

TOWN OF ARRIBA
BOARD OF TRUSTEES MEETING
Monday, September 9, 2019
Arriba Town Hall, 711 Front Street, Arriba, CO 80804

Call to Order Mayor Alex Flores called the meeting to order at 7:45. Roll call for the Arriba Town Board was read and those answering were Leigh Anna Andersen, Marilyn Lightsey, Courtney Dean, Troy McCue, and Bob Rush. Carolyn Steinsiek was absent.

Pledge of Allegiance was led by Mike Becker.

Public Audience included: Ted Grundmeier and Jay Spurling.

Ted Grundmeier said that he owns the old high school and he never really knew where his property ended so he just went to a post back there and put a fence up but since his neighbor Maria Root had her property surveyed he now knows where his property ends and its about 30 feet to the north of his current fence, he said he would be slowing moving that fence to the actual property line.

Jay Spurling asked if anyone had come up with a master plan for how the zoning will be addressed. Clerk Hart said no, not yet.

Approval of Agenda Clerk Hart asked that CIRSA Renewal be added to the Agenda under New Business. Trustee Andersen moved to approve the Agenda as amended. Trustee McCue seconded and the motion passed unanimously.

Approval of Minutes Trustee McCue moved to approve the minutes from the August 12 Regular Meeting as written. Trustee Rush seconded and the motion passed unanimously.

Approval of Account Receivable and Payable

Clerk Hart said that \$7,000 of the water sales is from Castle Rock. She said that so far with the rate increase monthly water revenues has been about \$7,000.

Clerk Hart said that the payment to DOLA was the annual sewer loan payment, she said that next year will be the last payment on this loan.

Trustee Andersen moved to approve the Receivables and Payables for August. Trustee McCue seconded and the motion passed unanimously.

Approval of Bills

Trustee Andersen asked if the Browns Hill bill will be reimbursed by the insurance. Clerk Hart said she didn't know yet. Mike Becker said that that invoice was for replacing the electrical equipment in the vault. He said the Mike Nichols will be moving all the equipment above ground in a weather proof box. Trustee Rush said this would leave the injector pumps in the vault.

Clerk Hart said the insurance wanted the injector pumps inspected.

Clerk Hart said that the Colorado Analytical drinking water lab fees for \$1,028.00 are the lab tests that is required every 5 years.

Mike Becker explained that he rents a hotsy every month to clean out the grease at the wastewater facility. He said that he didn't do it for a couple of months and it plugged up completely and a guy out of Limon had to clean it out.

Trustee McCue moved to approve the September bills for payment. Trustee Andersen seconded and the motion passed unanimously.

Upgrade Waste Water Treatment Facility Alice said that she went over the PNA at the last meeting and asked the Board if they had any other question regarding it. The Board did not have any other questions. Alice said the PNA is complete she's just waiting on final approval from the Board to submit it to the State. The Board agreed to proceed with the submittal of the PNA. Alice said she would mark the PNA complete and that Clerk Hart will be the one to do the final submittal online.

Water Vault repairs / upgrades Alice said that she and Nick Marcotte met with Mike Becker at the water vault and went through what was going on there, the immediate concern being getting the electrical equipment up out of the vault, moving the rest of the piping above grade be would be great but it's not an immediate concern. She said they did talk about switching from gas chlorination to liquid chlorination the main driver for that is a change in regulation which dictates the operator requirements and this changes in 2021 which will require a C or a B license to operate gas chlorine, Richard Hopp is a class A which is the highest level, if the Town continues to use his services he will continue to be able to operate it. She said switching to liquid chlorine is not a necessary change, it would be a little over \$12,000 for the equipment and the permitting would be around \$7,500. She said it would be pretty simple to change to liquid chlorine. Trustee McCue asked if there was a financial advantage to changing. Alice said there may be a savings in chemical chlorine cost but she would have to look into it.

Zoning and Building Codes Clerk Hart said there was no official meeting held on August 27th since Alex Flores and Troy McCue did not attend. She said that Carolyn Steinsiek, Marilyn Lightsey, Courtney Dean, Leigh Anna Andersen and herself held a workshop and reviewed Hugo's zoning ordinance. Clerk Hart said that Hugo has 3 zones whereas Limon has around 17 zones. Trustee McCue said he thought Arriba's should be kept simple like Hugo's. Trustee Andersen agreed but thought that an agriculture zone should be added. Trustee McCue suggested having a mixed use zone, for example a commercial / residential zone for someone living in the businesses' building. Trustee McCue said the ordinance could zone that just commercial but grant a living allowance.

