



TOWN OF PAONIA
TUESDAY, FEBRUARY 08, 2022
REGULAR TOWN BOARD MEETING AGENDA
6:30 PM

APPROPRIATE AND CORRECTLY WORN FACE MASKS ARE REQUIRED WHILE ATTENDING BOARD MEETINGS. SHOULD YOU BE UNABLE TO WEAR A FACE MASK YOU CAN VIEW THE MEETING VIA THE TOWN OF PAONIA YOUTUBE CHANNEL.

Roll Call

Approval of Agenda

Announcements

Recognition of Visitors & Guests

1. Visitors & Guests

Staff Reports

2. Administrative Offices Report

Disbursements

3. Disbursements

Consent Agenda

4. Regular Minutes: January 25, 2022
January 11, 2022

Special Minutes: December 8, 2021 (already accepted as amended - for review only)

Unfinished Business

5. Review for possible action – Redline Ordinance 01-2022 – Modification of Ordinance 2020-09
Advisory Water Committee

New Business

6. Discussion item regarding the Town of Paonia Water and Wastewater Treatment systems
7. For possible action regarding the application for a Department of Local Affairs (DOLA) Energy Impact Assistance Fund (EIAF) Tier II grant to support water infrastructure repairs and updates
8. For possible action regarding the continuation or cancellation of the annual subscription to Archive Social for archiving of the Town of Paonia Facebook Pages.
9. Discussion of possible action to approve additional spending on updated electronics and sound system for hybrid meeting capabilities
10. Review for possible action – the cancellation of the regular municipal election via Resolution 03-2022
11. Review of and possible action on citizen initiative ordinance regarding increased local accountability, records access, fees associated with CORA requests, and public challenge of staff, Board, and Ordinance actions in municipal court

Mayor's Report

12. Mayor's Report

Ad Hoc/Other Committees

13. Ad Hoc/Committee Reports

Executive Session

14. Executive Session for a conference with the Town's Attorney for the purpose of receiving legal advice, pursuant to CRS 24-6-402(4)(b) legal advice for the Trustees in the case of Pace v Town of Paonia

Adjournment

15. Adjournment

I. RULES OF PROCEDURE

Section 1. Schedule of Meetings. Regular Board of Trustees meetings shall be held on the second and fourth Tuesdays of each month, except on legal holidays, or as re-scheduled or amended and posted on the agenda prior to the scheduled meeting.

Section 2. Officiating Officer. The meetings of the Board of Trustees shall be conducted by the Mayor or, in the Mayor's absence, the Mayor Pro-Tem. The Town Clerk or a designee of the Board shall record the minutes of the meetings.

Section 3. Time of Meetings. Regular meetings of the Board of Trustees shall begin at 6:30 p.m. or as scheduled and posted on the agenda. Board Members shall be called to order by the Mayor. The meetings shall open with the presiding officer leading the Board in the Pledge of Allegiance. The Town Clerk shall then proceed to call the roll, note the absences and announce whether a quorum is present. Regular Meetings are scheduled for three hours, and shall be adjourned at 9:30 p.m., unless a majority of the Board votes in the affirmative to extend the meeting, by a specific amount of time.

Section 4. Schedule of Business. If a quorum is present, the Board of Trustees shall proceed with the business before it, which shall be conducted in the following manner. Note that all provided times are estimated:

- (a) Roll Call - (5 minutes)
- (b) Approval of Agenda - (5 minutes)
- (c) Announcements (5 minutes)
- (d) Recognition of Visitors and Guests (10 minutes)
- (e) Consent Agenda including Approval of Prior Meeting Minutes (10 minutes)
- (f) Mayor's Report (10 minutes)
- (g) Staff Reports: (15 minutes)
 - (1) Town Administrator's Report
 - (2) Public Works Reports
 - (3) Police Report
 - (4) Treasurer Report
- (h) Unfinished Business (45 minutes)
- (i) New Business (45 minutes)
- (j) Disbursements (15 minutes)
- (k) Committee Reports (15 minutes)
- (l) Adjournment

* This schedule of business is subject to change and amendment.

Section 5. Priority and Order of Business. Questions relative to the priority of business and order shall be decided by the Mayor without debate, subject in all cases to an appeal to the Board of Trustees.

Section 6. Conduct of Board Members. Town Board Members shall treat other Board Members and the public in a civil and polite manner and shall comply with the Standards of Conduct for Elected Officials of the Town. Board Members shall address Town Staff and the Mayor by his/her title, other Board Members by the title of Trustee or the appropriate honorific (i.e.: Mr., Mrs. or Ms.), and members of the public by the appropriate honorific. Subject to the Mayor's discretion, Board Members shall be limited to speaking two times when debating an item on the agenda. Making a motion, asking a question or making a suggestion are not counted as speaking in a debate.

Section 7. Presentations to the Board. Items on the agenda presented by individuals, businesses or other organizations shall be given up to 5 minutes to make a presentation. On certain issues, presenters may be given more time, as determined by the Mayor and Town Staff. After the presentation, Trustees shall be given the opportunity to ask questions.

Section 8. Public Comment. After discussion of an agenda item by the Board of Trustees has concluded, the Mayor shall open the floor for comment from members of the public, who shall be allowed the opportunity to comment or ask questions on the agenda item. Each member of the public wishing to address the Town Board shall be recognized by the presiding officer before speaking. Members of the public shall speak from the podium, stating their name, the address of their residence and any group they are representing prior to making comment or asking a question. Comments shall be directed to the Mayor or presiding officer, not to an individual Trustee or Town employee. Comments or questions should be confined to the agenda item or issue(s) under discussion. The speaker should offer factual information and refrain from obscene language and personal attacks.

Section 9. Unacceptable Behavior. Disruptive behavior shall result in expulsion from the meeting.

Section 10. Posting of Rules of Procedure for Paonia Board of Trustees Meetings. These rules of procedure shall be provided in the Town Hall meeting room for each Board of Trustees meeting so that all attendees know how the meeting will be conducted.

II. CONSENT AGENDA

Section 1. Use of Consent Agenda. The Mayor, working with Town Staff, shall place items on the Consent Agenda. By using a Consent Agenda, the Board has consented to the consideration of certain items as a group under one motion. Should a Consent Agenda be used at a meeting, an appropriate amount of discussion time will be allowed to review any item upon request.

Section 2. General Guidelines. Items for consent are those which usually do not require discussion or explanation prior to action by the Board, are non-controversial and/or similar in content, or are those items which have already been discussed or explained and do not require further discussion or explanation. Such agenda items may include ministerial tasks such as, but not limited to, approval of previous meeting minutes, approval of staff reports, addressing routine correspondence, approval of liquor licenses renewals and approval or extension of other Town licenses. Minor changes in the minutes such as non-material Scribner errors may be made without removing the minutes from the Consent Agenda. Should any Trustee feel there is a material error in the minutes, they should request the minutes be removed from the Consent Agenda for Board discussion.

Section 3. Removal of Item from Consent Agenda. One or more items may be removed from the Consent Agenda by a timely request of any Trustee. A request is timely if made prior to the vote on the Consent Agenda. The request does not require a second or a vote by the Board. An item removed from the Consent Agenda will then be discussed and acted on separately either immediately following the consideration of the Consent Agenda or placed later on the agenda, at the discretion of the Board.

III. EXECUTIVE SESSION

Section 1. An executive session may only be called at a regular or special Board meeting where official action may be taken by the Board, not at a work session of the Board. To convene an executive session, the Board shall announce to the public in the open meeting the topic to be discussed in the executive session, including specific citation to the statute authorizing the Board to meet in an executive session and identifying the particular matter to be discussed “in as much detail as possible without compromising the purpose for which the executive session is authorized.” In the event the Board plans to discuss more than one of the authorized topics in the executive session, each should be announced, cited and described. Following the announcement of the intent to convene an executive session, a motion must then be made and seconded. In order to go into executive session, there must be the affirmative vote of two thirds (2/3) of Members of the Board.

Section 2. During executive session, minutes or notes of the deliberations should not be taken. Since meeting minutes are subject to inspection under the Colorado Open Records Act, the keeping of minutes would defeat the private nature of executive session. In addition, the deliberations carried out during executive session should not be discussed outside of that session or with individuals not participating in the session. The contents of an executive session are to remain confidential unless a majority of the Trustees vote to disclose the contents of the executive session.

Section 3. Once the deliberations have taken place in executive session, the Board should reconvene in regular session to take any formal action decided upon during the executive session. If you have questions regarding the wording of the motion or whether any other information should be disclosed on the record, it is essential for you to consult with the Town Attorney on these matters.

IV. SUBJECT TO AMENDMENT

Section 1. Deviations. The Board may deviate from the procedures set forth in this Resolution, if, in its sole discretion, such deviation is necessary under the circumstances.

Section 2. Amendment. The Board may amend these Rules of Procedures Policy from time to time.

AGENDA SUMMARY FORM

	Roll Call		
Summary:			
Notes:			
Possible Motions:			
Motion by: _____ 2 nd : _____ vote: _____			
Vote:	Mayor Bachran	Trustee Budinger	Trustee Johnson
Trustee Knutson	Trustee Meck	Trustee Smith	Trustee Thompson

February 4, 2022

AGENDA SUMMARY FORM

	Agenda Approval		
Summary:			
Notes:			
Possible Motions:			
Motion by: _____ 2 nd : _____ vote: _____			
Vote:	Mayor Bachran	Trustee Budinger	Trustee Johnson
Trustee Knutson	Trustee Meck	Trustee Smith	Trustee Thompson

February 4, 2022

AGENDA SUMMARY FORM



Announcements

Summary:

Notes:

Possible Motions:

Motion by: _____ 2nd: _____ vote: _____

Vote:	Mayor Bachran	Trustee Budinger	Trustee Johnson
Trustee Knutson	Trustee Meck	Trustee Smith	Trustee Thompson

AGENDA SUMMARY FORM

	Visitors & Guests		
Summary:			
Notes:			
Possible Motions:			
Motion by: _____ 2 nd : _____ vote: _____			
Vote:	Mayor Bachran	Trustee Budinger	Trustee Johnson
Trustee Knutson	Trustee Meck	Trustee Smith	Trustee Thompson

February 4, 2022

AGENDA SUMMARY FORM



Administrative Offices Report

Summary:

This may include the Town Administrator, Police Department, Public Works Department, Finance Department, Treasurer, and/or Town Attorney.

Notes:

Possible Motions:

Motion by: _____ 2nd: _____ vote: _____

Vote:	Mayor Bachran	Trustee Budinger	Trustee Johnson
Trustee Knutson	Trustee Meck	Trustee Smith	Trustee Thompson



Town of Paonia Administrative Staff Report

February 2022

Town Administrator

Overview of Activities/Projects/Accomplishments

- Daily management of public works department in lieu of open PWD position
- Expanding advertisement of open positions in multiple departments
- Daily management of police department in lieu of open Chief position
- Working with GPS on Police Chief recruitment
- Citizen's initiative election
- Trustee candidate packets and election materials
- 2022 regular municipal election
- Parks Recreation & Trails Grant finalization (update included under separate cover)
- JDS Hydro interim report
- SSG involvement and oversight
- Acquisition of materials needed for water/wastewater treatment facilities
- Scheduling on-site inspections with multiple entities
 - Filter-Tech on-site 2/2/2022 to make a necessary minor repair and audit their system for additional repairs
 - Pipestone on-site 2/7/2022 to inspect and make maintenance recommendations for each PRV Vault. He also has the capacity to assist with PRV SOP's]
- Providing ongoing information and communications with parties involved with our systems – SGM, JDS Hydro, SSG, Delta County Health Department, Delta County Emergency Services, Colorado Department of Health and Environmental Safety (CDPHE)
- Working on RFP for permanent ORC position
- Scheduling interviews with potential staff
- Addressing key/codes/security updates at all Town facilities

Meetings Attended

- minimum 3x per week with SSG
- Dana Hlavac – DOLA
- Town Attorneys Bo Nerlin and Jeff Conklin
- Administrator/Clerk – Town of Cedaredge
- Weekly Mayor meetings
- Coffee with the Commish
- Election's office – Delta County x 2
- GOCO Skate Park meeting

KUDOS

- All staff who are working double and triple time to keep us moving forward positively in all departments.

Goals/Focus for Next Month

- Find permanency in interim functions currently being fulfilled
- Fill some – if not all – key open employment positions
- On-going cross-training with deputy clerk out for an extended period of maternity leave
- Interviews for Chief position
- Interviews for ORC contractors at the Board level
- Present/begin implementation of the plan to be provided by CDPHE for bringing 1MG plant online
- Updated information to the Board regarding Comprehensive Plan update as requested by the planning commission at the last meeting
- Etc.

Finance Director

Overview of Activities/Projects/Accomplishments

- ❖ Submitted 2021 HUTF Report
- ❖ Submitted 2021 CIRSA Work Comp Audit
- ❖ Submitted 2021 Grant Reimbursement Requests
- ❖ Processed W-2 + 1099's
- ❖ Reviewed Engagement Letter from CSD
- ❖ Began Audit Prep
(Auditors expected in-house April 18, 2022 – Report expected by June 30, 2022)
- ❖ CDOR-MOU for Marijuana Sales Tax revenue complete

Trainings/Meetings Attended

- ❖ GOCO Grant Transmittal Training
- ❖ Caselle Year-End Processing Update Training
- ❖ Special Meeting 1/3/22

MISC

- ❖ ClearGov updates complete
- ❖ Handled multiple computer issues

Goals/Focus for Next Month

- ❖ Audit Work from February - June

Police Department

Trainings/Meetings Attended

- ❖ Staff meeting
- ❖ Investigator Meeting
- ❖ Intoxilizer Training
- ❖ Blotter included

Paonia Police Department

Law Incident Table, by Date and Time

Date Occurred: 01/01/22

<u>Time</u>	<u>Nature</u>	<u>Address</u>	<u>Agency</u>	<u>Loctn</u>	<u>Dsp</u>
20:24:47	SUSPICIOUS	MEADOWBROOK BLVD, Paonia, CO	PPD	PPD	

Total Incidents for this Date: 1

Date Occurred: 01/03/22

<u>Time</u>	<u>Nature</u>	<u>Address</u>	<u>Agency</u>	<u>Loctn</u>	<u>Dsp</u>
11:16:45	VIN INSPECTION	GRAND AVE, Paonia, CO	PPD	PPD	
18:19:59	Traffic Stop	2nd Street, Paonia, CO	PPD	PPD	WW

Total Incidents for this Date: 2

Date Occurred: 01/04/22

<u>Time</u>	<u>Nature</u>	<u>Address</u>	<u>Agency</u>	<u>Loctn</u>	<u>Dsp</u>
11:11:51	Code Enforce	GRAND AVE, Paonia, CO	PPD	PPD	WW
14:24:58	Code Enforce	BOX ELDER AVE, Paonia, CO	PPD	PPD	WW
14:27:37	Code Enforce	BOX ELDER AVE, Paonia, CO	PPD	PPD	WW
14:48:36	Code Enforce	ONARGA AVE, Paonia, CO	PPD	PPD	WW
15:37:54	Parking Problem	GRAND AVE, Paonia, CO	PPD	PPD	VW

Total Incidents for this Date: 5

Date Occurred: 01/05/22

<u>Time</u>	<u>Nature</u>	<u>Address</u>	<u>Agency</u>	<u>Loctn</u>	<u>Dsp</u>
10:51:48	Code Enforce	NORTH FORK AVE, Paonia, CO	PPD	PPD	WW
11:20:28	Code Enforce	3RD ST, Paonia, CO	PPD	PPD	WW
11:59:28	Code Enforce	ORCHARD AVE, Paonia, CO	PPD	PPD	WW
12:22:15	CITIZEN ASSIST	GRAND AVE, Paonia, CO	PPD	PPD	
13:22:31	VIN INSPECTION	GRAND AVE, Paonia, CO	PPD	PPD	
17:27:33	CIVIL PROBLEM	PAN AMERICAN AVE, Paonia, CO	PPD	PPD	
19:28:09	Traffic Stop	GRAND AVENUE, Paonia, CO	PPD	PPD	WW

Total Incidents for this Date: 7

Date Occurred: 01/06/22

<u>Time</u>	<u>Nature</u>	<u>Address</u>	<u>Agency</u>	<u>Loctn</u>	<u>Dsp</u>
18:20:27	Traffic Stop	2ND STREET, Paonia, CO	PPD	PPD	WW

Total Incidents for this Date: 1

Date Occurred: 01/07/22

<u>Time</u>	<u>Nature</u>	<u>Address</u>	<u>Agency</u>	<u>Loctn</u>	<u>Dsp</u>
12:36:11	CITIZEN ASSIST	ONARGA AVE, Paonia, CO	PPD	PPD	
Total Incidents for this Date: 1					

Date Occurred: 01/09/22

<u>Time</u>	<u>Nature</u>	<u>Address</u>	<u>Agency</u>	<u>Loctn</u>	<u>Dsp</u>
02:45:08	ALARM	2ND ST, Paonia, CO	PPD	PPD	
12:17:28	Code Enforce	3RD ST, Paonia, CO	PPD	PPD	WW
13:24:14	THEFT	MEADOWBROOK BLVD, Paonia, CO	PPD	PPD	UNF
14:29:04	Code Enforce	ORCHARD AVE, Paonia, CO	PPD	PPD	WW
20:01:22	SUSPICIOUS	NIAGARA AVE, Paonia, CO	PPD	PPD	
20:58:05	Code Enforce	POPLAR AVE, Paonia, CO	PPD	PPD	WW
20:59:53	Code Enforce	POPLAR AVE, Paonia, CO	PPD	PPD	WW
21:57:27	Code Enforce	BOX ELDER AVE, Paonia, CO	PPD	PPD	WW
21:58:00	Code Enforce	NORTH FORK AVE, Paonia, CO	PPD	PPD	WW
21:58:23	Code Enforce	OAK AVE, Paonia, CO	PPD	PPD	WW
Total Incidents for this Date: 10					

Date Occurred: 01/10/22

<u>Time</u>	<u>Nature</u>	<u>Address</u>	<u>Agency</u>	<u>Loctn</u>	<u>Dsp</u>
09:29:38	VIN INSPECTION	GRAND AVE, Paonia, CO	PPD	PPD	
10:49:19	VIN INSPECTION	GRAND AVE, Paonia, CO	PPD	PPD	
10:54:17	ANIMAL CONTROL	Grand AVE., Paonia, CO	PPD	PPD	
13:42:08	ABANDONED VEHIC	GRAND AVE, Paonia, CO	PPD	PPD	UNF
14:21:38	CITIZEN ASSIST	GRAND AVE, Paonia, CO	PPD	PPD	
Total Incidents for this Date: 5					

Date Occurred: 01/11/22

<u>Time</u>	<u>Nature</u>	<u>Address</u>	<u>Agency</u>	<u>Loctn</u>	<u>Dsp</u>
14:18:28	Traffic Stop	Samuel Wade RD., Paonia, CO	PPD	PPD	CIT
16:11:33	ALARM	BOX ELDER AVE, Paonia, CO	PPD	PPD	
Total Incidents for this Date: 2					

Date Occurred: 01/12/22

<u>Time</u>	<u>Nature</u>	<u>Address</u>	<u>Agency</u>	<u>Loctn</u>	<u>Dsp</u>
12:13:32	VIN INSPECTION	GRAND AVE, Paonia, CO	PPD	PPD	
14:00:17	Code Enforce	3RD ST, Paonia, CO	PPD	PPD	WW
14:25:01	Traffic Stop	4th St., Paonia, CO	PPD	PPD	CIT
16:58:47	VIN INSPECTION	GRAND AVE, Paonia, CO	PPD	PPD	
18:54:09	Traffic Stop	GRAND AVENUE, Paonia, CO	PPD	PPD	WW
22:17:01	Traffic Stop	2ND STREET, Paonia, CO	PPD	PPD	WW
Total Incidents for this Date: 6					

Date Occurred: 01/14/22

<u>Time</u>	<u>Nature</u>	<u>Address</u>	<u>Agency</u>	<u>Loctn</u>	<u>Dsp</u>
14:18:13	Medical/transfe	COLORADO AVE, Paonia, CO	PPD	DIST3	
15:36:45	Parking Problem	5TH STREET, Paonia, CO	PPD	PPD	WW
16:03:47	AGENCY ASSIST	GRAND AVE, Paonia, CO	PPD	PPD	
16:38:07	CITIZEN ASSIST	GRAND AVE Paonia, CO	PPD	PPD	
19:55:08	ALARM	2ND ST, Paonia, CO	PPD	PPD	

Total Incidents for this Date: 5

Date Occurred: 01/15/22

<u>Time</u>	<u>Nature</u>	<u>Address</u>	<u>Agency</u>	<u>Loctn</u>	<u>Dsp</u>
07:09:04	ALARM	Grand Ave, Paonia, CO	PPD	PPD	
17:00:06	SHOPLIFTING	2ND ST, Paonia, CO	PPD	PPD	

