
45118235	9/23/2021	O 9/17 B 9/23		196.00	259,331.52
45118236	9/28/2021	O 9/22 B 9/28		98.00	259,429.52
45118237	9/29/2021	O 9/23 B 9/29		143.50	279,761.08
45118238	9/30/2021	O 24 B 9/30		98.00	287,193.68
45118241	9/20/2021	O 9/20 B 9/20		734.50	258,650.97

Trial Balance

As of
9/30/2021

Run date 10/03/2021 @ 12:52 PM

	Actuals	Budget	Variance
01 00 1000 Petty cash	25.00	0.00	(25.00)
01 00 1010 Checking	679,202.33	0.00	(679,202.33)
01 00 1020 Checking-conservation trust	133,674.70	0.00	(133,674.70)
01 00 1030 Due from County treasurer	0.00	0.00	0.00
01 00 1040 Money market	0.00	0.00	0.00
01 00 1050 Highway users fund	4,344.26	0.00	(4,344.26)
01 00 1200 Accounts receivable	0.00	0.00	0.00
01 00 1210 Due from St of Colorado	(30,000.00)	0.00	30,000.00
01 00 1220 Property tax receivable	0.00	0.00	0.00
01 00 1230 Notes receivable-library bl	0.00	0.00	0.00
01 00 1250 Undeposited Funds	0.00	0.00	0.00
01 00 1300 Investments	38,113.19	0.00	(38,113.19)
01 00 2000 Accounts payable	0.00	0.00	0.00
01 00 2010 Sales tax subject to refund	0.00	0.00	0.00
01 00 2200 Deferred revenue-prop tax	0.00	0.00	0.00
01 00 2210 Deferred revenue-library bl	0.00	0.00	0.00
01 00 3000 Fund balance	(765,077.42)	0.00	765,077.42
01 00 4000 Property tax	(69,921.43)	(69,962.00)	(40.57)
01 00 4010 Specific ownership tax	(3,504.01)	(4,000.00)	(495.99)
01 00 4020 Sales tax	(77,022.83)	(100,000.00)	(22,977.17)
01 00 4030 Fuel tax	0.00	0.00	0.00
01 00 4100 Cigarette tax	(156.49)	(250.00)	(93.51)
01 00 4110 Severance tax	0.00	(2,000.00)	(2,000.00)
01 00 4120 Franchise fees	(8,204.80)	(12,000.00)	(3,795.20)
01 00 4130 Mineral leasing	0.00	0.00	0.00
01 00 4140 Highway users	(3,274.61)	(15,000.00)	(11,725.39)
01 00 4150 Motor vehicle fees	(1,749.37)	(2,000.00)	(250.63)
01 00 4160 Use tax	(7,288.11)	0.00	7,288.11
01 00 4170 County road levy	(1,322.82)	(1,350.00)	(27.18)
01 00 4200 Liquor license	(100.00)	(150.00)	(50.00)
01 00 4201 Business Licenses	0.00	0.00	0.00
01 00 4202 Non business licenses & permits	(490.00)	0.00	490.00
01 00 4205 Special Events	(1,030.00)	0.00	1,030.00
01 00 4210 Animal license	(120.00)	(150.00)	(30.00)
01 00 4300 Court fines	0.00	0.00	0.00
01 00 4310 Other income	(1,265.97)	0.00	1,265.97
01 00 4320 Library mortgage principal	0.00	0.00	0.00
01 00 4330 Fire protection district rent	(1,351.59)	(4,500.00)	(3,148.41)
01 00 4340 Ladies aid hall rent	(225.00)	(500.00)	(275.00)
01 00 4350 Town hall rent	0.00	0.00	0.00
01 00 4400 Interest	(18.51)	(500.00)	(481.49)
01 00 4720 Grant Income	0.00	0.00	0.00
01 00 4730 Snowden Park Playground Equipment	0.00	0.00	0.00
01 00 4820 Historic Fund Mill Levy	0.00	0.00	0.00
01 00 4830 Palmer / Zirkel antenna lease	(1,810.00)	(2,425.00)	(615.00)
01 00 4840 PUD	0.00	0.00	0.00
01 00 4841 Olive / Whittall Subdivision	(4,000.00)	0.00	4,000.00
01 00 4842 Planning / Zoning	(868.48)	0.00	868.48
01 01 5420 Blanket bond	147.50	163.00	15.50
01 01 5500 Travel Allowance	149.40	500.00	350.60
01 01 6100 Property insurance	3,911.50	4,380.00	468.50
01 01 6101 Liability insurance	7,929.50	7,929.00	(0.50)
01 01 6110 Building R&M	1,265.59	5,000.00	3,734.41
01 01 6111 Crossan project	0.00	0.00	0.00
01 01 6112 Telephone	1,075.71	1,260.00	184.29
01 01 6115 COVID Mitigation	0.00	0.00	0.00
01 01 6120 Building utilities	4,021.24	7,000.00	2,978.76
01 01 6121 Coal-bldg heating	677.50	1,150.00	472.50
01 01 6122 Solar	506.00	0.00	(506.00)
01 01 6150 Trash removal	1,075.89	1,500.00	424.11
01 01 6601 Parks	217.59	500.00	282.41
01 01 6602 Ice rink maintenance	0.00	0.00	0.00