There was discussion on if an industrial zone was necessary, Trustee Andersen said she questioned this and at the work meeting Jonathan Hart had given an example of a steel plant being industrial and how the Town wouldn't want something like that on Main Street. Grain elevators might fall under industrial as well.

There will be another Board work session for Zoning/Building Codes on Tuesday, September 24 at 7:00.

Municipal Court Ordinance and Court Fees Trustee Andersen moved to adopt the Municipal Court Ordinance #144 as written. Trustee Dean seconded and the motion passed unanimously.

Clerk Hart said the entire ordinance will be published once in the newspaper.

Town Clean up nothing to report.

Review Proposed 2020 Budget Clerk Hart explained the 2019 Budget, she then explained the proposed 2020 Budget. She said she had 2019 revenue and expenditures to date, and 2019 revenues and expenditures estimated for the whole year. She said the Board is required to review the proposed budget by October 15th. Clerk Hart said the 2020 Property taxes amount will change when she gets the valuation certification from the county. Clerk Hart explained that the State looks at the total revenues and total expenditures and what is budgeted to what is actually spent, the line items are just guidelines for the Town. She said that comparing 2019 water fund revenues and expenditures with what is budgeted for 2019 the revenues are way up from the water rate increase and castle rock, she said the expenditures are up from the upgrades to the in-town wells.

Clerk Hart said she didn't budget anything for the sewer project but the Town can amend the budget anytime next year. Clerk Hart said she needed to check to see if the Town needed to amend the 2019 water fund budget because of the increase in revenues and expenditures. Clerk Hart said the contract labor line item in the water and sewer funds reflect what the Town was paying Ernest Espinosa, if the Town stays with Richard Hopp those numbers can be decreased. Mike Becker said Richard Hopp is good and does a good job. The Board agreed that the Town will stick with Richard Hopp as long as Mike is good with him. Clerk Hart said that Genoa uses Richard Hopp also and is very happy with him.

Clerk Hart explained that the Town's contract with Castle Rock is for 2 years and the Town is expecting revenues from them in 2020.

Clerk Hart said the Town has to adopt the 2020 Budget in December but would like to have it adopted in November.

CIRSA Renewal Clerk Hart said that the preliminary renewal quote for 2020 for the Town's general liability insurance is \$7,843.00 and for workman's comp its \$1,975.00. She said that general liability is increasing by \$718 and workman's comp is decreasing by \$460.

Trustee McCue moved to approve the 2020 CIRSA renewal. Trustee Dean seconded and the motion passed unanimously.

Maintenance Report Mike Becker said he wasn't sure what to do about getting a fuel tank for the Town. The Board agreed that Mike needed to get a fuel tank for the Town no matter what happens to DJ's Petro. Mike Becker said the Raymond Enderson has a 125 gallon tank with a pump for \$250. He said that it's an L tank that can fit in the back of a pickup. He said that with any other kind of tank would have to have a containment area

and this one wouldn't. He said that Jason Rand has a pickup bed trailer for \$500 that the tank would fit into. There was discussion about other options for trailers but nothing was decided.

Mike Becker said there are a few spots of asphalt that need patched in front of Mike Luft's house. Mike Becker said he'd like to get some hot mix to patch it. The Board agreed that Mike should get a price for this.

Mike Becker said he would like to get some stuff to patch a few spots in the shop roof. The Board agreed he should get a price estimate for that also.

Mike Becker said that the water tank is leaking about 65 feet up (11 rings up). He said he hasn't heard back from any of the companies that Richard Hopp had recommended. He said the Ron Petty is interested in fixing it, he told Ron to get an estimate for the Board. Clerk Hart said she was pretty sure the tank has to be inspected and cleaned next year anyways so maybe the leak can wait to be fixed until then.

Mike said that things have been going pretty good with the Town and Castle Rock. Mike said he's still spraying for mosquitos but he should be done with that soon.

Clerks Report Clerk Hart said the other day she forwarded an email from Beth Fox to the Board saying that the Town does not meet the loan debt rate covenant requirement according to the 2018 exemption from audit. The Town is supposed to be at 110% but came in at 40%. Clerk Hart said she emailed the response letter she sent to Beth to the Board. Clerk Hart said Beth Fox would put the letter in the Town's file and make note that the Town had a plan to address the issue.

Trustee McCue said that water revenues should be good in 2019 and 2020 but go back down in 2021. Clerk Hart said she figures the Town will have to have another water rate increase in 2021.

