

**Town of Bayfield
Regular Town Board Meeting
March 19, 2013
1199 Bayfield Parkway, Bayfield CO 81122**

Town Board Members Present: Mayor Smith, Trustee Au, Trustee Renfro, Trustee Nyberg, Trustee Nelson, Trustee Morlan

Town Board Members Absent: Trustee Davenport arrived after roll call.

Staff Present: Chris La May (Town Manager), Kathleen Cathcart (Town Clerk), Joe McIntyre (Marshal), Dirk Nelson (Town Attorney), Erin Dunavant (Finance Director)

Media Present: Carol McWilliams with Pine River Times

The meeting was called to order @ 7:00 p.m.

Roll Call: 6 present and 1 absent (Trustee Davenport arrived after roll call)

Pledge of Allegiance:

Approval of Minutes: Trustee Nelson made a motion to approve the minutes from March 5th, 2013 as presented, Trustee Nyberg seconded.

All were in favor.

Motion passed unanimously.

Approval of Bills: Trustee Nelson asked about the check to Cletis and Wanda Chandler for "Just Compensation". Town Manager La May stated that this was compensation for a two foot right-of-way encroachment of the sidewalk next to the 501 Bike Path on the Chandlers property. Trustee Renfro made a motion to approve the bills dated March 6th, 2013 through March 18th, 2013, Trustee Davenport seconded.

Roll call 7 - 0

Motion passed unanimously.

General Public Input: Carol McWilliams stated that the "kick off" planning meeting for Heritage Days will be April 8th, 2013 at 5:30 pm at the Library.

Town Updates: Trustee Au asked if there needed to be a discussion concerning the Los Pinos Ditch flume. Town Manager La May stated that the Board could discuss the flume under "new business".

Public Hearing: Town Manager La May stated that we are complying with the requirements of the Department of Health when we submit a preliminary engineering report. You may recall that we actually completed this about a year ago and went through this process once before. We are encompassing both the \$600,000.00 slip lining project and the potential for the additional \$300,000.00 if we are successful in the grant. We need to have the Public Hearing portion complete so that we can move forward with the project. The intent of the Public Hearing is to provide information to the public about what we are proposing to do with the money to address infiltration. Town Manager La May stated that he would like to read his staff report into the record.

Notice of Public Hearing was published in the Pine River Times, February 8, 2013. The Town of Bayfield completed a Wastewater Collection System Preliminary Engineering Report (PER). The PER

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is a 20-year-planning study conducted on the wastewater collection facilities to allow the Town of Bayfield to meet future growth needs and Colorado Discharge Permit System (CDPS) permit limits. The report has been submitted to the Colorado Department of Public Health and Environment (CDPHE) qualifying the Town for a State Revolving Fund Loan.

The PER evaluated the adequacy of the existing wastewater collection system to handle current and future wastewater flows. Wastewater flows fluctuate significantly throughout the year, from wintertime flows averaging approximately 0.24 million gallons per day (MGD) to summertime flows averaging approximately 0.45 MGD. Evidence suggests that infiltration is the primary cause of the seasonal increase in flows. Flow projections indicate that the annual average flow and maximum month flow will reach 0.83 MGD and 1.05 MGD, respectively, in 2013 if infiltration is not reduced. Based upon the flow projections, the wastewater treatment facility (WWTF) will need to be expanded by 2017 to avoid exceeding the design flow capacity.

The purpose of the project is to correct excessive infiltration so that the Town's wastewater treatment capacity is not unnecessarily consumed by infiltrating water, requiring premature expansion of the WWTF.

Alternatives considered for the project include the following:

- A. No Action
- B. Line/coat manholes and line sewer pipe
- C. Replace manholes and sewer pipe

Although the No Action alternative has the lowest net present value (NPV), the alternative does not satisfy the purpose of the project and will result in violating the Colorado Department of Public Health and Environment, Water Quality Control Division's requirement to expand treatment facilities prior to reaching design capacity. The No Action alternative was not considered a viable alternative.

Alternative B consists of lining approximately 12,112 LF of 8-inch pipe and lining/coating 34 manholes. Alternative B had the second lowest NPV, requires minimal surface disruption, and has minimal construction issues. No significant environmental impacts are anticipated for Alternative B. The construction and non-construction costs for Alternative B total \$599,051.20.

Alternative C consists of excavating the existing pipe and manholes included in Alternative C and replacing them with new pipe and manholes. Alternative C had the highest NPV, requires greater surface disruption, and has greater construction issues, including traffic control and construction dewatering. The construction and non-construction costs for Alternative C total \$1,651,243.44.

