

DRAFT

**Arriba Town Hall
711 Front Street
Arriba CO 80804**

**TOWN OF ARRIBA
BOARD OF TRUSTEES MEETING
Monday, September 12, 2016**

Call to Order Mayor Alex Flores called the meeting to order at 7:30. Roll call for the Arriba Town Board was read and those answering were Lindsey Michal, Leigh Anna Andersen, Tom Rush and Bob Rush. Troy McCue was absent.

Pledge of Allegiance was led by Mike Becker.

Swear in New Board Member Clerk Hart swore in new Trustee Carolyn Steinsieck.

Public Audience included: Jody Schiffers, Ted Grundmeier, Marcella Flores, Jerry Norris, Gerald Steinsiek, Courtney Dean, and Kimberly Mihelich with CRWA.

Jody Schiffers said that she had heard a lot of compliments about Mike Becker.

Kimberly Mihelich with CRWA's Source Water Protection Program gave a presentation about the grant opportunities. She said that she had contacted Josie Hart and had talked with Pat Parker about developing a Source Water Protection Plan for the Town drinking water intakes. She explained that source water protection is a proactive approach to preventing the pollution of the sources of your drinking water intakes whether its surface water intakes or ground water intakes. The whole idea is that it is a non-regulatory voluntary program, the Colorado Source Water and Assessment Protection program came about because of the 1996 safe drinking water act amendments and under those amendments EPA demanded that each State come up with their own source water assessment and protection program, at that time CDPHE came up with planning Colorado's program. She said that it is a 2 phase program, the first phase is the assessment phase, and the 2nd phase is the protection phase. During the assessment phase CDPHE went around and assessed all public water systems in the State and developed a report for each one stating what potential threats there was to the drinking water intakes such as improper agriculture practices, people not maintaining their septic symptoms, road accidents/oil spills, contaminant leaching into the well head and ground water. She said the assessment then assigns susceptibility rating to those intakes. She said that these reports were released in 2004 and now the program is in the 2nd phase which is taking it a step further and coming up with source water protection plans to mitigate those threats. She said that it is totally voluntary if water systems want to develop a protection plan or not. Colorado Rural Water was contracted by CDPHE and USDA to carry out this protection phase and to work with water systems to develop protection plans. She said they invite stakeholders and community members to be a part of the planning process because the whole idea is that chances are the Town doesn't own the land that influences the drinking water, the thought is that if you bring all the landowners and the decision

makers to the table and try to build the communication and relationship and let people know what they do has an impact on the drinking water you're going to develop a stronger protection plan. She said that there is a \$5,000 grant that the State health department gives out to any community interested in developing and implementing the plan. The grant is a one to one matching grant, so Arriba would need to come up with \$5,000 cash or -back to the stakeholder's involvement- anybody's time in the planning meetings best management practices that all can count as an in-kind match. She said that most towns she's worked with have not done a cash match. She said that her time is free to water systems, she said she is paid under a contract with the CDPHE. She said that she will help fill out and submit the grant application and once that grant is approved by the state she will help with inviting the stakeholders, facilitating meetings, writing up the protection plan, and help implement best management practices. She said the best management practices can be on the ground activities such as security. She said she is working with the Town of Flagler and they are using the grant to build fences around their well heads. She said that it was a reimbursement grant so the Town would spend the money then apply for reimbursement. She said she would help the Town fill out the reimbursement invoices. She said that she would act as a liaison between the Town and the State Health Department. She said the planning process usually takes between 4-6 months with one planning meeting per month.

Trustee Bob Rush asked what examples for protective ideas were. Kimberly said that water systems education was one so handing out flyers, brochures, calendars, water bottles- things like that. Also fencing, security cameras, bollards around well heads, and concrete pads around well heads, for some water systems wild fire mitigations is a protection example.

Mayor Flores said that Mike Becker and Pat Parker should definitely talk about which direction would be best for the Town with the protection plan.

She said that the Town is not required to spend the whole \$5,000 grant. She said that the first step would be to apply for the grant, she said approval takes about 6 weeks. She said that the once the grant is approved it is good for 2 years.

Kimberly said that the grant was geared more for safety and prevention of contamination for drinking water sources.

The Board agreed that the Town should go ahead and apply for the grant.

Approval of Agenda Trustee Michal moved to approve the agenda as written. Trustee Andersen seconded and the motion passed unanimously.