Clerk Hart said concerning the 2020 Rural Philanthropy Days a lot of Town Boards are supporting it by giving a monetary donation. Trustee McCue said that RPD is usually held every 4 years and a typical town contribution is \$250. Clerk Hart thought that the Town had given a donation in 2016. Trustee McCue said they usually ask \$1000 from the County. Trustee McCue said RPD will be here in June 9-11, 2020 and have training on grant writing and the last day projects can be pitched. He noted that the Bethel Church community center project, the daycare in Hugo, and his Vista project got started at the 2016 RPD.

Mayor Flores suggested giving \$100. Trustee McCue said the RPD committee would take any donation.

Treasurers Report everything looked good.

Trustees Report none.

LCEDC Report Trustee McCue's written report of what he has been doing with LCEDC and general news concerning other towns is attached to these minutes.

Trustee McCue said that the Brownfield workshop meeting for Limon redevelopment

will be held on September 13th. He explained that Brownfields is a federal grant to help communities address environmental issues. He said that he hopes to meet with 4 property owners to discuss repurposing options for properties along the east Limon corridor. He said he would be attending a housing workshop for Limon at the end of September. He said he hoped to learn a lot from this workshop that might in turn help Genoa or Arriba in the future.

Mayors Report none.

Adjournment Trustee Andersen moved to adjourn the meeting, Trustee Lightsey seconded and the motion carried unanimously. Mayor Flores adjourned the meeting at 8:45pm.

Submitted by: Josie Hart, Arriba Town Clerk

Signed by:

A handwritten signature in black ink, appearing to read 'Alex Flores', written over the printed name.

Mayor Alex Flores

Approved by the Board on:

Town of Arriba
Board of Trustees

Monday, September 9, 2019

Public Hearing
7:15

Regular Meeting
7:45pm

Sign In Sheet

Jay Spurlin

Ted Grunmeyer

Ted Grunmeyer

ENGINEER'S PROGRESS REPORT

TO: Town of Arriba
FROM: Element Engineering, LLC
DATE: September 9, 2019
SUBJECT: Progress Report on Current Projects

WWTP Improvements

The town has decided to pursue an alternatives analysis to determine appropriate improvements to the existing wastewater treatment plant improvements project. The existing plant has a significant tear in the Pond No. 1 liner. Because of this existing problem as well as upcoming regulatory changes, appropriate long-term improvements to the system should be analyzed to determine the best use of town funds. Currently, it is anticipated that the decommissioning of the existing system and the construction of a new evaporative pond system will be the chosen project, but this will be determined during the alternatives analysis process.

The proposed project will be funded through the Colorado Department of Public Health and Environment (CDPHE) State Revolving Fund (SRF). The first step in this process was the submittal of a pre-qualification form and a pre-qualification meeting with all involved agencies. The form has been submitted to CDPHE and the meeting was held on March 7th at town hall. CDPHE followed up with an award letter and the planning grant paperwork. This means the town has been awarded the \$10,000 planning grant and work on the next step of the process can proceed. This planning grant has been executed.

The next step of the process is the Project Needs Assessment (PNA). The PNA is the alternatives assessment as well as documentation of the existing plant, the need for the project, and detailed cost estimates. The total cost of this report is \$12,500. The report will be funded with the \$10,000 planning grant and a \$2,500 town match (this match is a requirement of the planning grant funding). This report will analyze all feasible alternatives considering the impact of future regulatory changes. The PNA also serves as an application for grant funding for the design and permitting of the proposed project.

Work has begun and is ongoing on the Project Needs Assessment. Element presented the draft report at the August board meeting. The PNA will be submitted once the board approves the draft.

If the PNA and the town determine that an evaporative pond system is the appropriate project, the town will need to acquire additional land for construction. The PNA will include detailed calculations to determine the amount of land that needs to be acquired, but preliminary estimations show that the town will need an additional 10-12 acres of land based on required evaporative surface area and grading. Element has been in contact with the property owner, Jerry Sauer, who has preliminarily agreed to sell land to the town for the evaporative pond system. Element is currently working with Mr. Sauer to determine an appropriate area of land. After this is decided, Element will assist in completing a fair value assessment for the land.



Water System

Nick Marcotte and Alice Arsenault with Element met with Mike Beck onsite at the water tower and vault on August 29th to discuss existing problems and concerns. Recently, the below ground vault that contains piping from the raw water wells, gas chlorine injection points, and electric equipment flooded. The gas chlorine equipment is housed in a small building above the vault. Mike's observation was confirmed that the piping is slanting, indicating likely settling of piping between the vault and the storage tank. It was theorized that there could be a leak in the pipes between the tank and the vault that was leading to soil moisture and settling.