Total Incidents for this Date: 2

Date Occurred: 01/18/22

<u>Time</u>	<u>Nature</u>	<u>Address</u>	<u>Agency</u>	<u>Loctn</u>	<u>Dsp</u>
11:14:04	CITIZEN ASSIST	ONARGA AVE, Paonia, CO	PPD	PPD	
15:14:08	Traffic Stop	Samuel Wade RD., Paonia, CO	PPD	PPD	CIT

Total Incidents for this Date: 2

Date Occurred: 01/19/22

<u>Time</u>	<u>Nature</u>	<u>Address</u>	<u>Agency</u>	<u>Loctn</u>	<u>Dsp</u>
11:55:17	Information	MEADOWBROOK BLVD, Paonia, CO	PPD	PPD	

Total Incidents for this Date: 1

Date Occurred: 01/20/22

<u>Time</u>	<u>Nature</u>	<u>Address</u>	<u>Agency</u>	<u>Loctn</u>	<u>Dsp</u>
08:16:54	CIVIL PROBLEM	2ND ST, Paonia, CO	PPD	PPD	
13:48:07	AGENCY ASSIST	RIO GRANDE AVE, Paonia, CO	PPD	PPD	
14:25:32	Medical/transfe	2ND ST Paonia, CO	PPD	PPD	
19:11:34	Traffic Stop	GRAND AVENUE, Paonia, CO	PPD	PPD	WW
19:50:48	Traffic Stop	4TH STREET, Paonia, CO	PPD	PPD	WW

Total Incidents for this Date: 5

Date Occurred: 01/21/22

<u>Time</u>	<u>Nature</u>	<u>Address</u>	<u>Agency</u>	<u>Loctn</u>	<u>Dsp</u>
16:21:10	Certified Vin	GRAND AVE, Paonia, CO	PPD	PPD	

Total Incidents for this Date: 1

Date Occurred: 01/22/22

<u>Time</u>	<u>Nature</u>	<u>Address</u>	<u>Agency</u>	<u>Loctn</u>	<u>Dsp</u>
10:22:36	Information	GRAND AVE, Paonia, CO	PPD	PPD	
14:18:33	911	NORTH FORK AVE, Paonia, CO	PPD	PPD	
17:24:34	SUSPICIOUS	BOX ELDER AVE, Paonia, CO	PPD	PPD	

Total Incidents for this Date: 3

Date Occurred: 01/23/22

<u>Time</u>	<u>Nature</u>	<u>Address</u>	<u>Agency</u>	<u>Loctn</u>	<u>Dsp</u>
13:36:35	911	MEADOWBROOK BLVD, Paonia, CO	PPD	PPD	UNF
22:11:05	Medical/transfe	RIO GRANDE AVE, Paonia, CO	PPD	PPD	

Total Incidents for this Date: 2

Date Occurred: 01/24/22

<u>Time</u>	<u>Nature</u>	<u>Address</u>	<u>Agency</u>	<u>Loctn</u>	<u>Dsp</u>
09:50:50	TRESPASS	VISTA DR, Paonia, CO	PPD	PPD	
16:48:42	CIVIL PROBLEM	2ND ST, Paonia, CO	PPD	PPD	
17:55:06	CITIZEN ASSIST	BOX ELDER AVE, Paonia, CO	PPD	PPD	

Total Incidents for this Date: 3

Date Occurred: 01/25/22

<u>Time</u>	<u>Nature</u>	<u>Address</u>	<u>Agency</u>	<u>Loctn</u>	<u>Dsp</u>
08:54:22	VIN INSPECTION	GRAND AVE, Paonia, CO	PPD	PPD	
13:50:50	ANIMAL CONTROL	PAN AMERICAN AVE, Paonia, CO	PPD	PPD	VW
15:04:05	Code Enforce	3RD ST, Paonia, CO	PPD	PPD	VW
15:07:19	Code Enforce	POPLAR AVE, Paonia, CO	PPD	PPD	VW

Total Incidents for this Date: 4

Date Occurred: 01/26/22

<u>Time</u>	<u>Nature</u>	<u>Address</u>	<u>Agency</u>	<u>Loctn</u>	<u>Dsp</u>
06:49:25	THEFT	MEADOWBROOK BLVD, Paonia, CO	PPD	PPD	

Total Incidents for this Date: 1

Date Occurred: 01/28/22

<u>Time</u>	<u>Nature</u>	<u>Address</u>	<u>Agency</u>	<u>Loctn</u>	<u>Dsp</u>
16:40:55	TrafficAccident	ONARGA AVE, Paonia, CO	PPD	PPD	
16:58:54	SUSPICIOUS	MAIN AVE, Paonia, CO	PPD	PPD	

Total Incidents for this Date: 2

Date Occurred: 01/29/22

<u>Time</u>	<u>Nature</u>	<u>Address</u>	<u>Agency</u>	<u>Loctn</u>	<u>Dsp</u>
17:08:47	Code Enforce	ONARGA AVE, Paonia, CO	PPD	PPD	VW

Total Incidents for this Date: 1

Date Occurred: 01/30/22

<u>Time</u>	<u>Nature</u>	<u>Address</u>	<u>Agency</u>	<u>Loctn</u>	<u>Dsp</u>
09:49:49	911	MEADOWBROOK BLVD, Paonia, CO	PPD	PPD	UNF
11:17:41	911	MEADOWBROOK BLVD, Paonia, CO	PPD	PPD	UNF
16:08:05	THEFT	DORRIS AVE, Paonia, CO	PPD	PPD	
18:48:30	CITIZEN ASSIST	3RD ST, Paonia, CO	PPD	PPD	

Total Incidents for this Date: 4

Total reported: 76

CIT -3, WW -23, VW -5, UNF -5

Report Includes:

All dates between `00:00:01 01/01/22` and `00:00:01 01/31/22`, All agencies matching `PPD`, All disposition's, All natures, All location codes, All cities

AGENDA SUMMARY FORM

	Disbursements		
Summary:			
Notes:			
Possible Motions:			
Motion by: _____ 2 nd : _____ vote: _____			
Vote:	Mayor Bachran	Trustee Budinger	Trustee Johnson
Trustee Knutson	Trustee Meck	Trustee Smith	Trustee Thompson

February 4, 2022

FOR: 02/08/2022

UBB OPS DISBURSEMENT SUMMARY		
DESCRIPTION	DATES	AMOUNT
CURRENT FSBC OPS BALANCE		156,745.93
ACCOUNTS PAYABLE	01/08/22-01/21/22	(55,216.63)
LOAN PAYMENT		
NORRIS RETIREMENT PAYMENT	2/26/2022	(1,680.00)
CHASE CREDIT CARD	11/24/21-12/23/21	(2,080.84)
AMAZON	1/1/22-1/31/22	(45.71)
TRANSFER TO SUMMIT		
TRANSFER TO PAYROLL	1/28/2022	(26,312.51)
PAYROLL TAXES	1/28/2022	(24,812.81)
BALANCE AFTER PAYMENT		46,597.43

1

UBB SUMMIT/PAYROLL DISBURSEMENT SUMMARY		
DESCRIPTION	DATES	AMOUNT
CURRENT FSBC SUMMIT BALANCE		1,393,211.92
TRANSFER FROM OPS		-
TRANSFER FROM INT. GRANTS		-
TRANSFER TO OPS		
CURRENT FSBC PAYROLL BALANCE		25.00
TRANSFER FROM OPS	1/28/2022	26,312.51
PAYROLL (DIRECT DEPOSIT)	1/28/2022	(26,312.51)
BALANCE AFTER PAYMENT		1,419,549.43

1

1

UBB INTERNAL GRANT DISBURSEMENT SUMMARY		
DESCRIPTION	DATES	AMOUNT
CURRENT INTERNAL GRANT BALANCE		25.00
BALANCE AFTER PAYMENT		25.00

BANK BALANCES				
	FSBC	COLOTRUST	TOTAL	DESCRIPTION
As of: 02/4/2022				
GENERAL		532,437.43		COMBINED FUNDS
SEWER RESTRICTED		530,526.44		PROPERTY SALE-RESTRICTED
DEBT RESERVE		106,898.97		AMKO BOND REQUIRED RESERVE
BRIDGE RESERVE		588,753.32		BRIDGE RESERVE
CONS.TRUST	10,408.30			RESTRICTED TO PARK USE ONLY
GRANT PASS THRU	25.00			PLACE HOLDER-COMBINED FUNDS
INT GRANT	25.00			MOVING TO CD-AMKO BOND RESERVE
OPS	100,967.91			COMBINED FUNDS
PARK CONTRIBUTIONS	7,750.00			SPECIFIC PARK PROJECTS
PAYROLL	25.00			PLACE HOLDER-COMBINED FUNDS
SPACE-TO-CREATE	-			SPACE TO CREATE ONLY
SUMMIT	1,393,211.92			COMBINED FUNDS
WWTP	58,495.14			OLD SEWER REHAB ONLY
CD#2-402	203,237.95			COMBINED FUNDS-LOC COLLATERAL
CD#3-2578	260,335.52			COMBINED FUNDS
	2,034,481.74	1,758,616.16	3,793,097.90	

CASH POSITION				
	COMBINED	RESTRICTED	TOTAL	DESCRIPTION
As of: 02/4/2022				
GENERAL	532,437.43			
SEWER RESTRICTED		530,526.44		RESTRICED TO SEWER CAPITAL PROJECT
DEBT RESERVE		106,898.97		RESTRICTED LOAN REQUIRMENT
BRIDGE RESERVE		588,753.32		RESTRICTED TO BRIDGE REPAIRS
CONS.TRUST		10,408.30		RESTRICTED TO PARK CAPTIAL PROJECT
GRANT PASS THRU	25.00			
INT GRANT		25.00		RESTRICED LOAN REQUIREMENT
OPS	100,967.91			
PARK CONTRIBUTIONS		7,750.00		SPECIFIC PARK PROJECTS AS DONATED
PAYROLL	25.00			
SPACE-TO-CREATE		-		SPACE TO CREATE ONLY
SUMMIT	1,393,211.92			
WWTP		58,495.14		OLD SEWER REHAB ONLY
CD#2-402	203,237.95			
CD#3-2578	260,335.52			
	2,490,240.73	1,302,857.17	3,793,097.90	

Due Date	Vendor Number	Vendor Name	Invoice Number	Invoice Amount	Discount Amount	Partial Payments	Net Due Amount	Pay	Partial Pmt Amt	Part Pmt Disc Amt	
02/10/2022	654	Badger Meter, Inc.	1485575	450.00	.00	.00	450.00				SOFTWARE REPAIR
02/10/2022	377	Benson Brothers L	36127	126.72	.00	.00	126.72				WATER REPAIR
02/10/2022	377	Benson Brothers L	36139	123.20	.00	.00	123.20				WATER REPAIR
02/08/2022	1141	BO JAMES NERLI	37031-37052	4,166.66	.00	.00	4,166.66				ATTORNEY
02/10/2022	14	Bolinger & Queen I	100005/1	1,489.35	.00	.00	1,489.35				2MG PLANT REPAIR
02/10/2022	14	Bolinger & Queen I	1000056/1	241.31	.00	.00	241.31				2MG PLANT REPAIR
02/10/2022	14	Bolinger & Queen I	100141/1	210.47	.00	.00	210.47				WATER LEAK
02/10/2022	14	Bolinger & Queen I	99971/1	91.74	.00	.00	91.74				2MG PLANT REPAIR
02/10/2022	14	Bolinger & Queen I	K00056/1	331.16	.00	.00	331.16				WATER LEAK
02/10/2022	1237	Brunner, Jeanette	2222	284.29	.00	.00	284.29				INSURANCE CLAIM
02/10/2022	21	Caselle, Inc	115005	1,114.00	.00	.00	1,114.00				MONTHLY SOFTWARE FEE
02/10/2022	1058	Core & Main LP	Q255481	182.33	.00	.00	182.33				WATER PARTS
02/10/2022	56	Delta County Land	1312022	2,643.75	.00	.00	2,643.75				LANDFILL FEES
02/10/2022	46	Dependable Lumb	2201-211671,	671.20	.00	.00	671.20				VARIOUS
02/10/2022	771	Dolphin House	0242022	500.00	.00	.00	500.00				DONATION
02/10/2022	48	Don's Market	01-1408847	34.47	.00	.00	34.47				SHOP SUPPLIES
02/10/2022	368	Double J Disposal	48225	1,135.20	.00	.00	1,135.20				RECYCLE DROP OFF
02/10/2022	368	Double J Disposal	48229	2,989.80	.00	.00	2,989.80				RECYCLE DROP OFF
02/08/2022	888	Filter Tech System	9087	99.00	.00	.00	99.00				REMOTE ACCESS ANNUAL FEE
02/10/2022	69	Grainger Inc	9184191451	278.15	.00	.00	278.15				WATER PLANT REPAIR
02/10/2022	69	Grainger Inc	9184457795	176.89	.00	.00	176.89				WATER PLANT REPAIR
02/10/2022	82	High Country Shop	94372	45.80	.00	.00	45.80				CLASSIFIED AD
02/10/2022	82	High Country Shop	94633	45.80	.00	.00	45.80				CLASSIFIED AD
02/10/2022	1124	JDS-Hydro Consul	1221-1674	130.00	.00	.00	130.00				WATER INFRASTRUCTURE ANALYSIS
02/08/2022	951	JJ Keller & Associ	9106670839	65.47	.00	.00	65.47				NCR BOOKS
02/10/2022	424	Kendall Excavating	1790	2,047.50	.00	.00	2,047.50				WATER LEAK
02/10/2022	620	Kevin Cooper	1262022	305.00	.00	.00	305.00				2017 GMC REPAIR
02/10/2022	98	Lasting Impression	27014	24.00	.00	.00	24.00				PD UNIFORM
02/10/2022	470	Leon, Susan	212022-2282	750.00	.00	.00	750.00				CLEANING CONTRACT
02/10/2022	1235	Mc-Master-Carr	71893114	461.09	.00	.00	461.09				WATER PLANT REPAIR
02/10/2022	1234	MERIT ELECTRIC	1110	250.00	.00	.00	250.00				WATER PLANT REPAIR
02/10/2022	237	North Fork High S	0242022	325.00	.00	.00	325.00				GRAD NIGHT DONATION
02/10/2022	141	North Fork Service	730569-7305	1,313.81	.00	.00	1,313.81				FUEL+F150 BRAKES
02/10/2022	821	ONE TIME	21380004	165.55	.00	.00	165.55				REFUND OF OVERPAYMENT
02/10/2022	821	ONE TIME	PPD2554	40.00	.00	.00	40.00				REFUND OF OVERPAYMENT
02/10/2022	122	Paonia Auto Parts	384779-3854	436.47	.00	.00	436.47				VARIOUS
02/10/2022	125	Paonia Farm & Ho	109767-1113	194.01	.00	.00	194.01				VARIOUS
02/10/2022	615	Paonia Senior Citiz	0242022	3,000.00	.00	.00	3,000.00				DONATION
02/10/2022	499	Phonz +	12710	1,686.69	.00	.00	1,686.69				MONTHLY IT FEES
02/10/2022	737	Ricoh USA Inc	36006882	127.42	.00	.00	127.42				COPIER CONTRACT
02/10/2022	737	Ricoh USA Inc	5063702722	175.27	.00	.00	175.27				COPIER COPIES
02/08/2022	931	Roop Excavating L	1236	4,205.00	.00	.00	4,205.00				AIRVAC REPLACEMENT
02/08/2022	931	Roop Excavating L	1241	3,495.00	.00	.00	3,495.00				LAMBORN MESA WATER SERVICE REPAIR
02/08/2022	931	Roop Excavating L	1242	1,200.00	.00	.00	1,200.00				2MG PLANT REPAIR
02/10/2022	931	Roop Excavating L	1235	540.00	.00	.00	540.00				VALVE INSTALLATION
02/10/2022	656	Schmueser Gordo	2013-471.01	4,348.00	.00	.00	4,348.00				VALVE VAULT BOX
02/10/2022	656	Schmueser Gordo	2013-471.01	286.50	.00	.00	286.50				2MG TANK RE-COATING
02/10/2022	656	Schmueser Gordo	2013-471.30	2,040.00	.00	.00	2,040.00				LEAD & COPPER COMPLIANCE
02/10/2022	152	Southwestern Syst	202984	670.25	.00	.00	670.25				SEWER PLUG
02/10/2022	912	T and G Services,	12722	25.00	.00	.00	25.00				SHOTGUN REPAIR
02/10/2022	407	The Center for Me	0242022	200.00	.00	.00	200.00				DONATION
02/10/2022	861	The Paper-Clip LL	2043042-0	11.07	.00	.00	11.07				OFFICE SUPPLIES+FACE MASKS
02/10/2022	861	The Paper-Clip LL	2043109-0	145.12	.00	.00	145.12				OFFICE SUPPLIES+FACE MASKS
02/10/2022	861	The Paper-Clip LL	2043114-0	155.36	.00	.00	155.36				OFFICE SUPPLIES
02/10/2022	897	The Place I Go	TPIG4270	40.00	.00	.00	40.00				DRUG SCREEN
02/10/2022	1236	Tom's Electric Mot	37207	374.00	.00	.00	374.00				WATER PLANT REPAIR

Due Date	Vendor Number	Vendor Name	Invoice Number	Invoice Amount	Discount Amount	Partial Payments	Net Due Amount	Pay	Partial Pmt Amt	Part Pmt Disc Amt	
02/10/2022	159	Transwest Trucks	004P99147	107.82	.00	.00	107.82				TRASH TRUCK REPAIR
02/10/2022	159	Transwest Trucks	004P99164	223.48	.00	.00	223.48				TRASH TRUCK REPAIR
02/10/2022	161	UNCC	222011002	23.40	.00	.00	23.40				LOCATES
02/10/2022	441	USA Blue Book	851424	1,931.25	.00	.00	1,931.25				WATER/SEWER PARTS
02/10/2022	441	USA Blue Book	851744	385.27	.00	.00	385.27				WATER/SEWER PARTS
02/10/2022	588	Wilbur-Ellis Compa	12392431	4,600.20	.00	.00	4,600.20				WATER/SEWER CHEMICALS
02/10/2022	491	Winwater Corp	06254201	125.46	.00	.00	125.46				WATER PARTS
02/10/2022	491	Winwater Corp	06257501	1,155.88	.00	.00	1,155.88				WATER LEAK
Grand Totals:			64	55,216.63	.00	.00	55,216.63				

Cash Requirements Summary

Date	Invoice Amount	Discount Amount	Partial Payments	Net Due Amount	Net Cumulative Amount
02/08/2022	13,231.13	.00	.00	13,231.13	13,231.13
02/10/2022	41,985.50	.00	.00	41,985.50	55,216.63
Grand Totals:		55,216.63	.00	.00	55,216.63



Manage your account online at: www.chase.com/cardhelp

Customer service: 1-800-945-2028

Mobile: Download the Chase Mobile® app today

February 2022						
S	M	T	W	T	F	S
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	1	2	3	4	5
6	7	8	9	10	11	12

New Balance
\$2,080.84
 Minimum Payment Due
\$40.00
 Payment Due Date
02/17/22

Late Payment Warning: If we do not receive your minimum payment by the due date, you may have to pay a late fee, and existing and new balances may become subject to the Default APR.

Minimum Payment Warning: Enroll in Auto-Pay and avoid missing a payment. To enroll, go to www.chase.com

ACCOUNT SUMMARY

Account Number:	[REDACTED]
Previous Balance	\$1,043.43
Payment, Credits	-\$1,043.43
Purchases	+\$2,080.84
Cash Advances	\$0.00
Balance Transfers	\$0.00
Fees Charged	\$0.00
Interest Charged	\$0.00
New Balance	\$2,080.84
Opening/Closing Date	12/24/21 - 01/23/22
Credit Limit	\$45,000
Available Credit	\$42,919
Cash Access Line	\$2,250
Available for Cash	\$2,250
Past Due Amount	\$0.00
Balance over the Credit Limit	\$0.00

YOUR ACCOUNT MESSAGES

Your next AutoPay payment for \$2,080.84 will be deducted from your Pay From account and credited on your due date. If your due date falls on a Saturday, we'll credit your payment the Friday before.

This Statement is a Facsimile - Not an original



P.O. BOX 15123
 WILMINGTON, DE 19850-5123
 For Undeliverable Mail Only

AUTOPAY IS ON
 See Your Account Messages for details.

Payment Due Date: 02/17/22
New Balance: \$2,080.84
Minimum Payment Due: \$40.00

Account number: 4246 3152 5990 8901

\$ _____ Amount Enclosed
AUTOPAY IS ON

32306 BEX Z 02322 C
 CINDY JONES
 TOWN OF PAONIA
 PO BOX 460
 PAONIA CO 81428-0460

CARDMEMBER SERVICE
 PO BOX 6294
 CAROL STREAM IL 60197-6294



YOUR ACCOUNT MESSAGES (CONTINUED)

Your AutoPay amount will be reduced by any payments or merchant credits that post to your account before we process your AutoPay payment. If the total of these payments and merchant credits is more than your set AutoPay amount, your AutoPay payment for that month will be zero.

