

TOWN OF PAONIA

THURSDAY, FEBRUARY 03, 2022 SPECIAL TOWN BOARD MEETING AGENDA 5:00 PM

VIRTUAL MEETING (MEETING WILL NOT BE HELD AT THE TOWN HALL)

TELEPHONE:

DIAL (FOR HIGHER QUALITY, DIAL A NUMBER BASED ON YOUR CURRENT LOCATION):
US: +1 253 215 8782 OR +1 346 248 7799 OR +1 669 900 9128 OR +1 301 715 8592 OR +1 312 626 6799 OR
+1 646 558 8656

MEETING ID: 825 2968 6361 EXPLANATION OF PUBLIC COMMENT

Trustees receive the first opportunity to discuss each agenda item. Following Trustee discussion, the mayor will open the meeting for public comment. Each person will receive the opportunity to **speak one time on each agenda item**. The mayor will provide the time allotted for public comment prior to the agenda item discussion. At the end of the time allotted the speaker will be muted and will not be recognized again for discussion of the same agenda item.

Roll Call

1. Roll Call

Approval of Agenda

2. Agenda Approval

Announcements

3. Announcements

New Business

4. For possible action to approve Solid Solution Geosciences, LLC Paonia Water Project Number 01800-00100_CO1 – a Change order to scope of work with the addition of Task 50 in the amount of \$7,200

Adjournment

5. Adjournment

AS ADOPTED BY: TOWN OF PAONIA, COLORADO RESOLUTION NO. 2017-10 – Amended May 22, 2018

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

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.

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

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

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 even 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 contexts 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.

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

1mm P	Agenda Approval		
PAONIA			
Summary:			
Notes:			
Possible Motions:			
Motion by:	2 nd :	vote:	
Vote:	Mayor Bachran	Trustee Budinger	Trustee Johnson
Trustee Knutson	Trustee Meck	Trustee Smith	Trustee Thompson

1mm I	Announcements		
PAONIA			
Summary:			
Notes:			
Possible Motions:			
1 obside motions.			
Motion by:	2 nd :	vote:	
Vote:	Mayor Bachran	Trustee Budinger	Trustee Johnson
Trustee Knutson	Trustee Meck	Trustee Smith	Trustee Thompson



For possible action to approve Solid Solution Geosciences, LLC Paonia Water Project Number 01800-00100_CO1 – a Change order to scope of work with the addition of Task 50 in the amount of \$7,200

Summary:

Repairs and supervision of repairs were not included in the initial scope of work.

Notes:

Josh Moore, who is operating in the capacity of an ORC has made significant repairs to the system. Filter Tech (designer of the plant) and other agencies have been called in to assess and make additional repairs, and it is beneficial – and necessary when plant shutdowns or modifications to processes need to be made – to have the person operating in the capacity of ORC on hand for supervision and assistance.

Administrator recommends approval of the change order as presented. Funding to date for this contract continues to come from budgeted position of additional ORC specific to water and wastewater. Town has not had to use any reserve or funds earmarked for specific water or wastewater projects. Staff anticipates providing information for an updated budget discussion regarding these enterprise funds within the next 30 to 45 days.

Motion by:	2 nd :	vote:	
Vote:	Mayor Bachran	Trustee Budinger	Trustee Johnson
Trustee Knutson	Trustee Meck	Trustee Smith	Trustee Thompson

Possible Motions:



WORK ORDER AND AGREEMENT BETWEEN:

The Town of Paonia 214 Grand Ave. Paonia, CO 81429

&

Solid Solution Geosciences, LLC 126 Akard Ave. Montrose, CO 81401

PROJECT: Paonia Water Audit

PROJECT NO.: 01800-00100_CO1

SCOPE OF WORK:

The scope of work of project 01800 is expanded in this work order, which adds task 50 "Repair Oversight" to the tasks set forth in the Task Summary. This task is being added because of the numerous urgent repairs needed at both plants. The estimated cost of the water audit is calculated at a rate of \$120 an hour for Principal-level staff. The cost estimate is broken down by task on a monthly basis in the Cost Estimate Table, totaling \$52,875 with the addition of Task 50 by this change order. Mileage will be invoiced at IRS standard rate. Equipment, supplies, and services purchased on behalf of the Town of Paonia with written permission will be invoiced with an additional 10% burden fee.

We will invoice you monthly for the work and expenses incurred during the preceding month. Payment for the above services will be due within 30 days of invoice receipt and interest at the rate of 5% per month shall accrue upon the unpaid principal balance of all invoices not paid within (30) days. In the event legal actions are commenced to collect all or a portion of the amount due for service the Client shall pay SSG's reasonable attorney's fee and costs of suit. The Client agrees to limit SSG's liability to the Client for issues other than gross negligence, bad faith, or willful misconduct arising out of SSG's practice, such that the total aggregate of SSG's liability shall not exceed \$50,000 or SSG's total fee for services rendered on the project task, whichever is less.

This agreement shall be deemed entered into when it is received, duly signed by the Client and an officer of Solid Solution Geosciences, LLC.

Solid Solution Geosciences, LLC	CLIENT		
By:	By:		
Title: President Solid Solution Geosciences, LLC	Title:		
Date: January 31, 2022	Date:		

Task Summary

Paonia Water Audit Task Summary including Change Order 1

SSG is pleased to present this set of tasks designed to facilitate water treatment professional succession under the Town of Paonia's water systems. All work is billed at \$120/hr for Principal level staff. Once the system is better understood, Standard Operating Procedures in place to support legal delegation of ORC authorities, SSG anticipates being able to delegate a portion of the work to less experienced individuals at a lower rate, or possibly to Town of Paonia staff.