The selected alternative was Alternative B lining of approximately 12,112 LF of 8 inch pipe and lining/coating 34 manholes. Environmental impact falls under a categorical exclusion.

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The Town will fund the improvements through a \$600,000 direct loan from the Colorado Water Resource and Power Development Authority (CWRPDA). The loan analysis provided by the CWRPDA required an increase in the average monthly residential wastewater bills from \$42.00 to \$44.10 per month.

The Town has a pending application for a \$300,000 grant from the Colorado State Department of Local Affairs, Energy and Mineral Impact Assistance Program. If the Town is successful in that application, the project will be expanded to include replacement of approximately 600 LF of 12" Sewer Line, 800 LF of 10" Sewer line, 300 LF of 8" sewer line in the vicinity of CR 501/CR521/Bayfield Parkway to Bayfield Center/Commerce Drive.

Town anticipates a fall project starting in September/October with substantial completion by November 15, 2013 and Final completion by December 1, 2013.

Mayor Smith asked if the Board had any questions. The Board had none.

Mayor Smith opened discussion for public comment. None was offered so it was closed.

Action Agenda Item #1: Presentation And Discussion Regarding North Street Properties And "Bayfield County Road" Deed

Town Manager La May stated that the person who had asked to come before the Board tonight to discuss this matter had decided not to attend.

Town Manager La May stated that the owners of the North Street property have filed a Quiet Title action and the Town has a period in which it needs to respond. He recommended to the Board that they discuss this matter in Executive Session at the conclusion of the regular meeting.

Action Agenda Item #2: Consideration Of Purchase Of Rovver X Sewer Camera System From Neverest Equipment Company

Town Manager La May stated that the Town received three bids from vendors for a sewer camera. It is the staff's recommendation that we move forward with the purchase from Neverest Equipment Company for the Rovver X Sewer Camera system not to exceed the amount of \$66,539.88.

Trustee Morlan made a motion to authorize the purchase of the Rovver X Sewer Camera System from the Neverest Equipment Company at a cost not to exceed \$66,539.88, Trustee Nelson seconded.

Trustee Morlan stated that the Town of Bayfield has a multi-million dollar sewer system and this is a tool that is much needed.

Mayor Smith agreed but he also stated that, in the future, to alleviate budgetary questions, the department heads should come to the Town Manager sooner with these kinds of purchases.

Trustee Au stated that he thought this was already approved back in February.

Town Manager La May stated that there was money in the budget for upgrading our existing camera. What we are doing now is taking the \$15,000.00 that was budgeted for upgrades and making a down payment on a new

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camera. The impact to this year's budget should be nominal but we are subjecting ourselves to future payments.

Roll call 7 – 0

Motion passed unanimously.

Action Agenda Item #3: Discussion And Possible Action – Rovver X Camera System Financing

Town Manager La May stated that rather than purchasing the camera on a lease/purchase option he would like permission to negotiate a loan at one of our local banks

Trustee Nelson and Trustee Renfro both stated that they feel strongly about staying with our local banks.

Mayor Smith stated that he would like to see us stay local if possible.

Town Manager La May asked if the Board was alright going with whoever had the lowest bid.

The Board agreed.

Action Agenda Item #4: Discussion And Possible Action – Water Conservation Measures And Restrictions

Town Manager La May stated that when the Board put water restrictions in place last year, it was discussed that we would revisit the possibility of making those restrictions a permanent occurrence. This would be a fairly easy process to put in place but are there other alternatives that we want to consider.

Trustee Renfro stated that she would like to make the restrictions that were put in place last year an annual occurrence.

Trustee Nyberg agreed and thinks we should get started sooner rather than later.

Trustee Morlan stated that he does not object to researching new ideas or different plans but he does feel that simple restrictions are probably better.

Mayor Smith asked if the Board was thinking of enforcing restrictions annually; what dates would they like to see the staff use.

Town Manager La May stated that this would be an ordinance stating the times and dates of the Town's watering schedule.

Trustee Au stated that irrigation water does not get turned on until the first week of May.

Trustee Nelson thinks that we should look at an average over the last several years to come up with the dates for restrictions.

Mayor Smith stated that if we took an average over fifteen years, that would encompass the drought and bad fire years.

Mayor Smith stated that we could use May 15th through September 15th for the ordinance and if for some reason we had to change the dates for a particular year we could have a meeting to amend the ordinance.

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Trustee Renfro thought that those dates were acceptable.

