

## REGULAR WORK SESSION

- MDS/Recycle Creede Building
  - Emergency Management
    - 2016 Budget
- Sampling Plan/Map (Read Only?)
- McLaughlin Flume Recommendation (Read Only?)

Any Other Business

Posted 11/13/15

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OPEN TO THE PUBLIC

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# INTEROFFICE MEMORANDUM

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**TO:** Mayor & Board of Trustees  
**FROM:** Clyde Dooley  
**SUBJECT:** Complete 2016 Budget  
**DATE:** November 13, 2015

Here's the complete 2016 budget with our thoughts over the last four meetings. Please note line items 9 on page 1, 89 on page 3, 123 & 139 on page 4, and 183 on page 5, and their corresponding explanation's on page 6.

I've not heard anything from anyone about lease negotiations [line item 28 – page 1] with the Public Health Dept. for the Senior Meal program talked about, so left that as originally estimated, hoping it comes in higher.

Same theory applies to line item 29 - page 1.

Last thing on my mind this Friday afternoon is the \$25,000 we dedicated on line item 54, page 2. We need to have an agreement with the Sheriff's Dept. on this [I assume before the end of the year] and I'll contact Fred to see if they have anything to start the discussion.

I'll get a preliminary draft of our 2015 Revised Budget done this weekend to give you an idea of what to expect for that as well at our December 1<sup>st</sup> meeting.

# 2016 Proposed Budget

11/13/2015

1 <b>GENERAL FUND</b>		2014	2015	2015	2016
2 Revenues		Actual	Proposed	Revised	Proposed
3 General Property Tax	1410.10	72,913	74,000		82,000
4 Delinquent Taxes	1410.20	64	125		125
5 Delinquent Interest	1410.30	341	250		250
6 Specific Ownership Tax	1410.50	7,557	6,000		7,000
7 1/2 City Sales Tax	1410.61	81,592	92,000		92,000
8 County Sales Tax	1410.62	163,642	110,000		125,000
9 Franchise Tax	1410.80	9,023	8,500		12,500
10 Liquor Licenses	1440.30	4,764	4,000		4,000
11 Building Permits	1440.40	6,688	7,000		6,500
12 Building User Tax	1440.50	9,903	8,000		8,000
13 Highway User's Tax	1450.10	21,159	18,000		19,000
14 Motor Vehicle Sales Tax	1450.20	105	100		100
15 Cigarette Tax	1450.30	1,512	1,200		1,200
16 Motor Vehicle Fees	1450.40	2,432	2,400		2,400
17 Severance Tax	1450.50	18,540	10,000		10,000
18 Mineral Lease Royalty	1450.60	344	300		300
19 Road and Bridge	1450.70	3,952	3,800		3,800
20 Fuel Tax Refund	1450.80	306	250		275
21 Grants	1450.90	-	-		-
22 Court Fines	1460.00	-	-		-
23 Interest Income	1470.00	339	300		300
24 Recreation Fees	1480.10	4,229	3,200		3,500
25 Recreation Grants	1480.20	-	-		-
26 Recreation Donations	1480.30	3,605	2,000		3,000
27 Recreation Misc.	1480.90	-	750		-
28 Activities Lease - Gym					12,000
29 Activities Fees					1,300
30 Refunds	1490.20	18	-		-
31 Rec. (300x3)	1490.40	-	-		-
32 Miscellaneous	1490.90	12,387	10,000		10,000
34 <b>Operating Revenues</b>		425,415	362,175	-	404,550