'ALERT': The US Postal Service announced that mail may take up to 2 additional days to arrive starting October 1, 2021. This may impact delivery of mailed statements to you and mailed payments to us. Consider enrolling in paperless statements, online payments, and payment alerts to avoid any impacts. To enroll visit chase.com/paperless.

ACCOUNT ACTIVITY

Date of Transaction	Merchant Name or Transaction Description	\$ Amount
01/17	AUTOMATIC PAYMENT - THANK YOU	-1,043.43 ✓
01/11	CEDAR POINT HEALTH LLC - 970-8564111 CO	160.00 ✓
01/20	SPRINT *WIRELESS 800-639-6111 KS	339.21 ✓
01/20	COAST PNEUMATICS WWW.COASTPNEU CA CINDY JONES TRANSACTIONS THIS CYCLE (CARD 8901) \$531.33 INCLUDING PAYMENTS RECEIVED	1,075.55 ✓
12/27	The Webstaurant Store Inc 717-392-7472 PA	454.37 ✓
01/16	ZOOM.US 888-799-9666 WWW.ZOOM.US CA CORINNE FERGUSON TRANSACTIONS THIS CYCLE (CARD 3742) \$494.37	40.00 ✓
01/06	USPS PO 0769660541 PAONIA CO	4.33 ✓
01/19	USPS PO 0769660541 PAONIA CO TOWNOF PAONIA TRANSACTIONS THIS CYCLE (CARD 8181) \$11.71	7.38 ✓

2022 Totals Year-to-Date	
Total fees charged in 2022	\$0.00
Total interest charged in 2022	\$0.00

Year-to-date totals do not reflect any fee or interest refunds you may have received.

INTEREST CHARGES

Your Annual Percentage Rate (APR) is the annual interest rate on your account.

Balance Type	Annual Percentage Rate (APR)	Balance Subject To Interest Rate	Interest Charges
PURCHASES			
Purchases	13.24%(v)(d)	- 0 -	- 0 -
CASH ADVANCES			
Cash Advances	24.99%(v)(d)	- 0 -	- 0 -
BALANCE TRANSFERS			
Balance Transfer	13.24%(v)(d)	- 0 -	- 0 -

31 Days in Billing Period

(v) = Variable Rate
(d) = Daily Balance Method (including new transactions)
(a) = Average Daily Balance Method (including new transactions)
Please see Information About Your Account section for the Calculation of Balance Subject to Interest Rate, Annual Renewal Notice, How to Avoid Interest on Purchases, and other important information, as applicable.

For customer support, visit www.amazon.com/contact-us.**Invoice summary** *Due 45 days from receipt of invoice*

Item subtotal before tax	\$ 45.71
Shipping & handling	\$ 0.00
Promos & discounts	\$ 0.00
<hr/>	
Total before tax	\$ 45.71
Tax	\$ 0.00
<hr/>	
Amount due	\$ 45.71 USD

Pay by**Electronic funds transfer (EFT/ACH/Wire)**

Account name Amazon Capital Services, Inc.
Bank name Wells Fargo Bank
Bank routing # (ABA) 121000248
Bank account # (DDA) 41630410406736077
SWIFT code (wire transfer) WFBUS6S

Check

Amazon Capital Services
 PO Box 035184
 Seattle, WA 98124-5184

Billing period 1/1/22 to 1/31/22**Account #** A1PV6WMBDEC70K**Payment terms** Net 45**Registered business name**

City of Paonia

Bill to

Town of Paonia
 Corinne Ferguson
 214 Grand Avenue
 PO Box 460
 PAONIA, CO 81428

Group Name

City of Paonia

Include Amazon invoice number(s) in the descriptive field of your electronic funds transfer payment, or
 Email ar-businessinvoicing@amazon.com to submit your remittance detail.

Invoice details

#	Ship date	PO #	Description	Qty	Unit price	Item subtotal before tax	Tax
1	1/7/22		Westcott Clear Flexible Acrylic Ruler, Acrylic, 12 In, Metric	2	\$1.48	\$2.96	0.000%
ASIN: B004E3NK92 Sold by: Amazon.com Services LLC Order # 111-1268470-7731429 Order date: January 05, 2022							

#	Ship date	PO #	Description	Qty	Unit price	Item subtotal before tax	Tax
2	1/7/22		LORYERGO Dual Monitor Stand - [Upgraded] Monitor Riser w/ 2 Slots for Phone & Tablet, Length and Angle Adjustable Monitor Stand, Computer Stand for Co	1	\$32.98	\$32.98	0.000%
ASIN: B08CK28L87 Sold by: ningboshi xuanmiaoliuzhao dianzishangwuyouxiangong Order # 111-1268470-7731429 Order date: January 05, 2022							
3	1/7/22		Rolodex Mesh Collection Spinning Desk Sorter, Black (1773083)	1	\$9.77	\$9.77	0.000%
ASIN: B004GGMODU Sold by: Amazon.com Services LLC Order # 111-1268470-7731429 Order date: January 05, 2022							
						Total before tax	\$45.71
						Tax	\$0.00
						Amount due	\$45.71

FAQs

How is tax calculated?

Visit https://www.amazon.com/gp/help/customer/display.html/ref=hp_leftv4_sib?ie=UTF8&nodeld=202036190

How are digital products and services taxed?

Visit https://www.amazon.com/gp/help/customer/display.html/ref=hp_leftv4_sib?ie=UTF8&nodeld=202074670

Employee Number	Name	85-00 Net Pay Emp Amt
1059	Byrge, Rodney A	647.81
1006	Cassidy, Susan L	1,007.88
1056	Cecil, Raymond Cole	554.10
1052	Edwards, Roger	970.69
1002	Ferguson, J. Corinne	2,353.07
1026	Heiniger, Kaden D	1,189.24
1022	Hinyard, Patrick	1,505.98
1012	Huffman, Julie J	484.84
1001	Jones, Cynthia	1,866.71
1027	Kramer, Lance W	1,214.20
1050	Loberg, Travis	9,055.71
1003	Mojarro-Lopez, Amanda	1,071.42
1051	Reich, Dennis	1,124.31
1058	Rose, James M	981.76
1021	Winnett, Lorin E	1,225.95
1004	Wuollet, Candice C	1,058.84

Grand Totals:

16 26,312.51



Report Criteria:

Unpaid transmittals included
 Begin Date: ALL
 End Date: ALL

Transmittal Number	Name	Invoice Number	Pay Per Date	Pay Code	Description	GL Account	Amount
2							
2	IRS Tax Deposit		01/21/2022	74-00	Federal Tax Deposit Social Security	10-0216	1,787.76
2	IRS Tax Deposit		01/21/2022	74-00	Federal Tax Deposit Social Security	10-0216	1,787.76
2	IRS Tax Deposit		01/21/2022	75-00	Federal Tax Deposit Medicare Pay P	10-0216	521.51
2	IRS Tax Deposit		01/21/2022	75-00	Federal Tax Deposit Medicare Pay P	10-0216	521.51
2	IRS Tax Deposit		01/21/2022	76-00	Federal Tax Deposit Federal Withhold	10-0216	4,412.94
Total 2:							9,031.48
4							
4	Aflac		01/07/2022	63-01	Aflac Pre-Tax Pay Period: 1/7/2022	10-0225	136.50
4	Aflac		01/07/2022	63-02	Aflac After Tax Pay Period: 1/7/2022	10-0225	24.90
4	Aflac		01/21/2022	63-01	Aflac Pre-Tax Pay Period: 1/21/2022	10-0225	136.50
4	Aflac		01/21/2022	63-02	Aflac After Tax Pay Period: 1/21/2022	10-0225	24.90
Total 4:							322.80
6							
6	Colorado Dept of Labor		01/07/2022	98-00	SUTA State Unemployment Tax Pay	10-0218	51.16
6	Colorado Dept of Labor		01/21/2022	98-00	SUTA State Unemployment Tax Pay	10-0218	73.68
Total 6:							124.84
9							
9	Colorado Dept of Revenue		01/07/2022	77-00	State Withholding Tax Pay Period: 1/7	10-0217	804.00
9	Colorado Dept of Revenue		01/21/2022	77-00	State Withholding Tax Pay Period: 1/2	10-0217	1,275.00
Total 9:							2,079.00
30							
30	Empower Retirement		01/21/2022	51-01	Retirement Plan Retirement Plan Pa	10-0220	589.40
30	Empower Retirement		01/21/2022	51-01	Retirement Plan Retirement Plan Pa	10-0220	1,319.30
30	Empower Retirement		01/21/2022	51-02	Retirement Plan Retirement Loan Pa	10-0220	178.15
Total 30:							2,086.85
33							
33	FPPA - Fire & Police Pensi		01/21/2022	50-00	FPPA Pay Period: 1/21/2022	10-0219	835.20
33	FPPA - Fire & Police Pensi		01/21/2022	50-00	FPPA Pay Period: 1/21/2022	10-0219	626.40
33	FPPA - Fire & Police Pensi		01/21/2022	90-00	Death & Disability Pay Period: 1/21/2	10-0219	222.72
Total 33:							1,684.32
70							
70	Rocky Mountain HMO		01/07/2022	60-01	RMHMO - Employee Only Pay Period	10-0223	230.44
70	Rocky Mountain HMO		01/07/2022	60-01	RMHMO - Employee Only Pay Period	10-0223	3,769.93
70	Rocky Mountain HMO		01/07/2022	60-03	RMHMO - Employee + Family Pay Pe	10-0223	133.80
70	Rocky Mountain HMO		01/07/2022	60-03	RMHMO - Employee + Family Pay Pe	10-0223	3,356.38
70	Rocky Mountain HMO		01/07/2022	60-07	RMHMO - Employee + Spouse Pay P	10-0223	93.98
70	Rocky Mountain HMO		01/07/2022	60-07	RMHMO - Employee + Spouse Pay P	10-0223	874.38
70	Rocky Mountain HMO		01/21/2022	60-01	RMHMO - Employee Only Pay Period	10-0223	230.44
70	Rocky Mountain HMO		01/21/2022	60-03	RMHMO - Employee + Family Pay Pe	10-0223	133.80

GTR

Transmittal Number	Name	Invoice Number	Pay Per Date	Pay Code	Description	GL Account	Amount
70	Rocky Mountain HMO		01/21/2022	60-07	RMHMO - Employee + Spouse Pay P	10-0223	93.98
Total 70:							✓ 8,917.13
71							
71	The Harford		01/07/2022	65-01	Group#013307460001 Hartford Basic	10-0226	16.96
71	The Harford		01/07/2022	65-02	Group#013307460001 Hartford Suppl	10-0226	29.51
71	The Harford		01/07/2022	65-03	Group#013307460001 Hartford Disab	10-0226	77.73
71	The Harford		01/21/2022	65-02	Group#013307460001 Hartford Suppl	10-0226	29.49
Total 71:							✓ 153.69
73							
73	Delta Dental of Colorado		01/07/2022	60-05	Dental RMHMO - Dental Pay Period:	10-0223	193.53
73	Delta Dental of Colorado		01/21/2022	60-05	Dental RMHMO - Dental Pay Period:	10-0223	193.57
Total 73:							✓ 387.10
75							
75	VSP Insurance CO (CT)		01/07/2022	60-04	RMHMO - Vision Pay Period: 1/7/202	10-0223	75.21
75	VSP Insurance CO (CT)		01/21/2022	60-04	RMHMO - Vision Pay Period: 1/21/20	10-0223	75.23
Total 75:							✓ 150.44
Grand Totals:							24,937.65

Report Criteria:

Unpaid transmittals included
 Begin Date: ALL
 End Date: ALL

9,031.48+
 322.80+
 2,079.00+
 2,086.85+
 1,684.32+
 8,917.13+
 153.69+
 387.10+
 150.44+

009

24,812.81*

EIAF PORTAL Reimbursement Form

Project DATES covered by this Request:

1-Jan-21 TO 31-May-21

FINAL REQUEST/REPORT ("X" if Yes) X

Grantee & Project Name: Paonia Water Infrastructure Analysis

Reimbursement Request # 3

EIAF# A-00091



Contractor, Vendor, Professional Firm, Business, Staff Position, Operating Expense, etc. To / For Which Payment Was Made	Invoice Number & Date of Invoice	Grantee Check Number	Date of Grantee Check	Total Invoice Amount	Payment made for (Budget Line Item # Below)	Amount to be Paid with State EIAF Grant Funds	Amount to be Paid with Grantee Matching Funds	
1 JDS HYDRO CONSULTING INC	33301-08-02172021	48391	2/23/2021	\$ 3,927.50	1	\$ 1,963.75	\$ 1,963.75	
2 JDS HYDRO CONSULTING INC	33301-09-03152021	48448	3/23/2021	\$ 3,940.00	1	\$ 1,970.00	\$ 1,970.00	
3 JDS HYDRO CONSULTING INC	33301-10-04142021	48520	4/28/2021	\$ 5,115.00	1	\$ 2,557.50	\$ 2,557.50	
4 JDS HYDRO CONSULTING INC	33301-11-05112021	48568	5/25/2021	\$ 4,825.00	1	\$ 2,412.50	\$ 2,412.50	
5 JDS HYDRO CONSULTING INC	33301-12-05312021	48593	6/9/2021	\$ 760.00	1	\$ 152.50	\$ 607.50	
6								
7								
8								
9								
10								
TOTALS:						\$ 18,567.50	\$ 9,056.25	\$ 9,511.25

PROJECT EXPENSE SUMMARY (Total to Date)

A	B	C	D	E	F
TOTAL Budget Line Item Amount (FROM State Contract - Exhibit B - 6.2 Project Budget)	Total EIAF Funds Expended To this Request	Total Grantee Funds Expended To including this Request	Total In-Kind Funds Expended To Date, including this Request	Total Funds Expended (B plus C plus D)	Budgeted Funds Remaining (A minus E)
1 Architectural/Engineering Services	\$28,000.00	\$ 13,767.75	\$ 14,222.76	\$ 27,990.51	\$ 9.49
2					
3					
4					
TOTALS:	\$28,000.00	\$ 13,767.75	\$ 14,222.76	\$ 27,990.51	\$ 9.49

\$0.00

I certify to the best of my knowledge the data in this report is correct and all expenditures were made in accordance with the grant contract agreements.

(Contract Responsible Administrator or Chief Elected Official)

CORINNE FERGUSON
Typed Name of Signator

6/9/2021
DATE

TOWN ADMINISTRATOR/CLERK
Title

CORONAVIRUS RELIEF FUND (CVRF) REIMBURSEMENT REQUEST

Please only enter information on this sheet in the yellow highlight areas.
Revised: 09/08/2020



COLORADO
Department of Local Affairs
Division of Local Government

1. Grantee Organization:	TOWN OF PAONIA	5. Service Dates:	
2. Contract Number:	CM-078	Start Date	End Date
3. Reimbursement Request #:	3	12/1/2021	12/31/2021
4. Final Request? Enter Yes or No	YES		

Totals in Rows 7 and 10 on this Sheet will autofill from the 10 Transfer/Expense tabs. DO NOT enter financial information in cells E7 and E10.

6a. TOTAL CVRF FUNDS CURRENTLY BEING REQUESTED	\$16,024.38
6b. TOTAL CONTRACT AMOUNT	\$125,232.27
6c. CONTRACT BALANCE BEFORE THIS REQUEST	\$16,024.38
6d. CONTRACT BALANCE AFTER THIS REQUEST	\$0.00

Eligible transfers or expenses incurred due to the public health emergency	Cells below will autofill from the Reimbursement Report.
7a - Administrative	\$0.00
7b - Budgeted Diverted Personnel	\$0.00
7c - COVID-19 Testing	\$0.00
7d - Economic Support Other	\$0.00
7e - Tax Anticipation Notes	\$0.00
7f - Distance Learning	\$0.00
7g - Food Programs	\$0.00
7h - Housing Support	\$0.00
7i - Telework	\$0.00
7j - Medical	\$0.00
7k - Nursing Home Assistance	\$0.00
7l - Payroll PH and Safety	\$0.00
7m - PPE	\$0.00
7n - Public Health	\$0.00
7o - Small Business Assistance	\$16,024.38
7p - Unemployment Benefits	\$0.00
7q - Workers' Compensation	\$0.00
7r - Other	\$0.00

8. Compliance with CARES Act: This request includes only necessary expenditures: a.) incurred due to the public health emergency with respect to the Coronavirus Disease 2019, b.) were not accounted for in the budget most recently approved as of March 27, 2020, and c.) were incurred during the period that begins on March 1, 2020 and ends on December 30, 2020.	Check "Yes" or "No" in the 3 cells below. <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
9. Confirm your organization will retain all supporting documentation for this request and any audits for 7 years.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
10. Confirm your organization is not using ANY other funds for the reimbursements in this request.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

11. Federal Funding Compliance Certification

By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the Federal award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812).

12. SIGNATURE OF AUTHORIZED INDIVIDUAL below:

PRINT NAME, TITLE, and DATE below:

CORINNE FERGUSON, TOWN ADMINISTRATOR/CLERK, 01/19/2022

Submittal Note: When complete, print or save all tabs in this spreadsheet as a PDF. Then submit as a single PDF in your Portal acct.

Notes: Please retain all backup and supporting documentation including but not limited to email communications, contracts, receipts, invoices, budget records and ledgers for possible monitoring and audit for 5 years after final payment is made. Do not provide any of that backup documentation with this request. Totals on this sheet will autofill to the Request Form. Add as many rows below as needed.

					Total Request	\$ 16,024.38
Date of Expense	Invoice or Billing Number	Eligible Category	Description		Amount	
1	12/1/2021	COVID 2020	70 - Small Business Assistance	PAONIA FLOWER SHOP		2,670.73
2	12/1/2021	COVID 2020	70 - Small Business Assistance	HONEYBEES JUICE BAR		2,670.73
3	12/1/2021	COVID 2020	70 - Small Business Assistance	AKOMPLICE CLOTHING		2,670.73
4	12/1/2021	COVID 2020	70 - Small Business Assistance	BLUE PEONY		2,670.73
5	12/1/2021	COVID 2020	70 - Small Business Assistance	ARCHETYPAL MYTHOS LLC		2,670.73
6	12/1/2021	COVID 2020	70 - Small Business Assistance	PAONIA IRON LLC		2,670.73
7						
8						
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EIAF PORTAL Reimbursement Form

Project DATES covered by this Request:

FINAL REQUEST/REPORT ("X" if Yes)

1-Jun-21 TO 31-Dec-21

Grantee & Project Name: **Paonia Asset Inventory Assessment/Capital Improvement Plan**

EIAF# **9167** Reimbursement Request # **4**



COLORADO
Department of Local Affairs
Division of Local Government

	Contractor, Vendor, Professional Firm, Business, Staff Position, Operating Expense, etc. To / For Which Payment Was Made	Invoice Number & Date of Invoice	Grantee Check Number	Date of Grantee Check	Total Invoice Amount	Payment made for (Budget Line Item # Below)	Amount to be Paid with State EIAF Grant Funds	Amount to be Paid with Grantee Matching Funds
1	SCHMUESER GORDON MEYERS INC DBA SGM	2013-471-008-15 06242021	48704	7/28/2021	\$ 1,027.25	1	\$ 513.63	\$ 513.63
2	SCHMUESER GORDON MEYERS INC DBA SGM	2013-471-008-16 07212021	48704	7/28/2021	\$ 1,556.00	1	\$ 778.00	\$ 778.00
3								
4								
5								
6								
7								
8								
9								
10								
					\$ 2,583.25	TOTALS:	\$ 1,291.63	\$ 1,291.63

PROJECT EXPENSE SUMMARY (Total to Date)

	A	B	C	D	E	F
EIAF Contract Expense Line Item Description (FROM State Contract EXHIBIT B - Scope of Project - 6.2 Project Budget)	TOTAL Budget Line Item Amount (FROM State Contract - Exhibit B - 6.2 Project Budget)	Total EIAF Funds Expended To Date, including this Request	Total Grantee Funds Expended To Date, including this Request	Total In-Kind Funds Expended To Date, including this Request	Total Funds Expended (B plus C plus D)	Budgeted Funds Remaining (A minus E)
1 Architectural/Engineering Services	\$97,258.00	\$ 41,095.28	\$ 41,095.28		\$ 82,190.56	\$ 15,067.44
2					\$ -	\$ -
3					\$ -	\$ -
4					\$ -	\$ -
TOTALS:	\$97,258.00	\$ 41,095.28	\$ 41,095.28	\$0.00	\$ 82,190.56	\$ 15,067.44

\$0.00

I certify to the best of my knowledge the data in this report is correct and all expenditures were made in accordance with the grant contract agreements.