Trial Balance

As of
9/30/2021

Run date 10/03/2021 @ 12:52 PM

	Actuals	Budget	Variance
01 01 6611 Janitorial	0.00	5,900.00	5,900.00
01 01 8120 Audit	0.00	2,850.00	2,850.00
01 01 8121 Legal	2,323.00	2,500.00	177.00
01 01 8122 Advertising-publishing	265.84	500.00	234.16
01 01 8123 Treasurer's fees	1,398.42	1,400.00	1.58
01 01 8130 Newsletter/Postage	876.70	1,000.00	123.30
01 01 8131 Office supplies	626.35	800.00	173.65
01 01 8132 Dues-subscriptions	2,726.00	2,669.00	(57.00)
01 01 8140 Public relations/donations	1,000.00	1,500.00	500.00
01 01 8145 Economic Development	500.00	2,000.00	1,500.00
01 01 8150 Codification	0.00	1,000.00	1,000.00
01 01 8155 Special Events	1,030.00	0.00	(1,030.00)
01 01 8170 Office equipment	52.50	3,000.00	2,947.50
01 01 8171 Office equip R&M & copies	169.54	500.00	330.46
01 01 8175 Computer support	1,898.75	1,600.00	(298.75)
01 01 8176 Website	0.00	300.00	300.00
01 01 8180 Historic Fund Mill Levy	0.00	0.00	0.00
01 01 8190 Grant expense	0.00	0.00	0.00
01 01 8200 Palmer / Zirkel antenna lease	0.00	2,425.00	2,425.00
01 01 8400 PUD	0.00	0.00	0.00
01 01 8401 Olive / Whittall Subdivision	1,657.09	0.00	(1,657.09)
01 01 8402 Planning / Zoning	1,961.84	0.00	(1,961.84)
01 01 9000 Miscellaneous Expense	0.00	0.00	0.00
01 01 9001 Emergency reserves	0.00	24,726.00	24,726.00
01 02 5100 Board Salaries	0.00	0.00	0.00
01 02 5110 Clerk salary	18,889.21	23,920.00	5,030.79
01 02 5120 Asst clerk salary	21,944.38	26,000.00	4,055.62
01 02 5130 Records clerk salary	1,434.48	3,120.00	1,685.52
01 02 5140 Judge salary	1,800.00	2,400.00	600.00
01 02 5150 Court clerk salary	0.00	0.00	0.00
01 02 5210 Town clerk-pr tax-unemploy	(1,058.53)	1,902.00	2,960.53
01 02 5220 Asst clerk-PR tax-unemployment	(1,984.06)	2,067.00	4,051.06
01 02 5230 Records clerk -PR tax - unemployment	(19.18)	249.00	268.18
01 02 5240 Judge-PR tax-unemployment	(11.70)	191.00	202.70
01 02 5250 Court clerk-PR tax unemployment	0.00	0.00	0.00
01 02 5310 Health ins - town clerk	2,996.10	3,978.00	981.90
01 02 5320 Health ins - asst town clerk	2,996.10	3,978.00	981.90
01 02 5410 Town clerk - HRA	164.68	1,022.00	857.32
01 02 5411 Workers comp	0.00	125.00	125.00
01 02 5420 Asst clerk - HRA	98.96	1,022.00	923.04
01 02 5500 Training	250.00	1,000.00	750.00
01 02 8124 Election expense	0.00	1,500.00	1,500.00
01 02 8510 Law enforcement	3,626.00	8,500.00	4,874.00
01 02 8520 Neighborhood watch	0.00	0.00	0.00
01 03 1900 Due to / Due from	(30,501.10)	0.00	30,501.10
01 03 5160 PWS salary	37,508.51	73,795.00	36,286.49
01 03 5170 PWA salary	10,462.65	0.00	(10,462.65)
01 03 5180 PWTA salary	0.00	0.00	0.00
01 03 5260 PWS-PR tax-unemployment	(4,073.85)	4,860.00	8,933.85
01 03 5270 PWA - PR tax - unemployment	(852.89)	0.00	852.89
01 03 5280 PWTA-PR tax-unemployment	0.00	0.00	0.00
01 03 5360 Health ins - PWS	4,660.60	7,956.00	3,295.40
01 03 5370 Health Insurance PWA	665.80	0.00	(665.80)
01 03 5411 Workers comp-PWS & PWA	537.50	2,200.00	1,662.50
01 03 5460 PWS - HRA	0.00	2,044.00	2,044.00
01 03 5470 PWA - HRA	0.00	0.00	0.00
01 03 5600 Alcohol/drug testing	0.00	200.00	200.00
01 03 5700 Contract labor	0.00	0.00	0.00
01 03 6102 Automobile insurance	1,565.00	1,477.00	(88.00)
01 03 6122 Street lighting	5,159.20	7,200.00	2,040.80
01 03 8150 Tools	186.91	8,825.00	8,638.09
01 03 8151 Machinery	0.00	1,000.00	1,000.00