4

A

B

# 2016 Proposed Budget

11/13/2015

35 GENERAL FUND		2014	2015	2015	2016
36 Expenses		Actual	Proposed	Revised	Proposed
37 Administrative Salaries	1510.10	43,493	42,172		47,842
38 Payroll Taxes	1510.21	3,400	3,265		3,500
39 Benefits	1510.23	9,717	8,840		9,911
40 Operating Supplies	1510.31	1,722	4,000		4,000
41 Postage	1510.32	194	600		600
42 Telephone	1510.33	3,286	2,500		3,200
43 Dues & Subscriptions	1510.34	2,676	3,000		3,000
44 Printing & Advertising	1510.35	1,760	3,000		3,000
45 Building & Plant	1510.40	1,647	2,000		2,000
46 Insurance & Bonds	1510.50	6,259	8,500		8,500
47 Professional Services	1510.60	20,388	25,000		25,000
48 Training [Travel-Lodging-Fees]	1510.70	3,308	5,000		5,000
49 Board of Trustees	1511.00	18,352	17,000		18,000
50 Judicial	1512.00	-	1,500		1,500
51 Elections	1513.00	-	-		3,000
52 Treasurers Fees	1514.00	1,466	2,500		2,500
53 Miscellaneous (+1519)	1519.00	3,894	15,500		15,000
54 Emergency Management	1520.50	-	10,000		25,000
55 PUBLIC WORKS					
56 Public Works Payroll	1530.10	46,370	49,088		52,524
57 Payroll Taxes	1530.21	3,685	3,832		3,910
58 Benefits	1530.23	12,750	12,875		13,132
59 Operating Expenses	1530.31	6,151	5,000		6,250
60 Telephone	1530.33	614	1,000		1,000
61 Repairs & Maintenance	1530.40	2,729	6,000		6,000
62 Insurance & Bonds	1530.50	4,954	6,500		6,500
63 Streets & Alleys	1530.70	11,758	15,000		15,000
64 Electricity	1530.81	11,800	14,000		16,000
65 Propane	1530.82	2,746	9,000		14,000
66 Miscellaneous	1530.90	488	5,000		5,000
67 Parks & Recreation					
68 Park Payroll	1540.10	16,975	17,000		17,850
69 Park Taxes	1540.20	1,329	1,300		1,360
70 Park Benefits --- Not used	0.00	-	-		-
71 Park Expenses (+1580.70)	1540.50	7,691	20,000		20,000
72 Rec. Salaries	1580.10	16,224	16,715		17,550
73 Rec. Taxes	1580.21	1,329	1,340		1,367
74 Recreation Expenses	1580.50	10,172	20,000		15,000
75 Activities Expenses		-	30,000		25,000
76 Activities Tax					1,500
77 Activities Benefit					10,000
78 Donations	1580.60	10,037	10,000		5,000
79 Hatchery Utilities	1580.80	1,519	2,000		2,000
80 Operating Expenses		290,883	400,027	-	436,496
81 Operating Income/Loss					
82 Operating Revenues		425,415	362,175	-	404,550
83 Operating Expenses		290,883	400,027	-	436,496

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## 2016 Proposed Budget

11/13/2015

84 Operating Income/Loss		134,532	(37,852)	-	(31,946)
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85 GENERAL FUND (Cont.)		2014	2015	2015	2016
86 Non-Operating		Actual	Proposed	Revised	Proposed
87 Transfer In [Parks -from VC]	1498.00	20,000	20,000		16,000
88 Transfer in [Recreation - from VC]	1499.00		20,000		16,000
89 Transfer in [Activities - from VC]					22,000
90 Non-Operating Revenues		20,000	40,000	-	54,000

91 Transfer Out (to CI)	1598.20	-	-	-	-
92 Non-Operating Expenses		-	-	-	-

93 Total Revenues		445,415	402,175	-	458,550
94 Total Expenses		290,883	400,027	-	436,496
95 Net Income/Loss		154,532	2,148	-	22,054
96 Fund Balance Beginning of Year		737,583	892,115	894,263	894,263
97 Fund Balance End of Year		892,115	894,263	894,263	916,317

98 CAPITAL IMPROVEMENT		2014	2015	2015	2016
99 Revenues		Actual	Proposed	Revised	Proposed
100 1/2 City Sales Tax	2410.00	81,592	92,000		92,000
101 Interest	2470.00	604	500		500
102 Total Revenues		82,196	92,500	-	92,500