(Contract Responsible Administrator or Chief Elected Official)

CORINNE FERGUSON
Typed Name of Signator

1/27/2022
DATE

TOWN ADMINISTRATOR/CLERK
Title



Progress Report Form

Project Title: PARK, RECREATION, AND TRAILS MASTER PLAN
Grant Agreement No.: 20376
Grantee or Fiscal Sponsor: TOWN OF PAONIA
Contact Name and Phone No.: CORINNE FERGUSON 970-527-4101

TOTAL GRANT AMOUNT: \$76,000.00
GRANT AMOUNT REQUESTED: \$36,815.14
(A progress payment will never exceed 75% of the grant amount and is subject to meeting the matching requirements for the project)
CASH MATCH: \$5,115.54
OVERALL MATCH (CASH & IN-KIND): \$9,000.00
TOTAL PROJECT COST: \$50,930.67
PERCENT CASH MATCH: 10.00
PERCENT OVERALL MATCH: 27.7

Reimbursement payments can be made upon completion and submission of the following items as ONE PDF by email to your project's assigned Grants Officer:

- 1) Grantee wire transfer instructions on bank letterhead, including an issue date within the calendar year
- 2) A description of work completed and the project components implemented to date and still outstanding
- 3) Approved Project Budget
- 4) Actual Expense Worksheet, signed by finance department or accounting staff of grantee (fiscal agent)
- 5) Documentation of expenses (contracts, invoices, purchase orders, payroll summaries, etc.) and donated services (materials, equipment, etc.) for all expenditures (cash or in-kind) over \$5,000.00

Further instructions can be found on page 2.

Please read the following statements, sign and date below to verify their accuracy.

- 1) The grantee is in compliance with the terms and conditions of the GOOCO Grant Agreement.
- 2) All project documentation is true and accurate reflecting only those eligible costs incurred as described in the project application. The grantee or fiscal sponsor certifies that it has on file invoices, receipts, contracts, and/or proof of payment for the costs incurred and will maintain those records for inspection by GOOCO or GOOCO's auditors for a period of five years, in accordance with the GOOCO Grant Agreement.

Signature: 
(Signature must be from the grant's fiscal agent)

Date: 2.2.2022

Printed Name: CORINNE FERGUSON

Organization: Town of Paonia

AGENDA SUMMARY FORM

	Regular Minutes: January 25, 2022		
Summary:			
Notes:			
Modification of December 8 and 14, 2021, and January 11 th Board minutes are under review and will be on the next consent agenda.			
Possible Motions:			
Motion by: _____ 2 nd : _____ vote: _____			
Vote:	Mayor Bachran	Trustee Budinger	Trustee Johnson
Trustee Knutson	Trustee Meck	Trustee Smith	Trustee Thompson

February 4, 2022

TOWN OF PAONIA



Regular Town Board Meeting, January 25, 2022

Board of Trustees

Mayor Bachran

Trustee/Mayor Pro-Tem Knutson

Trustee Budinger

Trustee Johnson

Trustee Meck

Trustee Smith

Trustee Thompson

January 25, 2022,

Regular Meeting Minutes

6:30 pm

Mayor Mary Bachran called the Regular Meeting of the Town of Paonia to order at 6:30 pm.

ROLL CALL:

Mayor Bachran asked **Finance Clerk Candy Wuollet** to call the roll.

Finance Clerk Candy Wuollet called the roll and those present were **Mayor Bachran, Trustees Johnson, Meck, Budinger, Knutson, Thompson, and Trustee Smith.**

Approval of the Agenda:

Trustee Smith moved to move the mayor's report up in the agenda to #8, Trustee Meck seconded. Motion unanimously passed.

Trustee Knutson moved to approve the amended agenda with corrections, Trustee Smith seconded it. No action was taken on this motion.

Announcements:

Trustee Smith thanked Public Works employee Dennis Reich and James Sorenson with Dependable Lumber for the help on the water break. She also thanked Finance Director Cindy Jones and Town Administrator/Clerk Corinne Ferguson for calling people to let them know about the water break.

Visitors and Guest:

Stephen Keenan recognized and thanked former Public Works Director Travis Loberg for the work he did for the town and suggested Town internally for a new Police Chief.

Staff Reports:

Town Administrator Corinne Ferguson report was included in the packet and answered questions. Trustee Smith moved to have all current reports and future reports from SSG be provided to the board. Trustee Meck seconded it. Motion unanimously passed.

Town Attorney Nerlin no report was provided.

Finance Director Cindy Jones report was included and answered questions.

Disbursements: Trustee Budinger moved to approve disbursements as presented, seconded by Trustee Knutson. Motion unanimously passed.

Trustee Smith moved to create an RFP for construction contractors, and have it advertised by March 31, 2022; Trustee Meck seconded it. Motion unanimously passed.

TOWN OF PAONIA



Consent Agenda

Regular Minutes – 12/14/2021
01/11/2022

Trustee Smith moved to table the consent agenda until corrections are made, seconded by Trustee Johnson. Motion unanimously passed.

Unfinished Business

Ordinance 2021-09 Dark Skies Ordinance – Second Read: Trustee Meck moved that we wait and have Attorney Conklin review the ordinance and appropriate placement in Town Code, Trustee Johnson seconded. Motion passed with five (5) yea and one (1) nay.

Ordinance 01-2022-Modification of Ordinance 2020-09 Advisory Water Committee: Trustee Meck moved that the board receive an entire copy of Ordinance 01-2022 with redline changes for consideration at the first meeting in February, seconded by Trustee Smith. Motion unanimously passed.

Trustee Smith moved that in #2 priority shall be given to no less than two (2) in town water users, Trustee Meck seconded motion carries with five (5) yea and one (1) nay.

Discussion Regarding Water Project Priorities

Board and community discussed the advisory water committee and administrative staff priority lists which were provided and discussed in length at previous meetings. Board consensus remains that the main priorities are the PRV vaults, altitude valve, and Lamborn Mesa Plant 2MG tank lining.

Mayor's Report: Mayor Bachran went over a list of grants that are available including: DOLA has Tier I (\$75,000) and Tier II (\$750,000) available. The grants are on an approximate six (6) month cycle with the open Tier II grant deadline for submittal due February 18th.

Trustee Budinger moved to apply for the DOLA Tier II grant for \$750,000, Trustee Smith seconded it. Motion fails with five (5) nays and one (1) yea. Mayor Bachran will come back to the Board with more information at the next meeting.

New Business

Roger Baril-Water Tap Moratorium/Building Permit: Mr. Baril presented a request to be permitted to install a breezeway and extend his property and waterline to a secondary dwelling unit on the property. He shared his opinion that the water tap ordinance 2020-01 does not impede private water tap owners from modifying their own property and water lines.

Discussion ensued.

Trustee Knutson moved to deny this request, Trustee Smith seconded it. Motion unanimously approved.

Trustee Knutson amended his motion to continue with narrow interpretation of 13-1-31 limiting the extension of water delivery pipes, Trustee Smith seconded it. Motion unanimously approved.

Ordinance 02-2022 Modification of Municipal Code-Board Meeting Dates: Attorney Jeff Conklin requests Board meeting be moved from the 2nd and 4th Tuesday of the month to the 2nd and 4th Thursday of the month.

Trustee Thompson moved to adopt Ordinance 02-2022 changing the meeting dates from the 2nd and 4th Tuesday of each month to the 2nd and 4th Thursday of the month, Trustee Johnson seconded it. Motion unanimously approved.

TOWN OF PAONIA



Trustee Knutson moved to extend the meeting 15 minutes; Trustee Meck seconded it. Motion unanimously approved.

Resolution 02-2022 Modification of Board Rules of Procedure: Trustee Smith requested a strike and underline on everything so changes can be seen easier, and she wants staff reports reinstated.

Trustee Thompson moved to table Resolution 02-2022 modification of Board Rules of Procedure and form a committee to address language in resolution and to streamline how meetings are run, Trustee Smith seconded it. Motion unanimously approved.

Ad Hoc Committee Reports Administrator Ferguson provided information about the Coffee with the Commissioner on Wednesday February 2nd at 7:30 am here at Town Hall if anyone is interested in coming it's open to the public and all are encouraged to attend.

Trustee Thompson gave a Tree Board Report stating that they have completed the changes to the website and are requesting feedback. The Board is finalizing a new suggested tree list in green spaces, and they are in the process of adopting a logo for the board to help with promotion and planning. Arbor Day is set for Friday April 29, 2022 and they will continue with sick tree day this year as well.

ADJOURNMENT:

The Regular Council Meeting was adjourned at 9:34 pm.

Candy Wuollet, Finance Clerk

Mary Bachran, Mayor

DRAFT

TOWN OF PAONIA



Regular Board Meeting, January 11, 2022

MAYOR AND BOARD OF TRUSTEES

**Mayor Bachran
Trustee Knutson
Trustee Budinger
Trustee Thompson
Trustee Johnson
Trustee Meck
Trustee Smith**

January 11, 2022,

Executive Session Minutes

5:15 pm

Mayor Mary Bachran called the Executive Session of the Town of Paonia to order at 5:15 pm.

ROLL CALL:

Mayor Bachran asked Deputy Clerk Amanda Mojarro to call the roll.

Deputy Clerk Amanda Mojarro called the roll and those present were Mayor Bachran, Trustee Smith, Trustee Thompson, Trustee Johnson, Trustee Meck, Trustee Budinger, and Trustee Knutson.

Executive Session:

For a conference with the Town attorney for the purpose of receiving legal advice on specific legal questions under C.R.S. Section 24-6-402(4)(b); Specific to Eric Pace v. Town of Paonia and Taffine Patterson Complaint

Trustee Knutson moved to enter executive session for a conference with the Town attorney for the purpose of receiving legal advice on specific legal questions under C.R.S. Section 24-6-402(4)(b); Specific to Eric Pace v. Town of Paonia and Taffine Patterson Complaint, seconded by Trustee Thompson. Motion unanimously passed.

- Entered executive session at 5:16 pm
- Came out of executive session at 6:07 pm
- Executive session attendees were as follows: Mayor Bachran, Trustees Budinger, Knutson, Smith, Thompson, Johnson, and Meck. Attorney Bo Nerlin.

Trustee Knutson moved to recess for twenty minutes (20 min), seconded by Trustee Johnson. Motion unanimously passed.

January 11, 2022,

Regular Meeting Minutes

6:30 pm

Mayor Mary Bachran called the Regular Meeting of the Town of Paonia to order at 6:30 pm.

ROLL CALL:

Mayor Bachran asked Deputy Clerk Amanda Mojarro to call the roll.

Deputy Clerk Mojarro called the roll and those present were Mayor Bachran, Trustee Smith, Trustee Thompson, Trustee Johnson, Trustee Meck, Trustee Budinger and Trustee Knutson.

Approval of the Agenda:

TOWN OF PAONIA



Trustee Knutson announced that he will need to leave the meeting at 8:45 pm and requested to have the section of visitors & guests be moved afterward.

Trustee Knutson moved to move visitors & guests to after 8:45 pm due to Trustee Knutson needing to leave, seconded by Trustee Johnson. Motion unanimously passed.

Trustee Meck moved to amend the motion to have public comment after Trustee Knutson leaves, seconded by Trustee Johnson. Motion unanimously passed.

Announcements:

Mayor Bachran announced that the meeting will not have video and only have audio uploaded to the Town's YouTube channel. She also announced that the packets for those interested in running for Town Trustees are available at Town Hall and due by January 24, 2022, at 4 pm. Requirements to run for trustees as stated by Mayor Bachran are to provide signatures from ten (10) registered voters within the Town of Paonia to be on the election ballot.

Staff Reports:

Staff reports were included in the packet.

Trustee Knutson moved that the Board approve the decision to have SSG hired as contract ORC and submit an RFP for other firms for alternative services, seconded by Trustee Johnson. Trustee Knutson withdrew the motion.

Trustee Smith moved to amend the motion to have the RFP be advertised within the next two (2) weeks, seconded by Trustee Knutson. Trustee Smith withdrew the motion.

Trustee Knutson moved that the Board approve the decision to hire SSG for a two (2) month period, seconded by Trustee Johnson. Motion passed with one (1) nay by Trustee Meck.

Trustee Smith moved that the RFP be developed and posted in all the usual places by the first week in February for the long-term ORC contract, seconded by Trustee Thompson. Motion unanimously passed.

Trustee Smith moved to amend the motion to develop an RFP for a ten (10) month ORC and be advertised in all the usual places by the first week in February 2022, seconded by Trustee Thompson. Motion unanimously passed.

Disbursements:

Trustee Budinger moved to approve disbursements as presented for 11/19/21-12-29-21 & 12/30/21-1/07/22, seconded by Trustee Budinger. Motion unanimously passed.

Consent Agenda

Regular Minutes – 12/14/21

Special Minutes – 12/08/21

Liquor License Renewal: Pizza My Heart dba Loui's Pizza

Special Event Permit: The Learning Council

Trustee Knutson moved to approve the consent agenda as presented, seconded by Trustee Thompson. Trustee Knutson withdrew motion.

Trustee Knutson amended the main motion to add correction by Trustee Meck and Johnson, seconded by Trustee Budinger. Trustee Knutson withdrew motion.

TOWN OF PAONIA



Trustee Knutson moved to approve the Liquor License Renewal for Pizza My Heart dba Loui's Pizza and Special Event Permit for The Learning Council and have the special minutes from 12/8/21 and regular minutes from 12/14/21 be resubmitted with corrections, seconded by Trustee Budinger. Motion unanimously passed.

Corrections as stated by Trustee Meck for the 12/14/21 regular minutes: 1. The motion made by her needs to reflect to state that the Administrator report on the status of the one (1) million tank at the first meeting in January 2022. 2. Minutes does not reflect approval to deny the DOLA housing assessment and needs to be included in the minutes. 3. Minutes need to reflect that there was no Public Works report.

Correction as stated by Trustee Johnson for the 12/08/21 special minutes: 1. The minutes need to reflect votes for the vacant trustee seats as follows, Jeff Thompson received majority of votes for the first trustee seat. A tie between Ben Graves and Paige Smith for the second trustee seat and Mayor Bachran voted for Ben Graves breaking the tie.

Trustee Meck suggested to review the Edesia special permits granted by the Board of Trustees in 2018 under special review. Administrator Ferguson will review and bring back the findings to the board.

Public Hearing

Public Hearing Continued: DMT Paonia, LLC Regulated Marijuana License.

Mayor Bachran opened the public hearing at 7:50 pm.

Board comments: none.

Public comments: none.

Mayor Bachran closed the public hearing at 7:53 pm.

Trustee Budinger moved to approve the application by DMT Paonia, LLC for retail and medical marijuana store, seconded by Trustee Thompson. Motion unanimously passed.

New Business

Resolution 2022-01 Public Posting: Annual update of posting place and newspaper of record:

Trustee Meck moved to approve resolution 2022-01 designating Paonia Town Hall, 214 Grand Ave, as the official notices of public meeting and the Delta County Independent (DCI), Delta Colorado as the official publication newspaper of general circulation for publishing public notices, seconded by Trustee Budinger. Motion unanimously passed.

Trustee Knutson moved to approve publication of summaries of ordinances, request for proposal (RFP), and announcements in the High Country Shopper, seconded by Trustee Meck. Motion unanimously passed.

Christmas Light Winners: Attached were pictures of the winners for December 2021 as chosen by Candy Wuollet's family.

Letter of Support – Delta County Memorial Hospital “Sole Community Hospital” Designation:

Representative Julie Hoffman presented the letter of support and answered any questions by the board.

Trustee Meck moved to approve the letter of support – Delta County Memorial Hospital “Sole Community Hospital” Designation, seconded by Trustee Budinger. Motion unanimously passed.

Follow-Up on the Town Attorney Interview Outcome and Possible Decision:

TOWN OF PAONIA



Trustee Johnson moved that the Town chooses Jeff Conklin & KNH as the Town's legal advisors, seconded by Trustee Meck. Motion unanimously passed.

Trustee Thompson moved to change the ordinance to address the change of the meeting dates from the second and fourth Tuesday of the month to the second and fourth Thursday of the month. Motion unanimously passed.

Trustee Budinger moved that the attorney may but is not necessarily required to attend agenda setting sessions, seconded by Trustee Smith. Trustee Budinger withdrew motion.

Trustee Thompson moved to change ordinance 2-2-60 regular meetings to be moved from the second and fourth Tuesdays of the month to the second and fourth Thursdays of the month contingent upon the acceptance of the Town Attorney position by Jeff Conklin & KNH, seconded by Trustee Knutson. Motion unanimously passed.

Building Official Intergovernmental Agreement with the City of Delta – Preliminary Draft Review: The Town Administrator spoke about the preliminary draft that was presented to the board and answered questions.

Discussion points:

- Passing the 2018 building code.
- On page 65 of the packet under The City Shall – C. The city will provide an average of ten (10) hours of building services to the Town per week, scheduled over two (2) days.
- Town Administrator will participate in the interview process with the City of Delta.
- Demolition permits.
- The Town Administrator does the zoning code.
- No additional fees will be included, and customers will be paying for the building permit.
- Under this new IGA the building permit fee will include the plan review fee.
- Discussed the cost.

Trustee Knutson left the meeting at 8:45 pm.

- Community member Suzanne Watson discussed her concern regarding subdivision plan review fees and zoning regulations.

No motion or action was made.

Town Administrator stated that no action is required for this agenda item. If there are any additions or feedback from the board on any modifications or inclusions that the board would like to include into The Intergovernmental Agreement (IGA) document. After the inclusions are made the IGA will be sent back to The City of Delta to get any modifications implemented and get it approved by their board. The document will then be brought back to the Paonia Board of Trustees for potential approval with a caveat that it will not take effect until the open position are filled.

Unfinished Business

Board Consideration of Pedestrian Bridge Engineering Proposals: The SGM Engineering & Odisea Engineering proposals were both presented to the Board of Trustees.

Trustee Smith moved that the contract be awarded to Odisea for the pedestrian bridge engineering, seconded by Trustee Johnson. Motion unanimously passed.

Visitors and Guests

TOWN OF PAONIA



Christina Patterson was concerned with the turnover in employees the Town of Paonia has had in the past months.

Unfinished Business continued:

2022 Municipal Election Intergovernmental Agreement:

Trustee Budinger moved to accept the 2022 Municipal Election Intergovernmental Agreement, seconded by Trustee Johnson. Motion unanimously passed.

Board Consideration of Modification of Ordinance 2020-09 Advisory Water Committee: Much deliberation was made on this item's language below.

Trustee Meck moved to modify the language in ordinance 2020-09 Advisory Water Committee which coincides with each additional member of the Advisory Water Committee reads as follows: That the preference shall be given to applicants who meet the preference of the Board of Trustees that, of those members of the public encompassing Committee membership, one (1) shall be an in-Town water user, one (1) an out-of-Town water user, and one (1) an authorized representative of a local water company. Motion did not get a second.

Discussion points:

- Addressed the change to the language.
- Remove the work "Shall."

Original Language:

subsection (2) under Sec. 2-10-20 to coincide with the addition of members. This subsection currently reads as follows:

(2) It is the preference of the Board of Trustees that, of those members of the public encompassing Committee membership, one (1) shall be an in-Town water user, one (1) an out-of-Town water user, and one (1) an authorized representative of a local water company.

Language change:

subsection (2) under Sec. 2-10-20 to coincide with the addition of members. This subsection currently reads as follows:

(2) It is the preference of the Board of Trustees that, of those 5 members of the public encompassing Committee membership priorities shall be given, one (1) will be an in-Town water user, one (1) an out-of-Town water user, and one (1) an authorized representative of a local water company.

Discussion ensued regarding other discrepancies in the ordinance.

Administrator Ferguson suggested to the Board to allow staff to revise the language and bring it back for review. The Board agreed.

Advisory Water Committee Trustee Representative Appointment:

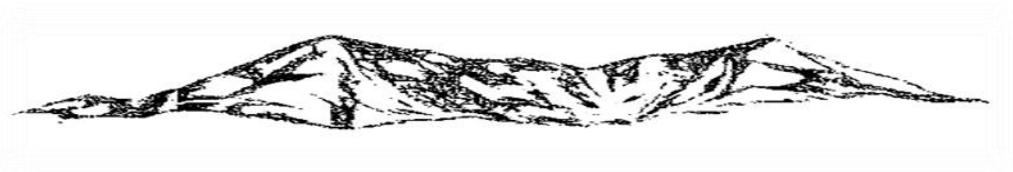
Trustee Thompson moved to appoint Trustee Paige Smith as the board liaison of the Advisory Water Committee until the April 2022 election, seconded by Trustee Meck. Motion unanimously passed.

Paonia Tree Board – Board of Trustees Liaison Appointment:

Trustee Smith moved that Trustee Thompson be the Board liaison to the Tree Board, seconded by Trustee Meck. Motion unanimously passed.

Trustee Smith amended the motion to add effective until the April 2022 election, seconded by Trustee Meck. Motion unanimously passed.

TOWN OF PAONIA



Open Planning Commission Seat – Mayoral Appointment:

Mayor Bachran appointed Steve Clisset to the Planning Commission.