Trial Balance

As of
9/30/2021

Run date 10/03/2021 @ 12:52 PM

	Actuals	Budget	Variance
01 03 8152 Safety signs	0.00	500.00	500.00
01 03 8153 Fuel, oil, gas, diesel	1,640.76	5,000.00	3,359.24
01 03 8172 Street repairs & gravel	1,359.10	2,500.00	1,140.90
01 03 8173 Street improvements	6,079.72	11,200.00	5,120.28
01 03 8174 Machinery repairs	1,788.28	3,000.00	1,211.72
01 03 8200 Mosquito Control	0.00	0.00	0.00
01 03 9000 Miscellaneous expense	0.00	0.00	0.00
01 04 4160 CTF-state payments	(1,296.57)	(4,775.00)	(3,478.43)
01 04 4400 Interest - CTF	(34.18)	(1,000.00)	(965.82)
01 04 6110 Restroom facilities/park entrance	0.00	0.00	0.00
01 04 6111 Playground equipment	0.00	1,000.00	1,000.00
01 04 6112 Park Improvements	0.00	10,000.00	10,000.00
03 00 1000 Petty cash	25.00	0.00	(25.00)
03 00 1010 Checking	(380,411.71)	0.00	380,411.71
03 00 1011 Overpayment / unapplied credits	(4,128.89)	0.00	4,128.89
03 00 1020 Improvement fund	112,057.84	0.00	(112,057.84)
03 00 1030 Escrow fund	1,956.54	0.00	(1,956.54)
03 00 1200 Accounts receivable	6,502.87	0.00	(6,502.87)
03 00 1210 Grants receivable -	0.00	0.00	0.00
03 00 1250 Undeposited Funds	4,862.39	0.00	(4,862.39)
03 00 1300 Investments	32,949.62	0.00	(32,949.62)
03 00 1400 Domestic water main line	5,563,144.06	0.00	(5,563,144.06)
03 00 1410 Sewer facilities	567,234.44	0.00	(567,234.44)
03 00 1420 Sewer plant access	1,080.37	0.00	(1,080.37)
03 00 1430 Equipment	47,389.63	0.00	(47,389.63)
03 00 1440 Land	54,955.90	0.00	(54,955.90)
03 00 1500 A/D-domestic water main li	(922,279.01)	0.00	922,279.01
03 00 1510 A/D-sewer facilities	(403,116.93)	0.00	403,116.93
03 00 1520 A/D-sewer plant access	(1,080.37)	0.00	1,080.37
03 00 1530 A/D-equipment	(43,425.65)	0.00	43,425.65
03 00 1600 CWRPDA Loan account	0.00	0.00	0.00
03 00 1700 Prepaid bond P&I	0.00	0.00	0.00
03 00 2000 Accounts payable	(0.43)	0.00	0.43
03 00 2100 Escrow deposit payable	(1,000.00)	0.00	1,000.00
03 00 2200 Retainage liability	0.00	0.00	0.00
03 00 2300 Revenue bond payable	(474,966.50)	0.00	474,966.50
03 00 3000 Fund balance	(3,290,052.21)	0.00	3,290,052.21
03 00 3100 Federal grant contribution	(227,603.00)	0.00	227,603.00
03 00 3110 State grant contribution	(581,496.83)	0.00	581,496.83
03 00 3200 Tap fees-customers	(49,450.00)	0.00	49,450.00
03 00 4400 Interest	(36.71)	(1,000.00)	(963.29)
03 00 4500 Water rent	(128,586.37)	(169,800.00)	(41,213.63)
03 00 4510 Water thawing/other	(1,613.65)	(2,500.00)	(886.35)
03 00 4520 Water tap fees	(5,000.00)	0.00	5,000.00
03 00 4530 Water improvement fund	(4,376.25)	(10,503.00)	(6,126.75)
03 00 4535 Water plant filtration addition	0.00	0.00	0.00
03 00 4600 Sewer rent	(104,051.94)	(137,040.00)	(32,988.06)
03 00 4610 Sewer other	(1,589.11)	(2,500.00)	(910.89)
03 00 4620 Sewer tap fees	(5,000.00)	0.00	5,000.00
03 00 4630 Sewer improvement fund	(3,162.50)	(7,590.00)	(4,427.50)
03 00 4700 Misc income	(1,022.00)	0.00	1,022.00
03 00 4710 W&S escrow holding	0.00	0.00	0.00
03 00 4800 Grant revenue	0.00	(130,000.00)	(130,000.00)
03 00 4810 Loan income	0.00	0.00	0.00
03 01 1900 Due to / Due from	30,501.10	0.00	(30,501.10)
03 01 5110 Clerk salary	18,889.16	23,920.00	5,030.84
03 01 5120 Asst clerk salary	21,944.33	26,000.00	4,055.67
03 01 5130 Records clerk salary	1,434.48	3,120.00	1,685.52
03 01 5210 Clerk-PR tax-unemployment	(1,058.48)	1,902.00	2,960.48
03 01 5220 Asst clerk-PR tax-unemployment	(1,983.99)	2,067.00	4,050.99
03 01 5230 Records clerk - PR tax - unemployment	(19.14)	249.00	268.14
03 01 5310 Health ins - town clerk	2,996.10	3,978.00	981.90