103 Expenses		2014	2015	2015	2016
104 Capital Improvements		Actual	Proposed	Revised	Proposed
105 Maint. Shop remodel		-	-		25,000
106 Flume Repair	2501.00	-	-		-
107 Total Expenses		16,063	75,000	-	95,000

108 Operating Revenues		82,196	92,500	-	92,500
109 Operating Expenses		16,063	75,000	-	95,000
110 Operating Income/Loss		66,133	17,500	-	(2,500)

111 Non-Operating					
112 Transfer in (VC)	2420.00	65,000	50,000		40,000
113 Transfer from Fund Balance	2497.00	-	-		-
114 Non-Operating Revenues		65,000	50,000	-	40,000

115 Non-Operating Expenses		-	-	-	-
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116 Total Revenues		147,196	142,500	-	132,500
117 Total Expenses		16,063	75,000	-	95,000
118 Net Income/Loss		131,133	67,500	-	37,500
119 Fund Balance Beginning of Year		360,623	491,756	559,256	559,256
120 Fund Balance End of Year		491,756	559,256	559,256	596,756

# 2016 Proposed Budget

11/13/2015

121 VIRGINIA CHRISTENSEN		2014	2015	2015	2016	
122 Revenues		Actual	Proposed	Revised	Proposed	
123 Trust Revenue	8460.00	189,066	180,000		183,000	5
124 Market Adjust / Interest	8470.00	2,491	1,000		2,000	3
125 Operating Revenues		191,557	181,000	-	185,000	
126 Expenses						
127 Willow Creek Reclamation		10,000	10,000		-	3
128 Distributions	8510.00	49,990	50,000		57,000	3
129 Management Fee		32,348	20,000		32,000	3
130 Operating Expenses		92,338	80,000	-	89,000	
131 Operating Revenues		191,557	181,000	-	185,000	
132 Operating Expenses		92,338	80,000	-	89,000	
133 Operating Income/Loss		99,219	101,000	-	96,000	
134 Non-Operating						
135 Non-Operating Revenues		-	-	-	-	
136 Transfer to Capital Improvement	8520.00	65,000	50,000		40,000	3
137 Transfer to Parks	8540.00	20,000	20,000		16,000	3
138 Transfer to Arts & Recreation	8550.00	-	20,000		16,000	3
139 Transfer to Activities					22,000	5
140 Non-Operating Expenses		85,000	90,000	-	94,000	
141 Total Revenues		191,557	181,000	-	185,000	
142 Total Expenses		177,338	170,000	-	183,000	
143 Net Income/Loss		14,219	11,000	-	2,000	
144 Fund Balance Beginning of Year		4,357,939	4,372,158	4,383,158	4,383,158	
145 Fund Balance End of Year		4,372,158	4,383,158	4,383,158	4,385,158	

146 CONSERVATION TRUST		2014	2015	2015	2016	
147 Revenues		Actual	Proposed	Revised	Proposed	
148 Lottery Funds	3410.00	2,766	3,000		2,700	
149 Interest	3470.00	15	-		12	
150 Operating Revenues		2,781	3,000	-	2,712	
151 EXPENDITURES:						
152 Park Supplies	3500.40	5,908	2,900		2,500	
153 Operating Expenses		5,908	2,900	-	2,500	
154 Total Revenues		2,781	3,000	-	2,712	
155 Total Expenses		5,908	2,900	-	2,500	
156 Net Income/Loss		(3,127)	100	-	212	
157 Fund Balance Beginning of Year		9,631	6,504	6,604	6,604	
158 Fund Balance End of Year		6,504	6,604	6,604	6,816	

