



TOWN OF PAONIA
THURSDAY, MARCH 10, 2022
REGULAR TOWN BOARD MEETING AGENDA
6:30 PM

MASKS ARE NO LONGER REQUIRED TO ATTEND PUBLIC MEETINGS.

[HTTPS://US02WEB.ZOOM.US/J/83198149758](https://us02web.zoom.us/j/83198149758)

Roll Call

Approval of Agenda

Announcements

Recognition of Visitors & Guests

1. Visitors & Guests

Consent Agenda

2. Regular Minutes: 02/22/2022
Special Minutes: 02/28/2022 – Ordinance Meeting
02/28/2022 – Work Session/Special Meeting – SGM Presentation

Mayor's Report

3. Mayors Report

Staff Reports

4. Town Administrator's Report
Public Works Report
Police Report
Treasurer Report

Unfinished Business

5. Advisory Water Committee Meeting Follow-Up Discussion

New Business

6. Board consideration and possible action regarding vacated Trustee seat
7. Board consideration and possible action on Ad-Hoc committee recommendation for Trustee meeting policy and procedure modifications
8. Presentation of JDS Hydro Progress Report
9. Presentation of JDS Hydro and SGM Engineering Task List
10. Board consideration and possible action on criteria for setting water priorities
11. Board member volunteer to participate with Mayor Bachran to review the current Colorado Open Records Act Policy
12. Discussion item: Creation of policy and procedures for Trustees to view Town facilities
13. Discussion item: Ordinance 01-2020 – Water Tap Moratorium

Disbursements

Committee Report

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	Vacant	Trustee Smith	Trustee Thompson

March 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	Vacant	Trustee Smith	Trustee Thompson

March 4, 2022

AGENDA SUMMARY FORM



Announcements

Summary:

Notes:


Possible Motions:

Motion by: _____ 2nd: _____ vote: _____

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

March 4, 2022

AGENDA SUMMARY FORM

	Visitors & Guests								
Summary:									
Notes:									
Possible Motions:									
Motion by: _____ 2 nd : _____ vote: _____									
Vote:	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;">Mayor Bachran</td> <td style="width: 25%;">Trustee Budinger</td> <td style="width: 25%;">Trustee Johnson</td> <td style="width: 25%;"></td> </tr> <tr> <td>Trustee Knutson</td> <td>Vacant</td> <td>Trustee Smith</td> <td>Trustee Thompson</td> </tr> </table>	Mayor Bachran	Trustee Budinger	Trustee Johnson		Trustee Knutson	Vacant	Trustee Smith	Trustee Thompson
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March 4, 2022

AGENDA SUMMARY FORM



Regular Minutes: 02/22/2022
 Special Minutes: 02/28/2022 – Ordinance Meeting
 02/28/2022 – Work Session/Special Meeting – SGM Presentation

Summary:

Notes:

Possible Motions:

Motion by: _____ 2nd: _____ vote: _____

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

TOWN OF PAONIA



Regular Town Board Meeting, Tuesday, February 22, 2022

**Mayor Bachran
Mayor Pro-Tem Knutson
Trustee Budinger
Trustee Johnson
Trustee Meck
Trustee Smith
Trustee Thompson**

February 22, 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

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

Approval of the Agenda

Motion made by Trustee Knutson, Seconded by Trustee Smith to moved to approve the agenda as presented with two (2) changes – omitting agenda item #1 and adding the Water Advisory Committee Report. Motion carried unanimously.

Motion made by Trustee Meck, Seconded by Trustee Budinger to amend the motion to include JDS Hydro Progress Report to the agenda. Motion carried unanimously.

Announcements:

Trustee Johnson notified the public and Board of the passing of Dave Dobbs and requested a moment of silence in his honor. He will be missed by all who knew him.

Recognition of Visitors and Guest

None

Consent Agenda including Approval of Prior Meeting Minutes

Motion made by Trustee Smith, Seconded by Trustee Knutson to approve the consent agenda with corrections identified by Trustee Smith. Motion carried unanimously.

Mayor's Report

Motion made by Trustee Knutson, Seconded by Trustee Smith to have Mayor Bachran provide the Board information about possible AARP community grants, to include resources the Town would be responsible for. Motion carried unanimously.

Staff Reports

No written reports were provided. Several updates were given, and Administrator Ferguson answered questions regarding administration, the public works department, the hire of new Public Works Director Cory Heiniger, and the police department.

Motion made by Trustee Knutson, Seconded by Trustee Budinger to modify the comment period for the work session only – Monday, February 28, 2022. The public will have the opportunity to write their questions and Mayor Bachran will ask the questions of the presenter. Motion carried unanimously.

TOWN OF PAONIA



Public Hearing

Davis-Minor Subdivision Variance Application Review- TBA Niagara Avenue
The public hearing was postponed until March 24, 2022.

Discussion regarding JDS-Hydro Infrastructure Analysis change order progress report

Motion made by Trustee Meck, Seconded by Trustee Smith to continue the discussion of the JDS Hydro progress report to the next Board meeting March 10, 2022, when a JDS Hydro representative will be in attendance. Motion carried unanimously.

Unfinished Business

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

Motion made by Trustee Meck, Seconded by Trustee Budinger to cancel the Archive Social annual membership, keeping the Town of Paonia Facebook page active with a pinned post stating the Town will no longer respond or accept comments through Facebook. Motion carried unanimously.

The Paonia Tree Board also requests to shut down their Facebook website.

Motion made by Trustee Budinger, Seconded by Trustee Smith to take a 10-minute recess. Motion carried unanimously.

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

Motion made by Trustee Budinger, Seconded by Trustee Knutson to refer the initiative to a public vote at a special election to be held on May 3, 2022, Motion carried unanimously.

Motion made by Trustee Smith, Seconded by Trustee Johnson to direct Attorney Conklin to draft an alternative ordinance addressing records access for a special meeting at 5:00 pm, February 28, 2022. Motion carried unanimously.

Motion made by Trustee Meck, Seconded by Trustee Smith directing the Board to create an Ad-Hoc committee to review and ensure that the Town’s public records policy is up to date with the Colorado Open Records Act. Motion carried with five (5) Ayes and one (1) Nay. Trustee Meck and Mayor Bachran volunteered to be on the Ad-Hoc committee.

Trustee	Aye	Nay
Budinger		X
Johnson	X	
Knutson	X	
Meck	X	
Smith	X	
Thompson	X	

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

Motion made by Trustee Budinger, Seconded by Trustee Meck to strike the last 2 sentences Robert’s Rules of Order page 2 from 2-10-40. Motion carried unanimously.

Motion made by Trustee Smith, Seconded by Trustee Knutson to adopt the Ordinance 01-2022 to include changes as noted. Motion carried unanimously.

TOWN OF PAONIA



New Business

Review and possible action on Solid Solution Geosciences (SSG) contract extension

Motion made by Trustee Thompson, Seconded by Trustee Budinger to accept the extension of SSG contract as presented. Motion carried unanimously.

Discussion and possible Board action regarding Solid Solution Geosciences letter to the Board of Trustee-treatment plant access

At Board member request the Solid Solution Geosciences letter to the Board regarding access to plant facilities was presented. Ms. Briana Greer, president of SSG and author of the letter, presented what she found to be inappropriate access to the Lamborn Mesa Water Treatment plant by two (2) trustees and one (1) advisory water committee member. Ms. Greer stated it was inappropriate for Trustees acting outside the direction of the Board to approach contractors for access to Town facilities and requested a retroactive waiver of liability.

Discussion ensued with topics that include:

Trustee responsibilities

Contractor insurance coverage

Town insurance coverage

When trustees should be granted access

When trustees should not be granted access

Motion by Trustee Smith, Seconded by Trustee Knutson to instruct Attorney Conklin to create a waiver of liability for the three (3) individuals that toured the water plant to protect SSG, Josh Moore, and the Town of Paonia from any unforeseen issues that could occur. Motion carried unanimously.

At 9:42 pm Trustee Tamie Meck stated that she felt she was a liability for this board, is willing to sign the waiver, resigned her seat on the Board, and left the meeting.

Motion made by Trustee Knutson, Seconded by Trustee Budinger to extend the meeting 20 minutes. Motion carried unanimously.

Discussion continued.

Motion made by Trustee Knutson, Seconded by Trustee Budinger to extend the meeting 10 minutes. Motion unanimously passed.

Review and possible action regarding the expenditure of funds for maintenance repair by Filtertech at the Lamborn Mesa Water Treatment Plant

Motion made by Trustee Knutson, Seconded by Trustee Smith to approve the proposed repairs by Filtertech not to exceed 10% over the proposal as presented. Motion carried unanimously.

ASF- Review and possible action on a letter of intent to participate in the multi-jurisdictional Hazard Mitigation Plan update

Motion made by Trustee Knutson, Seconded by Trustee Budinger to extend the meeting to 10:20 p.m. Motion carried unanimously.

TOWN OF PAONIA



Motion made by Trustee Budinger, Seconded by Trustee Johnson to support and participate in Multi-jurisdictional Mitigation plan update and to write a letter in support of the Grant for Delta County Emergency Management as presented. Motion carried unanimously.

Review and possible action on Delta County Letter of support for a Hazard Mitigation Planning Grant to perform the required update to the multi-jurisdictional Hazard Mitigation plan

The Board unanimously voted to write a letter of support under the previous agenda item.

Presentation of information regarding community room sound system and hardware/software upgrades in response to coronavirus

Motion made by Trustee Budinger, Seconded by Trustee Knutson to table this item until the next meeting. Motion carried unanimously.

Disbursements

The Board of Trustees and the public were given an opportunity to ask questions regarding disbursements.

Motion made by Trustee Budinger, Seconded by Trustee Knutson to except and pay disbursements as presented. Motion unanimously passed.

Motion made by Trustee Smith to extend the meeting an additional (5) five minutes. Motion died for lack of a second.

Committee Reports

Continued until the next meeting.

Discussion and possible action regarding Ad-Hoc committee recommendation for the Trustee meeting policy and procedures

Continued until the next meeting.

ADJOURNMENT:

The Regular Council Meeting was adjourned at 10:31 pm.

Candy Wuollet, Finance Clerk

Mary Bachran, Mayor

TOWN OF PAONIA



Special Town Board Meeting, February 28, 2022

**Mayor Mary Bachran
Mayor Pro-Tem Dave Knutson
Trustee Karen Budinger
Trustee Mick Johnson
Trustee Paige Smith
Trustee Jeff Thompson**

February 28, 2022 **Special Meeting Minutes** **5:00 pm**

Mayor Mary Bachran called the Special Meeting of the Town of Paonia to order at 5:12 pm.

Roll Call

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

Approval of the Agenda

Motion made by Trustee Knutson, Seconded by Trustee Budinger to approve the agenda as presented. Motion carried unanimously.

Announcements:

None.

New Business

Board review and possible action regarding Ordinance TBA-2022 amending the Town of Paonia Municipal Code to add a new section 2-11-10 concerning infrastructure and finance public records: Town Attorney Conklin provided a brief overview of the draft ordinance. Initiative Petition representative Bill Brunner made a brief statement.

Motion made by Trustee Smith, Seconded by Trustee Budinger to accept the ordinance as presented. Motion carried with three (3) Ayes and two (2) Nays.

Trustee	Aye	Nay
Budinger	X	
Knutson		X
Johnson	X	
Smith	X	
Thompson		X

Initiative petition representative Bill Brunner provided notice of petition ordinance withdrawal to Mayor Bachran.