Trial Balance

As of
9/30/2021

Run date 10/03/2021 @ 12:52 PM

	Actuals	Budget	Variance
03 01 5320 Health ins - asst town clerk	2,996.10	3,978.00	981.90
03 01 5410 Town clerk - HRA	164.69	1,022.00	857.31
03 01 5411 Workers comp	0.00	125.00	125.00
03 01 5420 Blanket Bond	147.50	163.00	15.50
03 01 5421 Asst clerk - HRA	98.96	1,022.00	923.04
03 01 5500 Board / staff training	0.00	1,000.00	1,000.00
03 01 5502 Mileage / Travel Allowance	0.00	500.00	500.00
03 01 6100 Property insurance	3,911.50	3,897.00	(14.50)
03 01 6101 Liability insurance	7,769.50	7,809.00	39.50
03 01 6110 Building R & M	1,264.14	5,000.00	3,735.86
03 01 6112 Telephone	1,075.70	1,260.00	184.30
03 01 6120 Building Utilities	3,615.95	5,000.00	1,384.05
03 01 6121 Coal, building heat	677.50	1,150.00	472.50
03 01 6150 Trash removal	1,075.85	1,500.00	424.15
03 01 6611 Janitorial	0.00	5,900.00	5,900.00
03 01 8120 Audit	0.00	2,850.00	2,850.00
03 01 8121 Legal	0.00	3,000.00	3,000.00
03 01 8122 Advertising / Publishing	195.69	500.00	304.31
03 01 8130 Billing postage	839.65	1,000.00	160.35
03 01 8131 Office supplies	407.39	800.00	392.61
03 01 8132 Dues-subscriptions	387.00	400.00	13.00
03 01 8150 Codification	0.00	1,000.00	1,000.00
03 01 8170 Office Equipment	52.50	18,000.00	17,947.50
03 01 8171 Office Equip R&M & copies	169.51	500.00	330.49
03 01 8175 Computer support	1,898.75	1,600.00	(298.75)
03 01 8176 Website	0.00	300.00	300.00
03 01 9010 Bond principal	8,004.35	16,049.00	8,044.65
03 01 9020 Bond interest	2,215.94	4,392.00	2,176.06
03 03 5160 PWS Salary	39,113.20	73,795.00	34,681.80
03 03 5170 PWA Salary	6,247.88	0.00	(6,247.88)
03 03 5180 PWTA Salary	0.00	0.00	0.00
03 03 5260 PWS-PR tax-unemployment	(6,018.30)	4,860.00	10,878.30
03 03 5270 PWA-PR tax-unemployment	(223.45)	0.00	223.45
03 03 5280 PWTA PR tax-unemployment	0.00	0.00	0.00
03 03 5360 Health ins - PWS	5,472.60	7,956.00	2,483.40
03 03 5370 Health ins - PWA	665.80	0.00	(665.80)
03 03 5411 Workers comp	537.50	2,200.00	1,662.50
03 03 5460 PWS - HRA	543.30	2,044.00	1,500.70
03 03 5470 PWA - HRA	0.00	0.00	0.00