Task 10 Routine Checks

\$24,000

Uncertainty regarding system continuous logging capabilities, system and permit details, and equipment availability/functionality create substantial uncertainty in the hours allotted to this task. The goal of this task is to monitor the system and alert the Town of Paonia when corrective actions are needed. This will give the Town of Paonia and SSG time to evaluate staffing, reporting, and equipment needs. This estimate assumes 25 hours a week and does not include analytical or equipment/supply costs. Every effort will be made to keep hours at a minimum without sacrificing safety and compliance. Specific items that will require urgent attention with respect to potable water distribution permit (CO0115601) include:

- Routine plant checks, including inspection of physical conditions, chemical batching, instrument evaluation.
- Routine Spring and well supply checks.
- Bac-T sampling.
- Operational data and validation including chlorine residual (minimum 3/day) and filtered turbidity analysis (every 15 minutes).
- Equipment calibration, verification, and record logs.
- Membrane integrity test results at required frequency and record log.
- Parts and supplies inventory

The wastewater permit (CO0047431) will require, at a minimum:

- Routine lagoon system checks including daily trash rack cleaning, aerator checks, chemical feed and inventory (batching), instrumentation and flow.
- Sampling schedule and collection including continuous monitoring (temperature and flow), weekly parameters (pH, TRC, Oil and Grease visual), monthly (nitrogen species, BOD5, TSS, selenium), and quarterly (*E.Coli*, TDS). SSG needs laboratory contacts and billing information.
- Operational data and validation, including effluent chlorine residual (FREQ), flow measurements.
- Equipment calibration, verification, and record logs.
- Spare supplies and parts

Task 20 Reporting and Notifications

\$5.040

Monthly operating reports and data submission for chlorine, turbidity, and Bac-T will be made

under (CO Permit CO0115601). Monthly and Quarterly Discharge Monitoring Reports will be submitted under Permit CO0047431.

Task 30 Records Audit and Consolidation

\$7,200

This task will consolidate existing data and records that are readily available. Record keeping requirements differ slightly by permit. Both permits require equipment calibration and maintenance records be maintained for a minimum of three years. Chemical information is kept for ten years, with lead and copper information kept for twelve years. The available information will be consolidated electronically for posterity. The cost does not include putting the information in a database. In addition to records, Standard Operating Procedures and delegation forms will also be compiled and evaluated.

Task 40 Status Report

\$6,000

SSG will provide a Status Report to the Town of Paonia regarding compliance with permits CO0115601 and CO0047431, the completeness of associated records, and recommendations for data and record retention. In addition, the physical status of the of the treatment plants will be reviewed with deficiencies and opportunities for improvement discussed.

Task 50 Repair Oversight

\$7,200

SSG will make recommendations for needed repairs to the Lamborn Water Treatment Plant and the Paonia Wastewater Treatment Plant (WWTP) and coordinate with the Town of Paonia and the Town's selected contractor or employee to schedule repairs.

Current known needed, urgent, repairs include:

- Lamborn compressor heater and redundant compressor motor
- Lamborn broken piping to the chemical backwash system from floating pipes
- Leak in Lamborn Skid 2
- Valve in Lamborn Skid 2
- Water pump replacement, Lamborn
- Non-functioning dataloggers at the WWTP
- Broken aerators at the WWTP

The list of needed repairs is not exhaustive, focusing on those known issues most likely to result in loss of water treatment or Permit violations. The task does not include bringing the Clock Water Treatment Plant back online. Breaks within the distribution system have been common in the past two weeks. While no leak is currently known, one could occur at any time. If any additional oversight is needed for distribution line breaks it will be added to this task at a rate of \$120 per hour and will likely cause an exceedance of the cost estimate.



Solid Solution Geosciences, LLC
Paonia Water Audit
01800-00100
1/3/2022

Cost Estimate: Paonia Water Audit

Task	Description	Staff	Hourly Rate	Estimated Hours		Estimated	
Number				Jan-22	Feb-22	Total	Cost
10	Rountine Checks	Principal	\$120	100	100	200	\$ 24,000
20	Reports and Notifications	Principal	\$120	24	18	42	\$ 5,040
30	Audit & Records Consolidation	Principal	\$120	40	20	60	\$ 7,200
40	Status Report	Principal	\$120	10	40	50	\$ 6,000
50	Repair Oversight	Principal	\$120	40	20	60	\$ 7,200
Hourly	Monthly Hours			214	198		
Billing	Monthly Billing Estimate			\$ 25,680	\$ 23,760		\$ 49,440

Travel	Estimated Mileage	3000	3000	
Travei	Estimated Mileage Cost	\$ 1,755	\$ 1,680	
TOTAL	Esitmated Total Cost	\$ 27,435	\$ 25,440	\$ 52,875

M	djournment		
PAONIA			
Summary:			
Notes:			
Possible Motions:			
rossidie Modons:			
Motion by:	2 nd :	vote:	
Vote:	Mayor Bachran	Trustee Budinger	Trustee Johnson
Trustee Knutson	Trustee Meck	Trustee Smith	Trustee Thompson