Motion made by Trustee Smith, Seconded by Trustee Johnson to add an agenda item on the March 10, 2022, Board of Trustee meeting to discuss a policy to regarding viewing all facilities of the Town in accordance with applicable town procedures. Motion carried unanimously.

ADJOURNMENT:

The special meeting was adjourned at 5:35 pm.

Candy Wuollet, Finance Clerk

Mary Bachran, Mayor

TOWN OF PAONIA



Work Session Followed by Special Town Board Meeting, February 28, 2022

**Mayor Mary Bachran
Mayor Pro-Tem Dave Knutson
Trustee Karen Budinger
Trustee Mick Johnson
Trustee Paige Smith
Trustee Jeff Thompson**

February 28, 2022,

Minutes

5:30 pm

Mayor Mary Bachran called the Work Session of the Town of Paonia to order at 5:45 pm.

Roll Call

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

Work Session Presentation

SGM-Capital Improvement Plan/Asset Inventory & System Mapping Presentation. No public comment was allowed during work session however the community was asked to write down questions. Mayor Bachran asked the public questions to Brandyn Bair, presenter for SGM, who answered accordingly.

Adjournment & Short Recess

Adjourned at 6:36 pm with a 10-minute recess.

Re-convening Special Meeting

Approval of the Agenda

Motion made by Trustee Knutson, Seconded by Trustee Budinger to amend the agenda to include discussion about the mask mandate. Motion carried unanimously.

Motion made by Trustee Knutson, Seconded by Trustee Budinger to approve the agenda as amended. Motion carried unanimously.

Announcements:

None.

Mask Mandate Discussion

Motion made by Trustee Knutson, Seconded by Trustee Thompson to lift the required masks at Board Meetings. Motion carried unanimously.

New Business

SGM-Capital Improvement Plan/Asset Inventory & System Mapping Presentation follow-up discussion and possible action regarding planning for the water system

A brief discussion and opportunity to hear from the public was held.

Motion made by Trustee Knutson, Seconded by Trustee Smith to include at the March 10, 2022 Board meeting and opportunity to set criteria for determining water priorities. Motion carried unanimously.


Adjournment

The Special Council Meeting was adjourned at 7:44 pm.

Candy Wuollet, Finance Clerk

Mary Bachran, Mayor

AGENDA SUMMARY FORM

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

March 4, 2022

Mayor's Report

Grant submissions

- Still in the process of getting final figures for grant application at the time of packet preparation. These values will be presented to the Board at the March 10th meeting.
- AARP Community Challenge grant
 - Rehab the walking paths in Apple Valley Park to make them passible year-round and handicapped accessible. Stabilize the hill on the north side of the park where it meets the walking path and buries it in mud. Fill in the divots in front of the exercise stations.
 - No matching funds needed
 - In-kind will be staff and public works time
 - Grant amount \$ XXXX
 - Staff time: XXXX
 - Application deadline March 22, 2022

Region 10 Board of Directors Meeting 2-24-22

- Executive Director Report – Michelle Haynes
 - New positions in Gunnison and Area Agency on Aging Program Assistant
 - Recruiting Rural Entrepreneur Coordinator or Manager
 - Olathe Kitchen coordinator position also open
 - Remodeling Region 10 offices
- Small Business Resource Center – Nancy Murphy
 - Numbers on consulting and training tracking the same as 2021
 - 30% of consulting service time went to Delta County
 - 16% of training time to Delta County
 - Doing HR trainings to good response
 - Will do in person training in Montrose on 4-21-22
 - On employee life cycle
 - Over 47 jobs created in January
 - 233 jobs retained
 - Upcoming Trainings:
 - Finance Friday: Money going everywhere, where to focus? Fri, Feb 25, 2:30- 3:30 p.m.
 - Leading Edge Strategic Planning Series, Thurs, Mar 3- May 5, 6-8 p.m., \$250
 - Marketing Power: What makes a great “about us” page, Tues, Mar 8, noon- 12:45 p.m.
 - SmartStart: How to start a business, Wed, Mar 9, 11:30 a.m.- 1:30 p.m., \$30
 - Intro to Google Ads, Wed, Mar 16, noon- 1 p.m.
 - Navigating Change in Your Business, Wed, Mar 16, 1- 2 p.m.
 - Marketing Power: Virtual vending tips and tricks, Tues, Mar 22, noon- 12:45 p.m.

- Pivot on Purpose, Wed, Mar 23, 9- 10:30 a.m.
 - Finance Friday: Push or ponder—business growth from the finance perspective, Fri, Mar 25, 2:30- 3:30 p.m.
- Trainings always available:
 - Cash Flow Essentials, \$45
 - Profitability Essentials, \$75
 - Budgeting, Cash Flow, and Taxes for Child Care Providers, free
- Business Loan Fund – Dan Scinto
 - 5 loan closings in near future in Montrose, Delta & Gunnison
 - Number of loan inquiries has increased substantially
 - Loan funding from OEDIT and EDC for new businesses coming in May
- Community Development – Trish Thibido
 - Doing a regional housing meta data analysis
 - Selected consultants for project
 - Database will be interactive on Region 10 website
 - Looking at affordable/workforce housing issues
 - Delta County working on business park expansion with Office of Just Transitions
 - Increasing data collection for regional data project
 - Serving as ex-officio member of One Delta County
- Community Living Services – Eva Vetch
 - VOA Senior Community Meals continues to struggle with finding a cook for Hotchkiss and environs
 - Met with Senior Center in Paonia to provide assistance to “reimagine the senior centers program” to help the centers recruit RSVP volunteers to try and breathe life back into the centers
 - Community paramedicine is going strong in Delta County, North Fork EMS is also assisting with transportation to and from the hospital after hours and hopes to offer paramedicine in the coming months. These programs are both receiving funding through ARPA funding this year.
- Regional Broadband – Corey Bryndal
 - Multiple projects across region – none in Delta County
- Gunnison Valley Transportation Region Committee – Vince Rogalski
 - CO 92 improvements between Hotchkiss and Crawford
 - Will provide shoulders and turning lanes at county road intersections west of Hotchkiss
 - Improvements will also include new culvert drains, delineation, guardrails, signing and striping.
 - US 50 Grand Junction to Delta repairs to bumps

Meeting with CDPHE Staff for Grants 2-22-22

- CDPHE Staff:
 - Margaret Talbott – Compliance
 - Alex Hawley – Grants

- CDPHE Eligibility Survey
 - Paonia has completed in 2021 but limited to:
 - Reconstruction of water lines
 - Water storage
 - Water meter
 - 2022 survey allows us to include all projects, not just those for 2022-23
- Almost all help from CDPHE Revolving Fund (SRF) in the form of low interest loans
 - Grants not funded as frequently as the funds come from oil and gas excise taxes and the funding is not consistent
 - Grants very, very competitive and are most often given for water systems with acute health issues
 - Better to apply for the largest amount you want
 - Only disadvantaged communities can get principle forgiveness
 - Criteria for disadvantaged community status:
 - Community median income less than 80% of State
 - Community median housing value less than 100% of State
 - County 24 unemployment average is greater than state + 1% OR
 - Loss in number of jobs in county over 10 year period
 - Must apply, qualify for loan and agree to loan repayment before forgiveness is granted
 - Need to secure other funding before applying for SRF funding
- Loan timelines:
 - Takes about 9-12 months to go from application to the receipt of money
 - Need to work with Colorado Water and Power Authority (CWPA) and DOLA through the process
 - May need an environmental assessment especially if changing the footprint of existing structures
 - Need design review with an engineer
 - May need a bond attorney
 - 7 application deadlines throughout the year
- Federal Infrastructure Money (BIL)
 - 100% grant funding to SRF for dealing with emerging contaminants (PFOS, PFOA)
 - 100% grant funding to replace lead service lines
 - Our pigtail replacement can fall under this section
- USDA Dollars
 - Much harder to get than SRF and the process is even longer
 - Would need a bridge loan for most projects
 - Not really usable until the project exceeds \$1 million

Grants

- Discussion with Alex Hawley of CDPHE on possible grants for water treatment plants on 2-22-22.
- Dana Hlavac of DOLA is looking for possible funding sources for water treatment plants as well.

- Community Resource Center's Funders Roundtable 4-20-22
 - Will present to private foundations for funding

AGENDA SUMMARY FORM



Town Administrator's Report
 Public Works Report
 Police Report
 Treasurer Report

Summary:

Notes:

Possible Motions:

Motion by: _____ 2nd: _____ vote: _____

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

March 4, 2022



Town of Paonia Administrative Staff Report

March 10, 2022

Town Administrator

Overview of Activities/Projects/Accomplishments

- Hired on a month-to-month basis a new highly regarded ORC for the Towns plants – Benny Archuleta holds an A license in water and a D license in wastewater. He has toured the plants, met in person with me and our public utility staff members as well as spoken daily on the phone. He is an amazing resource, and we are happy to have him.
- Daily coordination with new public works director Cory Heiniger
- Daily management of police department in lieu of open Chief position
- GPS Police Chief recruitment is active
- Citizen's initiative election has been withdrawn
- 2022 regular municipal election to be held April 5, 2022
- JDS Hydro progress report is on tonight's agenda
- Acquisition of materials needed for water/wastewater treatment facilities continues
- Scheduling on-site inspections with multiple entities
 - Filter-Tech second visit on-site 3/3/2022 to finalize audit for additional repairs and monthly monitoring costs while the staff is training
 - Pipestone Supply – John Tedders' second visit on-site is scheduled for March 8, 2022, to finalize recommendations for PRV Vault maintenance. 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)
- Interviewed individual for sergeant position in the police department. Very promising – I am waiting to hear back before providing any additional specific information
- Addressing key/codes/security updates at all Town facilities – Re-Keying complete at all facilities
- Testing ADP Payroll system for redundancy and cost savings

Meetings Attended

- 8+ in-office community member meetings
- Dana Hlavac – DOLA
- Town Attorneys Bo Nerlin and Jeff Conklin
- Town and County Administrators Meeting
- Weekly Mayor meetings
- Election's office – Delta County

Additional Items Attached

- Phonz +/-Conference Room/ Software-Hardware Purchase detail
- Staff Exit Interview Summaries

Goals/Focus for Next Month

- Fill some – if not all – key open employment positions (considerably accomplished)
- Interviews for Chief position (April)
- 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 – P&Z scheduled for review and discussion April 6th – then to Trustees
- NFPPR District Skate Park Contract meeting
- Continue implementation of inventory and project tracking software in public works and police department
- Implement back-flow and cross-connection database through Caselle
- Continue to work with Beacon meter to upgrade software/hardware for remote meter reading (does not include any cellular/automated in-office reading)
- Etc.

