



**MINUTES OF THE
IGNACIO TOWN BOARD MEETING
MONDAY, May 21, 2018 – 6:30 PM
570 Goddard Ave – Ignacio Town Hall**

I. CALL REGULAR MEETING TO ORDER: PLEDGE OF ALLEGIANCE

Mayor Pro Tem deKay called the meeting to order at 6:36 PM by leading in the pledge of allegiance.

II. ROLL CALL

Present: Mayor Pro Tem deKay, Trustee Sharon Craig, Trustee Sandra Maez, Trustee Tom Atencio

Absent: Mayor Cox, Trustee Dixie Melton, Trustee Edward Box III (arrived at 6:45PM)

Guests: Clark Craig, Raymond Dunton (left at 6:55PM), Kathy Kent, Ron Dunavant, Melanie Mazur-Brubaker

III. PUBLIC COMMENTS: None

IV. CONSENT AGENDA:

A. Regular Town Board Meeting Minutes of April 16, 2018

B. Financial Records – Check Register for April 2018

Trustee Atencio moved to approve the consent agenda; Trustee Maez seconded the motion, and it passed unanimously.

V. UNFINISHED BUSINESS:

A. David Liberman Rate Increase

Mr. Garcia stated that Mayor Cox, Mayor Pro Tem deKay and he met with Mr. Liberman for his evaluation; there were some changes in the contract: from shall attend monthly Board meetings to may attend, as well as a few other minor changes. Evaluation was successful and services were deemed satisfactory. Mayor and Mayor Pro Tem recommended approval of Mr. Liberman's rate increase from \$137 per hour to \$153 per hour.

Trustee Atencio moved to approve the rate increase for Town Attorney David Liberman to \$153.00 per hour; Trustee Craig seconded the motion. Mayor Pro Tem deKay called for a roll call vote. Trustee Craig, Trustee Maez, Trustee Atencio and Mayor Pro Tem deKay all voted yes; the motion passed 4 to 0.

B. Space Camp Fundraising Efforts

Due to the fact that Mayor Pro Tem deKay has children attempting to raise funds for this event, she recused herself from to vote. She recommended that this item be tabled until the June meeting due to the fact that without Mayor Pro Tem deKay's vote there would not be a quorum. However, once Trustee Box arrived, there was a quorum so Mayor Pro Tem deKay brought this item up again.

Mr. Garcia stated that there is a group of students seeking assistance from the Town of Ignacio for the expenses associated with attending the Space Camp. Discussion ensued regarding the

amount of money available, the number of students, what happens if a student does not go, and other details such as this.

Trustee Atencio moved that the Town of Ignacio contribute \$1000.00 to the Space Camp Fundraising Effort, with the stipulation that it be divided equally between the individuals going, and also with the stipulation that if they do not meet their funds that it be returned back to the Town. Trustee Maez seconded the motion; it passed 4 to 0 with Mayor Pro Tem deKay abstaining.

Mr. Garcia asked for clarification: if one or two of the students drop out, will the \$1000.00 be distributed equally among the students who do go? The Board all said that is what they were intending with the motion.

C. Town Clerk Appointment

Mr. Garcia stated that, as a follow-up to last month's meeting, he spoke with Tuggy and Diana about changes in roles and responsibilities in the office. The Treasurer will take over utility billing; human resources will move to the Clerk. Both are cross-training so that responsibilities can be covered. Mr. Garcia researched salaries and compared recommendations to Bayfield; he is recommending \$25.00 per hour for the Treasurer and \$23.00 per hour for Clerk. Trustee Box came in during Mark's report. Initially the Town advertised for a part-time administrative assistant position; however, with Mr. Naiman no longer being on staff, Mr. Garcia is considering revising that administrative assistant position to include the responsibilities of a permit tech and making it a third full-time position in the office. Mr. Garcia would like the pay increases to take effect as of today, which is the beginning of this pay period. The Board agreed by consensus. Mr. Garcia also recommended a bonus for both ladies for having worked very hard to cover the office at a two-person staff level for the past 4 month, and stated this can be discussed later.

