



**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

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
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Summary:

Notes:

Possible Motions:

Motion by: \_\_\_\_\_ 2<sup>nd</sup>: \_\_\_\_\_ vote: \_\_\_\_\_

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

AGENDA SUMMARY FORM

	<p>Agenda Approval</p>
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Summary:

Notes:

Possible Motions:

Motion by: \_\_\_\_\_ 2<sup>nd</sup>: \_\_\_\_\_ vote: \_\_\_\_\_

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

AGENDA SUMMARY FORM

	Announcements
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Summary:

Notes:

Possible Motions:

Motion by: \_\_\_\_\_ 2<sup>nd</sup>: \_\_\_\_\_ vote: \_\_\_\_\_

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

AGENDA SUMMARY FORM



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.

Possible Motions:

Motion by: \_\_\_\_\_ 2<sup>nd</sup>: \_\_\_\_\_ vote: \_\_\_\_\_

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



**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: \_\_\_\_\_







**Cost Estimate: Paonia Water Audit**

Task Number	Description	Staff	Hourly Rate	Estimated Hours			Estimated Cost
				Jan-22	Feb-22	Total	
10	Routine 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 Billing	Monthly Hours			214	198		
	Monthly Billing Estimate			\$ 25,680	\$ 23,760		\$ 49,440

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

AGENDA SUMMARY FORM

	Adjournment
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Summary:

Notes:

Possible Motions:  
  
Motion by: \_\_\_\_\_ 2<sup>nd</sup>: \_\_\_\_\_ vote: \_\_\_\_\_

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