Finance Director

Overview of Activities/Projects/Accomplishments

- ❖ Continue Audit Preparation

(Auditors expected in-house April 18, 2022 – Report expected by June 30, 2022)

- ❖ Continue cross-training of accounts payable
- ❖ Investigate ADP for payroll processing

Training/Meetings Attended

- ❖ None

MISC

- ❖ None to report

Goals/Focus/Improvements for Next Month

- ❖ Audit Work from February - June
- ❖ Parts inventory processes
- ❖ Ordering processes
- ❖ Vehicle/Equipment tracking processes
- ❖ Other inventory updates

Police Department

Training/Meetings Attended

- ❖ Staff meeting
- ❖ Segreant interview
- ❖ County Discussions regarding coverage
- ❖ Hotchkiss Chief regarding upcoming legislative changes from Senate Bill

PHONEZ+

INV DATE	INV#	DESCRIPTION	AMOUNT	CHECK	CK DATE	COMPUTER	COVID	CC ROOM
						ADMIN	PD	
1	9/24/18	10042162	(1) CONFERENCE SYSTEM + (1) PROJECTOR + (2) NETWORK CAM + (2) CAM LIC + INSTALL	13,939.39	46494	9/26/18		13,939.39
2	11/6/18	10044374	(7) HP COMPUTER	2,616.30	46601	11/14/18	2,616.30	
3	11/20/18	10044557	(1) WIRELESS CONFERENCE SYSTEM	8,495.95	46638	11/28/18		8,495.95
4	1/24/19	145	(5) IPAD \$2,212.28 + (1) LAPTOP \$729.99 (FOR COUNCIL) + PRINTER \$349.99 (CINDY)	3,292.26	46814	2/13/19	3,292.26	
5	4/10/19	520	(2 OF 14) ADDITIONAL MICS	1,639.38	47033	5/15/19		1,639.38
6	12/5/19	WO-0449	(1) COMPUTER + (1) DISPLAY PORT TO VGA	581.98	47473	12/30/19	581.98	
7	1/8/20	1417	(5) GOOSENECK MICROPHONES (5 OF 14)	4,467.29	47518	1/15/20		4,467.29
8	2/7/20	WO-0575	INSTALL NEW COMPUTER IN KVM SWITCH (CAMERA)	731.93	47610	2/26/20		731.93
9	3/30/20	WO-0634	SET UP (4) REMOTE ACCESS TO OFFICE COMPUTERS (CORINNE CINDY NEIL AMANDA)	402.50	47731	4/15/20		402.50
10	4/29/20	WO-0704	MOVE COPIER+EXT CONFERENCE ROOM PHONE LINE+RESET COMPUTERS&IPAD	298.95	47782	5/13/20		298.95
11	5/20/20	S-1003	(5) LAPTOP COMPUTER (CORINNE CINDY TRAVIS NEIL AMANDA)	6,054.31	47797	5/26/20	6,054.31	
12	6/16/20	10129	(1) LAPTOP COMPUTER (PD CLERK) + (1) TRANSMITTER (1 OF 6)	1,849.94	47850	6/24/20		1,849.94
13	6/17/20	10131	MOLDING	39.07	47850	6/24/20		39.07
14	6/17/20	10132	POLY SOUNDSTATION+POLY EXP MICROPHONE CABLE+POLYCOM EXT MICS+TRENDNET POE (CONFERENCE PHONE)	1,104.92	47850	6/24/20		1,104.92
15	6/19/20	10133	CABLE+MOLDING+DOCKING STATION (CINDY)	425.01	47850	6/24/20		425.01
16	6/19/20	10135	PRINTER (CINDY)	249.95	47877	7/15/20	249.95	
17	12/1/20	10833	SOPHOS+GRANDSTREAM+INSTALLATION	739.90	48232	12/16/20		739.90
18	12/2/20	10835	(1) NETWORK CAMERA+(2) CAMERA STATION LIC+ (3) TRANSCEIVER+ (1) ANTENNA+(2) COMPUTER + (2) MONITORS + (2) DVD PLAYERS + INSTALLATION - UPGRADE FOR ZOOM AND YOUTUBE	10,897.19	48232	12/16/20		10,897.19
19	12/4/20	10838	(1) TRENDNET POE (POWER OVER INTERNET CABLES)	39.95	48232	12/16/20		39.95
20	1/7/21	10967	(2) COMPUTER/KINGSTON 512G SSD/(1) COMPUTER	3,511.49	48310	1/12/21	3,511.49	
21	2/26/21	11118	(2) PD LAPTOP COMPUTERS	2,253.67	48426	3/9/21		2,253.67
22	12/30/21	12486	(2) PD LAPTOP COMPUTERS	2,598.00	49046	1/12/22		2,598.00
				66,229.33			16,306.29	4,851.67
							1,142.40	43,928.97

- 1 Purchase and installation of camera recording system and projector primarily for police department and municipal court use
- 2 Update police department desktops
- 3 Initial Board direction to provide AV System to amplify in-room voices for public attendees and Board members
- 4 Per Board direction-supply council members with town owned laptops and Ipad (trustee choice)
- 5 Additional microphones for Board members and staff
- 6 Front office desktop update
- 7 Additional microphones for Board members and staff
- 8 Network camera computer installation in the server room
- 9 COVID response-Board directed remote access program for department heads
- 10 Ran lines for copy machine and conference room telephone and re-set compters/lpads for new users
- 11 Older laptops unsustainable for remote access-purchased upgrades for department heads and deputy clerk
- 12 Remote access laptop purchased for police department clerk and additional microphone transmitters installation as directed by the BOT
- 13 Molding for conference room for wire installation
- 14 Attempt to provide multipule options for remote meeting attence per BOT direction
- 15 Additional repairs to conference room for wire installation and replace a laptop docking station to connect laptop to network and multipule monitors
- 16 Printer replacement for finance for disbursement check printing
- 17 Upgrade cyber security program
- 18 Upgrade from free camera to licensed (free cameral system was no longer available). Phone system network server replacement portable DVD plays as new desktops do not come equipped with DVD players installed.
- 19 Additional Cable
- 20 Computer upgrades for PD & Front office
- 21 23 laptops for (2) PD Officers
- 22 laptops for (2) PD Officers

Town of Paonia 2021 & 2022 Exit Interview Summaries

Police Chief:

Reasons for departure:

- Primary reason for departure: Consolidation of Hotchkiss and Paonia schools, making Hotchkiss a better choice for his family.
- Secondary reason for departure: Dynamic between town board, staff, and public during town meetings, which added significant stress and anxiety, especially when the public attacked the town administrator. **Question for Bo: Is this language too "loaded"?** Board meeting days are the "worst days of the job."
- Tertiary reasons: The town has changed tremendously in the last five years, including respect for the law and police force. The lack of job security was compounded with both Chief Ferguson and Administrator Ferguson working for the same organization.

Suggestions from Chief Ferguson to the board:

- Ask the public to communicate their questions and concerns in writing, instead of verbally attacking staff during board meetings.
- Board members could show support and respect for the staff at meetings, particularly in response to public comments.
- Consider holding a retreat. (This was a suggestion so the board and staff can regain some faith in one another. Maybe something outside of the board room would be good). **Question for Neil: Please clarify if you intended this as a suggestion for staff, board, the public, or all of these groups, and if your suggestion is to review communication or other skillsets.**
- Work to re-build trust between department heads and the board.

Additional comments:

- The town has been a good place to work. Chief Ferguson loved his job and is sad to be leaving.
- Most people in town are fantastic, and Chief Ferguson was not considering leaving until the school consolidation. An especially difficult board meeting also contributed to his decision to consider alternatives.
- Chief Ferguson was satisfied with his training, supervisors, equipment, resources, and facilities.
- Chief Ferguson confirmed that his pay was appropriate within the available pay range and benefits were appropriate for the job.
- Chief Ferguson's job description was realistic, and he had good opportunities for advancement.
- There was little job security due to the frequent changes to the town board and potential for new board members with different priorities.
- Chief Ferguson felt respected by his department.

- Generally, working for the town improved over the last couple of years. However, morale within the Town is not positive. The board seems to have an extremely negative perception of staff with a lack of trust and respect.
- There is an us versus them mentality between board and staff. This wedge impacts job satisfaction.

Public Works Supervisor:

Reasons for departure:

- Primary reason for departure: Remove self from the politics and drama from the townspeople brought to our work environment.
- Dissatisfaction with pay scale

Additional comments:

- Townspeople make it hard to work
- What could have improved your work/life balance while with the town: Treated better in public.
- I learned a lot and enjoyed the job but did not enjoy being caught up in politics
- Felt valued by co-workers
- Town needs to update equipment and tools

Police Department Clerk:

Reasons for departure:

- Primary reason for departure: felt position with the town was tenuous following staffing conversations at Board meetings.
- Better pay

Additional comments:

- None.

Police Officer:

Reasons for departure:

- Police Department Leadership upon Chief resignation
- Closer to home and high school
- Better pay

Police Officer:

Reasons for departure:

- Police Department Leadership upon Chief resignation
- Need for better training than what was provided
- Closer to home
- Better pay

Public Works Employee:

Reasons for departure:

- Primary reason for departure: Closer to home
- Dissatisfaction with pay scale
- Lack of community support

Public Works Director:

Reasons for departure:

- Overworked and understaffed
- Frustration with Board and Community members

AGENDA SUMMARY FORM



Advisory Water Committee Meeting Follow-Up Discussion

Summary:
Discussion of the February AWC meeting and suggestions for the Trustees to consider.

Notes:


Possible Motions:

Motion by: _____ 2nd: _____ vote: _____

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

March 4, 2022

AGENDA SUMMARY FORM

	Board consideration and possible action regarding vacated Trustee seat
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Summary:

Pursuant to Paonia Municipal Code Section 2-2-10(e) The Board of Trustees shall have power, by appointment, to fill all vacancies in the Board of Trustees or in any other elected office, and the person so appointed shall hold office until the next regular election and until his or her successor is elected and qualified. This is the formal decision-making by the Trustees for how to proceed to fill vacant seats.

Notes:

The “next regular election” is considered the next municipal election held in April each even year. As it is too late to certify an additional individual for the April 2022 election this appointed seat would be in place until April 2024, at which time it would be open for a four-year term via election.

Possible Motions:

Motion by: _____ 2nd: _____ vote: _____

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

AGENDA SUMMARY FORM



Discussion and possible action on Ad-Hoc committee recommendation for Trustee meeting policy and procedures modifications

Summary:

As directed by the Board please find attached the recommendations.

Notes:

Possible Motions:

Motion by: _____ 2nd: _____ vote: _____

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

March 4, 2022

Rules of Procedure Recommendations for Town Meetings

Participants: Jeff Thompson, Dave Knutson, Bill Brunner (during first meeting)

Initiated during Council Meeting January 25, 2022, Follow up meetings on this effort were held on February 4, 15, and 18

Principles informing these recommendations:

- Public Participation
- Improved Decision-making
- Efficient use of time
- Consistency of meetings

Comments and Recommendations:

- Start meetings at 6:00 pm.
- Each meeting opens with a statement by the Mayor summarizing rules of procedure for the meeting.
- Prior to a posted regular meeting, no items will be added to Meeting Packet after noon Friday.
 - “Emergency” agenda items may be an exception. A definition of *emergency* will be needed.
- Public comment 2 minutes per citizen per agenda item.
- Mayor has right to participate in council deliberations.
- Motions need a second to be voted on.
- Trustees and Citizens wishing to speak must be recognized by the Mayor.
- The Mayor is the facilitator of the meeting and has a right to have a participant removed for behavior disruptive to effective and efficient meetings such as sidebar discussions, outbursts, foul language and personal attacks.
- Spontaneous applause, boos or reactions can also result in being removed from the meeting.
- Built in 10 minute break at 7:45 pm (half way point) – regardless of where on the agenda or where discussion is occurring.
- Hard stop at 9:30 pm.

Rationale: Sets tone for respectful dialogue and lets citizens know up front how to productively participate. All comments by Council and Citizens are directed to the Chair. We are a small town, when there’s a prior relationship we are free to use first names.