# 2016 Proposed Budget

11/13/2015

159 WATER AND SEWER		2014	2015	2015	2016	
160 Revenues		Actual	Proposed	Revised	Proposed	
161 Water Lease	6405.00	35,000	35,000		-	D
162 Water Revenues	6410.00	180,072	186,430		190,158	
163 Sewer Revenues	6420.00	80,097	84,460		86,149	
164 Drainage Revenues	6440.00	6,508	6,500		6,500	
165 Miscellaneous	6450.00	4,001	10,000		5,000	
166 W/S Finance Charge	6460.00	1,803	2,500		2,500	
167 Water Meters / Taps	6480.00	457	3,000		6,000	
168 TOTAL OPERATING REVENUES		307,938	327,890	-	296,307	
169 Expenses						
170 W/S Administrative Salaries	6500.11	40,164	42,172		46,389	
171 W/S Salaries	6500.12	49,773	49,088		53,257	
172 Taxes	6500.21	6,995	7,107		7,250	
173 Benefits	6500.23	21,590	21,836		22,273	
174 Office Supplies	6500.31	240	2,000		2,000	
175 Postage	6500.32	2,585	3,000		3,000	
176 Telephone	6500.33	669	800		800	
177 Sewer Supplies	6500.35	1,841	5,000		5,000	
178 Water Supplies (& meters)	6500.36	7,778	5,000		8,000	
179 Repair & Maintenance	6500.41	4,292	7,000		7,000	
180 Sewer Testing	6500.42	3,334	5,000		5,000	
181 Water Testing	6500.43	3,854	5,000		5,000	
182 Insurance	6500.50	4,638	6,500		6,500	
183 Professional Services	6500.60	5,815	15,000		15,000	6
184 Travel	6500.70	586	1,000		1,000	
185 Electricity - Sewer Plant	6500.81	8,287	11,000		11,000	
186 Propane - Water Plant	6500.85	1,198	1,500		1,500	
187 Electricity - Water Plant	6500.86	28,011	31,000		31,000	
188 Capital Improvements	6540.00	-	35,000		-	D
189 Sewer Miscellaneous	6500.91	123	3,000		3,000	
190 Water Miscellaneous	6500.92	3,335	3,000		5,000	
191 Miscellaneous/Contingency	6500.93	5,970	8,000		8,000	
192 TOTAL OPERATING EXPENSES		201,078	268,003	-	246,969	
193 Operating Revenues		307,938	327,890	-	296,307	
194 Operating Expenses		201,078	268,003	-	246,969	
195 Operating Income/Loss		106,860	59,887	-	49,338	
196 NON-OPERATING:						
197 Capital Contributions (Tap SD fees)	6430.00	16,670	35,000		20,000	
198 Loans / Impact Fees / Grants	6450.8+.9	-	-		-	
199 Interest Income	6470.00	3,300	200		1,000	
200 Non-Operating Revenues		19,970	35,200	-	21,000	
201 Transfers out (Capital Improvement)	6495.00	-				
202 Loans Principal	6515+6.2	35,000	33,000		33,000	
203 Loans Interest	6515+6.1	23,542	35,000		35,000	
204 Non-Operating Expenses		58,542	68,000	-	68,000	
205 Total Revenues		327,908	363,090	-	317,307	
206 Total Expenses		259,620	336,003	-	314,969	
207 Net Income/Loss		68,288	27,087	-	2,338	
208 Fund Balance Beginning of Year		414,278	482,566	509,653	509,653	
209 Fund Balance End of Year		482,566	509,653	509,653	511,991	

# 2016 Proposed Budget

11/13/2015

- A At our 10/27 meeting we discussed meeting with Tara to get a better feel for this line item?
- B Try minimum cover charge
- C Remodel Maint. Shop est.
- D Terminating RGS agreement

- 1 addition of Emergency Manager at 10/20 meeting
- 2 reduction of VC transfers at 10/27 meeting
- 3 revisions from 10/27 meeting
- 4 Revised Est.
- 5 Revused Est.
- 6 Revised Temp Mod

## Notice of Budget

The proposed 2016 budget for the City of Creede was presented to the Trustees at their Oct. 6, 2015 meeting. The hearing and date of adoption is planned for Dec. 1, 2015. Copies are available at Town Hall

**CITY OF CREEDE**  
**CONTAMINANT MONITORING PLAN**  
**FOR**  
**CREEDE WASTEWATER TREATMENT FACILITIES**  
**CDPHE PERMIT NO. CO 0040533**

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The Creede WWTF Discharge Permit, issued by CDPHE, effective January 30, 2015, added new contaminants to the Permit effluent limitations. The contaminants of specific concern include: **cadmium, zinc, and ammonia.**

Creede determined that compliance with these new permit conditions could be extremely costly. This Monitoring Plan has been developed as a result of Permit conditions and negotiation with CDPHE staff.