Trustee Craig moved to appoint Tuggy Dunton as the Town Clerk; Trustee Maez seconded the motion. Mayor Pro Tem deKay called for a roll call vote, as this appointment has a financial impact on the Town due to an increase in salary; the motion passed 5 to 0.

VI. NEW BUSINESS:

A. The Patio Liquor License Renewal

Trustee Maez moved to renew the liquor license for The Patio Restaurant; Trustee Craig seconded the motion and it passed unanimously.

B. Alpine Bank – selection of personnel to replace Georgann Valdez as a signer on the accounts

Treasurer Briar stated there are already enough signers on these accounts; Georgann has been removed as a signer based on the minutes from last month's meeting. No action was required.

C. Irrigation billing

Mr. Garcia stated this is left over from the last meeting, based on questions we have received from residents regarding if the Town will still bill even if there is no water to irrigate. He stated that we currently have irrigation water, so it is premature to make this decision, especially since we do not know how long the water will last. In the 2002 drought, the Town did charge the customers; however, the fee at that time was only \$5 per month rather than the \$20 fee today. Mayor Pro Tem deKay requested an estimate of what would be lost if we do not charge the citizens for the months of August, September and October; Mr. Garcia stated we can look at this on a half-month basis and a full-month basis since the Morrison Ditch (and most likely the BIA water as well) is not expected to last past July 15.

D. July Meeting date

By consensus, the Board will keep the usual meeting date (July 16) for the month of July, in spite of the fact that the Town Manager will not be able to attend.

VII. STAFF REPORTS:

A. Police Department

Chief Phillips stated that he has applied for the Body Armor Grant from the Department of Justice; this will cover 50% of the body armor replacement costs for the Town. Also, this past Friday the Attorney General was here, and Chief and the school district met with her to talk about school safety issues. Safety Tell, which is spearheaded out of the Attorney General's Office, has had over 2000 calls since the first of this year, which is up by 80% from this time last year. The shooting at the school in Santa Fe, Texas happened the same morning that they had the meeting with the Attorney General. The Attorney General's Office will release \$35,000,000 over five years to the school districts throughout the state for safety measures. Chief Phillips included the MOU between the School District and the Town for the Resource Office if the Trustees desire to review it; the School Board has approved it and Chief is working on a job description. He hopes to have the person in place by August 15.

B. Public Works

Jeremy is talking to a company out of northern New Mexico that rebuilds old gas meters to see if they would be interested in purchasing our old meters. He does not expect this to be a huge money-maker for the town, but at least the meters will not go to waste. New sprinklers are installed at Shoshone Park, which has been a time-saver as well. 1200 feet of bypass piping on irrigation system went out to bid last Monday; should be finalized by the 31st; work should begin mid-June. New seasonal worker hired (Colten Smithson); he will begin on May 29. Los Pinos Fire is stating that the burn pile is getting too big and will not burn it; we may need to look at restricting access to the burn pile and/or restricting the amount of debris that can be dumped there.

C. Treasurer

Treasurer Briar explained that the water purchase for this month is low because the Tribe overcharged us for the month of March. County taxes look like we took a big hit, but we did not; the county was a couple of months behind, and when they caught us up last year it makes it look like we are taking in less this year but we are not. There will be a big hit in the sewer next month because our loan payment comes out on June 1st. Mr. Garcia commended Treasurer Briar and Ms. Dunton for all their work in the AMR gas meter upgrades in the utility billing system. Jeremy stated that once the water meters are changed out, it will take the reading from about 4-5 days to less than a day; this will also improve the accuracy of the billing.