Trustee Davenport stated that we should set the dates for this year's restrictions as soon as possible.

Trustee Renfro stated that last year we had exceptions for residents with new sod or newly planted seed. She would like to see that as a part of the ordinance.

Action Agenda Item #5: Consideration Of Approval of Intergovernmental Agreement Between The Town Of Bayfield And The Pine River Public Library District

Town Manager La May stated that this Intergovernmental Agreement between the Town of Bayfield and the Pine River Library District will allow the Parks and Recreation Department to provide recreational activities at the library.

Trustee Au asked if our insurance company was alright with us providing activities at locations not owned by the Town of Bayfield.

Town Attorney Nelson stated that our insurance will cover our activities no matter the location.

Trustee Morlan made a motion to approve the Intergovernmental Agreement, Trustee Renfro seconded.

Roll call 7 – 0

Motion passed unanimously.

Action Agenda Item #6: Board Reports

Trustee Morlan stated that he did not attend the Senior Board meeting this past month.

Town Manager La May did attend the Senior Board meeting. A washer and dryer have been ordered for the Senior Center. The Spring Chili Dinner is on April 14th, 2013 at the Senior Center.

Trustee Nelson did not attend the last SWCCOG meeting.

Town Manager La May stated that one important thing going on with SWCCOG is the fiber project. Some communities have decided not to participate so there will be additional funds available. The Town of Bayfield will be applying for some of those additional funds through the grant program.

Trustee Davenport stated that most of the discussion at the Regional Housing Alliance meeting revolved around Jen Lopez leaving the organization. The newest board member is from Southwest Mortgage. The nominating committee elected new officers. The executive committee is working on putting together an advertisement for a new director.

Trustee Renfro stated that the Transportation Board does not meet until next Friday.

Trustee Nyberg stated that the Planning Commission approved an In Home Daycare in the Mesa Meadows Subdivision.

Mayor Smith announced that the Alliance is holding a breakfast meeting at the Bayfield Senior Center on March 21st, 2013.

Town Manager La May stated that he is an alternate chair to the Southwest TPR. Once every quarter he attends a meeting in Denver and participates in the State Transportation Advisory Committee. That meeting

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was last Friday. At this time they are discussing RAMP (Rapid Acceleration of Mobile Projects). With this program they would like to bring projects forward that have been on the waiting list and get them funded within the next five years. We will be submitting an application to see if our Eastside Intersection Project would qualify for this program.

Action Agenda Item #7: New/Unfinished Business

Town Manager La May stated that with the Water Plant expansion, we will be relocating the flume on the Los Pinos ditch further to the west. The old flume will need to be removed. There is a party that has expressed interest in removing the flume at no cost to the town. Does the Board feel that this is something we need to advertise or take bids on.

Trustee Renfro stated that there are costs associated with putting things out to bid. She feels the Town should let the interested party have the flume and remove it at their cost.

Trustee Nelson thinks that giving it away at no cost to the Town is better than it ending up in the landfill.

Trustee Nyberg stated that we should probably give the interested party a time frame to get the removal completed.

Town Manager La May asked who would be participating in the CML Conference in Vail.

Mayor Smith, Trustee Nelson and Trustee Davenport all stated that they would like to attend the conference.

Trustee Davenport stated that she saw a flyer advertising a new Health Center in Durango that does not accept insurance instead they treat patients on a sliding scale based on income. Do we have an avenue to get this information out to the residents of Bayfield?

Town Manager La May stated that we can always post this information on our bulletin board or maybe have a link on our website for healthcare.

Mayor Smith thanked staff for working towards getting emblems on all town vehicles. He does want all emblems to be approximately ten to twelve inches in diameter and they need to be permanent not magnetic. The only exception to this would be the Marshal's car.

Town Manager La May stated that the Parks and Recreation Department has expressed interest in having their own logo put on their vehicles. He would prefer to see one standard emblem on all vehicles with the exception of the Marshal's Department.

Trustee Davenport and Trustee Nelson stated that they prefer the Town logo.

Mayor Smith stated that he prefers the Town logo; it says who we are and we should stick with it.

Trustee Nelson made a motion to move to Executive Session, Trustee Nyberg seconded.

Roll call 7 – 0

Motion passed unanimously.

Meeting adjourned to Executive Session at 7:56 pm.

Board came out of Executive Session and adjourned at approximately 8:30 pm.

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Minutes Were Approved As Presented On April 2nd, 2013.

Approved:

**Rick K. Smith
Mayor**

**Kathleen Cathcart
Town Clerk**