Proposed Change: Order of meeting agenda items

1. Meeting Opening: Mayor introduces the meeting and summarizes of Rules of Procedure
 - a) We, as members of this community, want the same thing – what’s best for Paonia
 - b) Statement to public –
 1. When providing comments, please state the goal/outcome for your comment and how that outcome is best achieved
 2. You will have 2 minutes to comment on a discussion item. Please be brief and directly address your point. If you wish to make more comments, provide written

- statements or schedule a discussion with the appropriate Trustee, the Mayor, or town staff.
3. You are encouraged to provide written comments to be included in the meeting agenda packet ahead of the meeting so that Trustees can consider input ahead of town meetings.
 - c) Respectful dialog is required for successful meetings – by trustees, the mayor, town staff, and members of the public.
2. Friends and Neighbors (public input regarding items not on the agenda - two minutes per citizen)
 3. Public Agenda Items – address agenda items for members of the public present at the meeting first
 4. Agenda Items requiring a vote/decision (example disbursements, purchases, awarding bids)
 5. Information or discussion Items not requiring decisions
 6. Staff Reports: Administrator, Public Works, Chief, and Finance
 - a) Create a standard structure/template for each meeting report - Areas/topics in report template include water, operational projects; goals - met, in-process, and future priorities; Staffing – vacancies, hiring, training.
 - b) All report areas/topics in the template. Can be “no activity”, “no progress”, etc.
 - c) Reports in all areas (administration, public works, police, finance) should be made at each meeting.
 7. Mayor/Ad Hoc Committee reports
 8. Hard stop at 9:30 p.m.

Rationale: Respect time of members of the public who come for one specific agenda item by moving it to the front of the order. Needed decisions are made early in the meeting not late into the night. Staff report and informational items will be placed after decision items. Council needs to provide a template format and information items requested for staff reports.

Procedure for each Agenda Item:

1. Mayor announces item and summarizes
2. Council discusses
3. Public input prior to a motion
 - a) Each citizen gets the floor one time for 2 minutes
 - b) Citizens encouraged to not repeat prior comments and to stay on topic for each agenda item
4. Council makes a motion with second or postpones item
5. Following a motion Council discusses agenda item prior to a vote while acknowledging public input/information.
6. Vote

Rationale: Allows full public participation prior to a motion and allows transparency for public to observed Council deliberations

CML LEGAL CORNER



Managing public comments at open meetings while effectively addressing public business

By Rachel Decker, CML associate counsel

Managing public comments in public meetings is an issue that local government officials find themselves dealing with time and time again due to new contentious topics and passionate citizens. Meetings can extend late into the night as business is delayed to accommodate an influx of people who want to speak about their concerns. These circumstances give rise to the question of how to engage citizens and respect their First Amendment rights while running a public meeting and addressing business effectively and efficiently. How a governing body engages the community through public comment can impact whether they are seen as responsive to their constituents but can also have legal implications for officials.

First Amendment framework for public meetings

Under the First Amendment, a traditional public forum, like a public sidewalk, is devoted to expressive speech. Public meetings, such as city council or board of trustee meeting, are typically considered limited or designated public forums, meaning they have been opened by government for a particular purpose. Restrictions on content (i.e., subject matter) may be proper in some circumstances, such as requiring speakers to stay on topic in a meeting or hearing that solicits comments for a particular reason; restrictions on viewpoint (i.e., the speaker's position on an issue) are not.

Although open comment periods are a traditional engagement tool, there is no legal obligation to provide such an opportunity during public meetings under open meeting laws or the First Amendment. Without a public comment period, there are ample other avenues

for communicating with local government officials. For example, phone calls, one-on-one meetings, and mail or email communications, which can even be included as part of a public meeting packet are considered sufficient communications with government officials. Of course, if local laws or policies provide for a public comment option, those requirements govern unless and until they are amended.

How to responsibly accommodate public comment

Except in focused public hearings, a local government should tread lightly in imposing any topic limitations and should never limit viewpoint. However, most communities can accomplish their goals for managing public meetings through time, place, and manner restrictions that do not consider content or viewpoint. Time limits for each speaker are a common, easily implemented solution. Other options include a total time limit for public comment, a limit on the number of speakers, or a comment period deferred until after the completion of a body's business. When limiting the total time or number of speakers, communities may use a first-come, first-served methodology; a lottery system; pre-registration; or a hybrid arrangement. One or more of these options can be used to manage public comment periods and ensure local government bodies can effectively and efficiently address the public business at hand.

It is important to lay out public comment rules so that they are accessible, clear, and consistent. Those rules can be imposed at the discretion of the meeting chair, but it is best to establish written rules. Once established, the rules must be uniformly enforced otherwise local officials may run afoul of the First Amendment—for example, it is not appropriate to be lenient with a time limitation for someone who is

speaking favorably about the council or board while strictly enforcing that limitation on a critic.

Mistakes to avoid in practice

Beyond regulations, the elected body's response to public comment is important. Officials should avoid inhibiting public comments based on the speaker's content or viewpoint even if the speech is perceived as irrelevant, inappropriate, or offensive. Additionally, it is usually not appropriate to restrict passive messages on signs or clothing if those messages do not disrupt or threaten the safety of the meeting.

Lengthy dialogues between speakers and members of the governing body can unnecessarily prolong meetings, confuse issues, and degrade decorum. A better practice may be to refer issues to staff and delay action until officials have had time to thoughtfully consider an issue. Officials can also follow up with a speaker after a meeting, if needed.

Of course, speakers should not be allowed to take over a meeting, ignore rules, or threaten participants' safety. In a difficult situation, rely on the chair to thank the speaker and move to the next agenda item, turn off a microphone, or call a recess to calm a situation. In extreme cases, security could be asked to escort a speaker from the meeting. However, only law enforcement should decide whether an arrest or citation is appropriate.

For additional resources on crafting public comment policies to suit a community's needs, please visit the CML bookstore (bit.ly/3J2NtFS) and search for *Colorado Municipal Government* and *Open Meetings, Open Records*.

Rules of Procedure Recommendations for Town Meetings

Participants: Jeff Thompson, Dave Knutson, Bill Brunner (during first meeting)
Initiated during Council Meeting January 25, 2022, Follow up meetings on this effort were held on February 4, 15, and 18

Principles informing these recommendations:

- Public Participation
- Improved Decision-making
- Efficient use of time
- Consistency of meetings

Comments and Recommendations:

- Start meetings at 6:00 pm.
- Each meeting opens with a statement by the Mayor summarizing rules of procedure for the meeting.
- Prior to a posted regular meeting, no items will be added to Meeting Packet after **noon Friday before the Thursday meeting (the "Packet Deadline")**. **Notices of all public meetings shall be in accordance with the Colorado Open Meetings Law ("COML")**.
 - "Emergency" agenda items may be an exception. A definition of *emergency* will be needed.
- Public comment: **2 minutes** per citizen per agenda item.
- Mayor has right to participate in council deliberations.
- Motions need a second to be voted **on**.
- Trustees and Citizens wishing to speak must be recognized by the Mayor.
- The Mayor is the **chair and** facilitator of the meeting and has a right to have a participant removed for behavior disruptive to effective and efficient meetings such as sidebar discussions, outbursts, foul language and personal attacks.
- Spontaneous applause, boos or reactions can also result in being removed from the meeting.
- Built in 10 minute break at 7:45 pm (half way point) – regardless of where on the agenda or where discussion is occurring.
- Hard stop at 9:30 pm.

Rationale: Sets tone for respectful dialogue and lets citizens know up front how to productively participate. All comments by Council and Citizens are directed to the Chair. We are a small town, when there's a prior relationship we are free to use first names.

Proposed Change: Order of meeting agenda items

1. Meeting Opening: **Call to order, roll call**. Mayor introduces the meeting and summarizes of Rules of Procedure
 - a) We, as members of this community, want the same thing – what's best for Paonia
 - b) Statement to public –
 1. When providing comments, please state the goal/outcome for your comment and how that outcome is best achieved

Commented [JJC1]: To the Agenda or to the Meeting Packet?

Formatted: Font: Bold, Underline

Commented [JJC2]: With regular meetings now on Thursdays, consider some flexibility on this date/time.

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Commented [JJC3]: I recommend allowing for items that could not have been reasonably anticipated prior to the "packet deadline" or matters/information that arose after the "packet deadline."

Commented [JJC4]: As a matter of law, public comment is only required to be taken on public hearings. That said, I generally recommend allowing for public comment on matters not on the agenda at the beginning of the meeting and then allowing for public comment on each "action item" on the agenda. I do not recommend allowing public comment on Mayor/Trustee or staff reports, procedural matters, or other non-action items of the Board.

The "industry standard" is 3 minutes/commenter. Persons making public comment may not delegate or assign their time to another person.

Commented [JJC5]: Consider including "recommended" motions in the agenda.

2. You will have 2 minutes to comment on a discussion item. Please be brief and directly address your point. If you wish to make more comments, provide written statements or schedule a discussion with the appropriate Trustee, the Mayor, or town staff.
3. You are encouraged to provide written comments to be included in the meeting agenda packet ahead of the meeting so that Trustees can consider input ahead of town meetings.
- c) Respectful dialog is required for successful meetings – by trustees, the mayor, town staff, and members of the public.

Commented [JJC6]: Consider 3 minutes.

2. Approve Agenda.

3. Consent Agenda.

2.4. Friends and Neighbors - Public Comment (public input regarding items not on the agenda - two minutes per citizen)

3.5. Public Agenda Items – address agenda items for members of the public present at the meeting first

4.6. Trustee Actions - Agenda Items requiring a vote/decision (example disbursements, purchases, awarding bids)

5.7. Presentations - Information or discussion Items not requiring decisions

6.8. Staff Reports: Administrator, Public Works, Chief, and Finance

- a) Create a standard structure/template for each meeting report - Areas/topics in report template include water, operational projects; goals - met, in-process, and future priorities; Staffing – vacancies, hiring, training.
- b) All report areas/topics in the template. Can be “no activity”, “no progress”, etc.
- c) Reports in all areas (administration, public works, police, finance) should be made at each meeting.

7.9. Mayor/Ad Hoc Committee reports

8.10. Hard stop at 9:30 p.m.

Commented [JJC7]: Consider 3 minutes

Commented [JJC8]: Include an Item for Consent Agenda

Commented [JJC9]: I'm not sure of the distinction here - is this just to organize the action items so that persons attending for a specific item don't have to wait?

Rationale: Respect time of members of the public who come for one specific agenda item by moving it to the front of the order. Needed decisions are made early in the meeting not late into the night. Staff report and informational items will be placed after decision items. Council needs to provide a template format and information items requested for staff reports.

Procedure for each Agenda Item:

1. Mayor announces item and summarizes
2. Council-Board discusses
3. Public input prior to a motion
 - a) Each citizen gets the floor one time for 2 minutes
 - b) Citizens encouraged to not repeat prior comments and to stay on topic for each agenda item
4. Council-Board makes a motion with second for action or to continue the matter to a future meeting or postpones item.
5. Following a motion Council-the Board discusses agenda item prior to a vote while acknowledging public input/information.
6. Vote

Commented [JJC10]: I suggest adding a Step 2 - Presentation by Applicant or Assigned Staff.

Rationale: Allows full public participation prior to a motion and allows transparency for public to observed Council deliberations

AGENDA SUMMARY FORM



Presentation JDS Hydro Progress Report

Summary:

JDS Hydro representative James Plumb-Starnes will be available to discuss the progress report as presented to the Board.