03 03 5500 Travel allowance	0.00	200.00	200.00
03 03 5501 Employee training	85.00	1,000.00	915.00
03 03 5600 Alcohol/drug testing	0.00	200.00	200.00
03 03 5700 Contract labor	6,800.00	10,400.00	3,600.00
03 03 6102 Automobile insurance	1,565.00	1,477.00	(88.00)
03 03 6220 Water utilities	3,166.59	4,500.00	1,333.41
03 03 6225 Propane	1,882.46	1,950.00	67.54
03 03 6320 Sewer utilities	9,233.62	15,000.00	5,766.38
03 03 7250 Water R&M	877.78	10,883.00	10,005.22
03 03 7260 Water improvement transfer	7,877.25	10,503.00	2,625.75
03 03 7350 Sewer R&M	2,594.88	9,383.00	6,788.12
03 03 7360 Sewer improvement transfer	5,692.50	7,590.00	1,897.50
03 03 8153 Fuel, oil, gas, diesel	685.14	1,000.00	314.86
03 03 8190 Equipment	0.00	2,000.00	2,000.00
03 03 8192 Equipment R&M	16,893.49	4,000.00	(12,893.49)
03 03 8210 Water testing supplies/chemicals	6,052.21	8,000.00	1,947.79
03 03 8220 Water lab	1,917.72	3,600.00	1,682.28
03 03 8230 Water permit	100.00	10,100.00	10,000.00
03 03 8240 Water Administration Fees	0.00	0.00	0.00
03 03 8310 Sewer testing supplies/chemicals	1,027.52	2,000.00	972.48
03 03 8320 Sewer lab	2,038.00	2,200.00	162.00
03 03 8330 Sewer permit	0.00	1,600.00	1,600.00
03 03 9001 Depreciation	0.00	0.00	0.00

Trial Balance

Run date 10/03/2021 @ 12:52 PM

As of
9/30/2021

	Actuals	Budget	Variance
03 03 9500 Upper Yampa Water Conservancy	13,033.54	26,000.00	12,966.46
03 03 9510 Bear River Reservoir	0.00	1,000.00	1,000.00
03 03 9520 Water Acquisition	0.00	0.00	0.00
03 03 9525 Add'l Water Storage Tank	0.00	0.00	0.00
03 03 9530 Water plant filtration addition	0.00	0.00	0.00
03 03 9535 Water System Improvements	2,083.44	6,500.00	4,416.56
03 03 9536 Water tank access road	0.00	1,845.00	1,845.00
03 03 9540 Access Road gravel	0.00	0.00	0.00
03 03 9610 Sewer System Improvements	1,675.00	142,000.00	140,325.00
03 03 9700 Emergency Planning	0.00	200.00	200.00
04 00 1010 Police Pension	22,528.20	0.00	(22,528.20)
04 00 3000 Police Pension Fund Balance	(22,522.47)	0.00	22,522.47
04 00 4400 Police pension interest	(5.73)	0.00	5.73