Mayor’s Report

Follow up regarding the schedule for the half-day Board Planning Sessions: Mayor Bachran answered questions on the report.

Trustee Budinger moved to extend the meeting for five (5) minutes, seconded by Trustee Thompson. Motion unanimously passed.

Trustee Johnson moved to extend until 9:45 pm, seconded by Trustee Budinger. Motion unanimously passed.

Trustee Thompson moved to hold a preliminary meeting with the Town’s DOLA representative to lay the foundation and groundwork for the future strategic planning process, seconded by Trustee Budinger. Motion unanimously passed.

Mayor’s Report

Ad Hoc Committee, Commissions, and Board Report as needed.

None.

ADJOURNMENT:

The Regular Council Meeting was adjourned at 9:42 pm.

Amanda Mojarro, Deputy Clerk

Mary Bachran, Mayor

DRAFT

TOWN OF PAONIA



Special Town Board Meeting, December 8, 2021

MAYOR AND BOARD OF TRUSTEES

**Mayor Bachran
Trustee Knutson
Trustee Budinger
Trustee Johnson
Trustee Meck**

December 8, 2021,

Special Meeting Minutes

5:15 pm

Mayor Mary Bachran called the Regular Meeting of the Town of Paonia to order at 5:21 pm. YouTube Link: <https://www.youtube.com/watch?v=DJJ0m7q4biU>

ROLL CALL:

Mayor Bachran asked **Deputy Clerk Amanda Mojarro** to call the roll.

Deputy Clerk Mojarro called the roll and those present were **Mayor Bachran, Trustee Johnson, Trustee Meck, Trustee Budinger and Trustee Knutson.**

Approval of the Agenda:

Trustee Knutson moved to approve the agenda as presented, seconded by Trustee Johnson. Motion unanimously passed.

Announcements:

None.

New Business

Vacant Trustee Seat Appointment: Mayor Bachran had each candidate speak regarding their interest in the vacant trustee seat. Votes for the vacant trustee seats were as follows: Jeff Thompson received the majority of votes for the first trustee seat. A tie between Ben Graves and Paige Smith for the second trustee seat, with Mayor Bachran voting in favor of Ben Graves breaking the tie.

Trustee Knutson moved to approve the letter and appoint Jeff Thompson as trustee, seconded by Trustee Budinger. Motion unanimously passed.

Trustee Meck moved to appoint Paige Smith to the Board of Trustee, seconded by Trustee Knutson. Motion carried with three (3) ayes and one (1) nay. Motion passed.

ADJOURNMENT:

The Regular Council Meeting was adjourned at 5:57 pm.

Amanda Mojarro, Deputy Clerk

Mary Bachran, Mayor

AGENDA SUMMARY FORM



Review for possible action – Redline Ordinance 01-2022 – Modification of Ordinance 2020-09 Advisory Water Committee

Summary:

Redline changes of draft modification to Advisory Water Committee ordinance – membership and preferred candidate requirements.

Notes:

Possible Motions:

Motion by: _____ 2nd: _____ vote: _____

Vote:	Mayor Bachran	Trustee Budinger	Trustee Johnson
Trustee Knutson	Trustee Meck	Trustee Smith	Trustee Thompson

ORDINANCE NO. TBD - 2022

AN ORDINANCE OF THE BOARD OF TRUSTEES OF THE TOWN OF PAONIA, COLORADO, AMENDING THE MAKEUP OF THE TOWN OF PAONIA ADVISORY WATER COMMITTEE

RECITALS:

WHEREAS, the Town of Paonia (the “Town”), is a statutory town and municipal corporation in Delta County, Colorado, governed by and through its Board of Trustees (the “Board”); and

WHEREAS, pursuant to C.R.S. § 31-35-501, the Town has the authority to create a nonpolitical, local legislative body designated as a board of commissioners to address executive, administrative and ministerial powers regarding water and sewer facilities; and

WHEREAS, with the adoption of Ordinance 2020-09 the Town created an Advisory Water Committee in accordance with C.R.S. § 31-35-501; and

WHEREAS, pursuant to direction provided by the Board by the Advisory Water Committee, at its December 14 Regular Board Meeting, the Board of Trustees passed a motion to amend the structure of the Advisory Water Committee.

NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF TRUSTEES OF THE TOWN OF PAONIA as follows:

Section 1. Amendment to the Town Code.

Section 2, Article 10 shall be amended as follows:

Sec. 2-10-20. – Organization.

The Committee shall have no less than three (3) nor more than five (5) members; one (1) membership shall be filled by a current member of the Board of Trustees, ~~one (1) membership shall be filled by a representative from the Town's Public Works Department or Administrative staff, and not less than one (1) nor more than three (3) memberships shall be members of the public.~~

(2) It is the preference of the Board of Trustees that, of those members of the public encompassing Committee membership, ~~two (2)~~ shall be ~~an~~ in-Town water users, one (1) an out-of-Town water user, and one (1) an authorized representative of a local water company.

(3) ~~Appointment to membership shall be by the Board of Trustees. The initial term of the Committee membership shall be staggered, with the Board of Trustees setting the number of~~

~~Committee members and the length of their term. Upon expiration of the initial terms, any subsequent~~ Appointees shall serve a term of three (3) years, unless they no longer qualify to serve on the Committee or are removed from the Committee by vote of the Board of Trustees. Vacancies on the Committee shall be filled for the remaining term in the same manner as the initial appointment.

Sec. 2-10-30. - Purpose of the Committee.

The Committee is created for the following purposes:

- (1). To study and recommend to the Board of Trustees amendments to the sections of Municipal Code that address the Town of Paonia water system, including but not limited to Section 13, Article 1 of the Town Code.
- (2). To study and recommend to the Board of Trustees actions based on any written reports, infrastructure analysis and any engineering studies commissioned by the Town of Paonia related to the Town's water system and supply both in and out of Town.
- (3) To provide a regularly scheduled forum for any recipient of water from the Town's water system to participate in discussions specific to the water system, including but not limited to maintenance, repairs, rates, and management.
- (4) To consider, investigate, make findings, report and recommend on any special matter or question coming within the scope of its work to the Town's Public Works Department and/or to the Board of Trustees.

Sec. 2-10-40. - Appointment of officers and Role of the Chair. -

The Committee shall elect its Chair from among its membership and create and fill such other of its offices as it may determine. ~~The term of such office for each officer, including that of the Chair, shall be for two (2) years.~~ The Committee may hold at least one (1) regular meeting each month. It shall adopt rules for transaction of business and shall keep a record of its resolutions, transactions, findings and determinations, which record shall be public. The Chair shall preside over all meetings of the Committee. The Chair shall only be entitled to vote on a question in the event of a tie vote of Committee.

Sec. 2-10-50. - Power and duties.

In addition to adhering to its purpose and enumerated under Section 2-10-30 of the Town Code, the Committee shall have all the powers to perform each and all of the duties conferred upon it by the Board of Trustees.

Section 2. Severability.

If any provision, clause, sentence or paragraph of this Ordinance or the application thereof to any person or circumstance shall be held invalid, such invalidity shall not affect the other provisions of this Ordinance which can be given effect without the invalid provision or application, and, to this end, the provisions of this Ordinance are declared to be severable.

Section 3. Repeal of Prior Ordinances.

All other ordinances or parts of ordinances in conflict herewith are hereby repealed.

Section 4. Ordinance Effect.

Existing ordinances or parts of ordinances covering the same matters as embraced in this Ordinance are hereby repealed and any and all ordinances or parts of ordinances in conflict with the provisions of this Ordinance are hereby repealed; provided, however, that the repeal of any ordinance or parts of ordinances of the Town shall not revive any other section of any ordinance or ordinances hereto before repealed or superseded, and further provided that this repeal shall not affect or prevent the prosecution or punishment of any person for any act done or committed in violation of any ordinance hereby repealed prior to the taking effect of this Ordinance.

Section 5. Effective Date.

This Ordinance shall take effect thirty (30) days after passage.

HEARD AND FINALLY ADOPTED by the Board of Trustees of the Town of Paonia, Colorado, this _____ day of February 2022

**TOWN OF PAONIA, COLORADO, A
MUNICIPAL CORPORATION**

By: _____
Mary Bachran, Mayor

ATTEST:

CORINNE FERGUSON, Town Clerk

Approved As To Form:

BO JAMES NERLIN, Town Attorney

ORDINANCE NO. 01 - 2022

**AN ORDINANCE OF THE BOARD OF TRUSTEES OF THE TOWN OF
PAONIA, COLORADO, AMENDING THE MAKEUP OF THE TOWN OF
PAONIA ADVISORY WATER COMMITTEE**

RECITALS:

WHEREAS, the Town of Paonia (the “Town”), is a statutory town and municipal corporation in Delta County, Colorado, governed by and through its Board of Trustees (the “Board”); and

WHEREAS, pursuant to C.R.S. § 31-35-501, the Town has the authority to create a nonpolitical, local legislative body designated as a board of commissioners to address executive, administrative and ministerial powers regarding water and sewer facilities; and

WHEREAS, with the adoption of Ordinance 2020-09 the Town created an Advisory Water Committee in accordance with C.R.S. § 31-35-501; and

WHEREAS, pursuant to direction provided by the Board by the Advisory Water Committee, at its December 14 Regular Board Meeting, the Board of Trustees passed a motion to amend the structure of the Advisory Water Committee.

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(2) It is the preference of the Board of Trustees that, of those members of the public encompassing Committee membership, two (2) shall be in-Town water users, one (1) an out-of-Town water user, and one (1) an authorized representative of a local water company.

(3). Appointees shall serve a term of three (3) years, unless they no longer qualify to serve on the Committee or are removed from the Committee by vote of the Board of Trustees. Vacancies on the Committee shall be filled for the remaining term in the same manner as the initial appointment.

Sec. 2-10-30. - Purpose of the Committee.

The Committee is created for the following purposes:

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- (2). To study and recommend to the Board of Trustees actions based on any written reports, infrastructure analysis and any engineering studies commissioned by the Town of Paonia related to the Town's water system and supply both in and out of Town.
- (3) To provide a regularly scheduled forum for any recipient of water from the Town's water system to participate in discussions specific to the water system, including but not limited to maintenance, repairs, rates, and management.
- (4) To consider, investigate, make findings, report and recommend on any special matter or question coming within the scope of its work to the Town's Public Works Department and/or to the Board of Trustees.

Sec. 2-10-40. - Appointment of officers and Role of the Chair.

The Committee shall elect its Chair from among its membership and create and fill such other of its offices as it may determine. The Committee may hold at least one (1) regular meeting each month. It shall adopt rules for transaction of business and shall keep a record of its resolutions, transactions, findings and determinations, which record shall be public. The Chair shall preside over all meetings of the Committee. The Chair shall only be entitled to vote on a question in the event of a tie vote of Committee.

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Section 3. Repeal of Prior Ordinances.

All other ordinances or parts of ordinances in conflict herewith are hereby repealed.

Section 4. Ordinance Effect.

Existing ordinances or parts of ordinances covering the same matters as embraced in this Ordinance are hereby repealed and any and all ordinances or parts of ordinances in conflict with the provisions of this Ordinance are hereby repealed; provided, however, that the repeal of any ordinance or parts of ordinances of the Town shall not revive any other section of any ordinance or ordinances hereto before repealed or superseded, and further provided that this repeal shall not affect or prevent the prosecution or punishment of any person for any act done or committed in violation of any ordinance hereby repealed prior to the taking effect of this Ordinance.

Section 5. Effective Date.

This Ordinance shall take effect thirty (30) days after passage and publication.

**HEARD AND FINALLY ADOPTED by the Board of Trustees of the Town of Paonia,
Colorado, this _____ day of February 2022**

**TOWN OF PAONIA, COLORADO, A
MUNICIPAL CORPORATION**

By: _____
Mary Bachran, Mayor

ATTEST:

CORINNE FERGUSON, Town Administrator/Clerk

AGENDA SUMMARY FORM



Discussion item regarding the Town of Paonia Water and Wastewater Treatment systems

Summary:

Notes:

In attendance:

Representatives from Delta County Emergency Management and Health Department
Solid Solution Geosciences Representative

Other entities working with the Town on engineering projects related to water and wastewater may have representatives in attendance

Plants identifications –

Lamborn Mesa Plant – The Upper Plant – 2MG Plant
Clock Plant – The Lower Plant – 1MG Plant

Wastewater Treatment Plant – Sewer Plant

The ½ million tank is decommissioned and completely offline. – Slated for demolition as finances allow.

Possible Motions:

Motion by: _____ 2nd: _____ vote: _____

Vote:	Mayor Bachran	Trustee Budinger	Trustee Johnson
Trustee Knutson	Trustee Meck	Trustee Smith	Trustee Thompson



Cost Estimate: Paonia Water Audit

Task Number	Description	Staff	Hourly Rate	Estimated Hours			Estimated Cost
				Jan-22	Feb-22	Total	
10	Rountine Checks	Principal	\$120	100	100	200	\$ 24,000
20	Reports and Notifications	Principal	\$120	24	18	42	\$ 5,040
30	Audit & Records Consolidation	Principal	\$120	40	20	60	\$ 7,200
40	Status Report	Principal	\$120	10	40	50	\$ 6,000
Hourly Billing	Monthly Hours			174	178		
	Monthly Billing Estimate			\$ 20,880	\$ 21,360		\$ 42,240

Travel	Estimated Mileage			3000	3000		
	Estimated Mileage Cost			\$ 1,755	\$ 1,680		
TOTAL	Esitmated Total Cost			\$ 22,635	\$ 23,040		\$ 45,675



Solid Solution Geosciences, LLC

Paonia Water Audit

01800-00100

2/2/2022

Budget Tracker: Paonia Water Audit

Task Number	Description	Staff	Hourly Rate	Actual			Estimated Cost
				Jan-22	Feb-22	Total	
10	Rountine Checks	Principal	\$120	98.25		98	\$ 24,000
20	Reports and Notifications	Principal	\$120	16		16	\$ 5,040
30	Audit & Records Consolidation	Principal	\$120	21.5		22	\$ 7,200
40	Status Report	Principal	\$120	0		0	\$ 6,000
Actual	Hours			135.75	0	136	
	Estimate			\$ 16,290	\$ -	\$ 16,290	
Estimated	Hours			174	178		
	Estimate			\$ 20,880	\$ 21,360		\$ 42,240

Travel	Mileage			2902	0		
	Mileage Cost			\$ 1,698	\$ -	\$ 1,698	

TOTAL	Actual Total Cost before CO1			\$ 17,988	\$ -	\$ 17,988	
	Estimated Total Cost			\$ 22,635	\$ 23,115		\$ 45,750



Time Detail: Project 100 January 2022

Employee	Date	Client Project Task	Hours	Comment
Joshua Moore	24-Jan-22	PAONIA Audit & Records Consolidation 1800_100_30	0.50	Exchange and followup notification to Corinne regarding lead results.
Briana Greer	15-Jan-22	PAONIA Audit & Records Consolidation 1800_100_30	3.00	paper/document gathering/house keeping Lamborn
Briana Greer	16-Jan-22	PAONIA Audit & Records Consolidation 1800_100_30	4.00	paper/document gathering/house keeping Lamborn and WWTP
Briana Greer	17-Jan-22	PAONIA Audit & Records Consolidation 1800_100_30	3.00	Paper/document gathering/housekeeping at WWTP
Briana Greer	18-Jan-22	PAONIA Audit & Records Consolidation 1800_100_30	3.00	WWTP papers/documents/ipads
Briana Greer	19-Jan-22	PAONIA Audit & Records Consolidation 1800_100_30	3.50	Town hall documents search
Briana Greer	20-Jan-22	PAONIA Audit & Records Consolidation 1800_100_30	2.50	WWTP document filing into banker's boxes.
Joshua Moore	31-Jan-22	PAONIA Audit & Records Consolidation 1800_100_30	2	Daily MOR values and work on backfilling MOR data from the first half of January 2022.
Joshua Moore	25-Jan-22	PAONIA Reports and Notifications 1800_100_20	4.5	Sat in on WWTP chlorine call. Daily MOR values. Created lead consumer notices.
Briana Greer	23-Jan-22	PAONIA Reports and Notifications 1800_100_20	3	documents/ paper/ ipads
Briana Greer	25-Jan-22	PAONIA Reports and Notifications 1800_100_20	2	CDPHE call and call prep to report 1/24 TRC total daily maximum violation CO0047431
Briana Greer	26-Jan-22	PAONIA Reports and Notifications 1800_100_20	1	DMR cognizant official change of contact forms
Briana Greer	28-Jan-22	PAONIA Reports and Notifications 1800_100_20	3	DMR, gain access to sensaphone data logger - which has no useful data
Briana Greer	31-Jan-22	PAONIA Reports and Notifications 1800_100_20	2	5 day report on TRC daily maximum exceedance CO0047431
Joshua Moore	29-Jan-22	PAONIA Reports and Notifications 1800_100_20	0.25	Notified Corinne of skid 2 leak escalation.
Joshua Moore	31-Jan-22	PAONIA Reports and Notifications 1800_100_20	0.25	Notified Corinne of aerator failure at WWTP.
Joshua Moore	15-Jan-22	PAONIA Rountine Checks 1800_100_10	0.25	Daily MOR values.
Joshua Moore	15-Jan-22	PAONIA Rountine Checks 1800_100_10	5.75	Watched plant overnight for nuisance alarms, production numbers,WWTP trash rack.
Joshua Moore	16-Jan-22	PAONIA Rountine Checks 1800_100_10	2.25	Daily MOR values. Investigation & discussion concerning low chlorine residuals.
Joshua Moore	16-Jan-22	PAONIA Rountine Checks 1800_100_10	4.75	Checks at WTP, production numbers, analyzer spare parts check. WWTP checks, trash rack.
Joshua Moore	17-Jan-22	PAONIA Rountine Checks 1800_100_10	2.75	Daily MOR values and email to Kate Morrell concerning low entry chlorine residual.
Joshua Moore	17-Jan-22	PAONIA Rountine Checks 1800_100_10	4.25	Checks at WTP and WWTP. Made chlorine adjustments and bench checks through the day.
Joshua Moore	18-Jan-22	PAONIA Rountine Checks 1800_100_10	2.25	Daily MOR values, and pulled sample site info from the CDPHE portal.
Joshua Moore	18-Jan-22	PAONIA Rountine Checks 1800_100_10	3.25	Rounds at WTP and WWTP. Production numbers. Grab samples. Leak at Rio Grande.
Joshua Moore	19-Jan-22	PAONIA Rountine Checks 1800_100_10	0.25	Daily MOR values.
Joshua Moore	19-Jan-22	PAONIA Rountine Checks 1800_100_10	5.25	Normal rounds and numbers WTP & WWTP. Monitored routine instrument calcs.
Joshua Moore	20-Jan-22	PAONIA Rountine Checks 1800_100_10	0.25	Daily MOR values.
Joshua Moore	20-Jan-22	PAONIA Rountine Checks 1800_100_10	5.25	WTP and WWTP checks. Integrity tests at WTP. Filled chems at WWTP.
Joshua Moore	21-Jan-22	PAONIA Rountine Checks 1800_100_10	0.25	Daily MOR values.
Joshua Moore	21-Jan-22	PAONIA Rountine Checks 1800_100_10	4.75	Checks and numbers at WTP and WWTP. Analyzer checks. Checked chlorine at bac-t sites.
Joshua Moore	22-Jan-22	PAONIA Rountine Checks 1800_100_10	0.25	Daily MOR values.
Joshua Moore	22-Jan-22	PAONIA Rountine Checks 1800_100_10	4.25	Checks at WTP and WWTP. Bench checks of analyzers. WWTP pocket colorimeter tested.
Joshua Moore	23-Jan-22	PAONIA Rountine Checks 1800_100_10	0.25	Daily MOR values.
Joshua Moore	23-Jan-22	PAONIA Rountine Checks 1800_100_10	4.75	Checks and numbers at WTP. Bench checks of analyzers. WTP checklist creation
Joshua Moore	24-Jan-22	PAONIA Rountine Checks 1800_100_10	1.25	Daily MOR values. Called Colorado Analytical to discuss lead missing result.
Joshua Moore	24-Jan-22	PAONIA Rountine Checks 1800_100_10	2.75	Checks and numbers at WTP. Bench checks of analyzers.
Joshua Moore	25-Jan-22	PAONIA Rountine Checks 1800_100_10	3	Routine checks at WTP. Picked up sample bottles for WWTP in Grand Jct.
Joshua Moore	26-Jan-22	PAONIA Rountine Checks 1800_100_10	4.75	Daily MOR values. Collect bac-t samples and WWTP samples and deliver.