Notes:

Possible Motions:

Motion by: _____ 2nd: _____ vote: _____

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

March 4, 2022

February 4, 2022

Town of Paonia
Public Works
Attn: Corinne Ferguson
214 Grand Avenue
Paonia, CO 81428

RE: Progress Report on Data Collection and Interim Recommendations

To Whom it May Concern,

This letter serves as a progress report as agreed to in the extension of our initial Water Infrastructure Analysis contract. The purpose of this progress report is to comment on the quality of the data being collected, its potential impact on the original draft report and provide interim recommendations regarding the water system generally, including capital improvements and performance. The information and opinions presented herein are based on conversations with Town Administrator/Clerk Corinne Ferguson and current contractor operator Joshua Moore and new data available as of January 31, 2022.

Data Collection

At this time, JDS-Hydro does not have confidence in the supply and production data that it has been provided. The data provided summarizes monthly raw water (spring) production and treatment production from September 2021 through October 2021 for both the upper (Lamborn) and lower (Clock) facilities. However, during a call with contract operator Joshua Moore on Friday January 28th, JDS-Hydro was informed that the lower treatment facility and 1-MG finished-water storage tank are not online, nor were they online previously. Thus, it is unclear what the data for the lower facilities represents. JDS-Hydro is unable to further its analysis efforts until it has confidence in the data. Furthermore, JDS-Hydro reiterates its recommendation to bring the lower treatment and storage facilities online.

Additional data collection was necessitated because the data provided as part of the initial water infrastructure analysis effort was insufficient. Specifically, only a single data point representing water production from the upper (Lamborn) treatment facility over multiple years was available. At a minimum, monthly raw water (spring) production, and monthly treatment production data was requested. It was also recommended that priority be given to bringing online the lower (Clock) treatment facility and 1-MG finished-water storage tank to provide redundancy for a significant portion of the Town's service area. Until January 28th, 2022, it was understood that both the upper and lower treatment and storage facilities were in operation since September 2021, and that aside from one of two water flow meters measuring raw water spring production at the lower plant, the data previously requested was being collected.

JDS-Hydro has continued to receive monthly distribution system demand data. While the accuracy and/or precision of this data may warrant future investigation, JDS-Hydro does not currently have any reason to question the validity of this data.

Interim Recommendations

Currently, the Town of Paonia water system is facing acute and urgent needs. Long-time operator-in-charge (ORC) Travis Loberg's resignation in late 2021 leaves current contract operator Solid Solution Geosciences in an exceedingly challenging position of learning a relatively sophisticated water system that requires significant maintenance. JDS-Hydro understands that Solid Solution Geosciences is

fulfilling a two-month contract that expires at the end of February. Historical waterline breaks within the system have continued and two pressure reducing valve (PRV) vaults were discovered flooded. The distribution system is reliant on nine (9) PRVs to maintain distribution system pressures and prevent high pressures from causing additional waterline breaks and even system failure. Current contract operators appear committed to the task of protecting and maintaining the Town's water system. However, it is also understood that they may not be able to support the Town in their current capacity beyond the end of February.

Based on its current understanding of the water system, JDS-Hydro offers interim recommendations below. These are not a complete list of recommended long-term capital improvements. Rather, these are intended to help focus the Town's efforts in the near-term.

1. **Water Conservation:** Until the lower treatment and 1-MG finished water storage facilities are brought online, JDS-Hydro recommends encouraging water conservation within the community. With only the upper (Lamborn) treatment facility online, it is understood that water supply is currently only marginally outpacing demand. If raw water spring production decreases in the coming months, without conservation efforts, it is possible that demand begins to outpace supply, especially if water line breaks continue.
2. **PRV Vault Maintenance:** The Town's distribution system is reliant on these pressure reducing valve vaults, which currently exist largely without redundancy. Failure of one PRV could result in cascading failure of other PRVs and risks entire distribution system failure. JDS-Hydro recommends the town facilitate a manufactures representative to inspect each PRV vault, make recommendations for repair and provide and/or update standard operating procedures associated with each valve. This last effort may require engineering input using the water model developed by JDS-Hydro as part of it initial water infrastructure analysis contract.
3. **Ensure reliable operation of Upper (Lamborn) Treatment Facility:** The Lamborn treatment facility and 2-MG finished-water storage tank are able to support the entire service area. In January 2022, current contract operators put significant effort into maintenance and repairs of the Lamborn treatment facility. This included vital repairs to the air compression system used to operate critical pneumatic valves within the treatment system. Furthermore, it is understood that CIP tanks are not currently anchored to the floor. Should the upper treatment facility flood, these tanks could float and cause major damage to piping and other mechanical elements.
4. **Bring online Lower (Clock) Treatment and finished-water storage facilities:** The lower treatment and storage facility provide critical redundancy for a significant portion of the Town's service area. Moreover, raw water collected from springs into this treatment facility that cannot be diverted to the Lamborn facility represents a meaningful volume of the Town's water supply.

The Town should be able to operate the lower treatment facility within a day's response. If that is not possible, an alternative to daily operation of the lower treatment facility would be to divert treated water from the upper treatment plant into the lower 1-MG storage tank. At a minimum, JDS-Hydro recommends both storage tanks be online at all times unless one is being serviced. On this note, JDS-Hydro recommends postponing recoating the 2-MG storage tank until the 1-MG storage tank is online. It is understood that installation of an altitude valve will facilitate filling the 1-MG storage tank from the Lamborn facility.

5. **Develop Construction standards and O&M Standard Operating Procedures (SOPs)**

The development of construction standards would provide some insurance that distribution system repairs are made to industry standards. Standard operating procedures would be a resource for existing and new staff in managing the water system. Having scheduled and detailed

instructions for inspection of the distribution and treatment systems especially would go a long way to improving reliability and accountability. Eventually, SOPs for management of the Town's raw water supply are also highly recommended. SOPs also provide new staff a tool for learning about the Town's water system.

- 6. Hire Leak Detection Contractor:** The Town continues to battle routine water line breaks. Water line breaks are costly, but also divert manpower resources away from routine, but important, maintenance tasks. A system wide leak detection effort would be a proactive action that may also improve the Town's water supply.

These recommendations are in addition to prioritizing staffing. JDS-Hydro understands the Town has advertised for a Public Works Director, two (2) licensed water/wastewater system operators and intends to maintain its Operator in Response Charge (ORC) with a third-party contractor operator. JDS-Hydro generally supports this target staffing level, though depending on the continued efforts to maintain the distribution system, cautions that additional operator personal may prove necessary.

Sincerely,

Doug Schwenke
dschwenke@jdshydro.com
douglas.schwenke@respec.com
719.227.0072 ext 101

AGENDA SUMMARY FORM



Presentation of JDS Hydro and SGM Engineering Task List

Summary:

JDS Hydro representative James Plumb-Starnes and SGM engineer Brandyn Bair will both be present to discuss a joint task list to support the Town and ongoing projects for the Town water system. will be available to discuss the progress report as presented to the Board.

Notes:

Possible Motions:

Motion by: _____ 2nd: _____ vote: _____

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



February 21, 2022

Town of Paonia
Public Works
Attn: Corinne Ferguson
214 Grand Avenue
Paonia, CO 81428

RE: Engineering Task List

To Whom it May Concern,

This letter is mutually drafted by SGM and JDS-Hydro in effort to serve the Town of Paonia. Currently, the Town of Paonia water system is faced with acute and urgent needs. In a JDS-Hydro letter dated February 4, 2022, a list of *near-term* water system recommendations was provided to help focus and prioritize the Town's efforts. Critically, the Town needs to hire and retain reliable operations staff to manage the treatment and distribution systems.

Beyond staffing and operations, additional engineering support may prove valuable. This support includes design of capital improvements, drafting construction standards and assisting in development of standard operating procedures (SOPs). The full scope of engineering related tasks would require significant manpower. Consequently, project managers for each of our firms have discussed dividing the workload between offices. While each of our firms can provide the full suite of services listed, the intent behind dividing tasks is to accelerate the production of each deliverable.

Attached to this letter is a list of proposed engineering related tasks. At the direction of the Town of Paonia, SGM and JDS-Hydro will draft proposals for all or specific engineering related tasks depending on the Town's preference. Within each of our respective proposals, we will include language that commits our firms to working cooperatively in the best interest of the Town of Paonia. We have been and remain committed to this community.


Sincerely,

Doug Schwenke, PE
dschwenke@jdshydro.com
douglas.schwenke@respec.com
719.227.0072

Brandyn Bair, PE
BrandynB@sgm-inc.com
970.384.9024

Task List - Engineering	Description	Proposed Responsible Engineer
Construction Standards and Operational SOPs	Construction Standards: Development of standards for construction and repairs to improve quality and control SOPs: Provide guidance to current and new staff	SGM or JDS-Hydro
Water Loss Analysis Support	Support operations staff in development of systemic approach to identifying water loss, improve water accounting, and provide recommendations for improvements where necessary	SGM or JDS-Hydro
Rate Study and Funding Support	Near-term and long-term capital improvements will require significant funding resources, which will also require consideration of current rates and fees	SGM or JDS-Hydro
Altitude Valve	Allows for directing treated water from upper treatment facility to lower treatment facility	SGM
2-MG Tank Relining	Protect tank and ensure tank longevity	SGM
Water Line Improvement Plan/Design	Develop plan for incrementally improving aging distribution system piping and provide construction documentation for identified improvements	SGM
Raw Water Spring Surveying	Update map of raw water springs and collection pipelines. Incorporate into overall GIS database with noted condition	SGM
Raw Water Spring Repairs	Develop plan for incrementally improving aging raw water collection piping and provide construction documentation for identified improvements	SGM
Transient Analysis	Additional dynamic modeling of water distribution system to support distribution system operations as well as design.	JDS-Hydro
PRV Vault Design	Construction documents (drawings and specifications) based on improvements recommended by PRV inspection report and those previously identified in the JDS-Hydro water system evaluation report.	JDS-Hydro
CIP Tank Anchoring	Design of anchoring system for process tanks at upper treatment facility. These tanks are located in a subgrade area at risk of flooding. If the area floods, these tanks may float, damaging process piping and risking treatment plant operations.	JDS-Hydro
Water Master Plan (including CIP)	Development of long-term (20 years) guidance document for planning, funding and managing water system	RFP/Mutual
Wastewater Master Plan (including CIP)	Development of long-term (20 years) guidance document for planning, funding and managing waste water system	RFP/Mutual

AGENDA SUMMARY FORM

	Board discussion and possible action on criteria for setting water priorities
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Summary:
Follow-up discussion from Trustee work-session and special meeting 2/28/2022.

Notes:

Possible Motions:

Motion by: _____ 2nd: _____ vote: _____

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

March 4, 2022

This fact sheet will help you understand:

- The basics of asset management for local officials.
- Local officials' vital role in successfully implementing an asset management program.

This fact sheet is intended for local officials who are directly or indirectly involved in decisions affecting water systems.

Asset Management

Asset management is maintaining a desired level of service for what you want your assets to provide at the lowest life cycle cost. Lowest life cycle cost refers to the best appropriate cost for rehabilitating, repairing, or replacing an asset. Asset management is implemented through an **asset management program** and typically includes a written **asset management plan**. Water systems need asset management to:

- Address aging water infrastructure assets before they fail.
- Keep assets productive, and not allow them to become disruptive liabilities.
- Treat all decisions as investment decisions to maximize limited financial resources.
- Make costs transparent to support financial decisions.

Asset management requires:

- Support and involvement of local officials who have the authority and willingness to commit public resources and personnel to maintain community assets.
- A commitment of time and money to make cost-effective asset decisions (spending some money in the short-term to save more money over the long-term).
- A team made up of key decision makers.