Approval of Minutes Trustee Andersen moved to approve the minutes from the August 8th regular meeting and the minutes from the August 31st action meeting as written. Trustee Michal seconded and the motion passed unanimously.

Approval of Account Receivable and Payable

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

Mike Becker said that he shouldn't have to buy any more Malathion this year.

Approval of Bills

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

Clerk Hart said that the \$45 was the total bill for the cell phone. She said that half of that will be taken out of Mike Becker's paycheck, then the Town will submit a payment for the whole bill each month.

The park bathroom's holding tank was cleaned out, it shouldn't need to be cleaned out again for a couple of years.

CIRSA 2017 Quotes Clerk Hart said that Property Insurance premium is going up \$47 and Workman's Comp is going down \$10. The Board was fine with this, Clerk Hart said she would accept the CIRSA quotes for 2017.

Personnel Policies Clerk Hart said that the changes that had been approved at the last meeting included adding 4.5, the retirement benefits, 4.3, amending the sick leave pay, and adding 7.4, the drug testing section.

Trustee Bob Rush moved to approve the Personnel Policies with the additions and revisions. Trustee Michal seconded and the motion passed unanimously.

There was discussion on where the Town was going to have its retirement plan through. Clerk Hart said she did check with other towns if Arriba could join their groups but no one ever got back with her.

Trustee Andersen wondered about a CD account through the bank, she said that money would have to be deposited into it automatically every month. The interest rate would be pretty low on this type of account.

Trustee Steinsiek asked about the retirement fund being pre-tax. Trustee Michal said that Mike Becker should be able to get a tax credit. Clerk Hart said that the way QuickBooks would set it up would make it easy to keep track of for tax purposes.

Surge Protector for Wastewater Plant Trustee Bob Rush said that Mike Nichols would supply and install a 3 phase 480 volt surge protector at the wastewater plant for \$170. Trustee Tom Rush moved to approve purchasing a surge protector from Mike Nichols. Trustee Andersen seconded and the motion passed unanimously.

Street Maintenance Clerk Hart said that prices for stop signs and yield signs through The Sign Shop in Colorado Springs were \$56 for 24" regular stop sign and \$71 for HI stop signs. \$30 for 24" yield signs and \$38 for HI yield signs. She said that through safetysign.com stop signs were \$31 for regular and \$65 for HI, yield signs were \$24 for regular and \$32 for HI. Shipping might get a little expensive though. Trustee Tom Rush said that there were about 4 stop signs and 2 yield signs that need replaced around town. He said there weren't any stop signs or yield signs in the shop that could be used. Mike Becker said that there were a lot of signs that were being blocked by trees. He asked the Board if they would put off ordering any signs until he talked to

Marie Daniel and see if she could get any for the Town. The Board was fine with this.

There was discussion about one of the kids in town vandalizing the park. The Board agreed that someone needed to talk to the parents.

Trustee Michal asked what the status was for getting the concrete for the sections in the streets. Mike Becker said that with everything going on it got pushed to the side. He said he should have more time when he doesn't have to mow the park. He said that the Town will need some fill dirt for the streets. Trustee Tom Rush said that he had talked with someone to get some from the County.

Trustee Steinsiek asked about the brush pile and all the junk that had been dumped around it. Mike Becker said it was looking good up there. Mayor Flores said that burning the brush pile was going to have to wait.

Maintenance Mike Becker told the Board that he had power washed the park bathrooms, he moved the time clock to the shop, he got new flags in the park, he's been doing a lot of tree trimming around Town and in the park, he said there is a sewer manhole that needs repaired with cement, he said for now he put some dirt around it. He said he got a new throttle plate in at the wastewater, he will be using bleach from Flagler out at the wastewater, he said he was working with Tom Rush to regulate the drinking water chlorine. He said that he is cleaning up on the west side of the shop where the satellite dishes are.

Trustee Bob Rush asked if the relief for the chlorine injector had been put in yet. Trustee Tom Rush said no, but that he would get to it.

Clerks Report Clerk Hart said that the 'Hydrant Water Is Unsafe' signs are pretty faded at the park, she asked if she could replace them. Trustee Tom Rush said that the Sign Shop might be able to refurbish the signs at the park and stop and yield signs. Clerk Hart said that she would look into this. Jody Schiffers said she would take any old signs the Town didn't want or couldn't use.