Time Detail: Project 100 January 2022

Employee	Date	Client Project Task	Hours	Comment
Joshua Moore	26-Jan-22	PAONIA Rountine Checks 1800_100_10	3.25	Routine checks and numbers at WTP and WWTP.
Briana Greer	16-Jan-22	PAONIA Rountine Checks 1800_100_10	4.00	Night time alarms, UF Feed tank and nuisance back wash tank alarms.
Briana Greer	17-Jan-22	PAONIA Rountine Checks 1800_100_10	0.75	WWTP trash rack
Briana Greer	23-Jan-22	PAONIA Rountine Checks 1800_100_10	2	Daily WWTP # and trash rack
Briana Greer	24-Jan-22	PAONIA Rountine Checks 1800_100_10	2.5	Daily numbers at WWTP, trash rack, Outfall TRC, pH, temperature.
Briana Greer	25-Jan-22	PAONIA Rountine Checks 1800_100_10	2	Daily WWTP, trash rack. TRC. Sample coordination with Echema and Delta
Briana Greer	27-Jan-22	PAONIA Rountine Checks 1800_100_10	3	Daily WWTP, trash rack WTP
Briana Greer	28-Jan-22	PAONIA Rountine Checks 1800_100_10	3.5	Daily WWTP and WTP, including trash racks and outfal pH and temp
Joshua Moore	29-Jan-22	PAONIA Rountine Checks 1800_100_10	5	Routine checks and numbers at WTP and WWTP. Integrity tests and fill bleach. Trash rack.
Joshua Moore	29-Jan-22	PAONIA Rountine Checks 1800_100_10	0.5	Daily MOR values.
Joshua Moore	30-Jan-22	PAONIA Rountine Checks 1800_100_10	4.5	Routine checks and numbers at WTP & WWTP, trash rack. Cleaned compressor drain filter.
Joshua Moore	30-Jan-22	PAONIA Rountine Checks 1800_100_10	0.5	Daily MOR values.
Joshua Moore	31-Jan-22	PAONIA Rountine Checks 1800_100_10	4	Routine checks and numbers at WTP & WWTP, trash rack.



SSG Mileage: Paonia Water Audit January 2022

Date	Client_Project_Task	Miles	From, To	Reason
1/15/2022	PAONIA Rountine Checks 1800_100_10	154	Grand Jct to Paonia	Daily round trip for operations and across to WWTP.
1/16/2022	PAONIA Rountine Checks 1800_100_10	156	Grand Jct to Paonia	Daily round trip for operations and across to WWTP.
1/17/2022	PAONIA Rountine Checks 1800_100_10	155	Grand Jct to Paonia	Daily round trip for operations and across to WWTP.
1/18/2022	PAONIA Rountine Checks 1800_100_10	171	Grand Jct to Paonia	Daily round trip for operations and across to WWTP.
1/19/2022	PAONIA Rountine Checks 1800_100_10	168	Grand Jct to Paonia	Daily round trip for operations and across to WWTP.
1/20/2022	PAONIA Rountine Checks 1800_100_10	168	Grand Jct to Paonia	Daily round trip for operations and across to WWTP.
1/21/2022	PAONIA Rountine Checks 1800_100_10	162	Grand Jct to Paonia	Daily round trip for operations and across to WWTP.
1/22/2022	PAONIA Rountine Checks 1800_100_10	186	Grand Jct to Paonia	Daily round trip for operations and across to WWTP.
1/23/2022	PAONIA Rountine Checks 1800_100_10	158	Grand Jct to Paonia	Daily round trip for operations.
1/24/2022	PAONIA Rountine Checks 1800_100_10	166	Grand Jct to Paonia	Daily round trip for operations and across to WWTP.
1/25/2022	PAONIA Rountine Checks 1800_100_10	182	Grand Jct to Paonia	Daily round trip for operations pick up sample bottles.
1/26/2022	PAONIA Rountine Checks 1800_100_10	176	Grand Jct to Paonia	Daily round trip for operations and deliver samples.
1/14/2022	PAONIA Rountine Checks 1800_100_10	100	Montrose to Paonia RT	water audit in SSG truck
1/17/2022	PAONIA Rountine Checks 1800_100_10	100	Montrose to Paonia RT	water audit in SSG truck
1/19/2022	PAONIA Rountine Checks 1800_100_10	100	Montrose to Paonia RT	water audit in SSG truck
1/20/2022	PAONIA Rountine Checks 1800_100_10	100	Montrose to Paonia RT	water audit in SSG truck
1/23/2022	PAONIA Rountine Checks 1800_100_10	100	Montrose to Paonia RT	water audit in SSG truck
1/24/2022	PAONIA Rountine Checks 1800_100_10	100	Montrose to Paonia RT	water audit in SSG truck
1/25/2022	PAONIA Rountine Checks 1800_100_10	100	Montrose to Paonia RT	water audit in SSG truck
1/27/2022	PAONIA Rountine Checks 1800_100_10	100	Montrose to Paonia RT	water audit in SSG truck
1/28/2022	PAONIA Rountine Checks 1800_100_10	100	Montrose to Paonia RT	water audit in SSG truck
Total		2902.00		\$ 1,697.67



Time Detail: Project 100 OUT OF SCOPE January 2022

Employee	Date	Client Project Task	Hours	Comment
Joshua Moore	15-Jan-22	Paonia Repairs - OUT OF SCOPE	7.00	Drove to plant at 05:30 due to valve operation issue on skid 2. Setup sump pump in back.
Joshua Moore	16-Jan-22	Paonia Repairs - OUT OF SCOPE	3.00	Checked possible new clearwell sample point and made residual checks several times.
Joshua Moore	17-Jan-22	Paonia Repairs - OUT OF SCOPE	3.00	Contained leak on skid 2 to minimize water in area. Ross valve parts info request.
Joshua Moore	18-Jan-22	Paonia Repairs - OUT OF SCOPE	4.50	Installed new clearwell sample line and serviced the clearwell CL17.
Joshua Moore	19-Jan-22	Paonia Repairs - OUT OF SCOPE	4.00	Monitor and help with WTP raw line correction. Parts order request.
Joshua Moore	20-Jan-22	Paonia Repairs - OUT OF SCOPE	4.50	Worked on replacing solenoids and troubleshooting valves for integrity tests at WTP.
Joshua Moore	21-Jan-22	Paonia Repairs - OUT OF SCOPE	3.00	Check in parts. Replaced some more solenoids. Went over Reynolds line tee work w/Roop.
Joshua Moore	22-Jan-22	Paonia Repairs - OUT OF SCOPE	3.50	Investigated WTP compressor 2 and the air dryer. Parts organization.
Joshua Moore	23-Jan-22	Paonia Repairs - OUT OF SCOPE	6.00	Monitored work on Rio Grande re-repair and checked some PRV vaults for repair.
Briana Greer	24-Jan-22	Paonia Repairs - OUT OF SCOPE	0.50	replace sodium thiosulfate chemical feed peristaltic tubing
Joshua Moore	24-Jan-22	Paonia Repairs - OUT OF SCOPE	3.50	Out with Dennis to check on PRV in field. Monitored work by Kendall excavating to fix PRV.
Joshua Moore	24-Jan-22	Paonia Repairs - OUT OF SCOPE	2.50	Monitored work by Merit Electric to diagnose compressor issue. Took motor to Montrose.
Joshua Moore	25-Jan-22	Paonia Repairs - OUT OF SCOPE	4.00	Monitored and helped with Reynolds line tee in at WTP.
Joshua Moore	26-Jan-22	Paonia Repairs - OUT OF SCOPE	1.00	Routine investigation of water surfacing near Clock plant to determine if potable.
Joshua Moore	29-Jan-22	Paonia Repairs - OUT OF SCOPE	1.25	Troubleshoot skid 2 valve failure and subsequent leak.



Solid Solution Geosciences, LLC

Paonia Water Audit

01800-00100

2/2/2022

SSG Mileage: Paonia Water Audit OUT OF SCOPE January 2022

Date	Client Project Task	Miles	From, To	Reason
1/24/2022	Paonia Repairs - OUT OF SCOPE	44	Delta to Montrose	Round trip from normal route to drop off motor.

	A	B	C	D	E
1	Paonia WWTP	Issues	Importance	Rationale	Status
2	Security	unlocked doors	High	Damage to infrastructure from people or animals	addressed temporarily with padlocks
3		open gates	High	Damage to infrastructure from people or animals	staff currently keeping gates closed
4		broken door jam on main WWTP building	High	Damage to infrastructure from people or animals	Pending -repairs needed
5		all codes and locks should be changed with staff changes	High	Prevent access from past employees	Needs action
6	Safety	missing SDS	URGENT	worker safety, legal requirement	Pending
7		no emergency response plan	URGENT	worker safety, legal requirement	Unknown
8		out of date telephone list	URGENT	worker safety, legal requirement	Pending-partial update
9		no masks or safety glasses	URGENT	worker safety, legal requirement	Supplies needed, SSG has been providing own
10		no fire extinguishers/alarms	URGENT	worker safety, legal requirement, asset protection	Pending, SSG received Fireextinguishers Alarm status unknown
11		no working hardwired telephone line	URGENT	worker safety	Unknown
12		mislabeled/unlabeled chemicals	URGENT	worker safety	Pending, initial steps taken
13			Fall hazard at trash rack.	URGENT	worker safety, wildlife control, process integrity
14		tripping hazards/housekeeping	URGENT	worker safety	Pending, initial steps taken
15	Buildings/Other	Leaking toilet.	Medium	Resource conservation, workplace sanitation	
16		unkempt, leaking toilet, mouse droppings,	Medium	worker safety, asset maintenance	partially addressed, substantial additional effort required
17	Chemical Feed Systems	Chemical feed pumps need loss of flow notification.	High	Permit Compliance	Unaddressed
18		Chemical feed systems lacks a means to verify the realtime feed rate to enable measuring accurate dosages and evaluate process adjustments.	Medium	Process control, permit compliance.	Action is needed.
19		Peristaltic tubing is worn and one spare is on hand.	High	Permit Compliance	Extra inventory was ordered 1/18/22 and one of two peristaltic tubes has since been replaced. A violation for total residual chlorine occurred on 11/24 because of a failing peristaltic pump tube.
20		Polyethylene tubing to the feed points is aged and contain leaks.	High	Permit Compliance	Extra tubing and fittings need to be ordered and provisions made for replacement.
21		Sodium thiosulfate needs a batch mixing tank separate from the feed tank.	High	Best Practice, Permit compliance	Unaddressed. Feeding sodium thiosulfate from the batch mix tank while mixing chemical can cause plugging of the pump. Not feeding sodium thiosulfate while mixing provides incomplete treatment to meet discharge compliance.
22	Lagoons	Aerator in cell 1 of pond 1 has unacceptable mechanical noise.	High	Process Integrity, Permit Compliance	The aerator has stopped working since initial inspections. Impact to aeration levels required to maintain proper treatment is not known.
23		Aerator in cell 2 of pond 2 was not operational during initial inspection. It is not clear if repairs are needed or if it was not started prior to ice over of the pond.	Medium	Process Integrity, Permit Compliance	Impact to aeration levels required to maintain proper treatment is not known. The loss of function of another aerator may make this more critical.
24		A piece of membrane material of the same type as the pond liners was noted in pond 1.	Medium	Process Integrity	Material needs to be removed. It is not known if the material originated from the cell curtain wall or the liner.
25	Sampling	Not performed for January.	Urgent	Permit requirement	Sampling was completed on 1/26/22.
26		Effluent parameters are not being continuously monitored and logged.	Medium	Permit requirement	Replacement flow instrumentation has been procured and is not installed. Temperature instrumentation is needed.
27		Data logging system inaccessible.	Medium	Permit requirement	Access to the Sentinel datalogging system was gained on 1/28/22. Most data is not usable due to lack of instrumentation and configuration.
28	Record keeping	Daily process operation records needed.	Urgent	Process Integrity, Permit Compliance	Temporary hard copy daily operational log sheets have been created and organized in a single binder. Automated tools to record field generated data should be adopted.
29		Equipment calibration records needed.	URGENT	Permit Compliance	Instrument QA/QC records included with temporary daily operational logs.
30		No filing system, no sampling logs, documents from other facilities in paper piles/drawers	URGENT	Permit requirements	pending - sorting files, creating online forms to guide data collection and provide easy access electronic files
31		Unused and expired chemicals.	Medium	Worker safety, Waste Management	Identification and determination of expired chemical inventory pending.
32		Daily process operation records needed.	Urgent	Process Integrity, Permit Compliance	Temporary hard copy operational log sheets have been created and organized in a single binder.

	A	B	C	D	E
33	Equipment/Spare parts	Equipment needed for process testing has been unused.	High	Process Integrity, Permit Compliance	The chlorine colorimeter has been verified and placed back in use. The DR3900 spectrophotometer is in usable condition. A pH meter with temperature needs to be procured with necessary buffers.
34		Other excess or inoperable lab and chemical feed equipment is present.	Medium	Waste Management, Asset Management	Identification of equipment that is no longer required is needed. Equipment identified as excess needs to be disposed of or liquidated.
35		Spare process equipment is stored improperly and needs to be identified.	Medium	Process Integrity, Asset Management	A reconditioned aerator needs to be moved inside and area for use identified. Other spare process equipment is pending identification.
36		Major process equipment need basic maintenance records and maintenance schedules.	Medium	Process Integrity, Asset Management	No significant records exist. Maintenance schedules need to be created based on run time and manufacturer recommendations for preventative maintenance.
37		Unrelated equipment is stored on site and in main building.	Medium	Housekeeping, Available Space Utilization	Intended use and proper storage need to be identified.
38	Lamborn				
39	Security	Unlocked doors and unknown numbers of keys issued.	High	Damage to infrastructure and public safety from uncontrolled access.	Rekeying locks or upgrading to settable code locksets is recommended. Combination padlock added to rear garage door.
40		Open gates.	High	Damage to infrastructure from people or animals	Gates being kept closed with chains and no locks.
41	Safety	Multiple incomplete electrical repairs exposing outlets and wiring are present. Lights inoperable in the electrical room.	URGENT	worker safety, asset protection	Substantial service work needed.
42		Basic PPE safety equipment is absent.	URGENT	worker safety	Procurement of basic safety supplies is needed. Including nitrile gloves, dust masks, and safety glasses. SSG has been providing their own PPE.
43		No SDS binder with SDS documents is present.	URGENT	worker safety	Properly identified binder and SDS documents need to be procured.
44		No fire extinguishers or alarms present.	URGENT	worker safety and asset protection	Fire extinguishers have been located and transferred to the facility, but the quantity required and locations need to be identified. Fire alarm system requirements need to be investigated.
45		Tripping and low overhead clearance hazards.	High	worker safety	Tripping and overhead hazards need to be marked for conspicuity or guarded.
46		Mislabeled chemicals	High	worker safety	Partially addressed, contents of barrels needs to be clearly labeled.
47	Buildings/Other	Dirty and disorganized.	Medium	Worker Safety, Work Efficiency	Cleaning, basic organization, and removal of discarded debris has been completed.
48		Continuous water on floor.	High	Process Integrity, Asset Preservation	Some leaks have been stopped. Other leaks are being corrected by other parties. Active leaks are being collected and diverted to floor drains.
49		Wasp infestation and insect entry.	Medium	Housekeeping, Sanitation	Needs attention.
50		Four out of six electric unit heaters are not functional. Thermostats may have been damaged by previous pipe breaks and facility flooding.	High	Facility protection from freezing.	Needs attention of an electrician or HVAC contractor.
51		Black mold in finished walls from flooding and ineffective drying.	High	worker safety and asset protection	pending - currently bleaching mold to attempt to mitigate worker hazard, but walls likely need to be cut into for effective mitigation
52	SCADA	High level sensor is needed for the lower containment area around the neutralization tank.	High	Facility protection from process flooding , Process integrity	Water on floor sensor from skid one has been temporarily moved to this area to detect high water. The sensor is not ideal and permanent cable needs to be run to the location.
53		Valve failure alarms do not function.	URGENT	Process integrity, notification of valves that are operating in a way that can cause equipment damage.	Valves were surveyed for deficiencies in position feed back by Filter Tech on 2/2/2022. This is a necessary first step to reinstate valve failure alarms.
54		Logged historical data is not being managed. Logged data is overwritten after a period of 400 days.	High	Required for compliance monitoring, reporting, and future process evaluation.	Filter Tech has provided information on the stored location of logged data files and how to transfer the data files. Action is need to establish a schedule and repository storage for the logged data.
55		Alarms disabled or don't function as expected.	URGENT	Process integrity, notifications are vital to protect public and infrastructure	Alarms were enabled resulting in dozens of callout alerts a night. Filter Tech addressed a nuisance alarm in the system related to the Skid 3 being offline and there hasn't been a callout since. Other process alarms related were surveyed by Filter Tech on 2/2/2022. Adjustments were made for some alarms.

	A	B	C	D	E
56	Raw Source Water Influent to Plant	A bypass was created after a pipe break to bring Reynolds water to treatment tank	URGENT - since at least July 2021	Potential to flood entire plant with no option for remote turnoff.	Bypass repaired 1/25/2022.
57		The flow meter for the German Creek raw source water line is not operational.	High	Process control, production records	A new meter was installed on 1/25/2022. Filter Tech needs to be scheduled to complete installation of the transmitter/display and connect it to the SCADA system.
58		Potential for water hammer and surges capable of breaking piping and flooding the plant exists. This has been ongoing.	URGENT	Process Integrity, Asset Protection	Engineered evaluation of full operating range dynamics and raw water PRV setpoints may be needed. Addition of a transfer box located closer to the plant in the German Creek raw water line is planned. This is intended to reduce the line pressure at the plant. This change in pressure may need to be evaluated for impact on flow capacity through the plant raw water piping.
59	Compressed Air System	Compressor 2 of the duplex set has not functioned for an unknown period.	URGENT	Process integrity, critical redundancy	Troubleshooting of the problem was completed by an electrician and determined to be the motor. The motor was repaired by an electric motor shop and is awaiting reinstallation.
60		The air dryer for the compressed air system was found off and the reason was unknown.	URGENT	Process integrity, reliability of air operated valves, damage to air controls.	Operation of the air dryer was tested while amp draw and temperatures were monitored. Function of the condensate drain system was verified. Operation was deemed normal and the dryer has been returned to full service.
61		Automatic drain system for the compressed air receiver tank was not functioning. Large amounts of water, in excess of three gallons, was manually drained from the tank.	URGENT	Process integrity, reliability of air operated valves, damage to air controls.	The automatic drain valve filter screen was plugged with large amounts of rust. The drain line was also obstructed. These items were corrected and spare automatic drain valves were procured.
62		Desiccant air dryer has not been maintained according to the system usage rate. The desiccant was not changed on frequent intervals and spare desiccant is expired with excess moisture content indicated.	URGENT	Process integrity, reliability of air operated valves, damage to air controls.	Fresh desiccant has been procured and is awaiting installation.
63		Excess atmospheric humidity present in the facility.	High	Excess humidity increases the amount of moisture that must be removed from compressed air.	Control of water on the floor has been made.
64		System lacks final particulate filtration after the desiccant air dryer. Desiccant air dryers are known to have the potential to introduce microparticulates into the compressed air system.	High	Process integrity, reliability of air operated valves, damage to air controls.	Needs to be addressed.
65	Chemical Back Wash System	Neutralization pump for the chemical backwash system has been submerged and the motor is locked.	High	Needed for neutralization of spent waste from chemical backwash, environmental management.	Pending action, will need to be reconditioned or replaced.
66		Drain and fill piping is damaged in multiple areas.	High	System needed for compliance and readiness to respond to changes in membrane performance to maintain production capacity.	Pending action requiring approximately two weeks of full time work by one person.
67		Static mixer for mixing the cleaning chemicals into the backwash water has a cracked injection fitting.	Medium	Reliable operation needed to complete chemically enhanced backwashes.	Needs to be assessed for possible correction. May require the addition of a PVC saddle or complete replacement of the static mixer.
68		Chemical feed systems have been unused and unexercised for an extended time period.	High	Reliable operation needed to complete chemically enhanced backwashes.	Needs action to assess condition of pumps, piping, and chemicals.
69	Membrane Filtration	Pre-existing leak in skid 2 manifold.	URGENT	Production capacity, critical redundancy	Leak worsened after valve actuator failure caused erratic operation. Filter Tech Systems checked out the leaking flange joint and determined one flange had cracking. This will be a significant repair. Only one filtration skid is available to produce water for the town until skid 2 is repaired.
70		Skid 3 offline.	High	Skid 3 reuses backwash water to improve system efficiency = more water for distribution	Parts have been procured to fix broken supply piping. Repairs need to be scheduled.
71		Strainer units for skid 1 and skid 2 are being operated without the strainer baskets in them. Operation without proper straining can cause excessive membrane fiber breaks or irreversible clogging of the membrane fibers.	High	Process Integrity, asset protection, industry requirement.	Filter Tech is aware of needed programming changes to make the automatic cleaning mechanism in the strainers function more effectively. Further action is needed to request programming changes and reinstall the strainer baskets.
72		Numerous air driven valve actuators lack proper position status indication and operate erratically.	URGENT	Process integrity, erratic operation can cause damage to the filtration skids and piping systems.	Numerous solenoids have been replaced and large efforts to improve air quality have been made.
73		Temporary tank lining protection is failing.	Medium	Public safety, system water quality, SDWA compliance	Work is underway by other consultants. All levels of operations staff understanding and involvement early in the planning process is required.