Improving Service and Maintaining Infrastructure Through Asset Management

A sustainable water service delivers safe, clean water to its customers' satisfaction while managing infrastructure assets to maximize their useful life. An asset management plan will help you "tell the story" of water system assets to the community in a way that is understandable. Small systems that have simple asset management plans can benefit as much as large systems that have complex plans. Asset management will enable your system to:

- Have more efficient and focused operations.
- Choose capital projects that meet the system's true needs.
- Base rates on sound operational decisions.
- Improve its financial health.
- Reduce environmental violations due to failed or poorly performing assets.
- Improve the security and safety of infrastructure assets.

The Five Core Questions Framework for Asset Management

A good starting point for any system are five core framework questions, which walk you through all of the major activities associated with asset management.

1. What is the current state of my system's assets?

Your water system's assets are part of your community's total assets. A decline in the value of your infrastructure indicates insufficient funding of asset management.

2. What is my required "sustainable" level of service?

Knowing your required "sustainable" level of service will help you implement an asset management program and communicate to stakeholders what you are doing. The required level of service is the basis for justifying your user rates.

The Five Core Questions of Asset Management (cont'd)

3. Which assets are critical to sustained performance?

Identifying critical assets will help you make decisions about resource allocation and about maintaining or improving your sustainable level of service.

4. What are my life-cycle costs?

Knowing the answer to this question will help your system move from a passive “fix-it-when-it-breaks” posture to an active program of preventive maintenance and timely asset replacement.

5. What is my best long-term financing strategy?

Knowing the full economic costs and revenues generated by your water system will help determine the system’s financial forecast. The financial forecast can then provide needed information in making decisions regarding long-term funding strategy.

Accounting For Your Assets

The Governmental Accounting Standards Board's Statement #34 (GASB 34) revises several accounting and financial reporting practices for state and local governmental entities including publicly-owned water systems. If your water system is publicly owned, you will need to follow GASB 34 requirements to obtain a "clean opinion" (i.e., a good credit rating) from an auditor. Without a clean opinion, you may face higher interest rates on loans and bonds and may be more closely scrutinized by regulators and public officials. Following GASB 34 standards will require publicly-owned water systems to report the value of infrastructure assets and the cost of deferred maintenance. An accurate and up-to-date asset management plan will help you comply with this requirement.

Key Role for Local Officials: Building Community Support

Successfully implementing an asset management program means overcoming potential barriers by including the community in the process. **Local officials are key players in successful asset management programs because they are uniquely positioned to address these challenges.** Barriers to implementing an asset management program may include:

- Expecting to see immediate results.
- Changing from a focus on operations to a focus on assets.
- Paying for short-term costs to achieve long-term savings.
- Reconciling a short-term focus (e.g., rate increases) with long-term view of system sustainability.

These barriers can be overcome by building community support for asset management’s emphasis on planning as a means for cost-effective infrastructure investment. An asset management plan is an effective way to communicate your strategy and work. In order for your system to gain community support, your customers should:

- Understand what you do.
- Believe that what you do has value.
- See that the way you work meets the agreed-upon level of service.

Asset management helps you:

- Share information with your customers.
- Describe the risks of not maintaining system components.
- Communicate your system’s requirements.
- Justify rehabilitation, repair, and replacement project priorities.
- Justify your long-term financial plan to the public.

Implementing an asset management program will allow you to start having a sustainable water service that will maximize the useful lives of assets, be financially self-supporting, and protect public health and the environment.

For additional information: Call the Safe Drinking Water Hotline at 1-800-426-4791, visit the EPA Web site at <http://www.epa.gov/safewater/smallsystems> or contact your state drinking water representative.

AGENDA SUMMARY FORM



Board member volunteer to participate with Mayor Bachran to review the current Colorado Open Records Act Policy

Summary:

At the February 22nd Board meeting, Mayor Bachran and Trustee Meck agreed to participate in an ad-hoc committee to review the current Clerk CORA policy in conjunction with Town Administrator/Clerk Ferguson and Town Attorney Conklin. With Ms. Meck's resignation the Board needs a new member to participate in the review with Mayor Bachran and staff.

Notes:

Possible Motions:

Motion by: _____ 2nd: _____ vote: _____

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

March 4, 2022

AGENDA SUMMARY FORM



Discussion item: Creation of policy and procedures for Trustees to view Town facilities

Summary:

Opportunity for the Board to direct Attorney Conklin to draft a policy and procedure for scheduling access to Town facilities by members of the Board of Trustees.

Notes:

Possible Motions:

Motion by: _____ 2nd: _____ vote: _____

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

March 4, 2022

AGENDA SUMMARY FORM



Discussion item: Ordinance 01-2020 – Water Tap Moratorium

Summary:

Notes:

Community members and Board members have made requests, suggestions, and statements regarding the intent of the moratorium and the use of existing tap holders. This is an opportunity to have a broad discussion of the ordinance – to include any sections of language that may require revision or modification.

Possible Motions:

Motion by: _____ 2nd: _____ vote: _____

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

March 4, 2022

**State of Colorado
Town of Paonia
Ordinance
2020-01**

AN ORDINANCE OF THE PEOPLE OF THE TOWN OF PAONIA AMENDING CHAPTER 13, ARTICLE 1, OF THE TOWN OF PAONIA MUNICIPAL CODE BY THE ADDITION OF A NEW SECTION 13-1-131, IMPOSING A MORATORIUM ON THE SALE OF WATER TAPS AND PLACING LIMITS ON FUTURE WATER SALES.

WHEREAS, pursuant to C.R.S. § 31-11-101 et. seq., Colorado law recognizes the initiative and referendum powers granted to municipal electors; and

WHEREAS, on or about August 25, 2019, Mr. Bill Brunner, a citizen of the Town of Paonia, submitted an Affidavit of Circulator to the Paonia Municipal Clerk to receive approval of the Town of Paonia to the form of a proposed citizen’s initiative petition; and

WHEREAS, on September 4, 2019, Mr. Bill Brunner and Ms. Kathy Martinez (hereinafter the “Petitioners”), as citizens of the Town of Paonia, filed a citizen’s initiative petition seeking the adoption of an ordinance of the Town of Paonia, amending Chapter 13, Article 1, of the Paonia Municipal Code by the addition of a new Section 13-1-131, imposing a moratorium on the sale of future water sales (hereinafter the “Citizen’s Initiative Petition”).

WHEREAS, on October 3, 2019, the Town Clerk for the Town of Paonia deemed the Citizen’s Initiative Petition complete and provided written notice to the Petitioners of the same; and

WHEREAS, on October 8, 2019, the Board of Trustees undertook a review and consideration of the Citizen’s Initiative Petition and, thereafter, the Board approved submitting the Citizen’s Initiative Petition to the registered electors of the Town of Paonia; and

WHEREAS, on January 7, 2020 the Town of Paonia held a special election regarding the Citizen’s Initiative Petition; and

WHEREAS, the people of the Town of Paonia voted in favor of the Citizen’s Initiative Petition 286 to 203; and

NOW THEREFORE, BE IT ORDAINED BY THE PEOPLE OF THE TOWN OF PAONIA, COLORADO, AS FOLLOWS:

Section 1. Amendment of Town Code.

Chapter 13, Article 1, of the Town Code is amended by the addition of the following:

Sec. 13-1-131 Moratorium.

(a) Definitions. As used in this Section, unless the context clearly indicates otherwise, the following terms shall have the following meanings.

Moratorium means suspension of the sale of domestic water taps that the Town of Paonia is

not legally obligated to serve on the effective date of this ordinance.

Tap means a physical service connection to the municipal domestic water supply distribution system or right to water supplied by the Town of Paonia. For the purposes of this Section, tap shall also include the extension of water delivery pipes.

(b) Moratorium on the Sale of Water Taps.

A moratorium is hereby imposed on the sale of water taps by the Town of Paonia.

(c) Requirements for termination of the moratorium and limits on future sales.

(1) This moratorium shall be in effect until the following conditions are met:

(i) A report, bearing the seal of a licensed engineer experienced in domestic water supply systems, finds that the Town of Paonia has in operation sufficient infrastructure and associated water rights to serve all existing obligations for water into the foreseeable future, and;

(ii) A report, bearing the seal of a licensed engineer experienced in domestic water supply systems, quantifies additional obligations, enumerated in the form of water taps, that the Town of Paonia can reasonably supply without the likelihood of adversely affecting the service to existing water tap holders.

(d) The Town of Paonia shall not incur obligations for more water taps than the number quantified in the report required by subsection (c)(I)(ii) above, unless another report meeting the conditions of subsection (c)(1)(ii) establishes a new limit.

(e) This moratorium shall not apply to water delivered at a stand pipe or public tap operated by the Town of Paonia.

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.

Section 4. Effective Date.

This ordinance shall become effective upon publication, January 29, 2020.

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AGENDA SUMMARY FORM

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

March 4, 2022

FOR: 03/10/2022

UBB OPS DISBURSEMENT SUMMARY		
DESCRIPTION	DATES	AMOUNT
CURRENT FSBC OPS BALANCE		231,240.25
ACCOUNTS PAYABLE	02/19/2022-03/04/2022	(53,266.35)
LOAN PAYMENT	AMKO - APPROVED 2/25/22	(74,000.00)
NORRIS RETIREMENT PAYMENT	Scheduled 3/26/2022	(1,680.00)
CHASE CREDIT CARD	01/24/22-02/23/22	(1,635.09)
AMAZON	2/1/22-2/28/22	CLOSED
TRANSFER TO SUMMIT		
TRANSFER TO PAYROLL	2/25/2022	(17,428.18) *
PAYROLL TAXES	2/25/2022	(14,967.74)
BALANCE AFTER PAYMENT		68,262.89

UBB SUMMIT/PAYROLL DISBURSEMENT SUMMARY		
DESCRIPTION	DATES	AMOUNT
CURRENT FSBC SUMMIT BALANCE		1,393,532.55
TRANSFER FROM OPS		-
TRANSFER FROM INT. GRANTS		-
TRANSFER TO OPS		
CURRENT FSBC PAYROLL BALANCE		895.49
TRANSFER FROM OPS	2/25/2022	17,428.18 *
PAYROLL (DIRECT DEPOSIT)	2/25/2022	(17,428.18) *
BALANCE AFTER PAYMENT		1,411,856.22

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

*Transfer from Operations Account to Payroll Account then disbursed as Direct Deposit

BANK BALANCES				
	FSBC	COLOTRUST	TOTAL	DESCRIPTION
As of: 03/4/2022				
GENERAL		532,477.50		COMBINED FUNDS
SEWER RESTRICTED		530,566.37		PROPERTY SALE-RESTRICTED
DEBT RESERVE		106,907.03		AMKO BOND REQUIRED RESERVE
BRIDGE RESERVE		588,797.62		BRIDGE RESERVE
CONS.TRUST	10,409.50			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	223,420.86			COMBINED FUNDS
PARK CONTRIBUTIONS	7,750.00			SPECIFIC PARK PROJECTS
PAYROLL	895.49			PLACE HOLDER-COMBINED FUNDS
SPACE-TO-CREATE	-			SPACE TO CREATE ONLY
SUMMIT	1,393,532.55			COMBINED FUNDS
WWTP	58,506.36			OLD SEWER REHAB ONLY
CD#2-402	23,413.42			COMBINED FUNDS-LOC COLLATERAL
CD#3-2578	260,335.52			COMBINED FUNDS
	1,978,313.70	1,758,748.52	3,737,062.22	