September 2015  
Ronald C. McLaughlin, PE & LS  
Town Engineer

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## MONITORING STATIONS

(see attached map)

<u>Pt. Description</u>	<u>Description</u>
1. WC at Confluence	Willow Creek just above confluence with Rio Grande.
2. WC above	Willow Creek at gauging station at north end of Creede.
3. Wason Ditch	Parshall Flume below Wason Ditch turnout.
4. Creede WWTP Discharge	WWTF Effluent – V. Notch Weir
5. Wetland Outlet	Small stream - outlet flow from constructed wetlands.

## TASKS

1. Retain and Schedule Approved Laboratory.
2. Activate/Equip Willow Creek gauging station (Pt. 2).
3. Purchase Ammonia Probe for local testing.



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## AMMONIA PROGRAM

Ammonia as Nitrogen – mg/l

Temperature °C

Flow CFS

<u>Test</u>	<u>Sample Pt.</u>	<u>Frequency</u>
Ammonia	4	Weekly
Ammonia	5	Monthly
Temperature	4	Monthly (Daily - Permit)
Temperature	5	Monthly
Flow	4	Monthly (Daily – Permit)

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## CADMIUM (Cd) and ZINC (Zn) PROGRAM

### Downstream of Plant

Cd	-	µg/l	PD
Zn	-	µg/l	PD

<u>Test</u>	<u>Sample Pt.</u>	<u>Frequency</u>
Cd and Zn	1	Monthly
Cd and Zn	4	Monthly
Cd and Zn	Creede North Well	Once
Cd and Zn	Creede Potable Wells	Semi-Annually (one year only)
Q	1	Monthly
Q	4	Monthly
Q	3	Monthly

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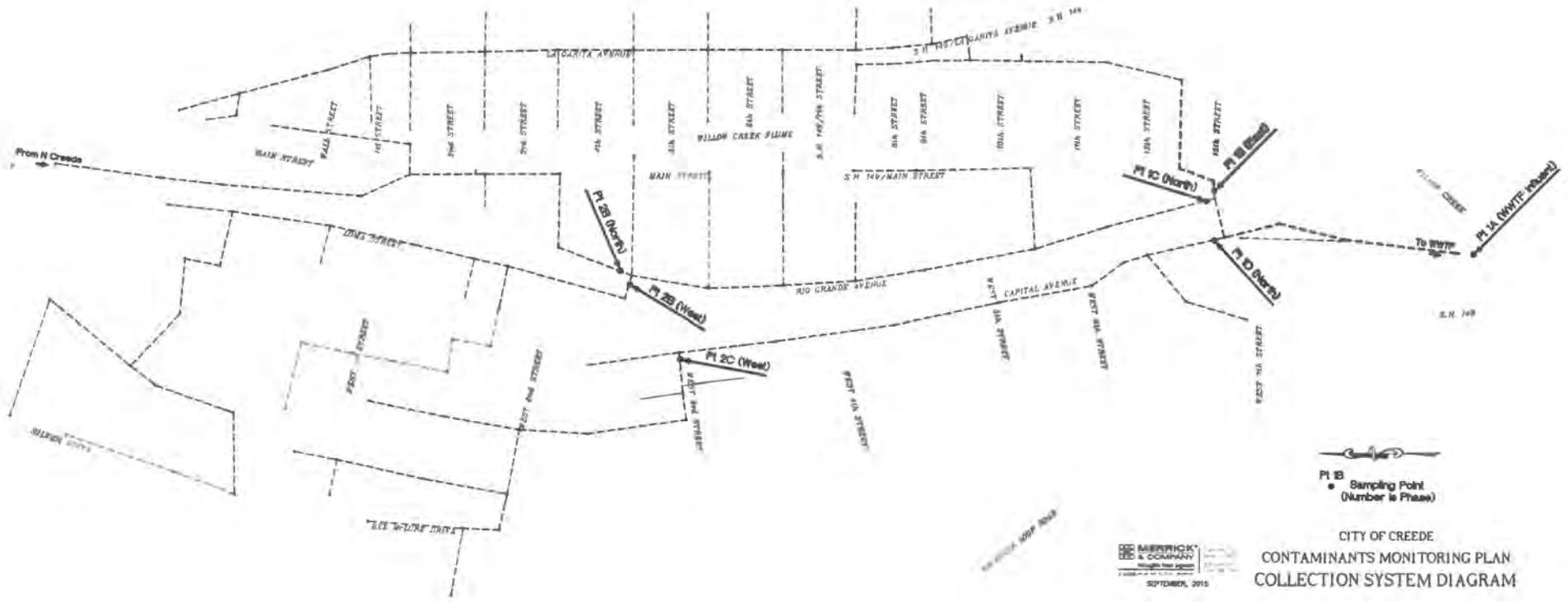
Note: For "Monthly" frequency sampling, schedule each 15<sup>th</sup> plus or minus two days.