Clerk Hart read an email from Rick Bailey with Viaero wanting to put a cell phone tower in Arriba. They are looking for land to put it on and wanted to make sure Arriba didn't have any ordinances regulating this. Trustee Tom Rush said that he would talk to Rick Bailey.

Clerk Hart told the Board that she has an account issue that needs to be discussed in executive session. The Board agreed that this could be done after the Mayors Report.

Treasurer's Report / Bank Statements

Everything looked good on the report.

Trustees Report Trustee Steinsiek said that TFAP is doing really well, they average about 50 families. She said they might be cutting back the distribution hours. She said she

would change flyers and let everyone know when the time does change. Trustee Steinsiek said that she has heard good things about Mike Becker.

LCEDC Report Trustee McCue had a written report for the Board (this report is attached to these minutes.) He also had an email for the Board, in the email he says that things are moving forward with the county wide Strategic Plan. He said he would like to discuss it in October and would like the Board to be thinking about what they want for the future of Arriba.

Mayors Report Mayor Flores had nothing to report. He said that the Board needs to go into executive session to discuss an account.

EXECUTIVE SESSION

Trustee Michal moved to go into executive session to discuss the account issue. Trustee Andersen seconded and the motion passed unanimously. At this time the public audience was dismissed. At 8:32 the Board went into Executive Session.

The Board came out of Executive Session at 8:42.

Adjournment Trustee Andersen moved to adjourn the meeting, Trustee Michal seconded and the motion carried unanimously. Mayor Flores adjourned the meeting at 8:42pm.

Submitted by: Josie Hart, Arriba Town Clerk

Signed by:

Mayor Alex Flores

Approved by the Board on:

Town of Arriba
Board of Trustees Regular Meeting
Monday, September 12, 2016
7:30pm

Sign In Sheet

Jody Schiffers
Dawn

Kimberly Mihelich, CRWA

Michael Becker

Gerald Steinsiek

Marcella Flan

Keel Gudman

Lincoln County Commissioners

September 7, 2016

Lincoln County EDC Report

I. Arriba –

- A. 3 business retention visits (Everything Mechanical, Arriba Welding Technologies, Legacy Lane Antiques)
- B. New board member appointed – Carolyn Steinseck
- C. Metal building manufacturer from Missouri lead on Kyle access/frontage

II. Genoa-

- A. Offering assistance for Rocky Mountain Crane Company locating to Genoa & access to rail siding
- B. Ongoing conversations with See Six States, LLC and issued letter of support for Colorado's Most Endangered Places for the Genoa Wonder Tower.

III. Hugo –

- A. 6 business retention visits (Main St. Mama's, Turkey Crossing, The Hugo Inn, Designs by Dave -new building-, ES Tech, Loaf n Jug)
- B. Managing incoming funds for Country Living Learning Center through Your Community Foundation
- C. Attended Hugo Town Board meeting, giving EDC report

IV. Limon –

- A. 8 business retention visits (Eastern Colorado Bank, Poudre Bay Capital, Hoffman Drug/True Value, Ace Hardware, Ben's Family Pharmacy, Golden China, Coyote Coffee & Viaero Wireless)
- B. 3 active SBDC Clients: #15-018 West Limon development, coordinating assistance efforts with subdivision plans and #15-026 Service-based business planning, #15-017 Service-based business payroll tax assistance
- C. Providing assistance to TransWest Trucks, building new dealership in west Limon
- D. Eastern Colorado Bank sponsoring full-house for movie 8/19, 8/20, & 8/21

- E. Railroad information on the Kyle helped get state priority for freight corridor recommendation to feds.
- F. Attending Ports to Plains annual conference with Joe Kiely, Gary Beedy in San Angelo, TX 9/13-9/15

V. Karval –

- A. Working with Jeff Thornton on greenhouse project for community
- B. Working with Francis Maskus for addition of ADA restrooms to community building, locating funding sources

VI. Small Business Development Center (SBDC) Activities

- A. Ongoing consulting scope of work, working with El Paso business development lead – Calhan for potential rail connection in Lincoln County
- B. All-day staff meeting 8/12/16 in Greeley, gave FTZ presentation

VII. Americorps – VISTA Volunteer Program – applied for full-time volunteer assistance for \$4k local match/year.

- A. Working with Weld County United Way – should hear on application by early October
- B. Allocating \$4k from existing Administrative Assistant from Budget