CASH POSITION				
	COMBINED	RESTRICTED	TOTAL	DESCRIPTION
As of: 03/4/2022				
GENERAL	532,477.50			
SEWER RESTRICTED		530,566.37		RESTRICTED TO SEWER CAPITAL PROJECT
DEBT RESERVE		106,907.03		RESTRICTED LOAN REQUIREMENT
BRIDGE RESERVE		588,797.62		RESTRICTED TO BRIDGE REPAIRS
CONS.TRUST		10,409.50		RESTRICTED TO PARK CAPITAL PROJECT
GRANT PASS THRU	25.00			
INT GRANT		25.00		RESTRICTED LOAN REQUIREMENT
OPS	223,420.86			
PARK CONTRIBUTIONS		7,750.00		SPECIFIC PARK PROJECTS AS DONATED
PAYROLL	895.49			
SPACE-TO-CREATE		-		SPACE TO CREATE ONLY
SUMMIT	1,393,532.55			
WWTP		58,506.36		OLD SEWER REHAB ONLY
CD#2-402	23,413.42			
CD#3-2578	260,335.52			
	2,434,100.34	1,302,961.88	3,737,062.22	

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	
03/10/2022	987	Black Hills Energy	FEB-22	2,377.82	.00	.00	2,377.82				UTILITIES
03/10/2022	1141	BO JAMES NERLI	37334	4,166.66	.00	.00	4,166.66				ATTORNEY
03/10/2022	1126	Brown Hill Enginee	633	1,710.00	.00	.00	1,710.00				2022 SCADA LEASE
03/10/2022	813	CCNC Inc - ATTN:	2022-000-51	100.00	.00	.00	100.00				ANNUAL MEMBERSHIP FEE
03/10/2022	209	Colorado Rural Wa	20329	300.00	.00	.00	300.00				ANNUAL MEMBERSHIP FEE
03/10/2022	1183	Column Software	776848FC-0	2.82	.00	.00	2.82				LEGAL NOTICES
03/10/2022	629	Darla Damerell	022822	193.35	.00	.00	193.35				REFUND OF OVERPAYMENT
03/10/2022	39	Delta County Inde	384177-4754	26.00	.00	.00	26.00				CLASSIFIED AD
03/10/2022	56	Delta County Land	2282022	5,659.00	.00	.00	5,659.00				LANDFILL FEES
03/10/2022	43	Delta Montrose Ele	02/22/2022-S	2,740.44	.00	.00	2,740.44				UTILITIES
03/10/2022	46	Dependable Lumb	2202 214914	144.49	.00	.00	144.49				VARIOUS
03/10/2022	48	Don's Market	01-1436268	53.96	.00	.00	53.96				SHOP SUPPLIES
03/10/2022	546	EmTech Inc.	9619	7,465.09	.00	.00	7,465.09				MOTOR/PUMP REPAIR
03/10/2022	295	Hellman Chevrolet	300349	809.01	.00	.00	809.01				A4-2016 GMC TERRAIN REPAIR
03/10/2022	80	Hellman Motor Co	022422	2,539.16	.00	.00	2,539.16				2014 FORD REPAIR
03/10/2022	922	International Code	3329838	145.00	.00	.00	145.00				ANNUAL MEMBERSHIP FEE
03/10/2022	1124	JDS-Hydro Consul	0122-1607	325.00	.00	.00	325.00				ENGINEERING
03/10/2022	645	Mail Services, LLC	1826550	516.96	.00	.00	516.96				BILLING POST CARDS
03/10/2022	228	North Fork Farmer	564	320.00	.00	.00	320.00				DITCH SHARES
03/10/2022	141	North Fork Service	730593-9305	1,329.95	.00	.00	1,329.95				FUEL
03/10/2022	122	Paonia Auto Parts	385757-3863	487.39	.00	.00	487.39				VARIOUS
03/10/2022	125	Paonia Farm & Ho	111461-1129	316.03	.00	.00	316.03				VARIOUS
03/10/2022	186	Phil's Auto	22422	205.00	.00	.00	205.00				TOWING-2014 FORD
03/10/2022	1197	Phonetics, Inc	292022	71.40	.00	.00	71.40				ANNUAL FEE
03/10/2022	499	Phonz +	12613	960.84	.00	.00	960.84				SCANNER/WIRELESS COMBO/PHONE UPGRADE/POWER STRIP
03/10/2022	499	Phonz +	12854	1,747.23	.00	.00	1,747.23				MONTHLY IT FEES
03/10/2022	142	Region 10	AD02252022	1,896.00	.00	.00	1,896.00				ANNUAL MEMBERSHIP FEE
03/10/2022	1224	Rhinehart Oil Co.,L	CP-086468-2	1,250.84	.00	.00	1,250.84				FUEL
03/10/2022	737	Ricoh USA Inc	5063971662	174.95	.00	.00	174.95				COPIER COPIES
03/10/2022	931	Roop Excavating L	1254	7,177.20	.00	.00	7,177.20				PIPE PURCHASE
03/10/2022	656	Schmueser Gordo	2013-471-01	356.00	.00	.00	356.00				LEAD & COPPER COMPLIANCE
03/10/2022	656	Schmueser Gordo	2013-471-01	1,359.25	.00	.00	1,359.25				VALVE VAULT BOX
03/10/2022	656	Schmueser Gordo	2013-471-01	968.00	.00	.00	968.00				2MG TANK RE-COATING
03/10/2022	861	The Paper-Clip LL	2043037-0,1-	3,229.59	.00	.00	3,229.59				OFFICE SUPPLIES+SHREDDER
03/10/2022	161	UNCC	222021041	16.90	.00	.00	16.90				LOCATES
03/10/2022	441	USA Blue Book	872240	887.28	.00	.00	887.28				WATER/SEWER PARTS
03/10/2022	441	USA Blue Book	872719	45.95	.00	.00	45.95				SEWER PARTS
03/10/2022	491	Winwater Corp	062757 02	296.97	.00	.00	296.97				WATER PARTS
03/10/2022	491	Winwater Corp	062757 03	894.82	.00	.00	894.82				WATER PARTS
Grand Totals:				39	53,266.35	.00	.00	53,266.35			

Cash Requirements Summary

Date	Invoice Amount	Discount Amount	Partial Payments	Net Due Amount	Net Cumulative Amount
03/10/2022	53,266.35	.00	.00	53,266.35	53,266.35
Grand Totals:		53,266.35	.00	.00	53,266.35



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

Customer Service: 1-800-945-2028

Mobile: Download the Chase Mobile® app today

March 2022						
S	M	T	W	T	F	S
27	28	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	29	30	31	1	2
3	4	5	6	7	8	9

New Balance
\$1,635.09
 Minimum Payment Due
\$40.00
 Payment Due Date
03/17/22

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	\$2,080.84
Payment, Credits	-\$2,080.84
Purchases	+\$1,635.09
Cash Advances	\$0.00
Balance Transfers	\$0.00
Fees Charged	\$0.00
Interest Charged	\$0.00
New Balance	\$1,635.09
Opening/Closing Date	01/24/22 - 02/23/22
Credit Limit	\$45,000
Available Credit	\$43,364
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 \$1,635.09 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: 03/17/22
New Balance: \$1,635.09
Minimum Payment Due: \$40.00

Account number: 4246 3152 5990 8901

\$ _____ Amount Enclosed

AUTOPAY IS ON

34152 BEX Z 05422 C
 CINDY JONES
 TOWN OF PAONIA
 PO BOX 460
 PAONIA CO 81428-0460

CARDMEMBER SERVICE
 PO BOX 6294
 CAROL STREAM IL 60197-6294

To contact us regarding your account:



Call Customer Service:
In U.S. 1-800-945-2028
Spanish 1-888-795-0574
Pay by phone 1-800-436-7958
International 1-480-350-7099
We accept operator relay calls



Send Inquiries to:
P.O. Box 15298
Wilmington, DE 19850-5298



Mail Payments to:
P.O. Box 6294
Carol Stream, IL 60197-6294



Visit Our Website:
www.chase.com/cardhelp

Information About Your Account

Making Your Payments: The amount of your payment should be at least your minimum payment due, payable in U.S. dollars and drawn on or payable through a U.S. financial institution or the U.S. branch of a foreign financial institution. You can pay down balances faster by paying more than the minimum payment or the total unpaid balance on your account.

You may make payments electronically through our website or by one of our customer service phone numbers above. In using any of these channels, you are authorizing us to withdraw funds as a one-time electronic funds transfer from your bank account. In our automated phone system, this authorization is provided via entry of a personal identification number. You may revoke this authorization by cancelling your payment through our website or customer service telephone numbers prior to the payment processing. If we receive your completed payment request through one of these channels by 11:59 p.m. Eastern Time, we will credit your payment as of that day. If we receive your request after 11:59 p.m. Eastern Time, we will credit your payment as of the next calendar day. If you specify a future date in your request we will credit your payment as of that day.

If you pay by regular U.S. mail to the Payments address shown on this statement, write your account number on your check or money order and include the payment coupon in the envelope. Do not send more than one payment or coupon per envelope. Do not staple, clip or tape the documents. Do not include correspondence. Do not send cash. If we receive your properly prepared payment on any day by 5 p.m. local time at our Payments address on this statement, we will credit to your account that day. If your payment is received after 5 p.m. local time at our Payments address on this statement, we will credit it to your account as of the next calendar day.

For all other payments or for any payment type above for which you do not follow our payment instructions, crediting of your payments may be delayed for up to 5 days.

Account Information Reported To Credit Bureau: We may report information about your Account to credit bureaus. Late payments, missed payments or other defaults on your Account may be reflected in your credit report. If you think we have reported inaccurate information to a credit bureau, please write to us at Chase Card Services P.O. Box 15369, Wilmington, DE 19850-5369.

To Service And Manage Any Of Your Account(s): By providing my mobile phone number, I am giving permission to be contacted at that number about all of my accounts by JPMorgan Chase and companies working on its behalf. My consent allows the use of text messages, artificial or prerecorded voice messages and automatic dialing technology for informational and account servicing, but not for sales or telemarketing. Message and data rates may apply.

Authorization To Convert Your Check To An Electronic Transfer Debit: When you provide a check as payment, you authorize us either to use information from your check to make a one-time electronic fund transfer from your account or to process the payment as a check. Your bank account may be debited as soon as the same day we receive your payment. You will not receive your check back from your institution.

Conditional Payments: Any payment check or other form of payment that you send

us for less than the full balance due that is marked "paid in full" or contains a similar notation, or that you otherwise tender in full satisfaction of a disputed amount, must be sent to Card Services, P.O. Box 15049, Wilmington, DE 19850-5049. We reserve all our rights regarding these payments (e.g., if it is determined there is no valid dispute or if any such check is received at any other address, we may accept the check and you will still owe any remaining balance). We may refuse to accept any such payment by returning it to you, not cashing it or destroying it. All other payments that you make should be sent to the regular Payment address shown on this statement.

Annual Renewal Notice: If your Account Agreement has an annual membership fee, you are responsible for it every year your Account is open. We will add your annual membership fee to your monthly billing statement once a year, whether or not you use your account. Your annual membership fee will be added to your purchase balance and may incur interest. The annual membership fee is non-refundable unless you notify us that you wish to close your account within 30 days or one billing cycle (whichever is less) after we provide the statement on which the annual membership fee is billed. Your payment of the annual membership fee does not affect our rights to close your Account and to limit your right to make transactions on your Account. If your Account is closed by you or us, the annual membership fee will no longer be billed to your Account.