### Collection System

This is an investigative (not a monitoring) program - designed to locate sources of Cd or Zn originating in the Creede WW collection sewers.

See attached sewer flow diagram and initial sampling points. Further sampling to be determined based on previous results (sequential step program).

Test for PD Cd, and PD Zn (monthly for three months) from each manhole inlet point. Sampler to estimate flow proportion from each inlet.



**MERRICK & COMPANY**  
 ENGINEERS & ARCHITECTS  
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CITY OF CREEDE  
 CONTAMINANTS MONITORING PLAN  
 COLLECTION SYSTEM DIAGRAM

SEPTEMBER, 2010

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# FLUME REPAIR NOTES

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**TO:** Planning Commissioners  
**FROM:** Clyde  
**SUBJECT:** FLUME REPAIR  
**DATE:** November 10, 2015

Attached is a recommendation received from Ron McLaughlin on addressing our flume repair/rehabilitation. I sent a copy to Craig Hoover with BHI for his thoughts and comments. I've not heard from him yet, but expect to before our meeting. BHI is waiting for conformation from CWCB that the hydro study is not necessary for them to move forward.

I've talked with Erick Worker with CDPHE and he feels we qualify for the Small Communities Water and Wastewater Grant program as well as the State's Revolving Fund Program. I also contacted CWCB about their funding programs, but think Craig may already be doing this since he's waiting for the decision on the hydro study.

I'd like to ask everyone here to visit the walking bridge over the flume on East 1<sup>st</sup> Street [north of the Elks building] before the ice and snow build-up. There are several failures along the flume and if you have time I encourage you to walk it all. I honestly don't think we can put this project off any longer. Please let me and the Trustees know what you think?

November 4, 2015

City of Creede  
c/o Mr. Clyde Dooley, Manager  
PO Box 457  
201 North Main  
Creede, Colorado 81130

2420 Alcott Street  
Denver, Colorado 80211  
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[www.merrick.com](http://www.merrick.com)

**RE: REHABILITATION OF WILLOW CREEK FLUME**

The Willow Creek Flume runs through the heart of Creede; its ability to route flows through Town must be maintained – as well as its structural integrity to avoid damage to adjacent property.

The most extensive evaluation of the flume to date, by the Corps of Engineers, 2012<sup>(5)</sup>, has classified the flume condition as “Unacceptable”. The flume is now ineligible to receive Corps funding.