	A	B	C	D	E
74	Finished Water	Finished water pumps have leaks.	High	Production capacity, critical redundancy	One spare pump has been reconditioned by EmTech and is waiting installation. The location of the second spare pump that was to be reconditioned needs to be determined. The removed leaking pump needs to be reconditioned immediately upon removal. These are also spare pumps for the skid feed.
75	Process Sampling	Cleanwell sample for chlorine and a continuous chlorine analyzer isn't in use. Designed sample location provides inconsistent measurements. Operating without this process sampling location makes realizing the result of changes to the disinfection process take 24 to 48 hours depending on the plant rate and volume in the 2 MG tank.	High	Process control, system water quality, SDWA compliance.	An alternate sample tap location downstream of the cleanwell and finished water pumps was evaluated for stable chlorine measurements. The sample point for the cleanwell chlorine analyzer was moved to this point and has been providing the needed process control. This does not impact the location or operation of the entry point chlorine sample point for compliance monitoring.
76		Minimal lab equipment is available for bench validation of process analyzers and samples. Lab instruments should be available for checking the operation and validating all major process sample analyzers.	Medium	Process control, system water quality, SDWA compliance.	The chlorine colorimeter has been verified and placed back in use. Procurement of pH meter is recommended for basic water quality documentation and will likely be required for operation of optimized corrosion control. Procurement of a portable lab turbidimeter is recommended due to the number of process turbidimeters in use.
77	Record Keeping	Inconsistent operational data has been recorded.	High	Operational continuity, process optimization, system analysis, compliance reporting.	Temporary hard copy daily operational log sheets have been created and organized in a single binder. A wider segment of parameters are being recorded. Filter Tech is looking at corrections to data logged by SCADA to be more appropriate for production statistics and compliance monitoring. Automated tools to record field generated data and generate reports should be adopted.
78		No evidence of process analyzer quality assurance or quality control other than routine quarterly calibration by Filter Tech.	Medium	Process integrity, reporting validation	Temporary hard copy daily operational log sheets have been created and organized in a single binder. A wider segment of parameters are being recorded. Filter Tech is looking at corrections to data logged by SCADA to be more appropriate for production statistics and compliance monitoring. Electronic copies of previous instrument calibration records need to be requested from Filter Tech to be retained available on site.
79		SDWA compliance monitoring results have not been maintained on site in a consistent manner.	High	Some records are required to be kept for up to 12 years. The CDPHE portal is not considered to be an official repository for record keeping and is not guaranteed for availability.	Efforts to collect and consolidate records in underway. An organized electronic file system is needed.
80		Accurate records of chemical consumption and dosage are needed.	Medium	Planning and process control	Chemical use has been added to log sheets. Additional equipment is recommended for accurately documenting chemical dosages.
81	Equipment/Spare parts	Major process equipment need basic maintenance records and maintenance schedules.	Medium	Process Integrity, Asset Management	No significant records exist. Maintenance schedules need to be created based on run time and manufacturer recommendations for preventative maintenance.
82		Sodium hypochlorite (bleach) feed system lacks a means to verify the realtime feed rate to enable measuring accurate dosages and evaluate process adjustments.	Medium	Process control, system water quality, SDWA compliance.	Action is needed.
83		Sodium hypochlorite (bleach) feed system contains many low compatibility parts. Brass fitting with seals for domestic water supply are used in the system. The feed tank has a bulkhead fitting with metal stainless steel bolts.	High	Process integrity, SDWA compliance	Correct fittings and parts need to be procured and installed.
84		Sodium hypochlorite (bleach) feed tank has a poorly fitting cover that allows insects to enter. This creates debris in the sodium hypochlorite that can obstruct pumps and block chemical injection check valves. Replacement of the feed tank bulkhead fitting with non-metal parts may require replacement of the tank. The feed tank is small and requires refilling more often than a larger tank. The feed tank in use appears to have been the sodium thiosulfate feed tank at the WWTP.	Medium	Process integrity, sanitary conditions	Action is needed to identify a suitable replacement with a tight fitting cover and having a screen vent. Increasing the size of the feed tank would require a different weight scale.

	A	B	C	D	E
85		Lack of critical spare parts.	URGENT	lack of spare parts has hindered repairs, redundancy is a requirement and necessary for proper plant function.	Some basic critical parts and equipment have been procured. Some minimal spare parts are in inventory. Detailed inventory and recommended added spares is pending action.
86	Clock WTP				
87		Unknown - out of service. No phone, a leak caused interior damage and document loss			Out of SSG scope as the plant is offline
88	Distribution System				
89	Unaccounted for Water	more than a third of distributed water is lost	URGENT	water lost when supply is low	pending - several repairs occurred in the past 10 days, leak detection service recommended, valve inspections need to be performed regularly, consistent water production and system demand record keeping is needed
90	Management	No consistent system standards for materials, equipment, or work processes are in use or enforced.	High	Water quality, public safety, asset management, minimize reoccurrence of repairs.	Needs attention to engage appropriate consultant experienced in establishing distribution system construction and work standards.
91		PRV valves do not have a scheduled maintenance program and clearly documented setpoints.	URGENT	System integrity, asset management	Within the span of 24 hours two PRV vaults were found with leaking control systems and overflowing to partially flooded conditions in the vaults. Well qualified contractors should be engaged to evaluate the operational status of all system PRVs. Modeling or other calculated evaluation needs to be utilized to document and establish proper pressure setting for all PRVs.
92	Sampling	Location of bacteriological samples collected needs to be rotated routinely among designated locations.	Medium	Public safety, system water quality, SDWA compliance.	Sampling locations have been identified. Outreach to private locations may be necessary to facilitate this. Installation of dedicated sample stations should be considered with future distribution system upgrades.
93		Needs better documentation.	Medium	Operational continuity, SDWA compliance.	System sample locations have been determined from information on the CDPHE drinking water portal. A user friendly list of locations with a map should be developed.
94	Spare Parts	Piping repair parts seem to be adequate, but lack inventory documentation.	Medium	System integrity, asset management	Action is needed to inventory spare parts located at the shop and Apple Valley shed.
95		Service parts and kits for any PRVs are not existent.	URGENT	System integrity, asset management	The type and number of all PRVs in the system need to be identified so that required service kits can be procured. Common service parts not included in service kits need to be identified for procurement. Common service parts would include assorted fittings and tubes/hoses used on the high pressure control circuits.
96	Spring Collection				
97		Unknown/inaccessible			Out of SSG Scope as source water system is not accessible.
98	Sanitary Sewer Collection System				
99		Unknown			Out of SSG Scope

Notes

1/28/2022 – BG –	Notified she was unable to locate where any PH & Residual Chloride had been recorded at WWTP for December – Has to file as-is and current info if located at later date.
1/28/2022 – BG –	Discussed change order due to numerous additional hours doing repairs at plants. – expect to see it next week.
1/29/2022 – JM –	Notified of a small leak in Lamborn plant increasing to large leak due to failure of a valve to open on skid #2. Recommended Filter Tech crew for repair.
1/31/2022 – BG –	Received email regarding change order. Looking into 2 former staff members interested in returning with the opportunity to focus on water/wastewater.
1/31/2022 – JM –	Received notice of failed aerator on the pond at WWTP – Notified we have an account with CRWA who may be able to assist on this.
1/31/2022 – KM – CDPHE –	Received notice of incorrect MOR submitted for December. Need to correct and re-submit.
	Received valve vault plan & specs – scheduled follow-up meeting for 2/7.
	Meeting with DOLA to discuss funding and projects.
BG -	Received and reviewed monthly & YE NetDMR for WWTP x 3.
2/2/2022 – BOT	Scheduled special meeting for change order.

AGENDA SUMMARY FORM



For possible action regarding the application for a Department of Local Affairs (DOLA) Energy Impact Assistance Fund (EIAF) Tier II grant to support water infrastructure repairs and updates

Summary:

Notes:

- DOLA Energy and Mineral Impact Assistance Fund Program (EIAF)
 - Purpose: Reline 2-million-gallon water tank and repair/replace/install PRVs
 - Amount: \$1.5 million
 - Match: Cash match of 50%
 - \$750,00 DOLA, \$750,000 Paonia
 - Other grants can be used for the cash match (ARPA, other state grants, etc.)
 - DOLA discussing a lead remediation fund grant which we may be able to apply for and use as a match. Will know more information at the end of February
 - Staff time estimates: 338 hours (from acceptance to final report)
 - Application deadline date: March 1, 2022
 - Award date: June 2022

Grant life: 2 years

LINK TO GRANT APPLICATION:

<https://library.municode.com/co/paonia/munidocs/munidocs?nodeId=450da3306b966>

Possible Motions:

Motion by: _____ 2nd: _____ vote: _____

Vote:	Mayor Bachran	Trustee Budinger	Trustee Johnson
Trustee Knutson	Trustee Meck	Trustee Smith	Trustee Thompson

Grant and Loan Funding for Colorado Water and Wastewater Projects

ORGANIZATION	PROGRAM	ELIGIBLE RECIPIENTS		GRANT	LOAN	DESCRIPTION OF PROGRAM	WEBSITE
		GOVERNMENT	NONPROFIT				
COLORADO DEPARTMENT OF PUBLIC HEALTH & ENVIRONMENT (CDPHE)	Drinking Water Revolving Fund (DWRP)	✓	✓	✓	✓	<p>Water treatment, storage and distribution projects emphasizing health hazards and compliance standards</p> <ul style="list-style-type: none"> - Interest on leveraged loans at 70-80% of market - Direct loans interest rate currently 2.25% - 30 year maximum - No limit for leveraged loans (subject to availability of funds) - \$3M limit for direct loans <p>Disadvantaged Community Program: Reduced rates available depending on severity of Disadvantaged status (1.5% or 0.5%). Planning, Design & Engineering Grants and principal forgiveness may be available. Up to \$10K Planning Grant with 20% local match for planning and design and up to \$300K Design & Engineering Grant</p>	<p>CDPHE: https://cdphe.colorado.gov/state-revolving-fund-information</p> <p>CWRPDA: https://www.cwrpda.com</p> <p>DOLA: https://cdola.colorado.gov/local-government-services/water-wastewater-management</p>
COLORADO DEPARTMENT OF PUBLIC HEALTH & ENVIRONMENT (CDPHE)	Water Pollution Control Revolving Fund (WPCRF)	✓		✓	✓	<p>Wastewater treatment and collection, nonpoint source pollution, and storm water projects</p> <ul style="list-style-type: none"> - Interest on leveraged loans at 70-80% of market - Direct loans interest rate currently 2.25% - 30 year maximum - No limit for leveraged loans (subject to availability of funds) - \$3M limit for direct loans <p>Green Project Reserve Program: Reduced rates available for eligible green costs greater than 15% of total project cost, (reduced interest rate for the first \$3M only).</p> <p>Disadvantaged Community Program: Reduced rates available depending on severity of Disadvantaged status (1.5% or 0.5%). Planning, Design & Engineering Grants and principal forgiveness may be available. Up to \$10K Planning Grant with 20% local match for planning and design and up to \$300K Design & Engineering Grant</p>	<p>CDPHE: https://cdphe.colorado.gov/state-revolving-fund-information</p> <p>CWRPDA: https://www.cwrpda.com</p> <p>DOLA: https://cdola.colorado.gov/local-government-services/water-wastewater-management</p>
COLORADO DEPARTMENT OF PUBLIC HEALTH & ENVIRONMENT (CDPHE)	Small Communities Grant	✓	✓	✓		<p>Water and wastewater projects</p> <p>This grant is for eligible projects are for the planning, design and construction of public water systems or domestic wastewater treatment works that serve a population of not more than 5,000 people, and are necessary for the protection of public health and water quality.</p>	https://cdphe.colorado.gov/flu
COLORADO DEPARTMENT OF PUBLIC HEALTH & ENVIRONMENT (CDPHE)	Water Quality Grants	✓	✓	✓		<p>Water and wastewater projects</p> <p>The Water Quality Improvement Fund (WQIF) provides money for water quality improvement projects using civil penalties from water quality violations. This includes storm water management training and best practices training to prevent or reduce the pollution of state waters. The grants are an important assistance tool for communities working to improve water quality in their area. Small and economically challenged communities are given priority for the funds. Entities that pay a Colorado Water Quality Control Act civil penalty are prohibited from receiving a grant from the WQIF for a period of 5 years from the date of the payment of the penalty.</p>	https://cdphe.colorado.gov/flu

ORGANIZATION	PROGRAM	ELIGIBLE RECIPIENTS		GRANT	LOAN	DESCRIPTION OF PROGRAM	WEBSITE
		GOVERNMENT	NONPROFIT				
COLORADO WATER CONSERVATION BOARD (CWCB)	Water Project Loan Program	✓	✓		✓	<p>Raw water projects (dams, pipelines, ditches, wells, new projects or rehabilitation).</p> <p>Loans for up to 90% of project costs. Repayment periods up to 30 years. Current Average Rates: Agricultural: 1.1% Municipal: 1.5-2% Commercial: 6% 1% Loan Service Charge</p> <p>Loans typically range from \$100K to \$10M. Loans under \$10M are regularly approved at regularly scheduled CWCB meetings, and applications are accepting on an ongoing basis. Loans over \$10M must be approved by the state legislature, and applications must be received by August 1 for funding the following year.</p>	https://cwcb.colorado.gov/loans-grants/water-project-loan-program
COLORADO WATER CONSERVATION BOARD (CWCB)	Water Efficiency & Drought Planning Grant Program	✓	✓	✓		Grant assistance for water conservation and drought or water storage plans, the implementation of plans, or related public education. Grants typically range from \$20,000 to \$60,000, limited to funds available on rolling basis.	https://cwcb.colorado.gov/grants
COLORADO WATER CONSERVATION BOARD (CWCB)	Water Supply Reserve Account	✓	✓	✓		To provide resources to implement projects and methods for meeting the state's water needs. Applications can be submitted anytime during the fiscal year. Allocations made at CWCB bi-monthly board meetings.	https://cwcb.colorado.gov/grants
COLORADO WATER RESOURCES & POWER DEVELOPMENT AUTHORITY (CWRPDA)	Water Revenue Bonds Program	✓			✓	<p>Water and wastewater projects</p> <p>- Raw water storage and diversion projects need CWCB review</p> <p>Market rates and up to 30-year loan terms. \$300K minimum and \$100M maximum loans</p>	https://www.cwrpda.com
DEPARTMENT OF LOCAL AFFAIRS (DOLA)	Community Development Block Grant (CDBG)	✓	✓		✓	<p>Water and wastewater projects</p> <p>Eligible recipients are CDBG non-entitlement municipality or county; districts and private systems are eligible sub-recipients.</p> <p>Maximum grant is \$600K. Typically one grant cycle per year. Contact DOLA field staff to apply.</p>	<p>CDBG: https://cdola.colorado.gov/community-development-block-grant</p> <p>DOLA field staff: https://cdola.colorado.gov/dola/regional-managers</p>
DEPARTMENT OF LOCAL AFFAIRS (DOLA)	Energy & Mineral Impact Assistance Fund (EIAF)	✓		✓	✓	<p>Water and wastewater projects</p> <p>For communities impacted by the energy/mineral industry</p> <p>Grants: Two or three cycles per year. See website for program deadlines. Contact DOLA field staff to apply. Admin grant requests accepted year round. Tier I grants up to \$200K. Tier II grants up to \$1M. Admin grants up to \$25K.</p> <p>Loans: Terms up to 20 years, and interest rates of at least 5%. Loans up to \$500K</p>	<p>EIAF: https://cdola.colorado.gov/funding-programs/energy/mineral-impact-assistance-fund-grant-eiaf</p> <p>DOLA field staff: https://cdola.colorado.gov/dola/regional-managers</p>

ORGANIZATION	PROGRAM	ELIGIBLE RECIPIENTS		GRANT	LOAN	DESCRIPTION OF PROGRAM	WEBSITE
		GOVERNMENT	NONPROFIT				
DEPARTMENT OF LOCAL AFFAIRS (DOLA)	Private Activity Bonds	✓			✓	Water, sewer, solid & hazardous waste projects. Requires community support, repayment ability, and local economic benefit. Interest rates are variable, depending upon bond market rates. Bond counsel determines eligible cost	https://cdola.colorado.gov/office-of-housing-finance-sustainability/private-activity-bonds
NATIONAL RURAL WATER ASSOCIATION (NRWA)	Revolving Loan Program	✓	✓		✓	Water and Wastewater projects Municipalities, counties, special districts, Native American Tribes and non-profit corporations, including cooperatives, with up to 10,000 population and rural areas with no population limits. Rates are set as the lower of poverty or market interest rate as published by RUS, with a minimum of 3% at closing. Maximum term is 10 years. Maximum loan is \$100K or 75% of the total project (whichever is less)	https://nrwa.org/members/products-services-portfolio/rural-water-loan-fund/
RURAL COMMUNITY ASSISTANCE CORPORATION (RCAC)	Loan Fund	✓	✓		✓	Water and wastewater projects -Short term: Three years @ 5.75% interest -Intermediate term: Up to 20 years @ 5.00% interest -Long term: Set at closing. Long-term loans require USDA RD loan guarantee	https://www.rcac.org/lending/
U.S. ECONOMIC DEVELOPMENT ADMINISTRATION (EDA)	Public Works and Economic Adjustment Assistance Programs	✓	✓	✓		Water and wastewater projects Must be in economically distressed areas & tied to permanent private sector jobs and investments. Applications accepted on rolling basis.	https://www.eda.gov/funding-opportunities/
U.S.D.A. RURAL DEVELOPMENT	Water & Waste Disposal Loan & Grant Program	✓	✓	✓	✓	Water, wastewater & storm water projects Offers direct and guaranteed loans depending on the loan amount and community size. Direct loans- - Loans and grants based upon income and health hazards - Three levels of interest rate available, depending upon need - Terms to 40 years/project life Community must be rural with population of 10,000 or less. Guaranteed loan interest rates are negotiated and may be fixed or variable. Community must be rural with a population of 50,000 or less.	https://www.rd.usda.gov/programs-services/water-waste-disposal-loan-grant-program
U.S.D.A. RURAL DEVELOPMENT	Emergency Community Water Assistance Grants	✓	✓	✓		Water projects This program helps eligible communities prepare, or recover from, an emergency that threatens the availability of safe, reliable drinking water. Qualifying emergencies include drought, flood, earthquake, tornado or hurricane, disease outbreak, etc. Federal disaster declaration not required. Community must have a population of 10,000 or less in a rural area. The area must also have a median household income less than the state's median household income for non-metropolitan areas. -water transmission line grants up to \$150K and water source grants up to \$1M	https://www.rd.usda.gov/programs-services/emergency-community-water-assistance-grants

ORGANIZATION	PROGRAM	ELIGIBLE RECIPIENTS		GRANT	LOAN	DESCRIPTION OF PROGRAM	WEBSITE
		GOVERNMENT	NONPROFIT				
U.S.D.A. RURAL DEVELOPMENT	Predevelopment Planning Grant	✓	✓	✓		<p>Water and wastewater projects</p> <p>This program assists low-income communities with initial planning and development of applications for USDA Rural Development Water and Waste Disposal direct loan/grant and loan guarantee programs.</p> <p>Community must be rural with a population of 10,000 or less, and have a median household income below the poverty line or less than 80% of the statewide non-metropolitan median household income.</p> <p>Maximum is \$30k or 75% of the predevelopment planning costs.</p>	https://www.rd.usda.gov/programs-services/water-waste-disposal-predevelopment-planning-grants
U.S.D.A. RURAL DEVELOPMENT	Special Evaluation Assistance for Rural Communities and Households (SEARCH) Grant	✓	✓	✓		<p>Water and wastewater projects.</p> <p>This program helps very small, financially distressed rural communities with predevelopment feasibility studies, design and technical assistance on proposed water and waste disposal projects. Community must be rural with a population of 2,500 or less, and have a median household income below the poverty line or less than 80% of the statewide non-metropolitan median household income.</p>	https://www.rd.usda.gov/programs-services/search-special-evaluation-assistance-rural-communities-and-households
COBANK		✓	✓		✓	<p>Water and wastewater</p> <p>Offers loans and bridge/interim funding for USDA water/wastewater projects</p> <ul style="list-style-type: none"> - Short term: up to 3 years - 1.50% - 2% (variable rate changes weekly) - Long term: up to 20 years, varies based on system; 3% - 3.5%, possibly lower for tax-exempt (rates change daily) <p>No loan maximum</p>	https://www.cobank.com

From: [Mary B](#)
To: [Corinne Ferguson](#)
Subject: Fw: table of grant/loan sources for water
Date: Thursday, February 3, 2022 4:39:55 PM

OK, stick this in the packet with the grant matrix from Dana.