Calculation Of Balance Subject To Interest Rate: To figure your periodic interest charges for each billing cycle when a daily periodic rate(s) applies, we use the daily balance method (including new transactions). To figure your periodic interest charges for each billing cycle when a monthly periodic rate(s) applies, we use the average daily balance method (including new transactions). For an explanation of either method, or questions about a particular interest charge calculation on your statement, please call us at the toll free customer service phone number listed above.

We calculate periodic interest charges separately for each feature (for example, purchases, balance transfers, cash advances or overdraft advances). These calculations may combine different categories with the same periodic rates. Variable rates will vary with the market based on the Prime Rate or such index described in your Account Agreement. There is a transaction fee for each balance transfer, cash advance, or check transaction in the amount stated in your Account Agreement. There is a foreign transaction fee of 3% of the U.S. dollar amount of any foreign transaction for some accounts. Please see your Account Agreement for information about these fees.

Interest Accrual: We accrue periodic interest charges on a transaction, fee or interest charge from the date it is added to your daily balance until payment in full is received on your account.

Credit Limit: If you want to inquire about your options to help prevent your account from exceeding your credit limit, please call the number on the back of your card.

Payment Allocation: When you make a payment, generally, we first apply your minimum payment to the balance on your monthly statement with the lowest APR. Any payment above your minimum payment would generally then be applied to the balance on your monthly statement with the highest APR first. If you do not pay your balance in full each month, you may not be able to avoid interest charges on new purchases.



DA05042021

To manage your account, including card payments, alerts, and change of address, visit www.chase.com/cardhelp or call the customer service number which appears on your account statement.



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
02/17	AUTOMATIC PAYMENT - THANK YOU	-2,080.84
01/27	CGFOA WWW.CGFOA.ORG CO ANNUAL MEMBERSHIP FEE	65.00
01/27	MESA COUNTY HEALTH 866-7566041 CO WATER SAMPLES	80.00
01/29	OFFICE DEPOT #2110 MONTROSE CO 1099 FORMS + ENVELOPES	91.56
02/07	MESA COUNTY HEALTH 866-7566041 CO WATER SAMPLES	20.00
02/15	MESA COUNTY HEALTH 866-7566041 CO WATER SAMPLES	40.00
02/20	SPRINT *WIRELESS 800-639-6111 KS CELL PHONES CINDY JONES TRANSACTIONS THIS CYCLE (CARD 8901) \$1246.72- INCLUDING PAYMENTS RECEIVED	537.56
02/16	ZOOM.US 888-799-9666 WWW.ZOOM.US CA MEETING SOFTWARE CORINNE FERGUSON TRANSACTIONS THIS CYCLE (CARD 3742) \$40.00	40.00
02/05	CONOCO - STOP N SAVE 9 PAONIA CO FUEL-PD TRAINING	40.00
02/03	KINIKIN PROCESSING MONTROSE CO MEAL- PD TRAINING	13.61
02/11	USPS PO 0769660541 PAONIA CO POSTAGE-CDPHE	1.96
02/22	USPS.COM POSTAL STORE 800-782-6724 MO POSTAGE-ENVELOPES TOWNOF PAONIA TRANSACTIONS THIS CYCLE (CARD 8181) \$756.47	700.90
02/09	USPS PO 0769660541 PAONIA CO POSTAGE-PD TOWNOF PAONIA TRANSACTIONS THIS CYCLE (CARD 8158) \$4.50	4.50

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.



Report Criteria:

- Computed checks included
- Manual checks included
- Supplemental checks included
- Termination checks included
- Void checks included

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Payee ID	Description	GL Account	Amount
02/18/2022	PC	02/25/2022	9022522	Byrge, Rodney A	1055		09-0102	1,034.91-
02/18/2022	PC	02/25/2022	9022522	Cassidy, Susan L	1006		09-0102	1,007.88-
02/18/2022	PC	02/25/2022	9022522	Cecil, Raymond Cole	1053		09-0102	1,265.92-
02/18/2022	PC	02/25/2022	9022522	Edwards, Roger	1052		09-0102	1,046.04-
02/18/2022	PC	02/25/2022	9022522	Ferguson, J. Corinne	1002		09-0102	2,173.06-
02/18/2022	PC	02/25/2022	9022522	Garcia, Jeremiah	1061		09-0102	325.08-
02/18/2022	PC	02/25/2022	9022522	Heiniger, Kaden D	1026		09-0102	1,189.24-
02/18/2022	PC	02/25/2022	9022522	Hinyard, Patrick	1022		09-0102	1,556.68-
02/18/2022	PC	02/25/2022	9022522	Huffman, Julie J	1012		09-0102	484.84-
02/18/2022	PC	02/25/2022	9022522	Jones, Cynthia	1001		09-0102	1,905.92-
02/18/2022	PC	02/25/2022	9022522	Kramer, Lance W	1023		09-0102	1,250.75-
02/18/2022	PC	02/25/2022	9022522	Mojarro-Lopez, Amanda	1003		09-0102	1,071.42-
02/18/2022	PC	02/25/2022	9022522	Reich, Dennis	1051		09-0102	1,112.25-
02/18/2022	PC	02/25/2022	9022522	Rose, James M	1054		09-0102	868.23-
02/18/2022	PC	02/25/2022	9022522	Wuollet, Candice C	1004		09-0102	1,135.96-
Grand Totals:			15					17,428.18-

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		02/18/2022	74-00	Federal Tax Deposit Social Security	10-0216	1,060.23
2	IRS Tax Deposit		02/18/2022	74-00	Federal Tax Deposit Social Security	10-0216	1,060.23
2	IRS Tax Deposit		02/18/2022	75-00	Federal Tax Deposit Medicare Pay P	10-0216	325.96
2	IRS Tax Deposit		02/18/2022	75-00	Federal Tax Deposit Medicare Pay P	10-0216	325.96
2	IRS Tax Deposit		02/18/2022	76-00	Federal Tax Deposit Federal Withhold	10-0216	1,713.70
Total 2:							4,486.08
4							
4	Aflac		02/04/2022	63-01	Aflac Pre-Tax Pay Period: 2/4/2022	10-0225	87.66
4	Aflac		02/04/2022	63-02	Aflac After Tax Pay Period: 2/4/2022	10-0225	24.90
4	Aflac		02/18/2022	63-01	Aflac Pre-Tax Pay Period: 2/18/2022	10-0225	87.66
4	Aflac		02/18/2022	63-02	Affiac After Tax Pay Period: 2/18/2022	10-0225	24.90
Total 4:							225.12
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
6	Colorado Dept of Labor		02/04/2022	98-00	SUTA State Unemployment Tax Pay	10-0218	49.12
6	Colorado Dept of Labor		02/18/2022	98-00	SUTA State Unemployment Tax Pay	10-0218	46.40
Total 6:							220.36
9							
9	Colorado Dept of Revenue		02/04/2022	77-00	State Withholding Tax Pay Period: 2/4	10-0217	772.00
9	Colorado Dept of Revenue		02/18/2022	77-00	State Withholding Tax Pay Period: 2/1	10-0217	696.00
Total 9:							1,468.00
30							
30	Empower Retirement		02/18/2022	51-01	Retirement Plan Retirement Plan Pa	10-0220	400.09
30	Empower Retirement		02/18/2022	51-01	Retirement Plan Retirement Plan Pa	10-0220	623.18
30	Empower Retirement		02/18/2022	51-02	Retirement Plan Retirement Loan Pa	10-0220	180.01
Total 30:							1,203.28
33							
33	FPPA - Fire & Police Pensi		02/18/2022	50-00	FPPA Pay Period: 2/18/2022	10-0219	625.08
33	FPPA - Fire & Police Pensi		02/18/2022	50-00	FPPA Pay Period: 2/18/2022	10-0219	468.81
33	FPPA - Fire & Police Pensi		02/18/2022	90-00	Death & Disability Pay Period: 2/18/2	10-0219	166.69
Total 33:							1,260.58
70							
70	Rocky Mountain HMO		02/04/2022	60-01	RMHMO - Employee Only Pay Period	10-0223	230.44
70	Rocky Mountain HMO		02/04/2022	60-01	RMHMO - Employee Only Pay Period	10-0223	3,769.93
70	Rocky Mountain HMO		02/04/2022	60-03	RMHMO - Employee + Family Pay Pe	10-0223	47.39
70	Rocky Mountain HMO		02/04/2022	60-03	RMHMO - Employee + Family Pay Pe	10-0223	1,800.98
70	Rocky Mountain HMO		02/04/2022	60-07	RMHMO - Employee + Spouse Pay P	10-0223	93.98
70	Rocky Mountain HMO		02/04/2022	60-07	RMHMO - Employee + Spouse Pay P	10-0223	874.38

RTR

Transmittal Number	Name	Invoice Number	Pay Per Date	Pay Code	Description	GL Account	Amount
70	Rocky Mountain HMO		02/18/2022	60-01	RMHMO - Employee Only Pay Period	10-0223	251.84
70	Rocky Mountain HMO		02/18/2022	60-03	RMHMO - Employee + Family Pay Pe	10-0223	47.39
70	Rocky Mountain HMO		02/18/2022	60-07	RMHMO - Employee + Spouse Pay P	10-0223	93.98
70	Rocky Mountain HMO		02/18/2022	60-01	Adjustment (C.Ferguson+S.Cassidy+	10-0223	1,516.01-
Total 70:							5,694.30
71							
71	The Harford		02/04/2022	65-01	Group#013307460001 Hartford Basic	10-0226	14.84
71	The Harford		02/04/2022	65-02	Group#013307460001 Hartford Suppl	10-0226	26.38
71	The Harford		02/04/2022	65-03	Group#013307460001 Hartford Disab	10-0226	55.80
71	The Harford		02/18/2022	65-02	Group#013307460001 Hartford Suppl	10-0226	26.37
71	The Harford		02/18/2022	65-02	Adjustment (C.Wuollet+L.Winnett+R.C	10-0226	24.88
Total 71:							148.27
73							
73	Delta Dental of Colorado		02/04/2022	60-05	Dental RMHMO - Dental Pay Period:	10-0223	228.45
73	Delta Dental of Colorado		02/18/2022	60-05	Dental RMHMO - Dental Pay Period:	10-0223	176.18
73	Delta Dental of Colorado		02/18/2022	60-05	Adjustment (K.Heiniger+L.Winnett+C.	10-0223	21.93-
Total 73:							382.70
75							
75	VSP Insurance CO (CT)		02/04/2022	60-04	RMHMO - Vision Pay Period: 2/4/202	10-0223	68.46
75	VSP Insurance CO (CT)		02/18/2022	60-04	RMHMO - Vision Pay Period: 2/18/20	10-0223	54.07
75	VSP Insurance CO (CT)		02/18/2022	60-04	Adjustment (L.Winnett+S.Cassidy+L.K	10-0223	23.12-
Total 75:							99.41
Grand Totals:							15,188.10

Report Criteria:

Unpaid transmittals included

Begin Date: ALL


End Date: ALL

4,486.08+
 225.12+
 1,468.00+
 1,203.28+
 1,260.58+
 5,694.30+
 148.27+
 382.70+
 99.41+

009


14,967.74*

AGENDA SUMMARY FORM

	<u>Committee Reports</u>		
Summary:			
Notes:			
Possible Motions:			
Motion by: _____ 2 nd : _____ vote: _____			
Vote:	Mayor Bachran	Trustee Budinger	Trustee Johnson
Trustee Knutson	Vacant	Trustee Smith	Trustee Thompson

March 4, 2022

AGENDA SUMMARY FORM

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

March 4, 2022