Most of the flume liner (including the bottom) is now in good condition. The primary problem consists of freeze/thaw damage at the winter/low flow surface level. Grouted rock at the low flow level supports the grouted rock above. Disintegration at this low flow level will, and has, resulted in sloughing of walls above and cavities. The cost of rehabilitation increases as more low level masonry deteriorates.

It is recommended that the Town proceed with a construction improvement project.

The feature of this project should be to fill voids, and rehabilitate the freeze/thaw damaged areas using grouted rock (with special freeze/thaw resistant grout). The project would include ancillary repairs of other specific problems – but repair of freeze/thaw damage dominates the work.

The first step is to secure project funding. Creede should attempt to become eligible for Corps participation. Based on the Bohannon Huston Report, initial funding requests should probably be limited to about \$750,000.

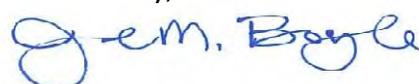
To begin, a reasonable, first phase economical construction project would require a minimum of about \$200,000.

Respectfully submitted,



Ronald C. McLaughlin, PE & LS  
Town Engineer  
Merrick & Company

Reviewed by,



Jeanne Boyle, PE, CFM  
Senior Engineer (Hydraulics)  
Merrick & Company

Attachments: Hydrology/Hydraulics  
Improvement Program  
References

## HYDROLOGY/HYDRAULICS

### Conclusions

**There is no need for further hydrology/hydraulic studies for this project.**

1. The flume was designed to accommodate 1,800 cfs. The 2012 Corps report indicates the present capacity may be somewhat less (small).
2. There have been multiple hydraulic studies since, which predict the 100 year flood at significantly less than 1,800 cfs (in the 1,000 cfs range).
3. Logic is that the flume should remain essentially at its present size and shape. Because of land constraints, it would be extremely expensive to increase flume size.
4. 100 years (1% probability in one year) is a reasonable design criterion. It is typically used as the minimum required capacity for drainage channels. There is no reason to reduce capacity – maintaining a higher flow capacity is beneficial and reduces the risk of flooding.

## IMPROVEMENT PROGRAM

### Conclusions

The project should consist of:

- 1. Filling cavities in the bank with concrete or grouted rock.**
- 2. Repair the damaged winter flow line area with grouted rock – using freeze thaw resistant rock and mortar.**
- 3. Rehabilitate various spalled areas, including top curbs and miscellaneous repairs.**

The previous reports (Corps, Bohannon Huston, McLaughlin) have noted several specific locations needing repairs. Most of these need to be corrected as part of this project.

However, the focus of this project must be repair of the low flow line through the 5,700 ft. channel length. This improvement will dominate the project budget.

The multiple reports have studied several alternatives; including:

- Pipe,
- Concrete channel,
- Concrete curb with or without concrete invert,
- Concrete blankets,
- Concrete box/culvert,
- Concrete rectangular channel.

We previously proposed the construction of a concrete curb. This was primarily done in order to estimate a project budget for grant application purposes. (A budget estimate for grouted stone could not be developed without extensive fieldwork/cost.) The use of concrete blankets would have no significant value and have maintenance concerns; and channel replacement alternatives would be very expensive.

It is now clear that the primary problem is limited to the area near the embankment toe, being the winter flow line. Freeze/thaw action has disintegrated mortar at this level – while most of the grouted rock bank is still in good condition.

## REFERENCES

1. **Willow Creek Channel Improvements**, Design Drawings, Department of the Army, Corps of Engineers, date September, 1949.
2. **Flood Hazard Identification Report, Willow Creek**, Department of Natural Resources, Colorado Water Conservation Board, December, 1986.
3. **Engineering Feasibility Study**, West Willow Creek, Department of Natural Resources, Colorado Water Conservation Board, October, 1996.
4. **Preliminary Engineering Report**, Willow Creek Flume Rehabilitation, McLaughlin Water Engineers, February, 2008.
5. **Periodic Inspection Report**, US Army Corps of Engineers, August, 2012.
6. **Preliminary Engineering Report for the Willow Creek Flume Restoration Project**, Bohannon Huston, Inc., July, 2015.