From: Paige S <paiges@townofpaonia.com>
Sent: Thursday, February 3, 2022 11:17 AM
To: Mary B <maryb@townofpaonia.com>
Cc: Corinne Ferguson <corinne@townofpaonia.com>
Subject: RE: table of grant/loan sources for water

Hello Mary and Corinne,

Everything I've asked for regarding pursuing a grant is information needed by the Trustees and the public so all understand who, what, where, and when, etc., associated with the grant and in order for the Trustees to make an informed decision. If I need to make a motion that provides a more prescriptive set of required information, I can do that.

Mary, none of this should boil down to your opinion or my opinion, it all must be made public and decided in public.

In the absence of knowing if you plan to include the table provided by Dana in the agenda packet, I request that it be included along with this email exchange between the two of us.

In addition, could you please report on information you've received from the U.S Department of Commerce, Economic Development Administration regarding whether it's a possible source of grant/loan funding?

Thank you,

Paige

From: Mary B <maryb@townofpaonia.com>
Sent: Thursday, February 3, 2022 9:17 AM
To: Paige S <paiges@townofpaonia.com>
Cc: Corinne Ferguson <corinne@townofpaonia.com>
Subject: Re: table of grant/loan sources for water

Paige,

I did not ask Dana to compile the list I shared. I received this on January 7th from Dana and since it fulfilled all the criteria you set out, I shared it with the Board.

As to your questions:

1. Yes, Paonia has filled out this survey in the past and will do so again.
2. DOLA reviews this when the grants are applied for.
3. In our conversation with Dana Tuesday, he indicated that we should apply for the Energy Impact Assistance Fund grant instead, which has the same monetary limits (\$750,000) but we are more likely to get. It is due on March 1, 2022.
4. We could very likely qualify for this fund, but it is a loan, not a grant and will absolutely require an increase in water rates to cover the repayment. This will require a great deal of Board consideration.

It does not seem appropriate at this point to involve RCAC when we have not even gotten the final reports from JDS or SGM. We can ask those people, who have done the in-depth research into our systems, to provide their opinions about what are the highest priorities in our system. Involving RCAC on that question will only delay decisions for months.

In the discussion with Dana, he indicated that raw water storage is not being funded outside the work of the Colorado Water Conservation Board.

I am sorry that the information presented does not fulfill all your new requirements, which were not asked for at the last meeting. Some of this is premature and an ill use of time to investigate and provide in depth analyses of grant sources we may never use or having matching funds for.

At the last meeting, the Board decided that the lining of the 2 million gallon tank and the repair/replacement/ addition of PRV was the highest priority. Do we really need to discuss this again?

It seems to me that we need to get the JDS and SGM final reports, and a complete understanding of what needs to be done at all the treatment plants from SSG before we can further prioritize. Making decisions without all the relevant information is not a good path to follow. Right now we can write the grant for the tank relining and PRV problems. This is time sensitive and does not need more meetings to complete.

Mary

From: Paige S <paiges@townofpaonia.com>
Sent: Wednesday, February 2, 2022 7:39 AM
To: Mary B <maryb@townofpaonia.com>
Cc: Corinne Ferguson <corinne@townofpaonia.com>
Subject: RE: table of grant/loan sources for water

Hi Mary,

Thank you for asking Dana to compile this list.

I've taken a look at some of the background information and have the following questions related to several of them:

1. The CDPHE State Revolving Fund Eligibility Survey opens Jun 1 – June 30. Has Paonia previously filled out the survey?
2. In order to qualify for a CDPHE Small Communities Water and Waste Water grant, DOLA must determine Paonia's financial need. Do you know if that has already occurred?
3. I noticed the Community Development Block grant application closes Feb. 18. Does Paonia qualify as being able to "benefit low- and moderate-income persons"? If so, is this a program that can immediately serve our needs and if so, is getting this application submitted a priority?
4. I'm wondering if Paonia could qualify for the treatment, transmission and distribution, storage and possibly consolidation eligibilities of the Drinking Water State Revolving Fund? Has this been asked of CDPHE?

I'd also like to suggest that the RCAC be contacted to ask for their possible assistance with helping us identify the greatest threats to our treatment and distribution system and how best to prioritize addressing them. Since we are members of the Colorado Rural Water Association, I also would suggest we utilize the technical assistance training and source water protection planning they offer.

As helpful as it is to see this list, it is not enough to satisfy my need to know exactly which project is being proposed for grant/loan funding (see the paragraph below), which source of grant/loan funding is being targeted, what are the eligibility criteria for that funding, what is the estimated or required time frame for project completion, percent required match (if any), loan interest rate and amount of time provided for repayment, staff person who will serve as project manager and amount of staff time for grant/loan tracking and submittal of required reporting documents, etc.

It's imperative that we know which project can and should be completed first or if we have multiple projects that must be completed simultaneously with all of this discussed by the Trustees in a public setting. We have found ourselves at a serious pivotal point in dealing with the water and waste water systems in order to ensure delivery of services and not be found out of compliance. If we need to have multiple special meetings to address this situation, so be it.

Thank you,

Paige

From: Mary B <maryb@townofpaonia.com>

Sent: Thursday, January 27, 2022 9:36 AM

To: Tamie M <tamiem@townofpaonia.com>; Paige S <paiges@townofpaonia.com>; Dave K

<DaveK@townofpaonia.com>; Jeff T <JeffT@townofpaonia.com>; Karen Budinger
<karenb@townofpaonia.com>; Mick J <mickj@townofpaonia.com>
Cc: Corinne Ferguson <corinne@townofpaonia.com>
Subject: table of grant/loan sources for water

Hello all,

Dana Hlavac compiled this table with links of sources of funding for water. Please let me know if this satisfies your needs for general grant information.

Mary

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding (MOU) is entered into by and between: Elaine Brett (Consultant) and The Town of Paonia (Administrator).

A. Purpose. The intent of this MOU is to describe roles and responsibilities for the ***DOLA EIAF Tier II Grant Application***.

B. Roles and Responsibilities. The Consultant agrees to work on a volunteer basis, collecting no compensation for her time.

Town of Paonia agrees to:

Responsibility/Activity
Administer the Grant and maintain communications with DOLA
Provide information and data to respond to the application questions
Provide access to public works and other Town staff
Make all decisions regarding commitment of resources
File all required reports

Consultant agrees to:

Responsibility/Activity
Research and complete the application to meet the grant requirements
Record project time and report to the Town as matching volunteer time.

C. Reporting Requirements. Consultant will collect, collate and submit data as per the project target outputs and outcomes. The Town will be responsible for submitting any interim or final reports to DOLA.

D. Timeframe. This MOU will commence on _____ and will dissolve at the end of the grant funding period on _____.

F. Confidentiality.

In order to ensure the safety of clients, all parties to the Memorandum of Understanding agree to adhere to the confidentiality expectations as outlined in the Grant Agreement.

This Memorandum of Understanding is the complete agreement between Elaine Brett and the Town of Paonia and may be amended only by written agreement signed by each of the parties involved.

The MOU must be signed by all partners. Signatories must be officially authorized to sign on behalf of the agency and include title and agency name.

Town of Paonia: Name, Title _____
Authorized Signature: _____

Address:

Telephone(s):

E-Mail Address:

Consultant Name:

Signature: _____

Address:

Telephone(s):

E-Mail Address:

AGENDA SUMMARY FORM



For possible action regarding the continuation or cancellation of the annual subscription to Archive Social for archiving of the Town of Paonia Facebook Pages.

Summary:

Notes:

Archive Social is an annual contract for approximately \$3,000. The platform captures posts and comments made on the Town sponsored Facebook pages only.

The Town Facebook page is rarely used by community members, it is not used a place to ask questions or discussions. Community member rather use message boards on social media that are not participated on by Town staff nor used for Town Administration information.

I find the use of the Town pages do not justify the cost to archive them.

Should the Board choose to cancel Archive Social staff will shut down the Towns Facebook page as well.

Thank you.

Possible Motions:

Motion by: _____ 2nd: _____ vote: _____

Vote:	Mayor Bachran	Trustee Budinger	Trustee Johnson
Trustee Knutson	Trustee Meck	Trustee Smith	Trustee Thompson

AGENDA SUMMARY FORM



Discussion of possible action to approve additional spending on updated electronics and sound system for hybrid meeting capabilities

Summary:

Update on status and discussion on additional component costs

Notes:

To date I have moved forward on the update of the Town Hall sound system from what was meant to be an A.V. system for in-person meetings to transitioning to a system that better supports in-person and virtual viewing and participation in hybrid meetings.

Screens have been installed that allow for the Board and in-person attendees to view those participating virtually. A new camera has been installed that will zoom in on the speaker. New microphones are being installed in the room to take the place of the on-table mics and a simpler over-ear amplifying system is being worked on to help with any hearing-impaired issues.

In order to stay within the purchasing policy, I initially authorized the installation of two in ceiling microphones. Upon installation the i.t. department as suggested an additional two microphones and speakers for the room.

Staff requests permission to expend an additional \$1,000 to \$1,500 for the purchase and installation of additional microphone components for the Board room.

Possible Motions:

Motion by: _____ 2nd: _____ vote: _____

Vote:	Mayor Bachran	Trustee Budinger	Trustee Johnson
Trustee Knutson	Trustee Meck	Trustee Smith	Trustee Thompson

AGENDA SUMMARY FORM



Review for possible action – the cancellation of the regular municipal election.

Summary:

The Board of Trustees has four open candidate seats and four valid candidate applicants for the seats. At the Board’s discretion, the Town can cancel the election and the four candidates will take office at the second meeting in April.

Notes:

Possible Motions:

Motion by: _____ 2nd: _____ vote: _____

Vote:	Mayor Bachran	Trustee Budinger	Trustee Johnson
Trustee Knutson	Trustee Meck	Trustee Smith	Trustee Thompson

TOWN OF PAONIA, COLORADO

RESOLUTION 03-2022

**A RESOLUTION OF THE BOARD OF TRUSTEES OF THE TOWN OF PAONIA,
COLORADO CANCELLATION OF THE APRIL 5, 2022 ELECTION**

WHEREAS, the Town of Paonia is a Statutory Town in Delta County and a political subdivision of the State of Colorado; and

WHEREAS, Delta County WILL HOLD THE Regular Municipal Election April 5, 2022; and

WHEREAS, pursuant to an intergovernmental agreement by and between the Delta County Clerk and Recorder and the Town of Paonia, the Delta County Clerk and Recorder was the designated election official for the Town; and

WHEREAS, the Town of Paonia has four open Board of Trustees seats open for election; and

WHEREAS, the Board of Trustees recognizes C.R.S. 31-10-507 states that; ...if the only matter before the voters is the election of persons to office and if, at the close of business on the sixty-fourth day before the election, there are not more candidates than offices to be filled at such election, including candidates filing affidavits of intent, the clerk, if instructed by resolution of the governing body either before or after such date, shall cancel the election...,

NOW THEREFORE, IT IS HEREBY RESOLVED by the Board of Trustees of the Town of Paonia as follows:

1. The Town hereby recognizes its authority and directs the Clerk to cancel the election and publish such notice of cancellation in the newspaper of record.

RESOLVED, APPROVED, AND ADOPTED this 8th day of February 2022.

Town of Paonia, Colorado

By: _____
Mary Bachran, Mayor

ATTEST:

Corinne, Ferguson, Town Administrator/ Clerk

AGENDA SUMMARY FORM



Review of and possible action on citizen initiative ordinance regarding increased local accountability, records access, fees associated with CORA requests, and public challenge of staff, Board, and Ordinance actions in municipal court

Summary:

Notes:

The initiative petitions were filed with the clerk December 21, 2021. Per statute signatures must be verified within 30 days of receipt. Signatures were verified January 20, 2022. 61 signatures were required, 75 signatures were deemed sufficient. A 40-day protest period begins upon filing the petition as well. This ended Sunday, January 30, 2022.

As of Tuesday, February 1st the petitions have been deemed sufficient and the Board has 20 days to review the petition ordinance and either:

1. Adopt without changes
2. Refer for special election
3. Negotiate with initiative representatives regarding other action – this will require the proponents to agree to a postponement of review.

The initiative is not eligible to be on the ballot for the regular municipal election due to the timing of the submittal of certified language to the County for ballots.

The Board cannot review until after the 40-day protest is over and must have reviewed and decided on how to proceed not less than 60 days from the regular election. As of February 8th, there are only 56 days until the regular municipal election.

Possible Motions:

Motion by: _____ 2nd: _____ vote: _____

Vote:	Mayor Bachran	Trustee Budinger	Trustee Johnson
Trustee Knutson	Trustee Meck	Trustee Smith	Trustee Thompson

WARNING:

IT IS AGAINST THE LAW:

For anyone to sign any initiative or referendum petition with any name other than his or her own or to knowingly sign his or her name more than once for the same measure or to knowingly sign a petition when not a registered elector who is eligible to vote on the measure.

DO NOT SIGN THIS PETITION UNLESS YOU ARE A REGISTERED ELECTOR AND ELIGIBLE TO VOTE ON THIS MEASURE. TO BE A REGISTERED ELECTOR, YOU MUST BE A CITIZEN OF COLORADO AND REGISTERED TO VOTE.

Do not sign this petition unless you have read or have had read to you the proposed initiative or referred measure or the summary in its entirety and understand its meaning.

Summary of Proposed Ordinance

An ordinance of the Town of Paonia amending Chapter 2 of the Paonia Municipal Code by the addition of a new Section 2, Article 11 making records of Town Infrastructure and Finance available without charge to residents of Paonia, preventing the Town from bringing suit against a record requester, making all records of the Town broadly available to Trustees, establishing the right to challenge Town actions and ordinances in Municipal Court at minimal expense to the applicant, limited waiving of Governmental Immunity for claims under this ordinance, awarding cost, damages and fees to a prevailing citizen and doubling those in certain cases.

The two persons who represent the proponents of this initiative petition in all matters affecting the petition and to whom all notices or information concerning the petition shall be mailed are:

Bill Brunner, P.O. Box 172 Paonia, CO 81428
Jeannette Brunner, P.O. Box 172 Paonia, CO 81428

Text of Proposed Ordinance

Section 1. Amendment of Town Code.

Chapter 2 of the Town Code is amended by the addition of the following:

Sec. 2-11 Public Access to Town Records and the Municipal Court to Increase Local Government Accountability.

Sec. 2-11- (a) Definitions:

Open Records: Records available to the public by the Colorado Open Records Act (CORA), under which the Town may charge per page and for research and deny certain requests.

Public Records: Records available to the public under this ordinance.

Sec. 2-11-(b) Records of Infrastructure and Finance are based on Data and are Public Records.

(i) In addition to the requirements of the Colorado Open Records Act, C.R.S. 24-72-200.1 et seq. (CORA) all records, reports, studies, data, statistics, calculations and all other records and information relating to Town owned infrastructure as well as all financial records, regardless of status or designation including but not limited to draft, work product, claim of privilege, etc. are Public Records available upon request unless those records meet the requirements of section (ii).

(ii) Only those portions of records containing information required to be withheld by an applicable law may be withheld and only by redaction of the required portion of the record so that the public shall know of the extent of the records withheld.

(iii) The Custodian of the records shall provide a sworn statement detailing the specific statute requiring the redaction as well as stating the nature, such as name, banking information, personal phone number, etc., specific to each individual redaction.

(iv) If the Town is unable to definitively ascertain if any requested record is required to be withheld by an applicable law, the Town shall immediately make those records public. In no case shall the Town make any claim or counter claim or under take any action against any person resulting from a valid records request.

(v) The time periods and procedures described in CORA, as amended by this ordinance, shall apply to Public Records requested under this Ordinance and to request for Town records made under CORA, without appeal by the Town.

(vi) Records requested under this Ordinance by residents of Paonia shall be provided without cost to the resident.

Sec. 2-11-(c) Trustees have Broad Access to all Records

(i) Trustees shall have broad access to examine all the records of the Town.

Sec. 2-11-(d) Actions of the Town, Town Officials and Town Ordinances may be Challenged in Municipal Court at Minimal Expense.

(i) Actions and decisions by the Town, Town Officials and the lawfulness of Town Ordinances may be challenged in the Municipal Court.

(ii) The Court shall establish rules and procedures that allow Town residents and persons owning property in the Town to challenge the decisions and actions of the Town and its Officials and the lawfulness of Town Ordinances at minimal expense to the applicant not to exceed \$50.

(iii) The Court shall establish rules and procedures so that persons with no judicial experience may have a fair trial, including the right to trial by jury, when challenging actions or decisions of the Town, Town officials or the lawfulness of Town Ordinances, with or without representation by an attorney.

(iv) The Rules of Procedure shall include but not be limited to;

a) Deadlines for filings with the Court: the Town's deadlines shall fall so that a citizen facing the Town in Court has five days to examine the Town's position prior to filing a corresponding document.

b) At least 5 days prior to trial The Town shall provide all evidence known by the Town that is relevant to any person facing the Town in Court including all evidence that may be mitigating or contrary to the Town's position.

Sec. 2-11- (e) Limited Waiver of Governmental Immunity.

(i) The Town waives Governmental Immunity to a liability limit of \$50,000 for claims brought under this ordinance .

Sec. 2-11- (f) Damages and Fees.

(i) The Court shall award reasonable costs, damages and attorney fees to any member of the public prevailing in any suit or court action brought under this ordinance.

Sec. 2-11- (g) Double Damages and Fees.

(i) If The Town or Town Officials are found to have acted with malice, negligence, beyond the legal scope of office or in a willful and wanton manner, the Court shall award double reasonable costs, damages and attorney fees to any member of the public prevailing in any suit or court action brought under this ordinance or the Colorado Open Records Act or the Colorado Open Meetings Law without limitation by section (f) above.

Section 2. Repeal of Conflicting Ordinances

Any other ordinance or portion of any ordinance in conflict with this ordinance is hereby repealed.

Section 3. Severability.

If any provision of this ordinance or the application of it to any person or circumstance is held invalid by a court of competent jurisdiction, such invalidity shall not affect other provisions or applications of this ordinance which can be given effect without the invalid provisions or applications. The provisions of this ordinance are expressly declared to be severable.

AGENDA SUMMARY FORM



Mayor's Report

Summary:

Notes:

December 15, 2021

Mayor's Report

Grants For Approval

- DOLA Energy and Mineral Impact Assistance Fund Program (EIAF)
 - Purpose: Reline 2-million-gallon water tank and repair/replace/install PRVs
 - Amount: \$1.5 million
 - Match: Cash match of 50%
 - \$750,00 DOLA, \$750,000 Paonia
 - Other grants can be used for the cash match (ARPA, other state grants, etc.)
 - DOLA discussing a lead remediation fund grant which we may be able to apply for and use as a match. Will know more information at the end of February
 - Staff time estimates: 338 hours (from acceptance to final report)
 - Application deadline date: March 1, 2022
 - Award date: June 2022
 - Grant life: 2 years

Grant Sources Not Available

- U.S Department of Commerce, Economic Development Administration (EDA)
 - These grants require that water/sewer infrastructure be tied to a specific economic development project, such as the development of an industrial park. General infrastructure improvements to the town do not qualify. We do not have any qualifying projects.

Grant Sources Being Investigated

- CDPHE
 - Small community water grants
 - WIIN disadvantaged community water grants
 - Engineering/design planning grants
- Gunnison Basin grants
 - Water storage loans/grants
- USDA
 - Water & Waste Water Disposal Loan and Grant Program
- CO Water Conservation Board
 - Water and Storage Supply Projects
- EPA State Drinking Water Revolving Fund
 - No information up for 2022 yet
- Other EDA grants

Grants Submitted

- 2-3-22 CDOT Revitalizing Main Streets for the intersection of Grand and 5th
 - Approved by Board on 12-14-21

AGENDA SUMMARY FORM



Ad Hoc/Committee Reports

Summary:

Notes:

Possible Motions:

Motion by: _____ 2nd: _____ vote: _____

Vote:	Mayor Bachran	Trustee Budinger	Trustee Johnson
Trustee Knutson	Trustee Meck	Trustee Smith	Trustee Thompson

February 4, 2022

AGENDA SUMMARY FORM



Executive Session for a conference with the Town's Attorney for the purpose of receiving legal advice, pursuant to CRS 24-6-402(4)(b) legal advice for the Trustees in the case of Pace v Town of Paonia

Summary:

Notes:

Possible Motions:

Motion by: _____ 2nd: _____ vote: _____

Vote:	Trustee Bear	Trustee Budinger	Trustee Johnson
Trustee Knutson	Trustee Meck	Trustee Pattison	Mayor Bachran

February 4, 2022

AGENDA SUMMARY FORM

	Adjournment		
Summary:			
Notes:			
Possible Motions:			
Motion by: _____ 2 nd : _____ vote: _____			
Vote:	Mayor Bachran	Trustee Budinger	Trustee Johnson
Trustee Knutson	Trustee Meck	Trustee Smith	Trustee Thompson

February 4, 2022