Mike performed some exploratory digging in the area between the vault and the tank to determine if a leak was apparent. During this exploration, no apparent leak was observed. However, Mike discussed the original installation with the operator at the time, Tom, and Tom recalled that during the initial installation, the soil conditions were very muddy. Mike will be installing some sections of flexible piping to allow minor settling of the vault and piping without leading to future problems.

An additional item that was discussed was the relocation of the equipment and piping in the vault to a new building above grade. Mike noted that it is already planned to move the electrical equipment above grade. This is the most susceptible equipment if the vault were to flood again. If Mike and the board wishes, the piping and chlorine injection point could be relocated to a new above ground building, though this is not considered an immediate concern. The installation of flexible piping and relocation of electrical equipment should relieve the concern of damage to equipment. If the board decides to bring the remaining equipment above grade in the future, Element can provide the design services.

Finally, the possibility of changing from gas chlorine to liquid sodium hypochlorite was discussed. CDPHE's *Regulation 100 – Water and Wastewater Facility Operator's Certification Requirements* outlines the required operator licensure based on the treatment equipment and size of a facility. This regulation has recently been modified. Beginning March 1, 2021, the following regulations will apply. Note that an A level license is the hardest to obtain.

	Plant Design Flow Rate (in gpm)	
	< 350	350 - 1,400
Gas Chlorine	C	B
Sodium Hypochlorite	D	D

As shown, the operator requirement for a gas chlorine system is more onerous than a sodium hypochlorite system. The current operator, Richard Hopp, is an A level operator. Therefore, he will remain qualified to operate the system once the regulation modification is implemented if the town continues to retain his services.

If the town wishes to pursue a change in the disinfection system to a liquid sodium hypochlorite feed, the existing building, piping to the vault, and injection point could be utilized. The estimated cost of equipment is \$12,500, and the cost for engineering design and CDPHE permitting is \$7,500. The design, permitting, and installation process would take approximately 6-8 months.

Lincoln County Economic Development

Executive Director Report

September 9, 2019

-Lincoln County:

- Participating in rail development conversation
- Working on current wind industry support project regarding potential transportation hub
- Helping with Census 2020 process with Complete Count Committee
- Working with Jessica Weeks (event planner) for Rural Philanthropy Days – Steering subcommittees set. Next general meeting in November in Ft. Morgan. Committee meetings weekly.

-Arriba:

- Wrote facility policies for remodeled Bethel Community Center
- Exploring options for a local railroad-based industry lead.

-Genoa:

- Attended town board meeting 8/20, continuing to assist Friends of the Tower
- Exploring Opportunity Zone projects – utilizing rail access, housing, etc.

-Hugo:

- Working on programs for Coworking space, possible ties to Rural Prosperity Initiative.
- Working with housing developers on gaining more data for Sandy Creek Property development
- Planning tour with RPD Steering Committee in January for venues.
- Featured Main Street Program and Coworking 101 programs recently on Facebook.

-Limon:

- Awarded Housing Colorado Charrette process for 9/26-9/28, process to take place in Denver
- Completed Incentive Agreement work with Wausau Supply, continuing with environmental report
- Awarded OEDIT planning grant application to assist with legal site requirements, \$7,500 in outside funding.
- Planning Brownfields workshop for September 13th, 9 a.m. to 3:30 p.m.

-Karval: -Commercial freezer secured for Karval Food Pantry, funded by Cooper-Clark

- Attended August KCA Meeting

-Continuing to seek grant assistance for Karval Community Building for Food Pantry, submitted facility improvement grant application to the Schramm Foundation on 8/31

-Small Business Development Center:

- Raejean completed Train the Trainer last week for Destination Bootcamp: Jon Schallert
- Hosting regional director Lisa Hudson here in October for funding options.
- Women's Conference coming up 10/3

-Americorps/VISTA:

- Still waiting on VISTA candidate.

-Your Community Foundation:

- Theater has seen better overall average attendance with strong summer movie string
- Pursuing electrical upgrades, part of H.S.A. Process
- Big Sandy Veteran Outdoor Adventures ended pass-through, as they received their own 501c3.
- Seminars/Training Events: -Troy's CEcD Certification status: Completed 4 of required courses (Basic in 2015, Technology-Led ED online, and Real Estate Finance in June Salt Lake, and FDI Online). 2 to go: Business Retention/Expansion in November in Omaha, and Real Estate Redevelopment sometime in 2020.
- Limon Brownfield Redevelopment Workshop – 9/13
- Limon Housing Charrette – 9/26-9/28

STRATEGIC PLAN LINK:

<http://lincolncountyeo.org/index.php/places/strategic-plan>