D. Town Clerk

Ms. Dunton expressed appreciation for her appointment as Town Clerk, expressing her desire to serve the Board and the Town well. Looking forward to learning about Human Resources; appreciated the training on Clerk Fundamentals and Practicalities. Each Trustee now has a mail slot in the office if they want to pick up their mail throughout the month; otherwise, she will continue to place their mail on the table for them at the Board meeting each month. She is looking forward to working with Diana to decorate the office.

E. Town Manager

Mr. Garcia has been gone for 2 ½ weeks, but the time he was here was busy with following up on the Board's non-reappointment of the Clerk, the separation of the Community Development Administrator, and picking up the bulk of the work of the Community Development Administrator. Planning for how we will fill this position in the future, possibly job-sharing with Bayfield and including the permit tech responsibilities with the new full-time Administrative Assistant position; this will be discussed in the executive session. There are currently two different rate analyses being done, one in partnership with the Tribe; Mr. Garcia will give updates as they become available. At this point it looks like we are being charged about \$16 above the actual rate of cost on the sewer utility; he is still waiting on responses to his questions regarding the water rate analysis; these figures still need to be finalized. The base rate that we charge has been reviewed; the plan is to add the charges from the Tribe as commodity to these base rates. Work being done on getting irrigation projects out to bid; will wait to do the work until after the irrigation season is over. Bypass pipeline currently out to bid. Working with Russell Engineering on easement issues with existing and proposed water main alignments; currently irrigation pipeline runs along Burns Ave. Dr. Fuschetto would like to have the school housing put onto the Town's water rather than the well they currently use; may be able to do the prep work for this at the same time as the irrigation pipeline. The previous Community Development Administrator attended multiple meetings as a Town representative; Mr. Garcia would like various Board members to take on these meetings if possible. Trustee Box requested a list of these meetings, their scheduled dates, times, duration, etc. Mr. Garcia reported that the Vector Disease Control (formerly known as Colorado Mosquito Control) contract has been renewed with the \$500 increase in rate for this year, based on the Board's prior approval of the increase in the budget.

F. Town Attorney – No report

VIII. TRUSTEE REPORTS: Mayor Pro Tem deKay read a thank-you letter from La Plata Youth Services. Trustee Craig stated that she and Clark attended the CML Outreach Meeting in Pagosa Springs and it was very informative; there are some items on the ballot for November that the Board should be knowledgeable of.

IX. MISCELLANEOUS: None

X. EXECUTIVE SESSION: An executive session to determine positions relative to matters that may be subject to negotiations, to develop a strategy for negotiations, and to instruct the negotiators pursuant to C.R.S. 24-6-402(4)(e).

Mayor Pro Tem deKay called for a motion to go into executive session. Trustee Maez read the motion to go into executive session; the motion was seconded by Trustee Box and carried unanimously.

At 8:30 PM the Board came out of executive session. Mayor Pro Tem deKay had each participant that was in the executive session state their name for the record: She stated that she was a participant; Mark Garcia, Town Manager; Tom Atencio, Trustee; Sandra Maez, Trustee; Edward Box, Trustee; Sharon Craig, Trustee. She asked if anyone in attendance in the executive session felt that there was any violation of the open records law; none was stated. Mayor Pro Tem deKay called for a statement of direction for Mr. Garcia as to how to proceed with the personnel items.

Trustee Craig stated that the Board recommends the following: stay with the amount that is being recommended for Ms. Valdez, and offer Mr. Naiman an additional two weeks' of pay. The Board expressed consensus on this recommendation.

Mr. Garcia stated that he would like to extend a bonus to the Clerk and Treasurer for their work over the past few months during Ms. Valdez' absence. The consensus of the Board was that each should receive a bonus of \$3000.00.

- XI. ADJOURNMENT:** Mayor Pro Tem deKay stated that, since there is no further business before the Board, the meeting is adjourned. The next regular meeting is scheduled for Monday, June 18, 2018, at 6:30PM at the Abel F. Atencio Community Room.

Stella Cox, Mayor

Date

Attest: